Emergency Management Planning Reform

REMPC Member
Microsoft Teams Setup and Training Guide
(for an existing member of the VicGov tenancy)
A separate guide is available for REMPC Members who are 'guests' to the VicGov tenancy

Contents

Microsoft Teams for REMPCs

Microsoft Teams is an integrated platform that will allow for document management, scheduling, meeting facilitation, meeting recording and many other functions through one platform. It will help your REMPC keep all meetings, documents, and conversations in one place, making these much more accessible for all members of your region.

Hardware requirements

The following computer specifications are the minimum required for using Microsoft Teams:

Windows

- OS: Windows 10 or Windows 8.1
- Web browser: latest version of Edge, Chrome, Firefox.

See more Windows hardware requirements here if you are having issues during set up

Mac

- OS: One of the three most recent versions of macOS
- Web browser: latest version of Safari, Edge, Chrome, Firefox.

See more Mac hardware requirements here

Set up guide

Configure your Microsoft Teams experience

1. Open your start menu and check if you have Microsoft Teams installed. If you do not have Microsoft Teams installed, please submit a request through ServiceNow to install Microsoft Teams before continuing with the following set up steps.

2. Open Microsoft Teams from your start menu
3. Click on your profile and settings to configure your preferences for the Microsoft Teams application.
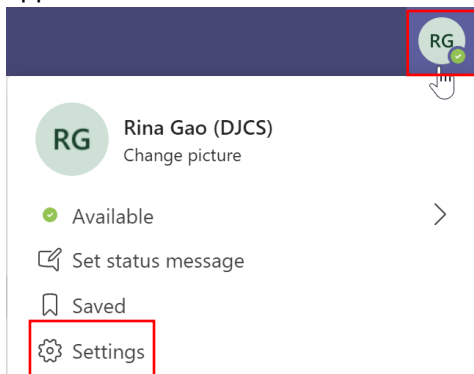
   a. Configure your **General** application settings as follows

b. Configure your Notifications as follows. You will only receive missed activity emails if activities in your Teams require your attention, you did not have Microsoft Teams running on any devices and/or you have been inactive for a long time.

Email

Missed activity emails	Once every 10 mins ⌄

Sound

Play sound for notifications	🟢

Teams and channels

You will get desktop and activity notifications for:

All activity	Mentions & replies	Custom ＞
New messages, reactions and all mentions	Personal mentions and replies to your messages	Your custom settings are active.

‹ Back to settings

Custom

All teams and channels ⓘ

Personal @mentions	Banner and feed ⌄
Team mentions	Banner and feed ⌄
Replies to conversations I started	Banner and feed ⌄
Replies to conversations I replied to	Banner and feed ⌄
Likes and reactions	Banner and feed ⌄
Trending	Only show in feed ⌄

Shown and pinned channels ⓘ

All new posts Notify me every time there is a new post in this channel	Off ⌄
☐ Include all replies	
Channel mentions Notify me each time this channel is mentioned	Banner and feed ⌄

Configure your REMPC Team experience

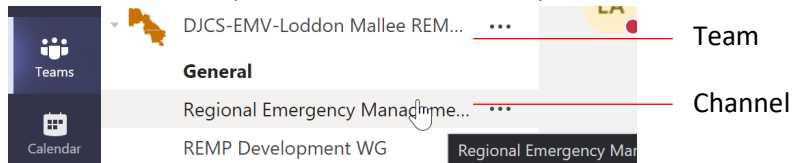1. Find your REMPC Team by clicking **Teams** on the left-hand rail, then select **<your REMPC Team name>** to expand the channels under your REMPC team. Click on the **REMPC** channel.

2. Click the **Files** tab *above the channel conversation*, then **sync** (to synchronise this file storage location with your computer). This will allow you to quickly access IREMPC files through your desktop File Explorer. All IREMPC files are saved centrally in this location for everyone in the Team to collaborate on.
   Note: there are two 'files' buttons in your view. The file button on the left menu will show recently opened documents across all your Teams and your OneDrive. The files button in the top banner will take you to the files relating to the channel you are in.

