

Using Microsoft Teams and Yammer



These applications will be delivered alongside your new Windows 10 devices, however, to help those that may need to work remotely; we want all staff to still be able to communicate with colleagues.

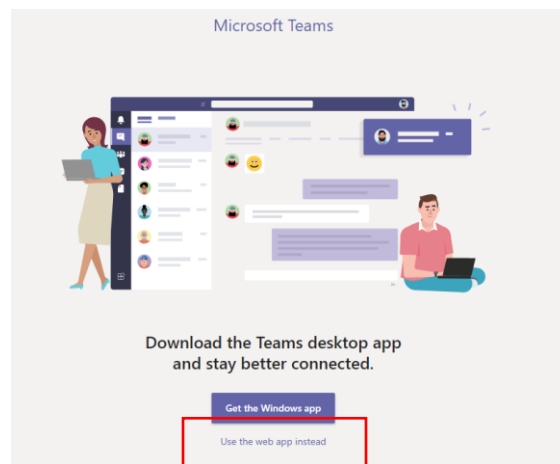
- **Microsoft Teams** is a collaboration application, whereby you can instant message your colleagues and communicate via video and audio conferencing. You can use this on your personal devices, such as smartphones, laptops and computers, and it won't interfere with your personal files, photos or information.
- **Yammer** is a platform whereby you can communicate with colleague's council-wide, and also receive information much like a noticeboard. Yammer is much like a social platform for communicating with colleagues and other teams.

To get started:

- **Download** each of these applications from your local app store (on Smartphones or Laptops):



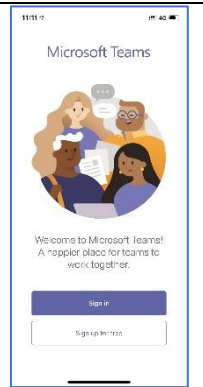
- Or use **Microsoft Teams** from an internet browser on your laptop or computer by using the following link and click 'Use the web app instead' -
<https://teams.microsoft.com/>



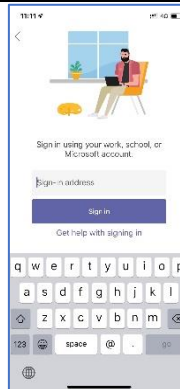
Starting on **Microsoft Teams** using **Apple devices**

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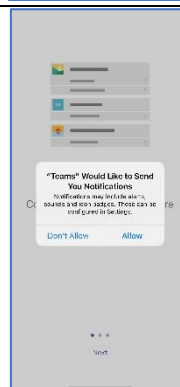
Once downloaded, open the Teams app and click **'Sign in'**



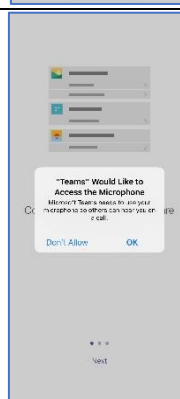
Sign-in using your **Southwark email address and password**



Click **'Allow'** so you can receive notifications when you get a message

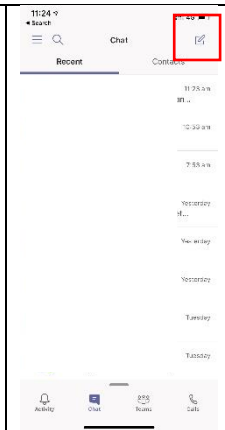


Click **'Allow'** so you can use audio and video



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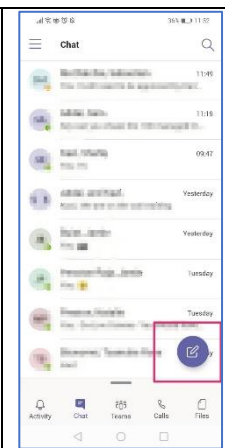
To **start a new chat** with colleagues, click in the top right, and enter names or email address of colleagues



To get started on an Android device

Follow the same sign in steps, using your **Southwark email address and password.**

To **start a new chat**, click the button in the bottom right.



To get started on **Yammer**, follow the same process as above to **download the app** to your device and **sign in using your Southwark email and password** – or visit <https://www.yammer.com/southwark.gov.uk> from a web browser on your computer or laptop

For further training on Teams and Yammer, please visit the [Digital Skills Portal](#) on MyLearningSource.