**Subject:**

MS Teams Rollout

**Email Body:**

Over the course of next week, Microsoft Teams will be installed automatically onto your laptop.

Once the installation has been completed a dialogue box will appear, and a shortcut to Microsoft Teams will be on your desktop.  After closing the dialogue box, please reboot your laptop.

For your first use of Microsoft Teams, you will be prompted to log in and configure MFA (Multi-Factor Authentication), please follow the on-screen instructions, guidance on this can be found [here](http://interchange.moray.gov.uk/downloads/file137699.pdf).

Once setup is complete, you will be able to schedule Teams meetings using Outlook, and join any Teams meetings you are invited to.

Further information including Microsoft Teams user guides and FAQs can be found [here](http://interchange.moray.gov.uk/int_standard/Page_137702.html).

Please note this is a rolling program, others in your department or service may not have had Microsoft Teams installed yet. All Microsoft Teams users will be notified once the rollout is complete.

If Microsoft Teams has not been installed by Thursday please raise an ICT Servicedesk call using the online [form](http://interchange.moray.gov.uk/int_standard/Page_108428.html).

*This email is sent from an account we use for sending messages only. If you need to contact us, don’t reply to this email – we won’t get your response. Instead please use the ICT Servicedesk online* [*form*](http://interchange.moray.gov.uk/int_standard/Page_108428.html)*.*