## Team CORUS Channel Administration

## Join by Password

If you've been given a password to add yourself to or remove yourself from a channel or consult within Team CORUS, this document will show you what to do next.

## Instructions

**Step 1:** Login to <u>https://jh.teamcorus.com</u> with your JHED credentials.



**Step 2**: Click the "Search" button, which is located at the top of the screen to the right of your name.



**Step 3:** Turn on the **Channels** option to locate the channel you'd like to join. It's turned off by default.



**Step 4:** Enter the name of the channel in the search box and select the correct result.

		T E	RU	М <b>S</b> ти		×
Q	mentions	×	) <b>V</b> F	eople/Devices	Consults	Channels
A	DVANCED FILTERS 🕀		howing 1	of 1 results		
	Mentions (C2074)				> ROO	OM TYPES
					•	Consult Channel
					DEV	ICES
					C,	VOIP
					<b>D</b>	Pager
						SMS

**Step 5:** Once in the room, you'll see a box in which you'll enter the password and click the **JOIN** button.

•  portal39 KSAS  VinderGrad	SEARCH	0
CHANNELS (0)	Mentions (C2074)	Members List (*) Showing: 2, Online: 0, Total: 2 users <u>Show only online</u>
You aren't part of any channel yet.		ອ
More channels	Entering a message and clicking submit will send a message to <b>ALL 2</b> members of this group. Are you sure you wish to do so?	koystry1 Site admin portal08 Room owner
DIRECT MESSAGES (0)		
You haven't started any conversations yet. More direct messages	Message	If you have the password to join this room, you may enter it here.
HISTORY	RESET SUBMIT	Enter Password +D JOIN

**Step 6:** After you've successfully entered the password, you're joined to the channel.

• portal39 KSAS UnderGrad	~	SEARCH	8
CHANNELS (1) # Mentions (C2074)		☆ 🕹 Mentions (C2074)	0
More channels			
DIRECT MESSAGES (0)			
You haven't started any conversations yet.			
More direct messages			-
HISTORY		April 4, 2018	
		portal39 11:44 AM Has joined the channel.	

**Step 7:** To leave, hover over the channel name in the left panel. Click the 🗭 icon that appears.

portal39 KSAS UnderGrad	~	SEARCH	?
CHANNELS (1)		😭 🔕 Mentions (C2074)	0
# Mentions (C2074)	4 (b)		
More channels	Le	ave room	
DIRECT MESSAGES (0)			
You haven't started any conversations	yet.		
More direct messages			
HISTORY		April 4, 2018	
		portal39 11:44 AM Has joined the channel.	

**Step 8:** Finally, in the prompt, click the appropriate button to leave the channel.

• portal39 KSAS VInderGrad V	SEARCH	0
CHANNELS (1)		0
More channels		
DIRECT MESSAGES (0)		
You haven't started any conversations yet.	Are you sure?	
mote direct messages	Are you sure you want to leave the room "Mentions (C2074)"?	
HISTORY	Cancel Yes, leave it	
	Has joined the channel	