3. Open your **File Explorer**, Expand **VicGov**, and open the folder labelled **<your REMPC Team name> - IREMPC** and check you are able to open a document in here (while you have network connection).
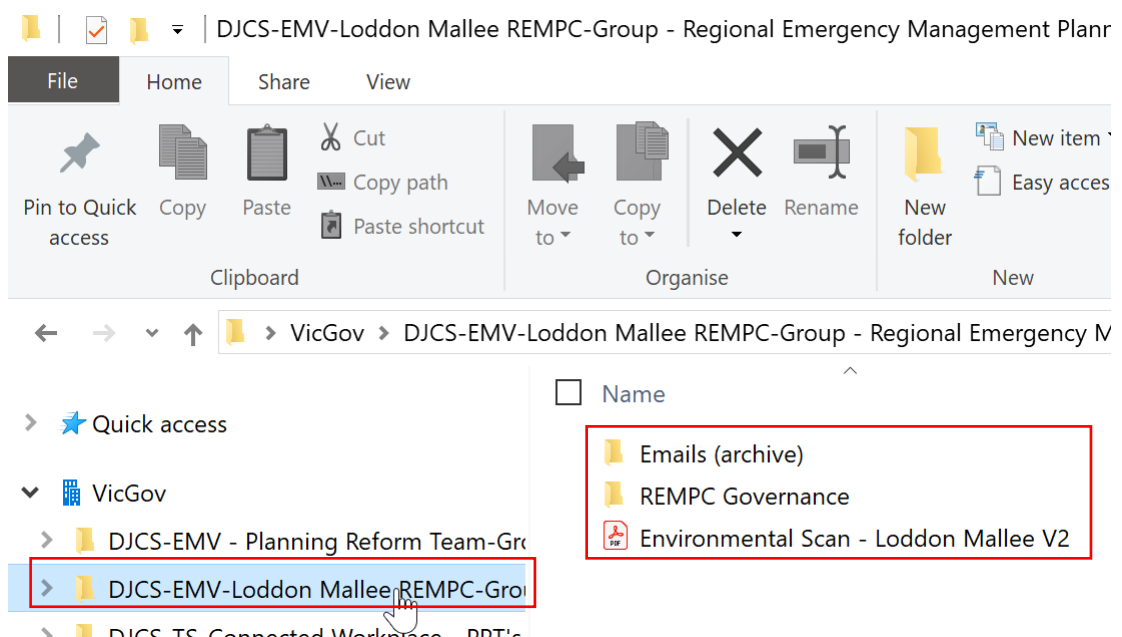
That's it, you're all set up!

Training

Left handrail
Use these buttons to switch between your Activity Feed, Chat, Teams, Calendar & more.

Work in Teams
Click to see your teams or join/create a Team for group collaboration.

Team channels
Click on a Channel to see the files and conversations about that topic.

Your teams organised
List of all teams you are a member of. Drag and drop a team to reorder your list.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Meet in the channel
Start a meeting instantly in the channel using Meet or Schedule a meeting

View additional tabs
Look at information relevant to this channel including Files and more

Reply
Your responses are attached to a specific conversation which you can search and revisit in the future

Linked files
Link files you are discussing in your post so everyone looks and works on the same document. These files are typically saved in the Files tab of the channel

Start a new conversation
Type and format it here. Add files, emojis, GIFs, or stickers to liven it up!

Start a new conversation

To start a new conversation in your REMPC, click **New conversation.** This is an easier and more efficient way to communicate with the REMPC instead of emails.

