

What you Need



Home Computer/Laptop/Tablet
or Airport-provided equipment.



Internet Connection.

How to Conduct Usual Work



Outlook

Accessing Email & Calendar

Access your email using a web browser.

1. Go to: www.office.com.
2. Sign in using your **@flysf.com** email address and password.
3. You will be on your **O365 Portal** to access emails, calendars and other services.



Teams

Adapting to Microsoft Teams

1. On the **O365 Portal**, click the "Teams" icon.
2. If you do not see "Teams", click the "All Apps" link and Teams should show up.

Please note that everything in Microsoft Teams is subject to San Francisco's Sunshine Ordinance.

Collaborating in Microsoft Teams

Meetings, Conference Calls, Messaging

- Use the **Chat** function to start one-on-one or group texting.
- Go to the **Teams** tab to collaborate with the teams you belong to.
- Use the **Calendar** to schedule online meetings with anyone.
- Use the **Call** function to ring someone up.

To learn more about Teams, please watch the Microsoft Teams tutorial videos on SFO Connect or go to teams.sfgov.org as an additional resource.

Syncing Documents



OneDrive

Copy documents from your H: Drive or a shared drive to OneDrive.

1. Open your file manager and find the documents or the folder, <copy>;
2. Find **OneDrive – CCSF** on your drive location option and <paste>; then
3. Go to your **O365 Portal** and you should see your documents there.

Staying Connected via SFO Directory

Access colleague contact information through **Microsoft Teams**.

SFOTime

Employees cannot access SFOTime from home without VPN*.

We recommend that you work with your supervisor on how you report time.

Answering Your Office Desk Phone

To activate phone forwarding from your office phone to your mobile/home phone, contact ITT Help Desk to submit a general service request.

**VPN is NOT necessary for a majority of employees. VPN is only needed if you frequently use a legacy application hosted on the SFO internal network such as Aircraft Parking System (APS) and Airport Duty Manager System (ADMS).*

If you use file(s) on the shared drive, you can copy it/them to OneDrive and use from there.

Need Assistance? Contact ITT Help Desk at <https://sfo.service-now.com/ohd>