


## JOIN NOW Installation

Before you can properly use JOIN, you have to install **JOIN Now** on your computer. This little programme makes sure that JOIN can 'communicate' with Microsoft Office. All files you create using MS Office can be saved to JOIN with just a few mouse clicks. Follow these steps to install JOIN Now on your computer:

1. Close all Microsoft Office packages
2. Left-click on the Windows logo at the bottom left of the screen.
3. Type in: Software center
4. Wait until the screen is filled with information
5. Double-click Decos Join Now 6.0.25
6. Left-click on Install
7. Wait until the message  appears

If you now open a Microsoft Office application (e.g. Outlook, Word, Excel), there will be one (Outlook) or more JOIN-NOW buttons in the programme.

## Login and menu lay-out

At <https://join.utwente.nl/> you can log in with your m-number and password. After logging in with your m-number, you will see the start menu. From the start menu, go to registrations by clicking on the option *Registraties* in the top bar.



On the left side in the application you will find the menu. Depending on your authorisation, it will contain *Addresses*, *Contact persons*, *Documents* and *Folders*. By clicking the triangle which you see at every component, you will see the underlying books. Check if you have access to the right document books. As a JOIN-user, you are authorised to see the books *Onderwijskwaliteitszorg UT* and *Opleidingsaccreditaties UT* by default.



## Contact and additional information

If something is unclear, please contact the functional manager via [JOINbeheer@utwente.nl](mailto:JOINbeheer@utwente.nl). They can also help you at any time with the use of JOIN in your specific work situation. For archive questions, please contact a Records Manager.