Make sure you notify the people that should read your message by @mentioning each person by name, @mentioning the channel, or @mentioning the entire REMPC team (which will notify everyone in the team) in your message. Start by typing '@' followed by the person, channel, or Team name, and the suggested person will pop up for you to select. Only individuals who are part of the Team will be available for @mentioning.
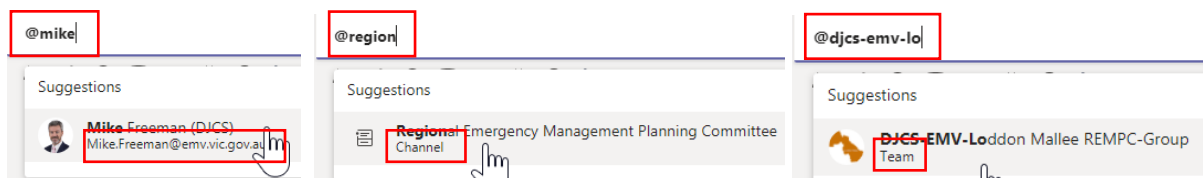

You can also link document/s to your conversation in the REMPC files by clicking ✐ under the text box. When you are ready, click **Send** ▷ to post the conversation.
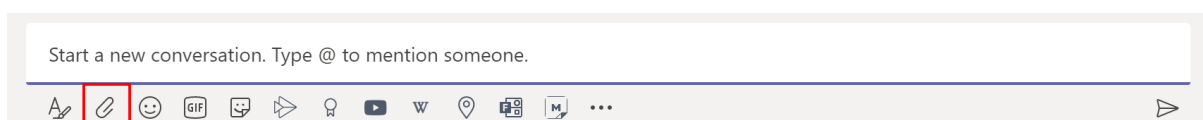
Participate in an existing conversation

If there are many responses to an existing conversation, the replies will be collapsed. You can click **X replies from…** to expand and read the existing conversation or click **Reply** to post a response to the conversation.
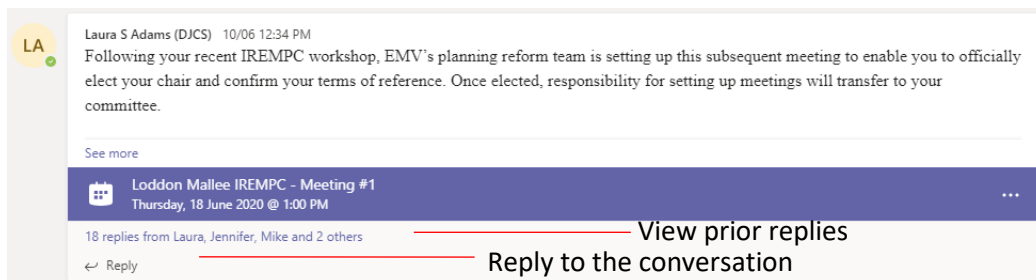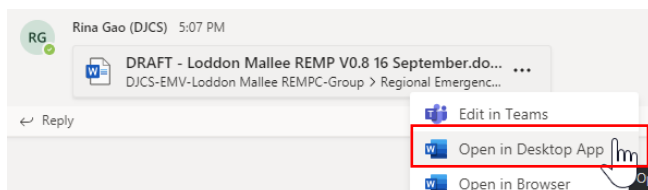

When replying, you should also use @mention to notify the people you want to be involved, attach links to relevant document/s, send emojis, and more.
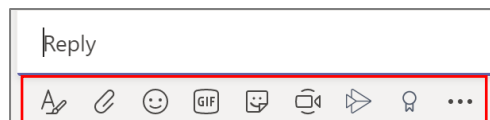
Manage documents

When opening a document from a conversation, open the document using desktop application where possible.

