

Information Technology Resources for District 99

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WEBMASTER / MANAGER OF TECHNOLOGY - DISTRICT 99

Overview

- Getting Access
- Email Support
- Public Web Site
- Portal Web Site
- Microsoft Teams
- Zoom
- Getting Help

Getting Access

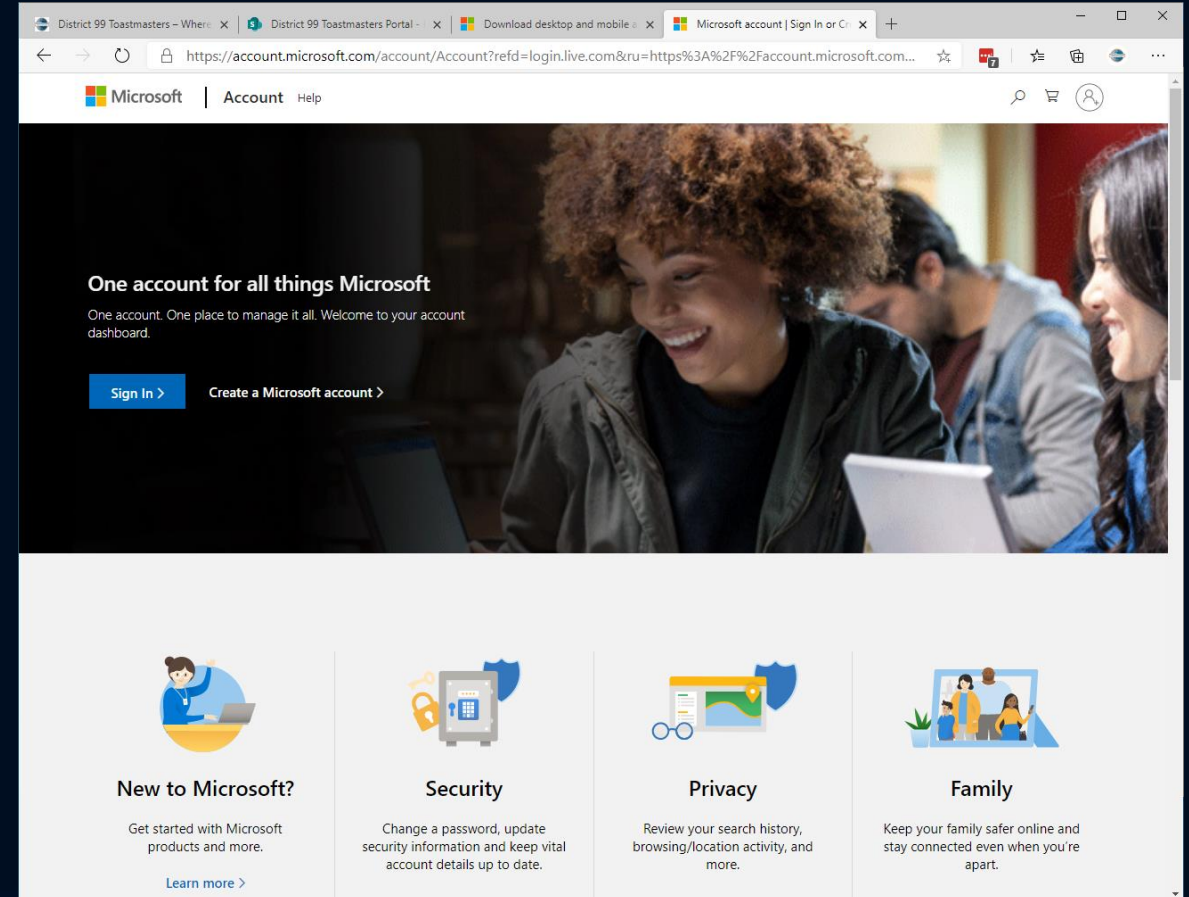
PRE-REQUISITE TO USING DISTRICT 99 SERVICES

