



## ***How to use the World Interchange Network (WIN)***

These instructions describe how to use the PIARC website to email a request for information to a WIN relay. The WIN relay will then forward your request to an appropriate expert who will reply to your email directly.

### **1. After logging in, select one of the relays from the list**

To view all the available relays by continent, language or area of expertise, select "Relays" from the "World Interchange Network" submenu on the left of screen. To filter the relays, select "Search for a relay" from the "World Interchange Network" submenu on the left of screen and fill in the form to filter relays by continent, language and/or area of expertise. A list of results is displayed under the form. You may view the particulars of each relay before sending your request by selecting the "View details" arrow, located to the right of the relay of interest.

### **2. To send your request to a relay**

Select the "Send request" arrow located to the right of the relay you want to contact. Fill in the form that appears, with the preferred language and area of expertise that you are interested in. You may also change your email address if you prefer the reply to be sent elsewhere. Type your request in the "Your Question" field and any further comments in the "Additional Comments" section. Then click on the send button.

Your email is received by the relay who will then forward the message to an appropriate expert. This is all done via the WIN website. The expert also views and replies to your request via the WIN website and the reply appears directly in your email inbox.

**If you have any difficulty** using the site, please email us at

**[winrme@piarc.org](mailto:winrme@piarc.org)**

We hope the WIN will provide the information you seek and encourage you to use it often!