Information Technology Resources for District 99

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Overview

- Getting Access

- Email Support

- Public Web Site

- Portal Web Site

- Microsoft Teams

- Zoom

- Getting Help

Getting Access

PRE-REQUISITE TO USING DISTRICT 99 SERVICES

Getting Access

- District Management Team

  - Provided an account in the form first.last@d99tm.org.

  - Includes DD, PQD, CGD, AM, FM, PRM, IPD and Webmaster.

- Area Directors

  - Requires Microsoft Account.

  - This should be associated with an email address you want to use for Toastmasters business.

Microsoft Account

- Microsoft Accounts are free!

- Go to https://account.Microsoft.com

- Options

  - Use an existing email address
    - Caution: work email addresses often don't work.

  - Create an @outlook.com email address.
    - For example: I created walker.rglenn.d99@outlook.com as the account I use for testing.
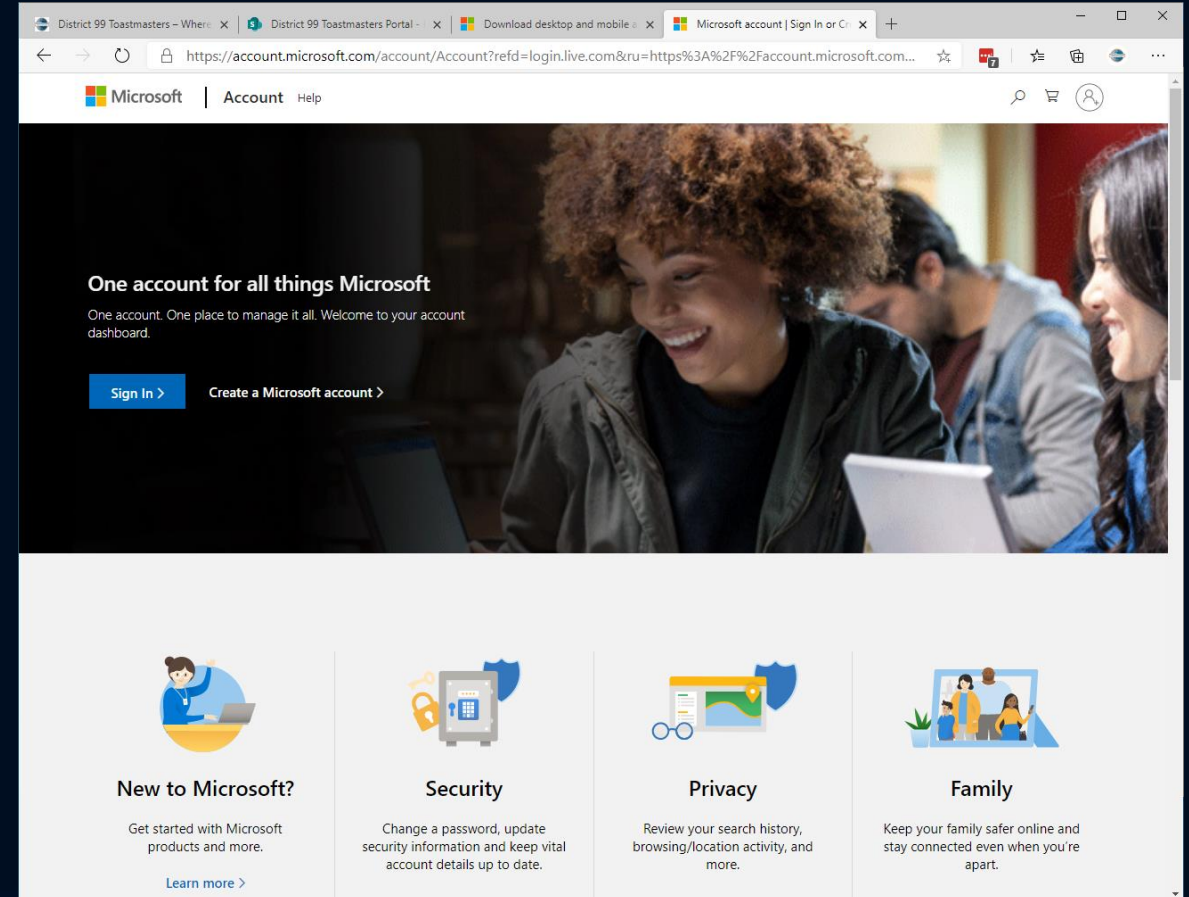
Email Support
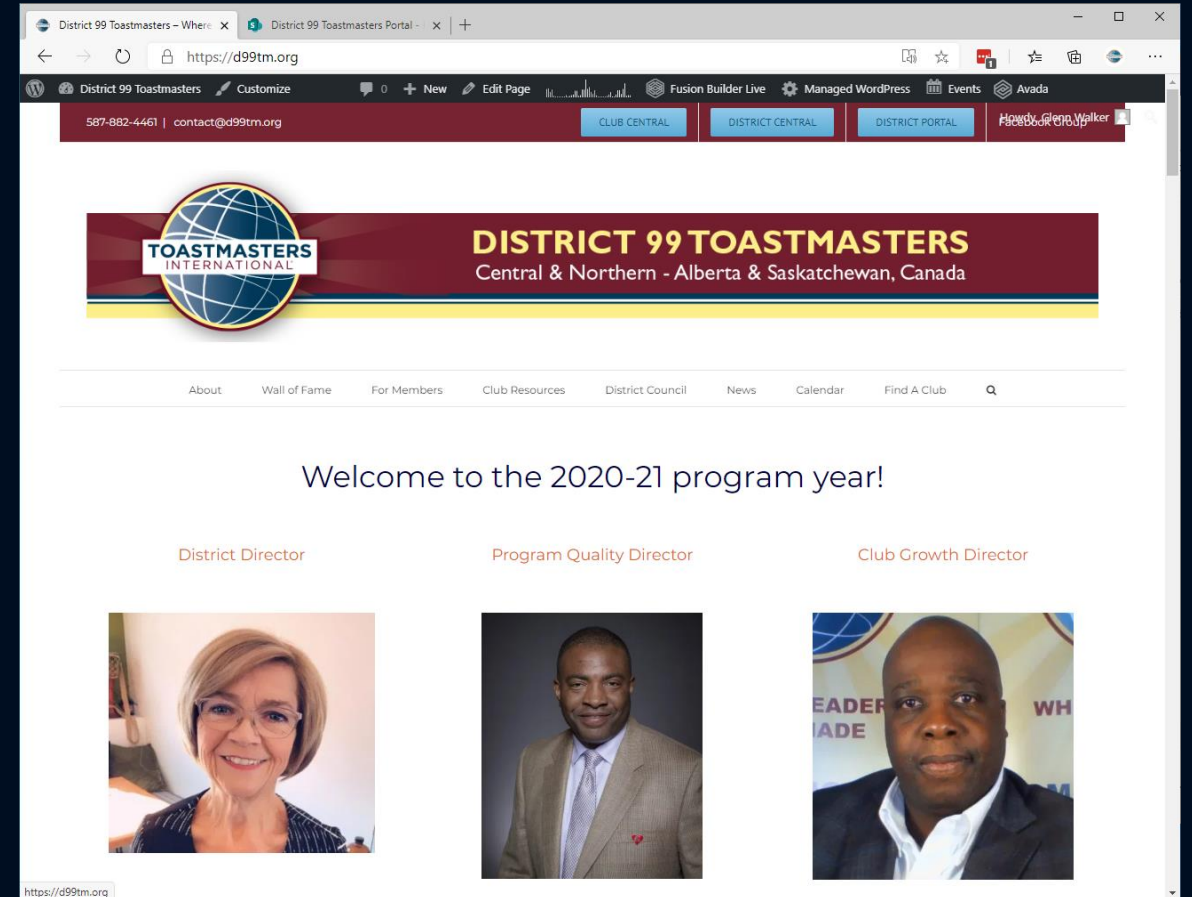
COMMUNICATING WITH EACH OTHER

Email Support

- District Management Team

  - Each get a license which includes mailbox, calendaring, storage for files and other services.

  - Includes DD, PQD, CGD, AM, FM, PRM, IPD and Division Directors.

