

PROGRAMME DIRECTOR:
ICT, RESEARCH AND STRATEGY



STRATEGY
SOLUTION



MEMO

NOTICE

NEWSLETTER

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Dear Colleagues

Kindly be advised that for continual improvement and proper functionality of meetings, beginning this coming Wednesday, 27 May 2020, the official video conferencing and collaboration tool for the CDC will be Microsoft Teams.

If you have not used Microsoft Teams before, you will need to login to the Coega VPN so that the configuration can be completed on your computer.

Once you have logged on to the VPN, you will need to follow the instructions, as stated below.

The ICT Team will be readily available to assist and can be reached at: 083 661 1444 or WhatsApp ICT Support Group on 060 503 4333.

Kind regards,

ICT Task team

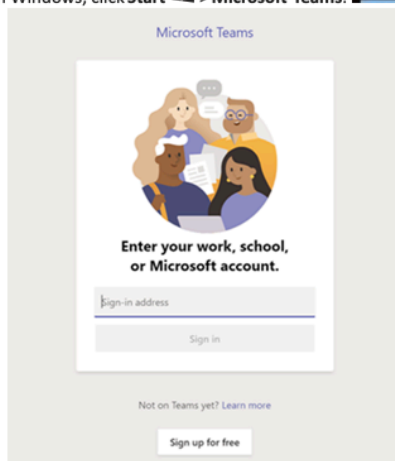


Instructions on using Microsoft Teams for the first time:

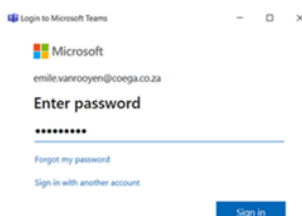
1. Start Teams to sign in

Start Teams.

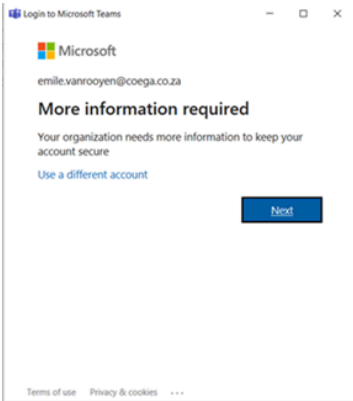
On Windows, click Start  > Microsoft Teams. 



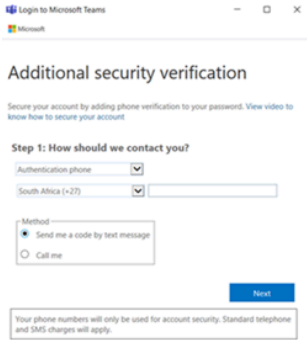
2. Sign in with your Coega email address and password.



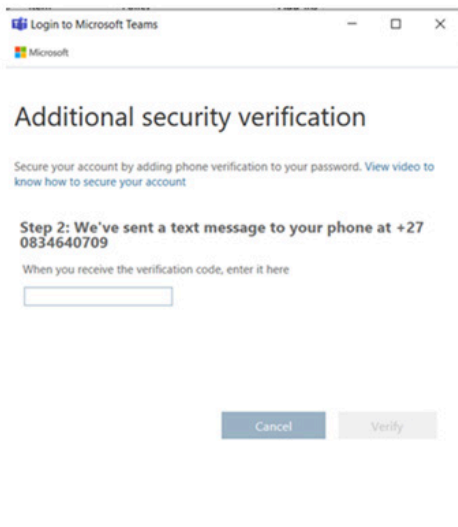
3. ICT has enabled Multifactor authentication which means you must put in a cellphone number. So click 'next'



4. A short code is then sent to your cellphone number.



5. Enter that code to proceed and verify



6. You have now successfully joined Microsoft teams.



7. Optional for additional security

