

# Getting Started with FileCloud



TELECOM INFRA  
PROJECT®



# What is FileCloud?

## Where Project Group work lives

FileCloud is TIP's platform for storing, sharing, and collaborating on Project Group documentation. Everything from charters to draft work and final deliverables is managed in one place.



# Why We Use FileCloud

- One source of truth for Project Group work
- Real-time collaboration across organizations
- Structured access to documents based on participation
- Clear separation between draft work and final deliverables



# Getting Access

- Check your inbox for your email invitation

When you join a Project Group, the community manager will grant access to FileCloud to the email associated with your Hivebrite profile.

- Log in using the credentials provided

You will be provided with a username and a temporary password, which you will be prompted to change.

- Accept the Terms of Service to access the platform

You can review the Terms of Service at: <https://telecominfraproject.com/terms-of-use/>

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# Navigating

## How to find your Project Group files

- Go to All Files
- Open Shared with Me
- Select tip-projectgroups
- Navigate to your Project Group folder

This is where all Project Group materials are stored.

# Collaborating

## Working in FileCloud

- Edit documents in real time using Office Online
- Collaborate directly within shared files
- Save updates centrally for all contributors

## Access & Permissions

- Access is based on your Project Group participation
- Some users may have edit access, others view-only
- Contact your PG Chair or TIP team with access questions

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# Need Help?

## We're here to help

- Platform support: [operations@telecominfraproject.com](mailto:operations@telecominfraproject.com)
- Project Group support: contact your PG team
- Membership questions: [membership@telecominfraproject.com](mailto:membership@telecominfraproject.com)

## Contact your Project Group team

**Data & AI Foundations**

[data-ai@telecominfraproject.com](mailto:data-ai@telecominfraproject.com)

**Neutral Host & Infra Sharing**

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