# What is People?

People is a contact management app and address book included in Microsoft's Windows suite. It allows a user to organize and link contacts from different email accounts. The People, Mail, and Calendar apps work together in order to easily send mail to and schedule appointments.

# How do I Access People?

You can access People and Microsoft 365 (M365) via the official Microsoft 365 website.

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the People icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

# What are Restrictions for People?

You can only access People and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment - Desktop (SAVE-D)

Restricted Devices page for more information.

New Features in People

Guidance and Training will be added at a later date.

# Is there People Training?

Guidance and Training will be added at a later date.

# What are Information Management Best Practices for People?

For advice and guidance on managing information, please reference the Information Management page.

# What Information Classification does People fall under?

ESDC received Protected B certification for select M365 applications.

Before using an M365 application for Unclassified, Protected A or Protected B information, refer to the interim guidance.

# Is there Technical Support for People?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD) .

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for People?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use People and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

 Connect with them by asking a question about People in the Microsoft 365 Help team.