



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Teams Group Guide: DES-Supplier Diversity Community of Practice

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Group Information

Group Admins

- Ernesto Perez
- Shana Barehand

Link to the Teams Group

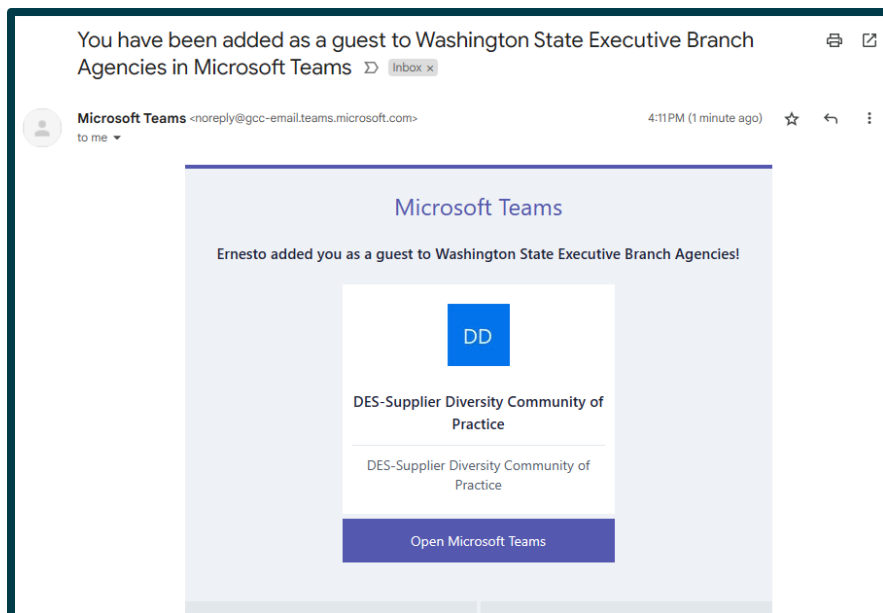
[DES-Supplier Diversity Community of Practice](#)

Guide for Guest User Access

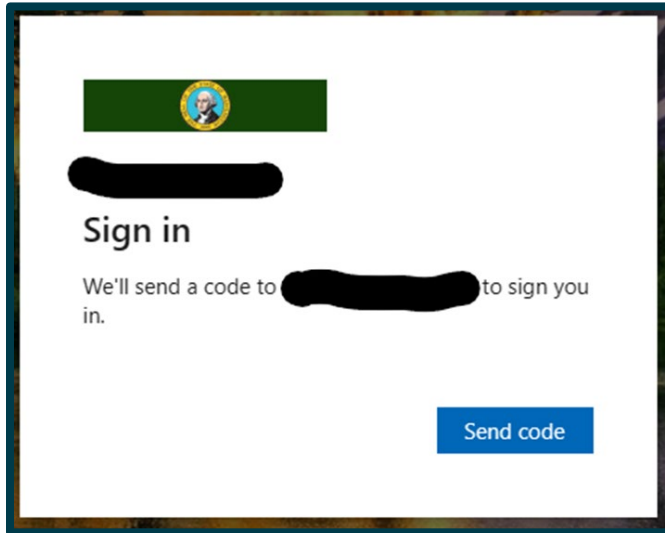
How to Join (Guest User Access)

If you are joining as a guest access user (meaning your organization is outside of the “Washington State Executive Branch Agencies” Teams network):