- Area Directors

  - Email alias set up which will forward email to a mailbox of your choosing.

  - Area##@d99tm.org can be given to clubs and will forward email to appropriate area director (where ## is the area number).

Web Sites

INFORMATION SHARING

Public Web Site – d99tm.org

- This site is accessible by all members of the district.

- Contents include:
  - News
    - Recognition
    - Information of Interest
  - Calendar
    - Upcoming district, division and area events
  - Lists
    - Sunshine Clubs
    - Online Clubs

- Admin manager looks after the calendar.

https://d99tm.org

Portal Web Site – portal.d99tm.org

- Documents
  - General
  - Minutes
- Calendar
- Videos
- Pictures
- Lists

https://portal.d99tm.org

Portal Web Site

DEMONSTRATION

Microsoft Teams

INTERACTIVE COMMUNICATIONS WITH TEAM MEMBERS

Microsoft Teams

- Hub for Communication

- Provides
  - Instant Messaging
  - Meeting Facilities
  - Collaboration Tools
  - Quick Access to …
    - Public web site
    - Portal web site
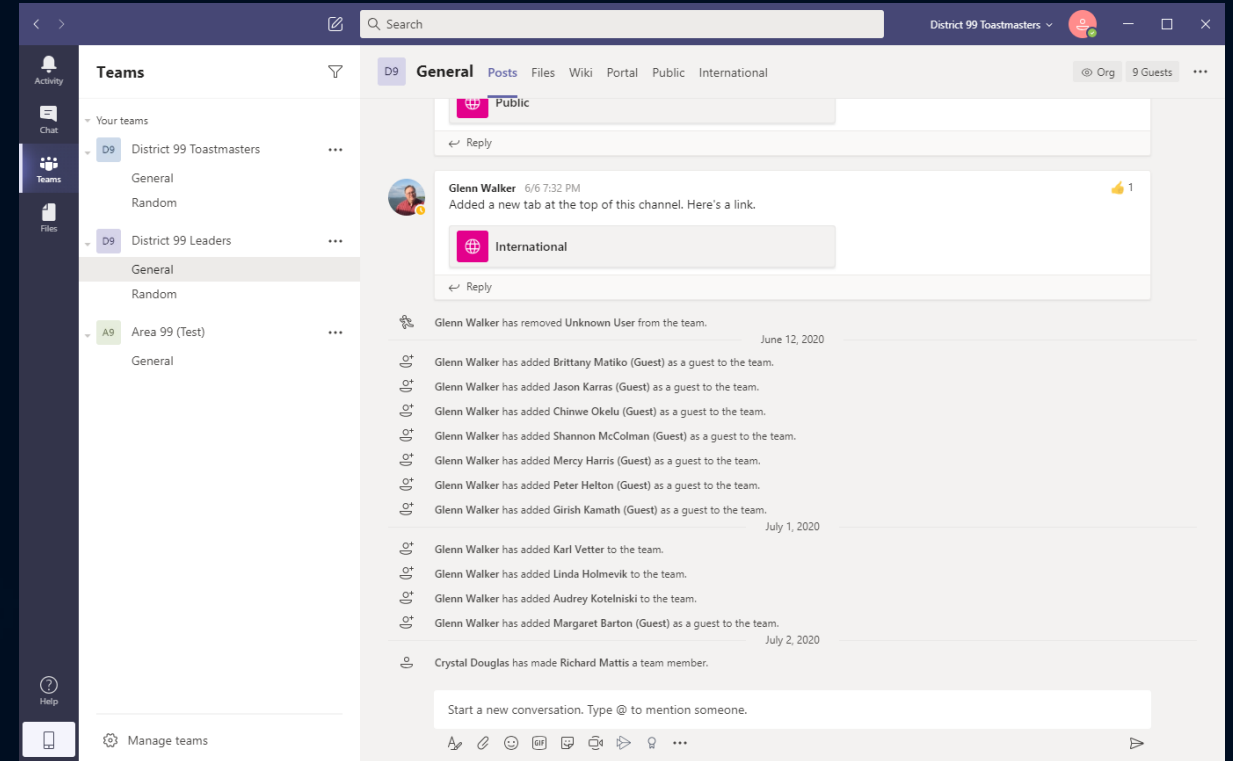
Microsoft Teams

- To get started, I recommend you download and install Microsoft Teams.