Alternatively, you can navigate to the same REMPC documents from the synced directory in your File Explorer.
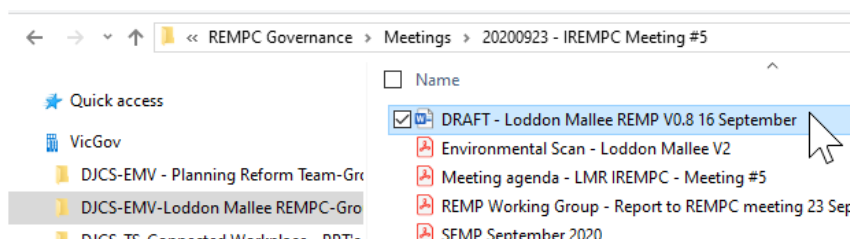
If you have an internet connection, your Office document changes will be automatically saved back to the REMPC Team as you make edits. Autosave will be on and **Saving…** will update to **Saved** next to the document title. Make sure the status of the document is Saved before you close the Office desktop application
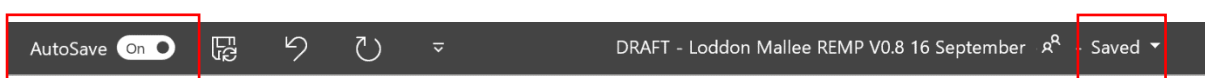
If mistakes were made, previous versions of the document can be accessed (and restored) by clicking on the document title and clicking **Version History**
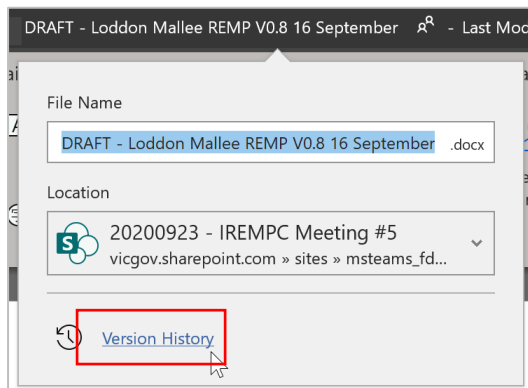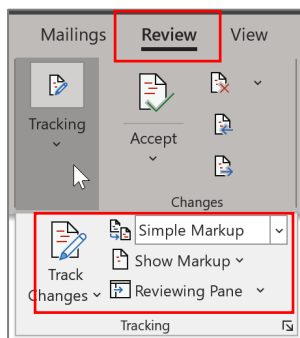

If you need to see exactly who made which changes in the document, make sure **Track Changes** is enabled

Organise a meeting

Schedule meetings in the REMPC by clicking the **v** arrow next to **Meet** on the upper right of your IREMPC channel, then click **Schedule a meeting**. Make sure to add every person that should attend the meeting into the required participants list so they receive an email invite in their mailbox.
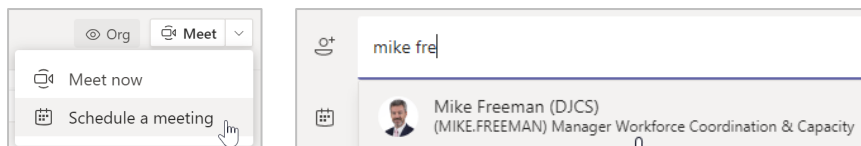
In the meeting invite, include the following text (or similar):

> *Thank you for participating in this Regional Emergency Management Planning Committee meeting.*
>
> *If you are experiencing issues with Microsoft Teams, or if this is your first time attending a REMPC meeting on Microsoft Teams, please take time to review the relevant guidance document/s listed below (available on the 'regional' page of the Emergency Management Planning Resource Library).*
>
> *These documents are designed to ensure that you set up Microsoft Teams in a way that maximises your REMPC experience.*

- *Proxy quicksheet*
- *Setup and training guide (for a guest of the VicGov tenancy)*
- *Setup and training guide (for an existing member of the VicGov tenancy)*
- *REMPC facilitator or team owner booster pack*

Participate in a meeting

When the meeting starts, you can join by navigating to the REMPC channel and joining the meeting
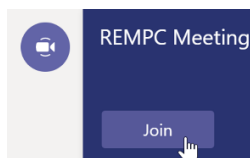
Use the toolbar at the top to check who is in the meeting, raise your hand, access the conversation pane, and access more settings and options for your meeting experience.


