0365 Teams is here

We are pleased to tell you that you now have access to Microsoft Teams, which you can use to help you stay connected to your team using a virtual office environment.

Your use of Teams will vary depending on your job role and department so please take direction from your line manager or team lead as to which meetings and functions they would like to carry out via this tool

Below is information to help you get started, it is important you work through ALL the steps.

Step 1: Login and Password	GUIDES
We have already set up all staff with a licence so you don't need to request anything from eHealth. Click on: O365TeamComm201042020.odt Your user name is: networkID@xggc.scot.nhs.uk (i.e. Smith123@xggc.scot.nhs.uk) Password: this is your current network password IT IS IMPORTANT TO SET UP MULTIFACTOR AUTHENTICATION FOR REMOTE ACCESS.	**A quick guide to how to logon** **A quick guide to multi-factor authentication (VERY IMPORTANT)**

Step 2. How to download and login to Microsoft Teams
Whilst you can use the web version, we recommend you download the application to your desktop for better functionality. You can download the Teams App to your work or own PC/Laptop following the instructions below. You can also download to mobile devices from your app store.

2a. If you are working on a GGC site do the following.	
Open up the Software Centre from the PC/Laptop desktop. It looks like this:	
Locate the packaged Teams app, then click install In the Applications File, it looks like this: Type in your username where it asks for email address. (e.g. NetworkID@xggc.scot.nhs.uk) Select 'sign in'. Enter your password when prompted	
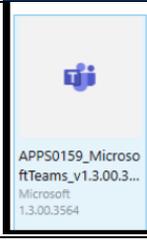
2b. If you are at home using FortiClient please disconnect before doing this and use your home broadband.
1. Go to https://teams.microsoft.com/downloads 2. Click on 'Download Teams'. 3. Click on 'Run'. 4. Once downloaded, Teams will auto start.

5. Type in your username where it asks for email address.
(e.g. NetworkID@xggc.scot.nhs.uk)
6. Select 'sign in'.
7. Enter your password when prompted.
8. For the 2-factor authentication, set your country as UK (+44), enter your mobile number and you will receive a text message. (The default is to receive a call, so change it to text message so that it's easier for you – **note NOT your work number**.)
9. Input the code you are sent and select verify.
10. Select 'Yes' to stay signed in for your ease.
11. Then you're in!
12. Finally, if prompted by the notifications popup at the bottom right, select 'Turn On'.

Step 3: 0365 Knowledge Centre	
We have an 0365 Knowledge Centre with more information about Teams (including links to training) and other apps you may be using through teams. You may be asked to request access the first time you visit, please do that now.	**Click here to access/ request access**
Step 4: Support	
We don't expect you to have any difficulties, but if you do you can request support via the National Support Desk. **Note this is a national support desk, NOT your local NHGGC service desk. If you place your request in the wrong place it will result in a delay to your request.** Please review the guide and save the link to your favourites. The Link to this helpdesk will also be provided on the 0365 Intranet Page, and the 0365 Knowledge Centre	**Here is the link:** **http://nhsnss.service-now.com/teams** Or call: 0131 275 7777 **For more information on how this service desk works please see this guide here.**