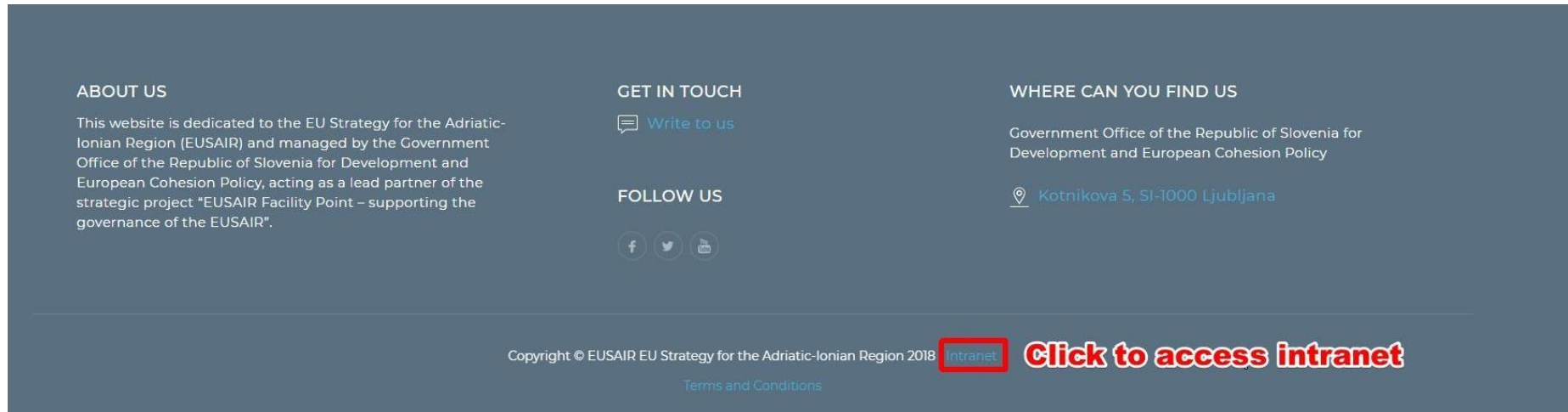


Intranet Manual – Subscriber

1. Open <http://www.adriatic-ionian.eu/> website and navigate to the bottom of the page. Click on **Intranet**.

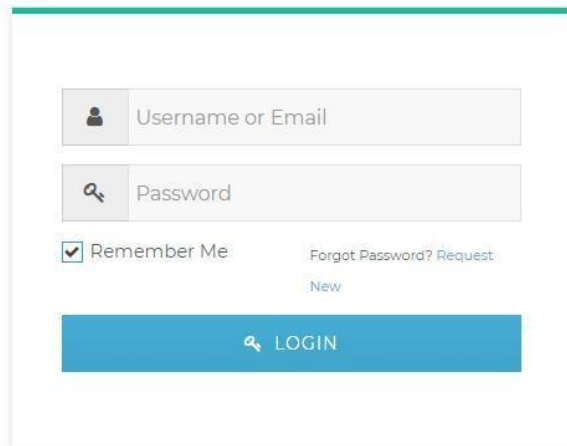


The screenshot shows the footer of the website with three columns of information:

- ABOUT US**
This website is dedicated to the EU Strategy for the Adriatic-Ionian Region (EUSAIR) and managed by the Government Office of the Republic of Slovenia for Development and European Cohesion Policy, acting as a lead partner of the strategic project "EUSAIR Facility Point – supporting the governance of the EUSAIR".
- GET IN TOUCH**
Write to us
- FOLLOW US**
Social media icons for Facebook, Twitter, and YouTube.
- WHERE CAN YOU FIND US**
Government Office of the Republic of Slovenia for Development and European Cohesion Policy
Kotnikova 5, SI-1000 Ljubljana

At the bottom center, the copyright notice reads: Copyright © EUSAIR EU Strategy for the Adriatic-Ionian Region 2018. To the right of this, the word "intranet" is enclosed in a red rectangular box. Further to the right, the text "Click to access intranet" is displayed in a bold, red, italicized font. Below the copyright notice, there is a link for "Terms and Conditions".

2. Enter your **Username (email) and password**. Press **login**.



The image shows a login form with the following elements:

- A text input field labeled "Username or Email" with a person icon on the left.
- A text input field labeled "Password" with a magnifying glass icon on the left.
- A checkbox labeled "Remember Me" which is checked.
- A link labeled "Forgot Password? Request New" with a magnifying glass icon.
- A blue button labeled "LOGIN" with a magnifying glass icon.

3. When logged in successfully, Intranet will open.

Intranet has 5 menu items:

- a. **All folders** – here you can browse folders and download files
- b. **Search files** – here you can search through files
- c. **Upload files** – no access for your user rights
- d. **My files** – no access for you user rights
- e. **Logout** – Intranet logout

You can access and use functionalities of the items according to the user rights granted to you. As a **subscriber** you are allowed to read and download files, but you don't have the permission to upload files or create folders.