

From:

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Date: 12/6/2007 4:16:33 PM

Subject:

Attachments: AAMVA Board Team Site User Guide.doc

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Dear Board Members,

We have created a password protected team site where the Board will be able to share documents and information in a private work space. The log in screen asks for your e-mail address and your AAMVA Web password.

You can access the team site by going to the following url and clicking on the link to the AAMVA Board Team Site.

<http://groups.aamva.org>

Several documents related to the January Board meeting have been placed in the site:

- Agenda
- Schedule of Events
- Hotel confirmation numbers (confirmations were sent to you this morning via email).

**The Board reports will be available on the site on Monday, December 17th (after 3pm).**

We are providing several ways for you to become familiar with using the team site.

1. We have attached a user guide that explains the primary features you will use in this team site - alerts and documents. Please take a look at this guide and sign up for Announcement and Event alerts. If you do not sign up for alerts, you will not receive the e-mails alerting you that there is new information to access.

2. The following link leads to our Online Tutorial page and tutorial number seven explains various features of SharePoint Team Sites.

<http://www.aamva.org/KnowledgeCenter/Tools/Tutorials/>

3. We can schedule a review session if you would like us to walk you through the site.

Please do not hesitate to contact the following staff if you need a password or have any questions about using the team site: e-mail: [knowledge@aamva.org](mailto:knowledge@aamva.org) or call: Janice Dluzynski - 703-908-5842 and Sam Fernandez - 703-908-5763.

Best regards,

Neil

Neil D. Schuster  
President & CEO

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AAMVA's members in the United States and Canada work collaboratively to support and improve motor vehicle administration, safety, identification security and law enforcement.