

## Using Microsoft Teams

### What we're using Teams for

The Social Committee are inviting staff to take part in wellbeing activities while we're working from home.

Some of the wellbeing activities involve sharing images or having the option of starting discussions with others. We're giving staff access to Teams to allow this to take place easily, off email.

There are a lot of functions on MS Teams that we're not going to use initially. We might roll out these functions later.

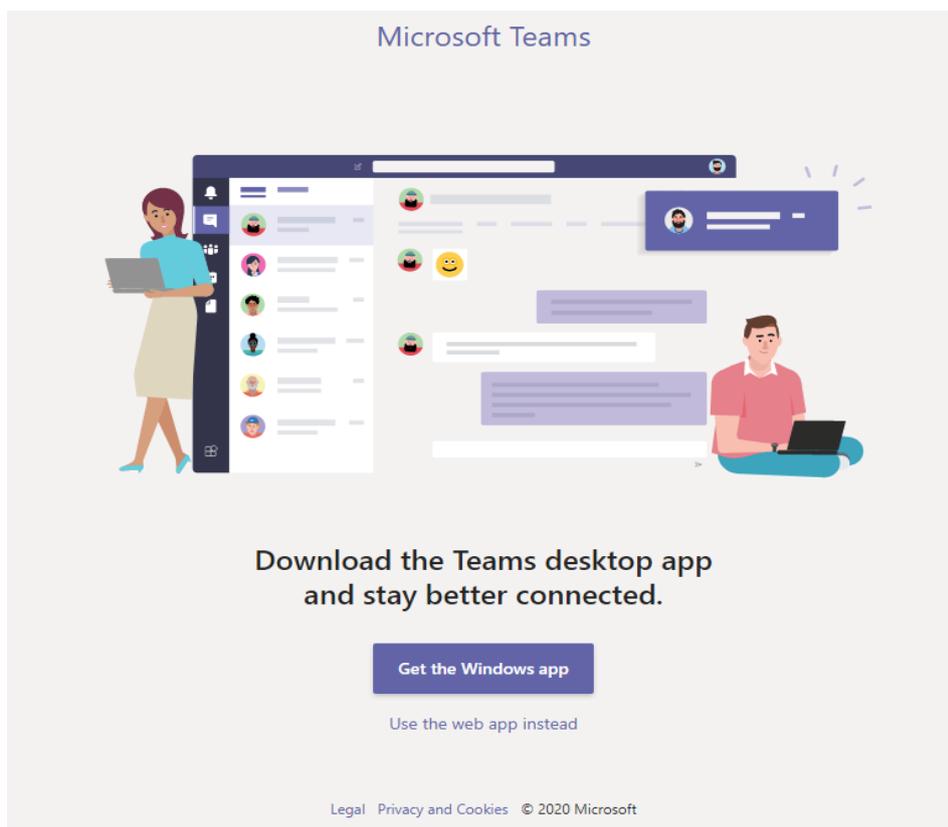
### How to use Teams

When using MS Teams, please remember that all existing STC policies apply.

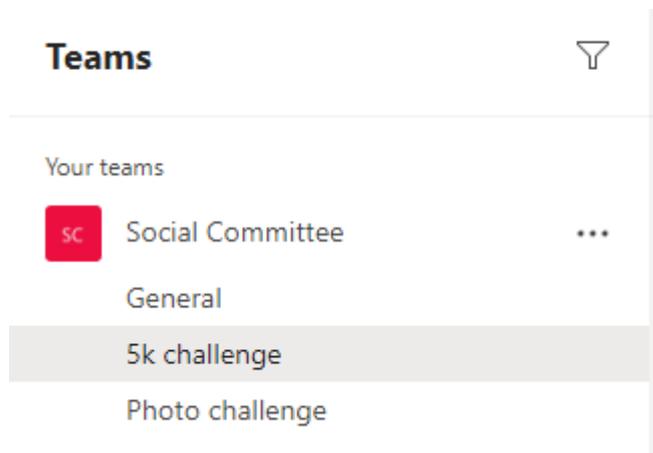
Follow this link to visit the Social Committee site:

<https://teams.microsoft.com/l/team/19%3a674424075ccf40bb90e6eb20f030001a%40thread.tacv2/conversations?groupId=cd647a2c-29e6-49b9-985e-6360e020094e&tenantId=36eb843c-be13-43cc-90b6-149b270934b0>

You might be prompted to sign in. Use your normal sign in details. And you might see a screen like this. Select 'Use the web app instead'.



In the left-hand toolbar, you'll see the Social Committee team, with the channels we've set up underneath.



Click on these channels to take part in the activities and discussions.

Once you're in the channel, you can:

- Post a photo
- Start a new conversation
- Comment on someone else's post
- Use an emoji to give feedback on a post
- Mention someone by typing @ and then their name – in the same way as most social media sites. So typing @Lyndsay Toal will send her an email to say that you've mentioned her in a post or comment. We've turned off automatic notifications for new content because we wouldn't want all staff to get an email every time there was a comment or a new post.
- Share a GIF or sticker

If you're entering a photo for one of the challenges, please create a new post in the relevant channel so people can comment on it if they want to.

If you post something that you want to delete, select the three dots at the top right of your post and select 'delete post'. The Social Committee can't delete anything you post.

The Social Committee is still getting familiar with MS Teams, so bear with us if we need to make any adjustments to settings or this guidance as we go along.

If you have any questions or any suggestions for future wellbeing activities, please contact a member of the Social Committee.