NEED TO WORK FROM HOME? INFORMATION MANAGEMENT & TECHNOLOGY SERVICES (IM&TS) HAS YOU COVERED

Introducing Microsoft Teams

Microsoft Teams is a **hub for teamwork**, which brings together everything you need to work effectively with your team: **chat** and threaded conversations, **meetings** with screen and file sharing, real-time content **collaboration** with the power of integrated Office 365 applications, and the ability to integrate and manage the services, sites, and applications that our operations rely on - **from anywhere, including home, anytime**.

Step 1—Think About your Team

If you are a Manager, Director, or an Administrative Assistant, before you contact us to have your team(s) created, please consider the following:

- **Best Practices for Organizing your Team(s)**
- **Teams and Channels for Team Owners**

Step 2—Setup Your Team

Contact the **Corporate & Web Solutions team** at **DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca** to have your team created. You will be required to provide the following:

1. Team Name
2. Team Description
3. Team Owner(s) - *consider having more than one, especially for larger teams*
4. Will this be a Private or Public team

Step 3—Get the Application

To get **Microsoft Teams**:

- Go to **https://teams.microsoft.com/go#** to download the **desktop application** OR
- Go to **teams.microsoft.com** to open in your **web browser** OR
- Go to **Google Play** or the **App Store** to download the **mobile application**

For more detailed instructions on how to download and launch the application, please refer to **Module 1** in our series of self-paced learning modules on Microsoft Teams. This module, and more, can be found **here in GCdocs** / **here in the Training Demo Self-Paced channel's files**. *Please note that at this time, we are not recommending employees download the application from the Software Center as this requires a VPN connection.*

Step 4—Open the Application

To launch the Microsoft Teams application:

- Launch the Teams application and enter your **COMPLETE** credentials (**the automatically populated e-mail address is NOT complete**)
- When prompted, Click **Ok/Yes** to continue running the scripts and re-enter your credentials
- IF you are connecting for the first time or you are connecting via a VPN, you may have to provide Multi-Factor Authentication (MFA):
  ⇒ Choose a method to receive your **sign in code**
  ⇒ Enter your sign in code and click **verify**

Step 5—Learn the Application

The following resources are available to support your use of Microsoft Teams:

- Training is available within the Teams application in the **Help** tab
- **Video Training** is available [here from Microsoft](#)
- **Self-Paced Training Modules** are available [here in GCdocs](#) / [here on SharePoint](#) / in the [Training Demo](#) (join code **dl6hv18**) team files
- **Pre-recorded Instructor-Led Training Sessions** are available for viewing in the [Training Demo](#) (join code **dl6hv18**)
- **Instructor-Led Training** will be available **upon request by contacting** Natasha.Lim@dfo-mpo.gc.ca once regular activities resume

Step 6—Know and Share the Resources

Please be aware of the following resources for your review and distribution amongst your team:

⇒ **[The Corporate & Web Solutions team inbox](#)**
- Contact the Corporate & Web Solutions team

⇒ **[The Corporate & Web Solutions Intranet Site](#)**
- Access information on the Corporate & Web Solutions team and the applications we are striving to support

⇒ **[The Training Demo Team](#)**—join code **dl6hv18**
- Access training materials and resources, information, updates and more on Microsoft Teams

⇒ **[The DW / EM (Digital Workplace/Espace de Travail Moderne) Team](#)**—join code **ldmpxvl**
- Access information, updates, and discuss the Cloud-based tools that comprise our digital workplace

⇒ **[The GCdocs Project Documentation Folder](#)**
- Access all the Microsoft Teams project documentation

⇒ **[The Microsoft Teams Help & Learning Centre](#)**
- Access help and training from Microsoft on Microsoft Teams

⇒ **[Tools for Driving Adoption of Microsoft Teams](#)**
- Help your team get on-board with Microsoft Teams

Step 7—Know the Differences

Here's what you need to know about the Fisheries and Oceans Canada experience of Microsoft Teams:

- As we are operating on Exchange 2010 servers, there is **NO Meeting Function or integrated team calendar**—Meetings can still be scheduled via Outlook or impromptu meetings can be held via Teams
- **Meeting Delegation has NOT been implemented for Teams Meetings** on Exchange 2010 servers—until the upgrade occurs, we suggest Assistant's schedule Teams meetings from their calendars and include "ON BEHALF OF: [their Executive]" in the meeting subject line or in the body of the invitation
- **Video access has NOT been granted to all** employee accounts given the current state of emergency—this is under review and we are actively working towards offering our clients a broader range of functionalities

Step 8—Please be Patient

For more information, questions, or concerns, please contact the **Corporate & Web Solutions team** at DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca.