



# Microsoft Teams for Victorian Venturers



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## **Microsoft (MS) 365 accounts and MS Teams**

Over the last year VVC has been using and trialling our free not for profit Office 365 enterprise licence and especially the MS Teams software with the plan to make it available to all our Units. Well with the need for on-line platforms to continue Venturing during social distancing we decided it was time to take the leap, so we have rushed it out to you, unfortunately with little guidance as we didn't get a chance to develop any. On Monday 163 accounts were created and login details for O365 and Microsoft Teams emailed out to the emails that were submitted to us using our online unit details form. If your unit hasn't received the login details then please email [support@vicventurers.com.au](mailto:support@vicventurers.com.au)

What does this give you and what can you do, well there is lots on offer with the account you have received, but let's keep it simple.

- Firstly you now have a unit based [@vicventurers.com.au](mailto:@vicventurers.com.au) Exchange email account which you can send and receive from, please monitor the emails as we plan to send emails to these accounts. If you choose you can even set up a forwarding of these emails to another account if that helps, instructions for forwarding were with the login details.
- Secondly with MS Teams your unit account has been put into a D/ZVC and Regional Team so that all these teams can easily converse, share and meet. Units can even create their own Team and invite their members to be guests in the team, which allows joining on-line meetings, chat functionality and using/accessing the 1tb of storage each account gets. It's very easy to create a team and invite guests, first step is click the button at the bottom left of the teams screen to join or create a team, give it a name (ie Unit Name). Then in the team towards the top of the page you should see a big icon with "Add more people" click it then either type or paste individual unit members emails then click add. Easy, but please create the team as private and only create one team for the unit, we don't want/need thousands of teams and we know which account created each team but we don't want to have to have words with anyone. If you find it to hard then just ask one of the Venturers as many are using MS Teams for on-line schooling.
- Third, we are not mandating its use, noting though that we will be emailing units via these email accounts, we would love you to use this as it is a very stable and secure platform unlike some of the other platforms available free for on-line meetings that may seem functionally richer but also have dubious privacy and security practices and settings, and are now blocked by many governments and large corporate entities.

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