

An @ssndcp.org account provides powerful tools beyond email


By Information Technology

Office 365 has a variety of benefits when it comes to our licensing plan.

Our most used feature is the email offering which we utilize for our @ssndcp.org email accounts. We can set up new email addresses, reset passwords, and control some aspects of mail (spam, etc.) filtering alongside Microsoft's policies.

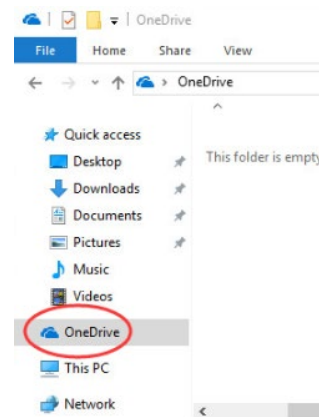


We **highly** recommend utilizing an @ssndcp.org email account for security and privacy as well as for the support our team and Microsoft provides. It also allows you easy access to our entire email directory to quickly communicate with others and gives you access to other key features, including cloud storage with OneDrive and the power of collaboration with Teams.


 [OneDrive](#) provides a significant amount of secure storage (1 TB) to use for documents, pictures, etc. 1 TB is the equivalent of 250,000 photos (with a 12 MP camera) OR 6.5 million pages whether it be Office ((Word), PDF or PowerPoint presentation documents). OneDrive can also be utilized to automatically back up your documents, pictures, etc., which is a more reliable alternative to utilizing a USB/flash drive.

OneDrive gives you one place to store, share, and sync your files:

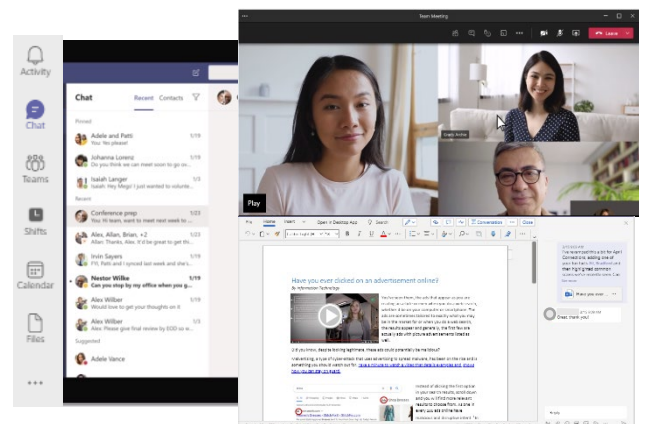
- Upload files from your PC or Mac.
- Share files with others.
- Give others permission to edit files and work on them at the same time.
- Seamless integration within your folders on Windows Explorer
- Sync OneDrive to your PC or Mac, so you can access your files even when you're offline.
- You can save your files in OneDrive and then work with them from almost any device.



If you would like to learn more about OneDrive, please [review the training offered thru Microsoft.](#)

 [Microsoft Teams](#) is a chat and collaboration platform designed to simplify group work. It is used amongst several province departments, including our IT team. It allowed us to come together as a team quickly as we worked remotely this past year and we are able to collaborate better because of it. We meet daily on video calls, notify each other of high priority items and when help desk tickets are assigned to one another, troubleshoot together, collaborate on documents such as this one within our IT team, and work with other departments or parts of our province, such as Africa, collaborating on projects and documents.

With Microsoft Teams on your PC, Mac, or mobile device, you can:



Screenshot of Team features - chat, video conference, and document collaboration

- Pull together a team for managing scenarios such as a department, project, club, or committee.
- Utilize chat for communication directly with others or with groups, reducing email and communicate quicker and more efficiently with others
- Hold video conference meetings (on-demand or scheduled). As soon as you create a meeting, you can start chatting with the participants about the agenda, share the files that you need them to review, and keep track of the meeting notes and to dos.
- Securely edit files at the same time for easier collaboration
- To get started, check out the [Welcome video](#) for an overview or the [video training offered by Microsoft](#) then [download](#) and install once you are ready to use!

If you would like a @ssndcp.org email account to take full advantage of these offerings, our help desk team can assist with setup. You can also learn more about using email via [Microsoft's training videos](#). Please reach out to use at 1-800-373-7521 or helpdesk@ssndcp.org. Our hours are 8 am – 5 pm, Monday – Friday. Please include in your message, the best days and times to assist you.