



Technology to support remote working

Communicating with Skype for Business



Skype for Business is a communication tool that lets you easily send messages, voice and video call and even see each other's screens.

Use it for:

- Daily hui (meetings): as a team or one-one; you can even record meetings!
- Talking socially and building whanaungatanga (connectedness) using video can help your team feel connected
- Quick pātai (questions)
- Sharing screens to see what you are working on

Actively include everyone if you are meeting via Skype. Pause regularly and check if participants want to add something, let them use video, voice or text.

Collaborating with Microsoft Teams



MS Teams is a chat-based collaboration space, where your team can work together on documents, share information, team files and calendars. You also have access to the Skype message, call and video chat functions from within Teams.

Use it for:

- Communicating pānui (updates) which reduces emails
- Asking for feedback and advice from the team
- Collaborating on documents
- An easy place to access your team plan

Think about the channels you want to create in your Teams site, what will each be used for?

Hono ā-rorohiko - Helpful links:

- [Kotahi Skype for Business page](#)
- [Kotahi Skype for Business FAQ](#)
- [LinkedIn Learning course](#)
- [Troubleshoot connection](#)
- [Troubleshoot audio/video](#)

Hono ā-rorohiko - Helpful links:

- [Benefits of Microsoft Teams](#)
- [Teams Quick Start guide](#)
- [How to set up Teams](#)
- [Office 365 online learning](#)

Rauemi ipurangi - other helpful technology related resources:

- [ACC HabitatAtWork website](#) – for setting up new work spaces
- [Āwhina](#) – to raise an ICT Āwhina request, call 09 355 5555 only if urgent.
- [Office 365 online learning](#) - for MS Teams, Excel, Outlook, Word, PPT, OneNote, OneDrive and SharePoint
- Links to access from your personal device: [Auckland Council webmail](#) [Kotahi](#) or [Tupu](#) (login: username@aklc.govt.nz)
- [Tips for improving your home broadband speed](#)
- [Simple rules to support good video calling](#)

Me mahi tahi tātou – Let's work together