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

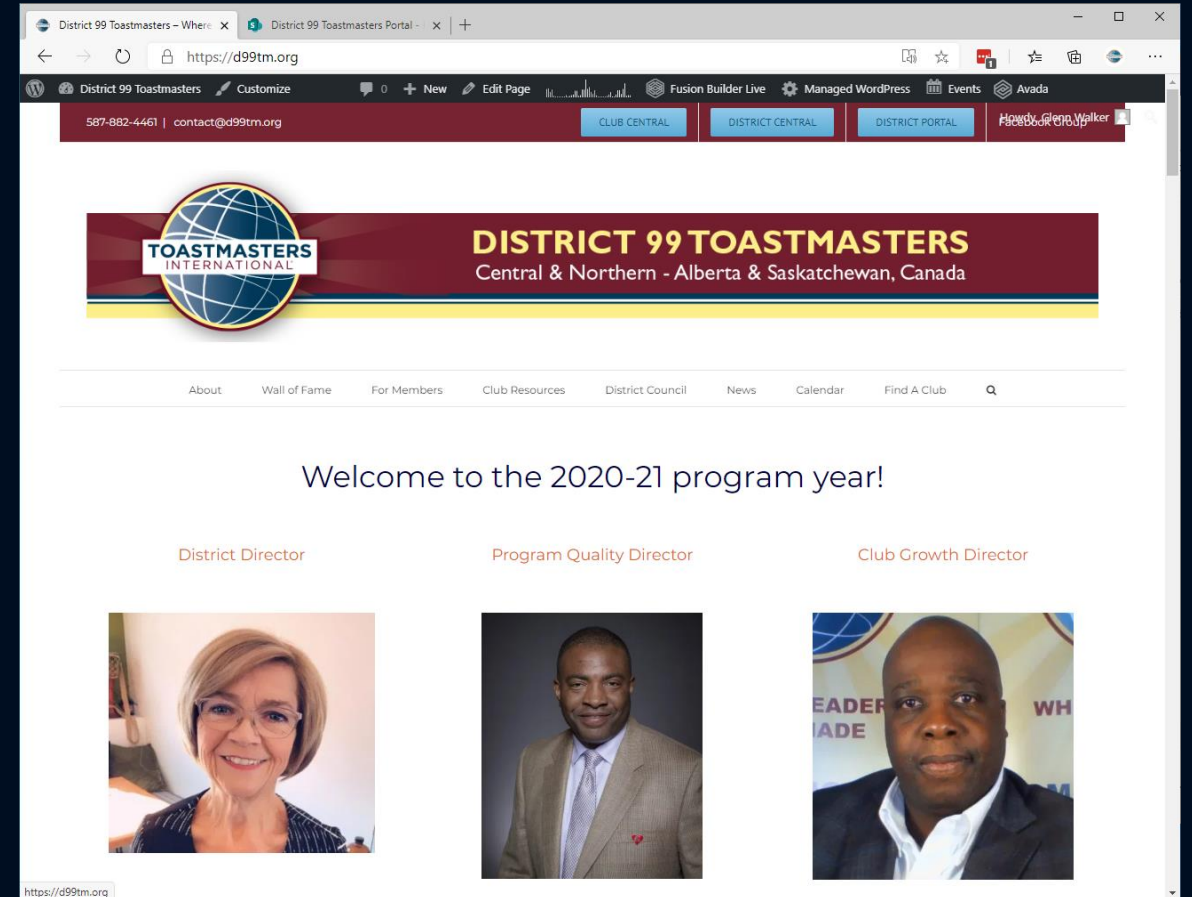
- District Management Team
 - Each get a license which includes mailbox, calendaring, storage for files and other services.
 - Includes DD, PQD, CGD, AM, FM, PRM, IPD and Division Directors.
- Area Directors
 - Email alias set up which will forward email to a mailbox of your choosing.
 - Area##@dggtm.org 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 – dg9tm.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://dg9tm.org>

Portal Web Site – portal.dggtm.org

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

District 99 Toastmasters Portal

"At the end of my life I want to be able to say I contributed more than I criticized."

Brene Brown

This site is provided to give you a place to collaborate and share information. The links across the top take you to other sections of the portal which are intended to provide collaboration spaces for smaller teams. The links on the left are used to find information that part of the current portal location. This site is the jumping off point for everyone to find more information about what is going on in the district.

Need Help! Check out the Support Team site:
[Support Team](#)
[How To Articles](#)

Share Your Thoughts
Newsfeed

Start a conversation

Mark Terptrak
Do we have a D99 contest agenda template. I can't find one on our sharepoint. It appears other Districts have created their own templates.
March 4 · Like Reply Follow Mark Terptrak ...

