Supported Virtual Communication and Meeting Solutions for Identified Teachers and Staff

Microsoft Teams for Staff and Students

- **What is Microsoft Teams?** It is a chat and collaboration platform for Office 365 designed to simplify group work and collaboration. Integrates with Microsofts other products such as OneNote, OneDrive for Business, Office, etc.
- To access, login to office.com to access Office 365 with your district email address and password.
- Teams can be used directly from the O365 website if you don't have the app installed.
- Teams is also available via the iOS App Store, Apple App Store, and the Android Play Store.
- Chat was recently disabled for all users, we cannot separate students from staff. As an alternative, staff can continue to use chat in a *Channel* that they create, students do not have rights to create Channels. If you so choose, students can chat in the created Channel if you give them access to it. For directions on this, please contact your Ed-Tech Specialist.
- Teams is restricted to WTPS staff and students **only**
- Privacy Commitment: Teams is Tier D-compliant. This includes the following standards: ISO 27001, ISO 27018, SSAE16 SOC 1 and SOC 2, HIPAA, and EU Model Clauses (EUMC)

Cisco Webex for Staff and Students

- **What is Cisco Webex?** It is the leading enterprise solution for video conferencing, online meetings, screen sharing, and webinars.
- Every staff member has a license for the full-version of Webex providing each of you with your own private room to schedule meetings with staff, students, or families. Your meeting room address does not change nor does the code for anyone calling into a meeting from a phone.
- To access, please go to https://wtps.webex.com, click on the blue login button on the top right, and login with your Office 365 email and password. This will bring you to your private room, the scheduling of meetings integrates with your Outlook calendar.
- Webex can be used via the website, their app which it automatically asks you to install (link provided on page to continue with the web experience), they also have apps available in the iOS App Store, and the Android Play Store listed as Cisco Webex Meetings.
- Webex is unrestricted and may be used for virtual meetings with **outside** users as well as internal which makes it the ideal solution for connecting with families.
- If you need assistance with this, please contact the Help Desk.
- Privacy Commitment: WebEx is HIPPA, GDPR, and ISO/IEC 27001:2013 complaint and certified.

Cisco Webex Teams for Staff Only

- Similar to Microsoft Teams, it is another safe and secure alternative for group chat, video calling, and sharing documents with your team.
- All staff have access to Webex Teams, team members can only be internal
- Privacy Commitment: WebEx is HIPPA, GDPR, and ISO/IEC 27001:2013 complaint and certified.

Voice System

- We are working on implementing the ability for staff to make calls privately using their cell phone or computer. While we are still testing, we are hopeful to have a working solution soon. More information will be provided as it is available.
- Information was sent out before the district closed regarding options & tools via postmaster, any questions regarding this should be directed to Debbie Brown at dbrown@wtps.org or ext 7992