Share content

View participants   Show/hide conversation   Raise/lower hand   More settings and options
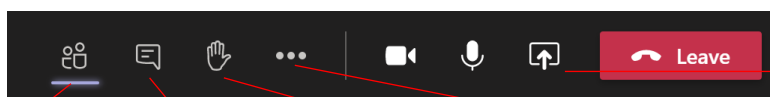
You can share an application on your screen or your entire screen with the meeting participants. Beware that if you share your entire screen, all applications you open on screen will be displayed to meeting participants. Watch this video tutorial on how to share content

If you need to edit REMPC documents during a meeting, access the documents in the synced folder through your File Explorer.

Download attendance

If you need to download a list of participants for the meeting, click the **Participants** icon, select '**…**' and **Download attendance list**
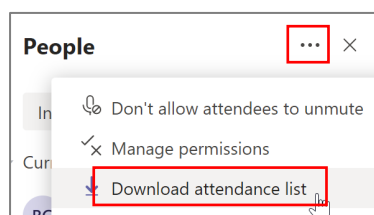

Keep a meeting participant in your view

Regularly, meetings will allow a view of 9 users on screen. You can increase this to 49 users by clicking **…** then **Large gallery** or **Together mode** (these options are available if there are more than 5 participants in the meeting).
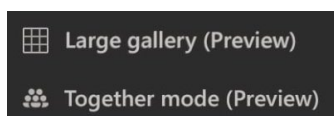
Alternatively, you can keep one user's video feed pinned on your screen by clicking **…** next to their name in the video or in the **Participants** list, then **Pin**. This will not change what other users see. If you want to keep one user pinned for all participants, click **Spotlight** instead.
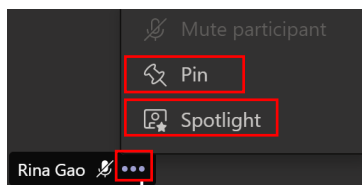
Record a meeting

Click '**…**' in the meeting toolbar and select **Start recording**

The recording will automatically stop once everyone in the meeting has left. Alternatively, you can click '**…**' then **Stop recording** to manually stop recording during the meeting.

Watch a meeting video after the meeting

Recordings of meetings will take a while to process. Once a video is ready, a link will be posted in reply to the conversation about the meeting. Click on the meeting recording preview image to view the video within Microsoft Teams, or click '…' and **Open in Microsoft Stream** if you also wish to view the transcript of the recording
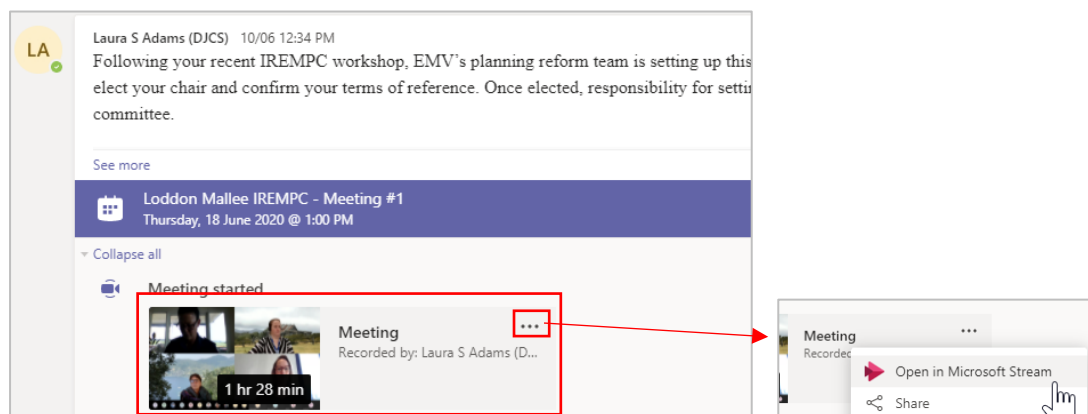
FAQs and reference guides

FAQs such as who has access to the REMPC Team and reference guides such document naming conventions can be found in the Resource Library tab in your REMPC general channel.