Brenda Sandoval
Hello- can someone please explain how to login into Microsoft teams? I've spent a few hours trying to access it and I just can't get in. I've watch a few youtube videos but they are no help. What email address am i supposed to be using? Sorry but I'm not familiar with Microsoft teams at all.
Tuesday, October 8, 2019 · Like Reply Follow Brenda Sandoval ...

Breakdown of Clubs in District 99 by Membership Bands

Division	Club Number	Club Name	Action Members	Men	Membership Band
A	26	2607 Bayside Club	16	17	Under 20
A	26	8804 Sanderson Toastmasters Club	24	24	20 Plus
A	26	8188 Shadow Valley Speech Enthusiasts Club	2	8	1st and Under
A	27	989 Keweenaw Club	8	18	1st and Under
A	27	8772 Peace Chalkdancers Toastmasters Club	16	16	Under 20
A	27	8786 Highway Elites Toastmasters Club	4	8	1st and Under
A	28	8368 Kalena Toastmasters Club	6	11	1st and Under
A	44	8480 Grande Forks Lunch Ringers Club	11	21	12 and Under
A	44	8552A Versantone Conversationalists	20	20	20 Plus
A	47	1407 Silverwood On Stage/Dance Club	21	26	20 Plus
A	47	8864 Astoria Toastmasters Club	27	27	20 Plus
A	47	8287876 CSEA Conversationalists	2	8	1st and Under
B	26	1442 Central Toastmasters	18	18	Under 20
B	26	2711 Cedar Heights Toastmasters	12	18	12 and Under
B	26	7998 Burnside Toastmasters Club	11	18	12 and Under
B	26	2721 Ocean Bluffs West Men's Club	8	15	1st and Under
B	26	470666 Videotekes Toastmasters	17	16	Under 20
B	26	444 Lighthouse Light House Club	16	16	Under 20
B	26	8884 Keweenaw Light House Club	14	20	20 Plus
B	28	8884 Mikewich Wokahonsians Toastmasters	27	22	20 Plus
B	28	187146 Pease Lake Toastmasters	17	20	Under 20
B	28	4502234 Red Hot And Blues Club	11	11	12 and Under
B	31	8868 Roundabout Club	16	20	12 and Under
B	31	8891 Sunrise Toastmasters Club	16	20	Under 20
B	31	778817 Dream Catcher Toastmasters Club	14	14	1st and Under
B	31	884 Golden Mochon Toastmasters Club	14	14	Under 20
B	31	788487 Mountain Club	11	14	1st and Under
B	31	2888271 ToastmasPlus	16	16	Under 20
B	31	2888271 Legal Advanced Communicators	11	12	1st and Under
B	42	1572202 Nova Toastmasters Club	8	12	1st and Under
B	42	2788188 Central Alaska Toastmasters Toastmasters Club	12	12	1st and Under
B	42	8788181 Club Peak Toastmasters	9	14	12 and Under
C	31	788487 Mountain Toastmasters Club	16	8	1st and Under
C	31	Unspiced Bread Toastmaster Club	8	8	1st and Under

<https://portal.dggtm.org>

Portal Web Site

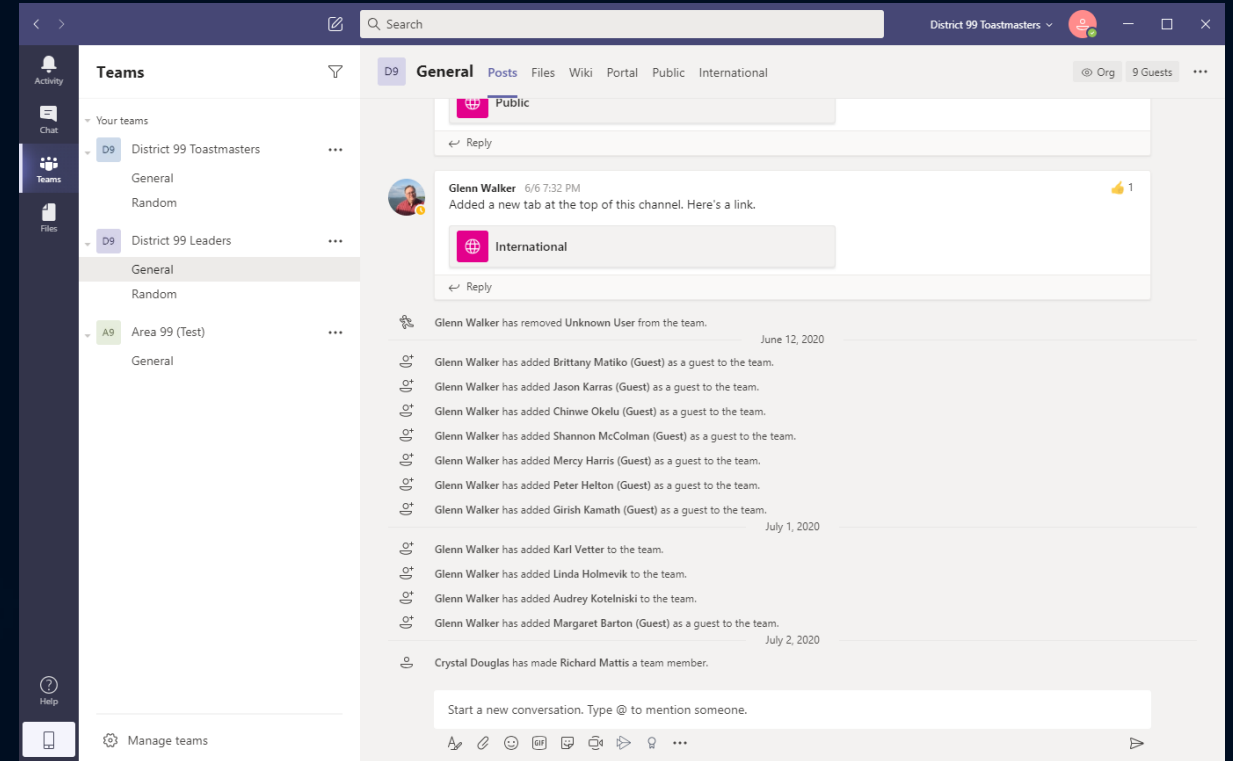
DEMONSTRATION

Microsoft Teams

INTERACTIVE COMMUNICATIONS WITH TEAM MEMBERS

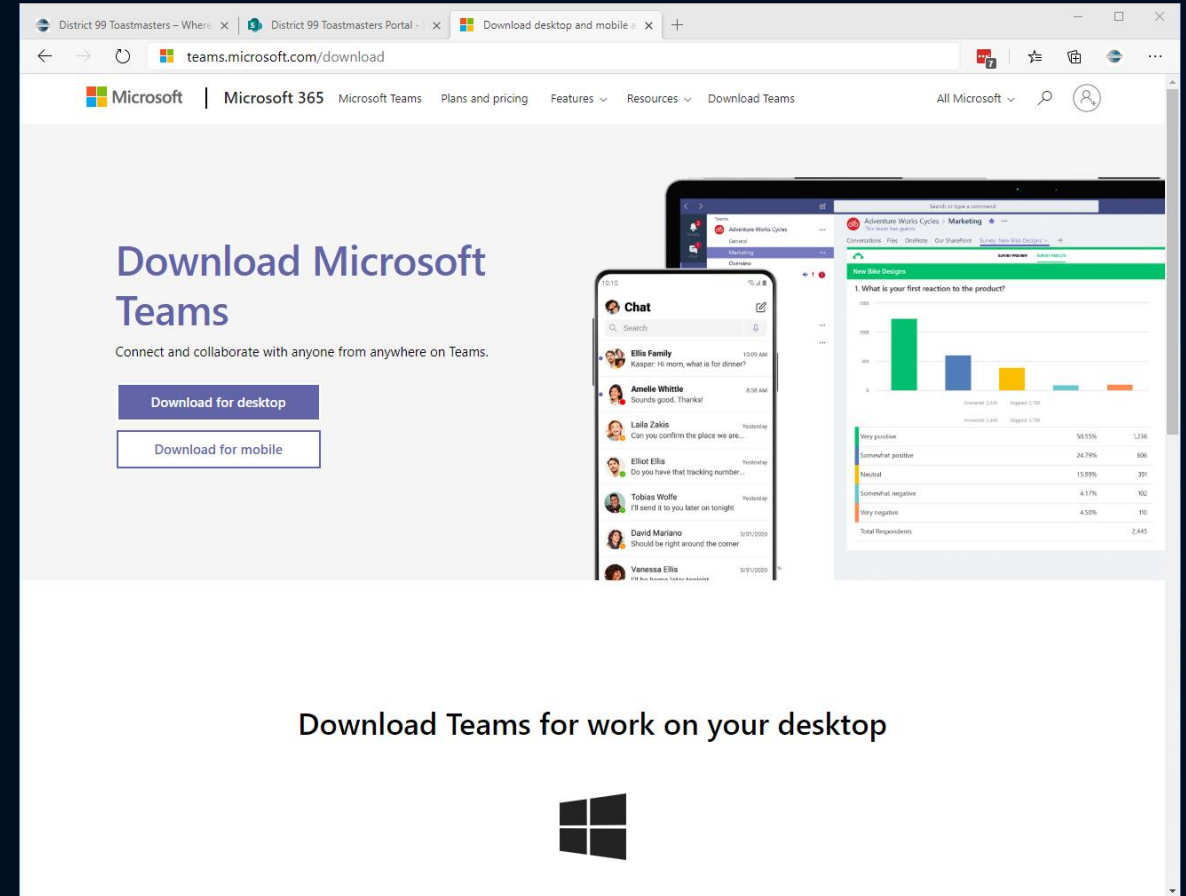
Microsoft Teams

- Hub for Communication
- Provides
 - Instant Messaging
 - Meeting Facilities
 - Collaboration Tools
 - Quick Access to ...
 - Public web site
 - Portal web site



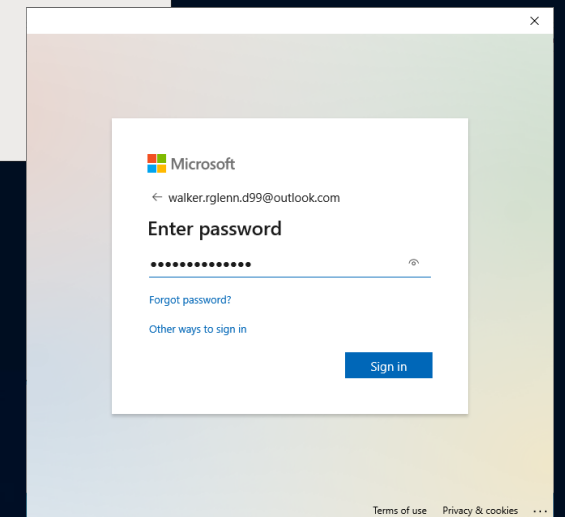
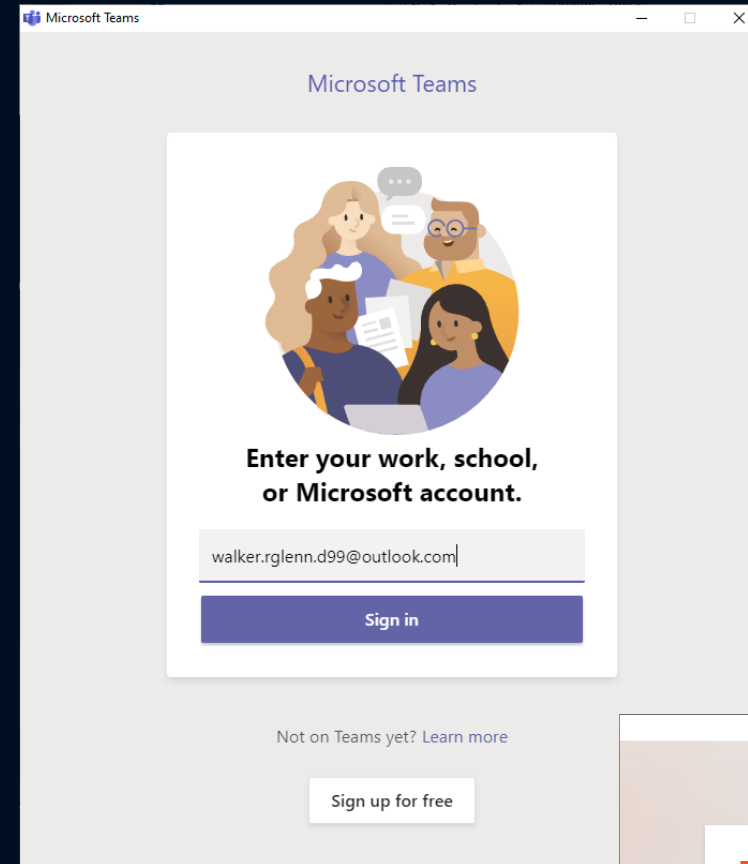
Microsoft Teams