- Available for ...
  - Desktop
  - Smart Phones
  - Tablets

- Installation available at https://teams.Microsoft.com/download
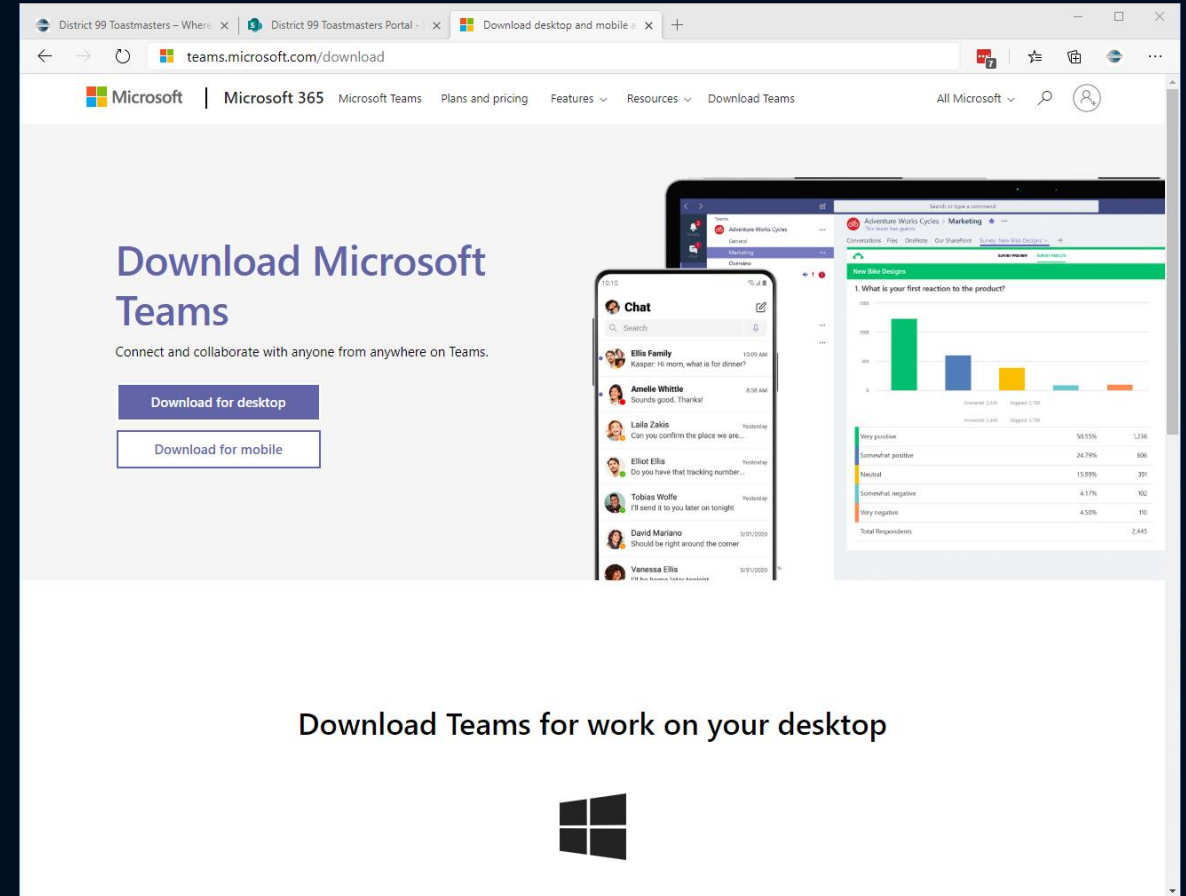
Logging In

- District Management Team

  - Enter your first.last@d99tm.org login name followed by your password.

