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Fisheries and Oceans Canada

Human Resources and Corporate Services Pêches et Océans Canada

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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:

- <u>Best Practices for Organizing your Team(s)</u>
- <u>Teams and Channels for Team Owners</u>

Step 2—Setup Your Team

Contact the **Corporate & Web Solutions team** at **DFO.IMTS.DWS-SEN.GIST.MPO@dfompo.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 <u>https://teams.microsoft.com/go#</u> to download the desktop application <u>OR</u>
- 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 <u>Module 1</u> in our series of self-paced learning modules on Microsoft Teams. This module, and more, can be found <u>here in GCdocs</u> / <u>here in the Training Demo Self-Paced channel's files</u>. 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 <u>COMPLETE</u> 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):
 - \Rightarrow Choose a method to receive your sign in code
 - \Rightarrow Enter your sign in code and click **verify**





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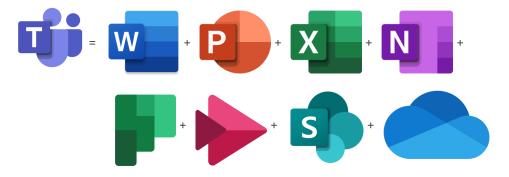
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Step 5—Learn the Application

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 <u>here from Microsoft</u>
- Self-Paced Training Modules are available <u>here in GCdocs</u> / <u>here on</u> <u>SharePoint</u> / in the <u>Training Demo</u> (join code dl6hv18) team files
- Pre-recorded Instructor-Led Training Sessions are available for viewing in the <u>Training Demo</u> (join code dl6hv18)
- Instructor-Led Training will be available upon request by contacting <u>Natasha.Lim@dfo-mpo.gc.ca</u> 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 IdmpxvI
 - 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 <u>DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca</u>.