**REFRESHER FOR USING INTRALINKS**

Intralinks has kindly donated their VIA system to support the provision of pro bono legal advice – several firms already use this with partner organisations to coordinate pro bono projects. The Plan has been given access to share useful resources, notes from meetings, etc.
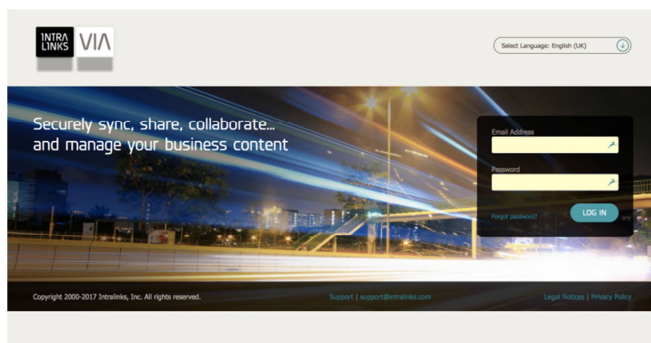
Access Intralinks at www.intralinks.com and you will see the following page:
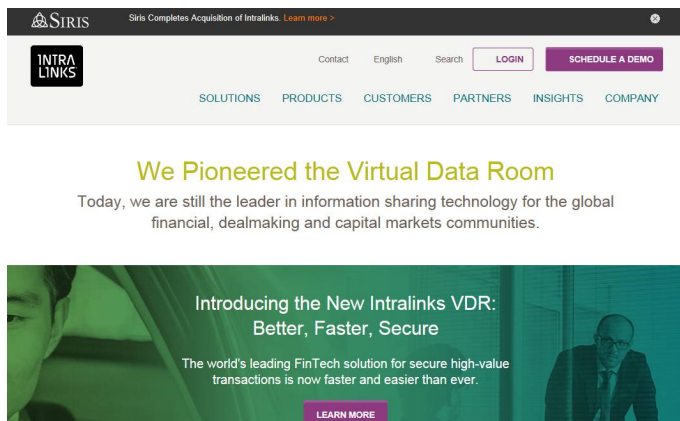
Click Login (top right corner) to access the main selection page and select **Intralinks VIA Pro:**
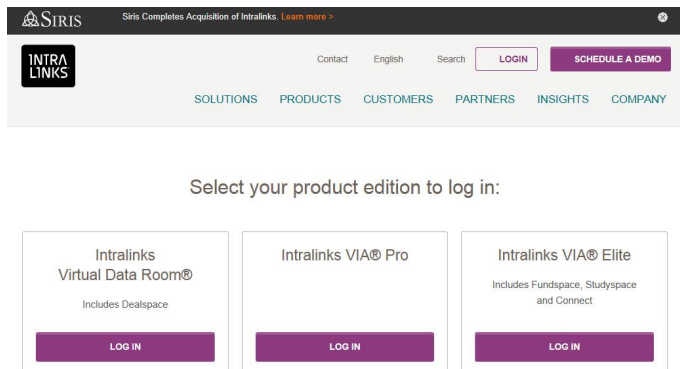
This will take you to the login page for Intralinks VIA

Note that Intralinks passwords expire every 60 or 90 days – if you cannot log in the password may have expired. Check your email account and you will soon find an email to click and update your password.

Note that the Plan Secretariat cannot retrieve your password for you – the password is your responsibility and if you are stuck, you will need to contact Intralinks directly to gain access.

NAVIGATING AROUND INTRALINKS

When you log in you will see the Workspaces page. This shows any workspaces created by other people, that you have been given access to. If you create workspaces, these will also appear here.

If you are viewing this file from within Intralinks, scroll down to see further guidance overleaf on:

- More about Workspaces
- To create folders and subfolders
- Granting other people access to the workspace or subfolder
- Adding (or downloading) files to Intralinks
- Accessing documents within Intralinks
- Tidying Workspaces into Workboards

If you are viewing this on the Plan's website, log in to Intralinks and navigate to the following location to access the extended guidance:

Collaborative Plan Workspace ->Plan documents subfolder -> Full guide to Intralinks