- Area Directors

  - Enter your Microsoft Account as you login name and your password.
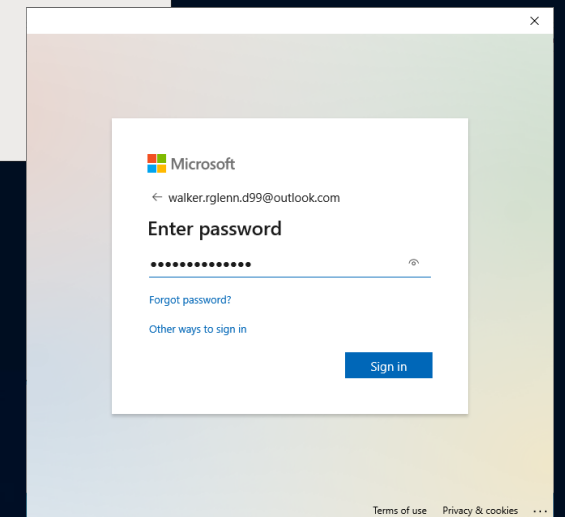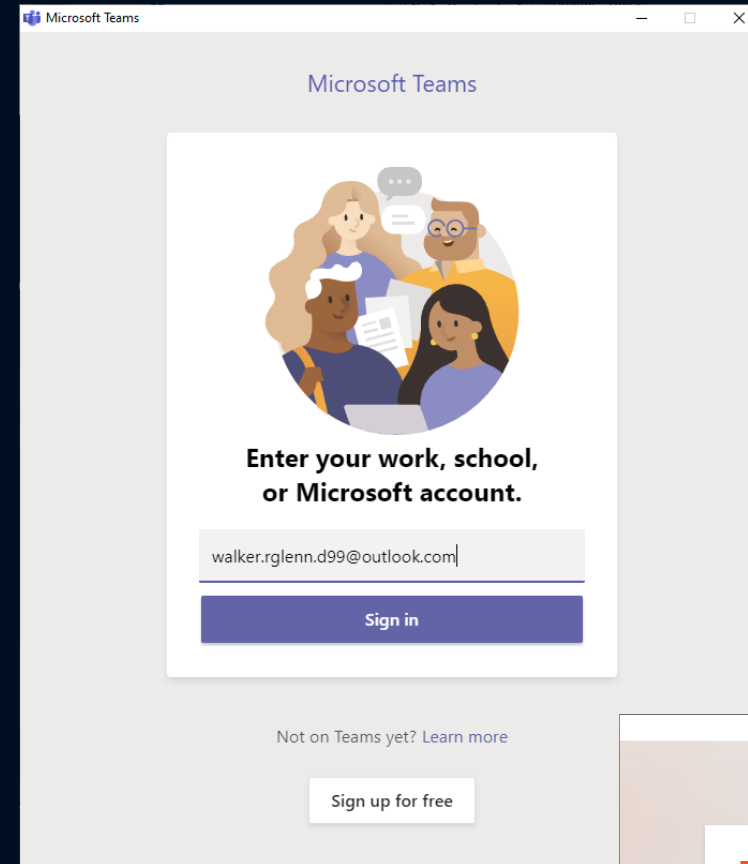
Joining the Team

- Join the team.

  - If your ID has been used for multiple teams, you need to select "District 99 Toastmasters (Guest)" as the team you want to log into.

