

Microsoft Teams is a unified communication and collaboration platform that combines messaging, video meetings and file sharing. It is widely used across most sectors all over the world.

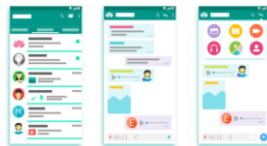


What we will use it for

ITPS is starting to use Teams to help with communication as part of planning continuing operation due to the Coronavirus outbreak. It is available to all ITPS staff and can be used for:



One-to-one
Video/Audio Calls



Text Chat



Video-/Tele-
Conferencing



Document Sharing

The software is built around the idea of “Teams” – groups of people who work together. You can set up new Teams yourself, and we are happy to do this for you on request.

Getting Started

All staff can access Microsoft Teams through a web browser, **logging in with your ITPS email address and password**. Apps are also available for Windows PCs, Apple PCs, iPhones and Android phones.



<http://teams.microsoft.com>

Microsoft have produced a PDF “Cheat Sheet” guide that introduces the interface, concepts and basics of using Teams:

<https://tinyurl.com/ITPS-TeamsTips>



Microsoft End
User Training:

<https://tinyurl.com/ITPS-TeamsTraining>



Microsoft Teams

YouTube Channel:

<https://tinyurl.com/ITPS-TeamsYouTube>



Do's and Don'ts

- ITPS policies on IT Acceptable Use and Data Protection apply to the use of Teams.
- All staff are asked to treat communicating through Teams the same way as they would email, phone or face-to-face.
- If you need to discuss a sensitive matter regarding a member of staff or service user consider a phone call, video call or encrypted email rather than using the text chat.



Getting Support

If you would like any assistance the IT Team will do what they can. If you cannot get on to Microsoft Teams please contact the Helpdesk (helpdesk@itps.co.uk).

If you can get onto Microsoft Teams please join the **“ITPS – All Staff” Team**, ask your question in the **IT and Teams Help** Channel and we will do our best.