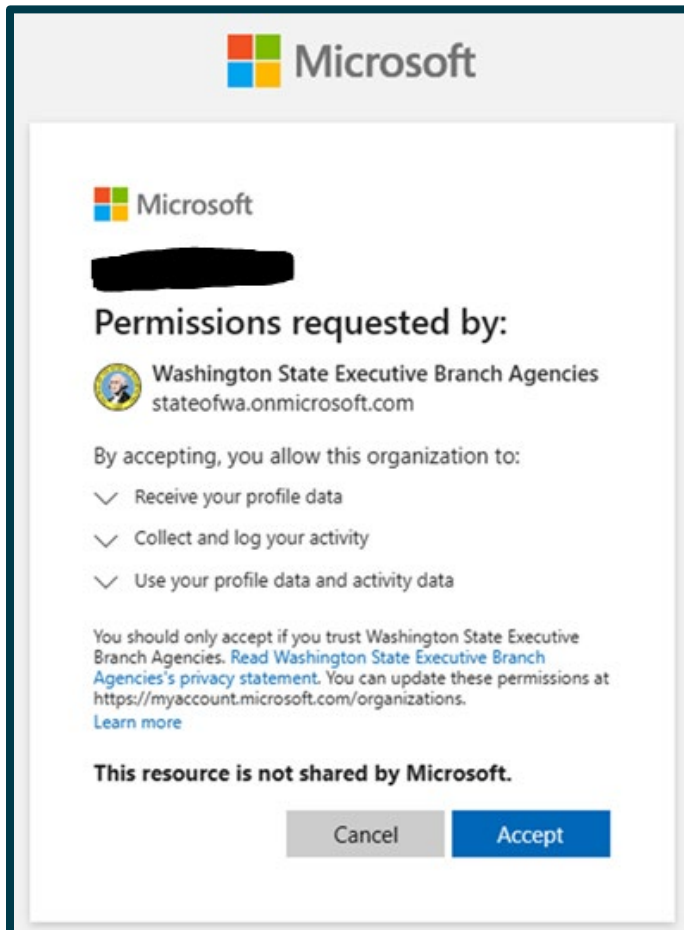
1. Email despieprogram@des.wa.gov or a group admin to be added to the group.
 - Ernesto Perez: ernesto.perez@des.wa.gov
 - Shana Barehand: shana.barehand@des.wa.gov
2. Once added, you will receive an email invitation. Click “Open Microsoft Teams” to accept.



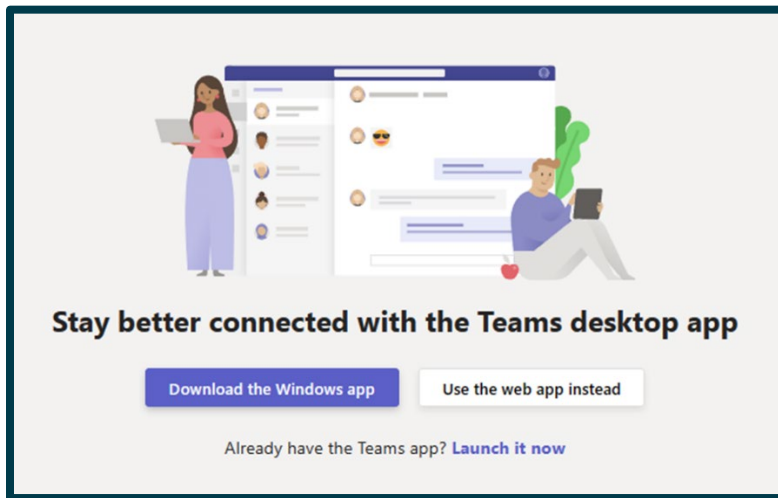
3. You should be prompted for a two-factor authentication code to be emailed to you.



4. After getting and entering the code, you should be asked to accept the permissions needed for Teams to be able to complete your guest access setup.



5. After accepting, a new internet browser tab should open. If Teams also pops up prompting you to switch, **ignore the pop up in the Teams desktop app** and return to the internet browser that opens, which should look like this:



Click "Use the web app instead" and that should take you to the Teams group. It is recommended that you favorite the page for easy access in the future.

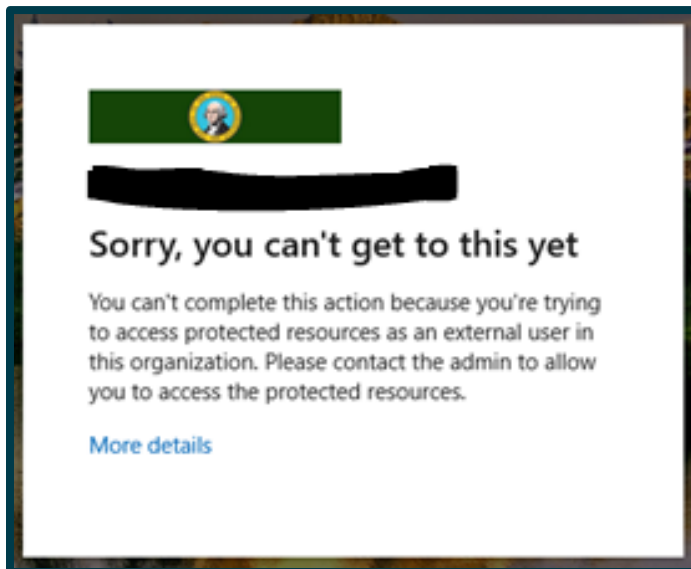
How to Access (Guest User Access)

Once you have joined, you can access the Teams group through your web browser at any time by following the Teams group link (provided on page 3) directly.