- Once you are fully logged in, you should see a window that looks like the one to the right.
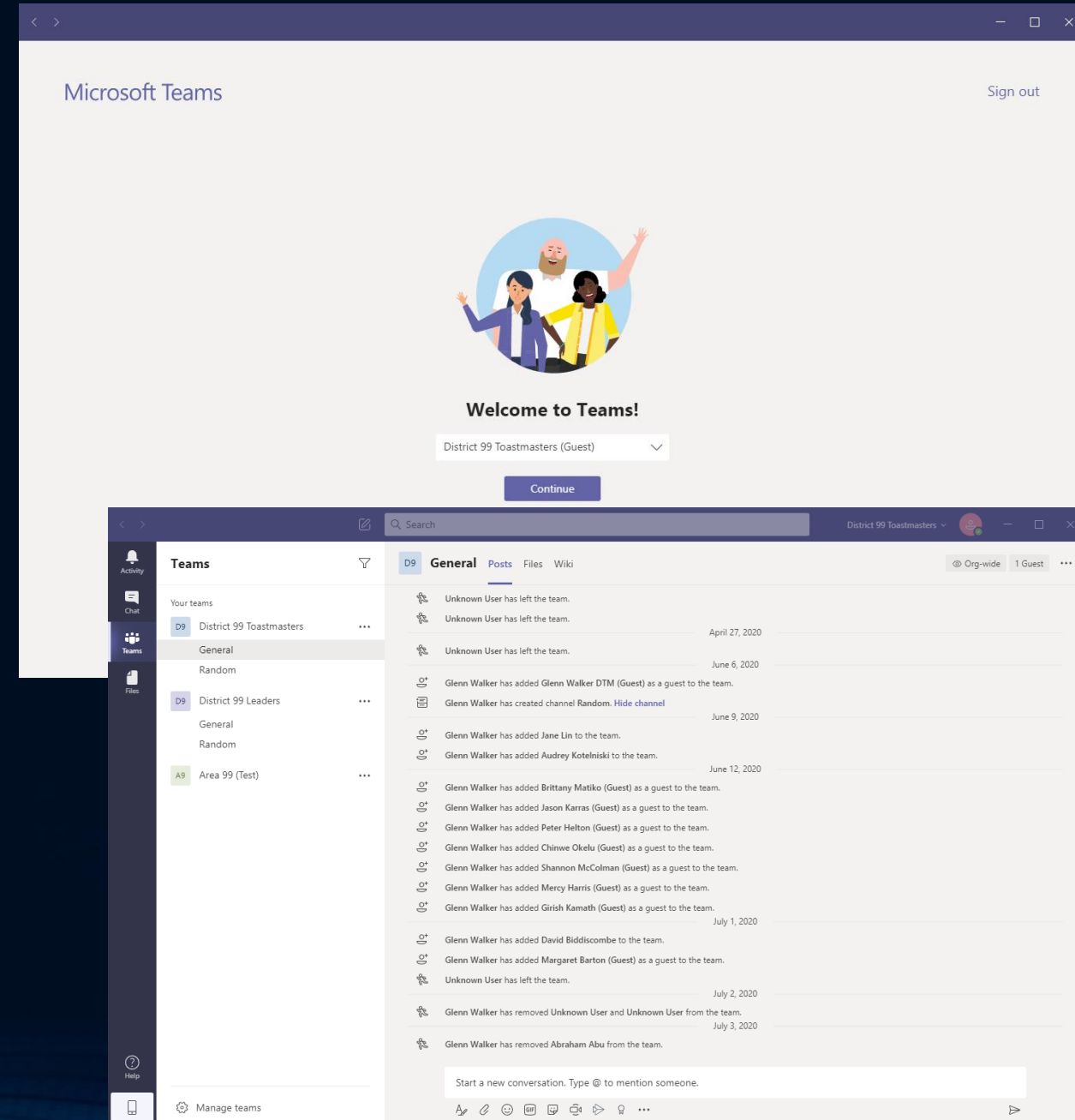
Your Team Memberships

- District 99
  - Everyone automatically added to this team.

- District 99 Leaders
  - Everyone who is working to make the District successful.

- District Executive Committee
  - All voting members of the District Executive Committee

- Division X Team
  - Your specific Division.
  - All the Area Directors, Assistants that are part of your Division team.

- There are other teams that you won't see but are there to facilitate collaboration for specific groups.

Teams

DEMONSTRATION

Zoom

VIDEO CONFERENCING FOR DISTRICT SPONSORED EVENTS

Zoom

- District has a Zoom account to use for District sponsored meetings:
  - Examples:
    - District Council Meeting which could have large number of participants.
    - Club Officer Training which again has to support large numbers of people and breakout sessions.

- Zoom helps us overcome the limitation of 250 participants which Teams has for interactive meetings.

- Not available for other uses.

Getting Help

THERE IS HELP WHEN YOU NEED IT

Getting Help

- Send email to support@d99tm.org or send an instant message to Glenn Walker directly.

- Remember we are all volunteers, so it may take time to get your request processed.

- In case of emergency, call Glenn Walker at 780-964-3808.