- 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>



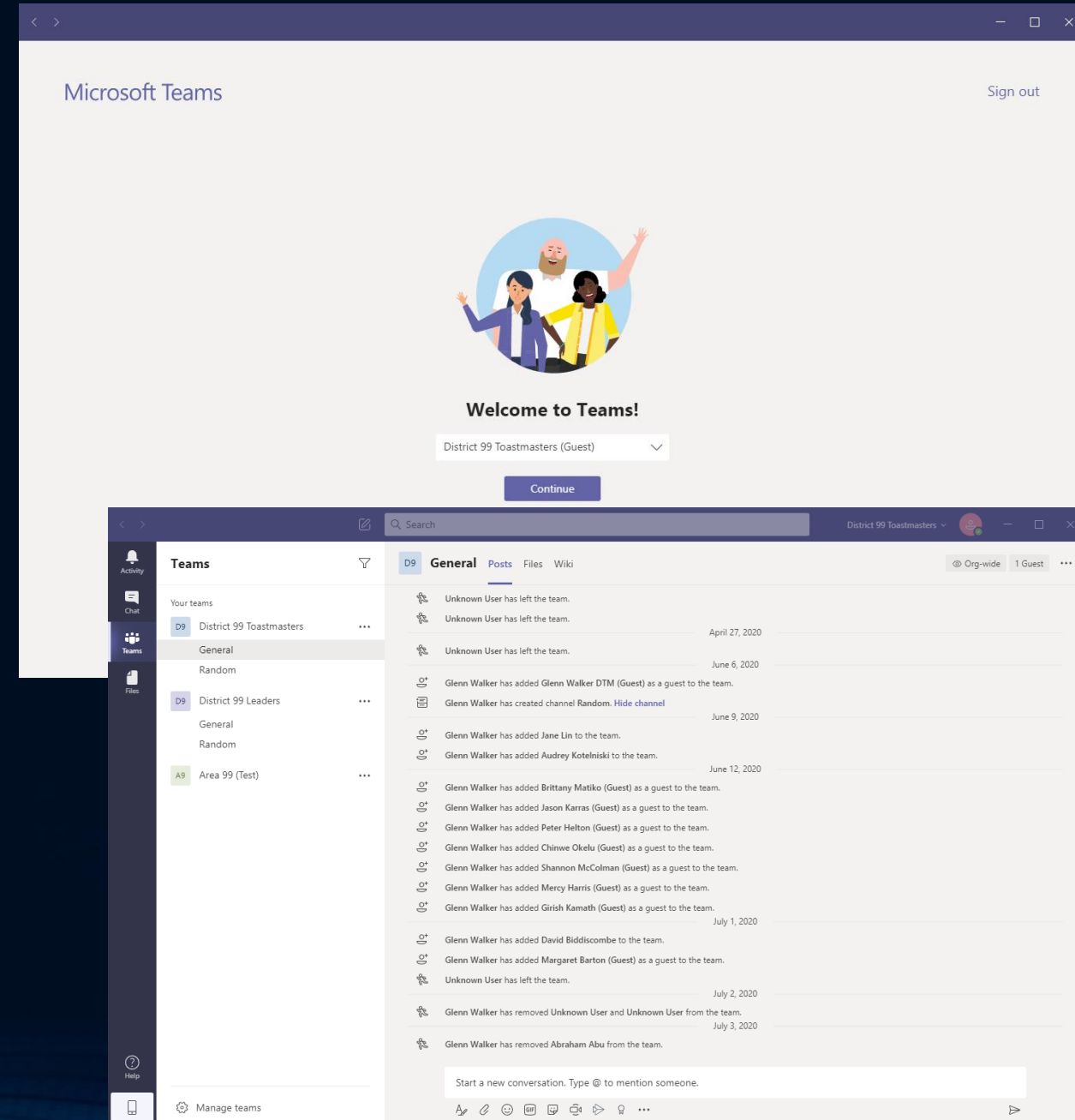
Logging In

- District Management Team
 - Enter your first.last@d9gtm.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@dggtm.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.