We recommend you "favorite" the page after you can see the group so you can easily access it in the future.

Troubleshooting

It's possible that when you get the email invite and try to accept it, you may see this error:



Sometimes it can take an overnight process for your guest access to complete. If you get this error, try going back to that invite email and accepting it the next day (or any time after).

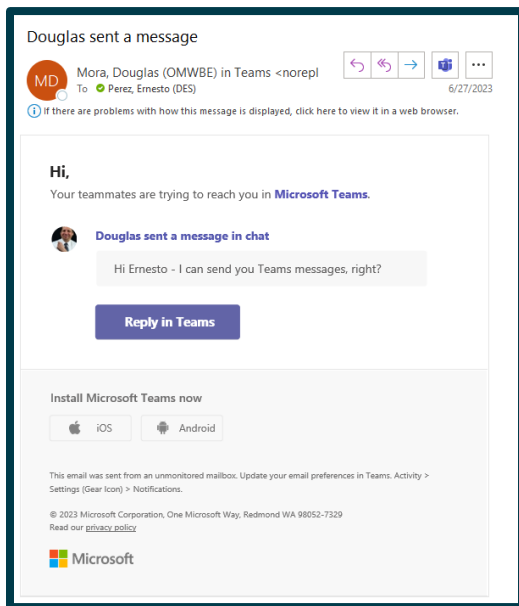
This message has also been reported to appear when trying to access the group in the Teams desktop app. When you go to access the group, **please be sure you are opting to use the web app and do not switch to "Washington State Executive Branch Agencies" if prompted.** See pages 8 and 9 below starting with the "Want to switch..." screenshot for instructions on how to ensure you are opting to use the web app.

Can't Access the Group

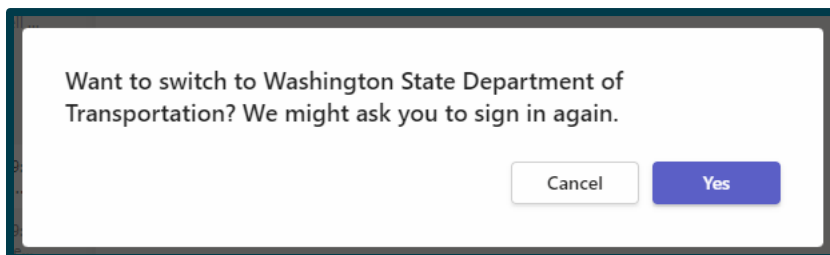
If you are still getting the error message after an overnight process, email a group admin to confirm they can see you as a member in the group.

- If they cannot, they will re-add you (you will get another invite email).
- If they do see you as a member in the group, they will send you a direct message in Teams. This message will go to your guest access profile, so you will not see it right away.

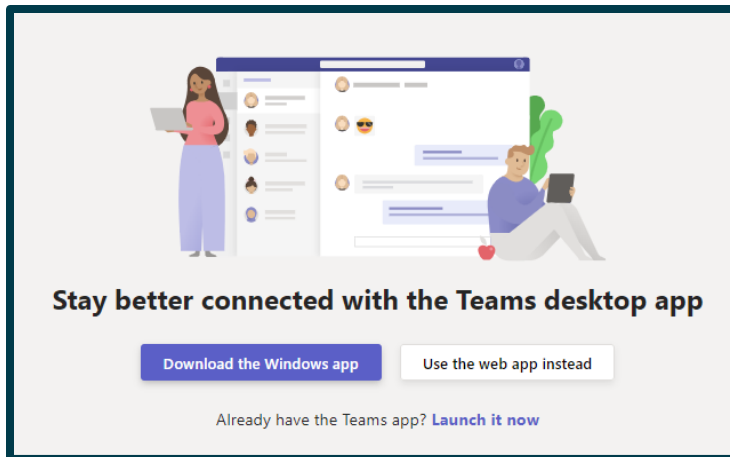
Within one or two hours of the admin sending you a direct message in Teams to your guest access profile, you should receive an email that looks something like this:



If it looks like that and you click on “Reply in Teams,” you’ll likely get a new internet browser pop-up, as well as a pop-up in your Teams desktop app asking this message:

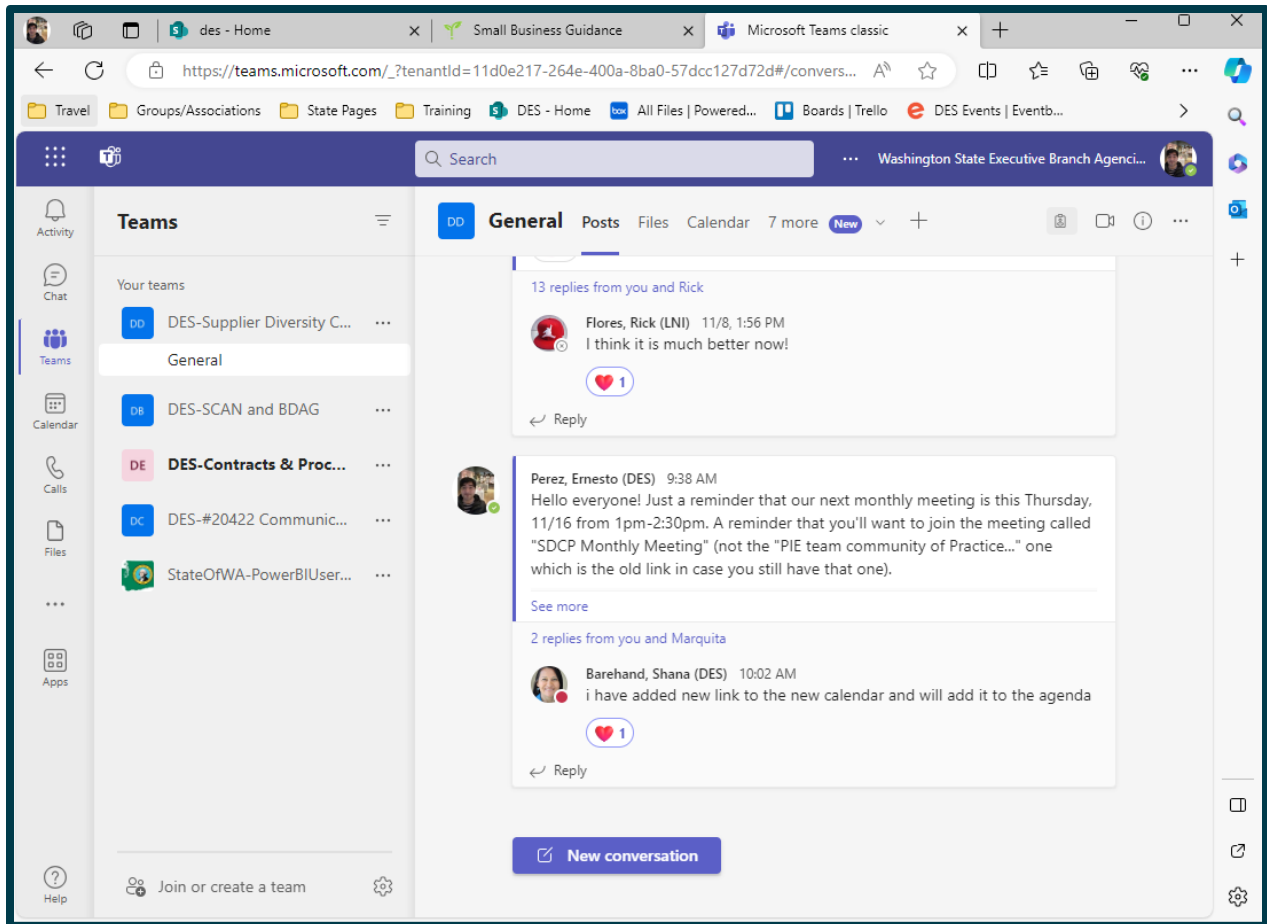


It is advised to NOT click “Yes.” Instead, cancel and ignore the pop-up in the Teams desktop app and go to your internet browser that opened, which should look like this:



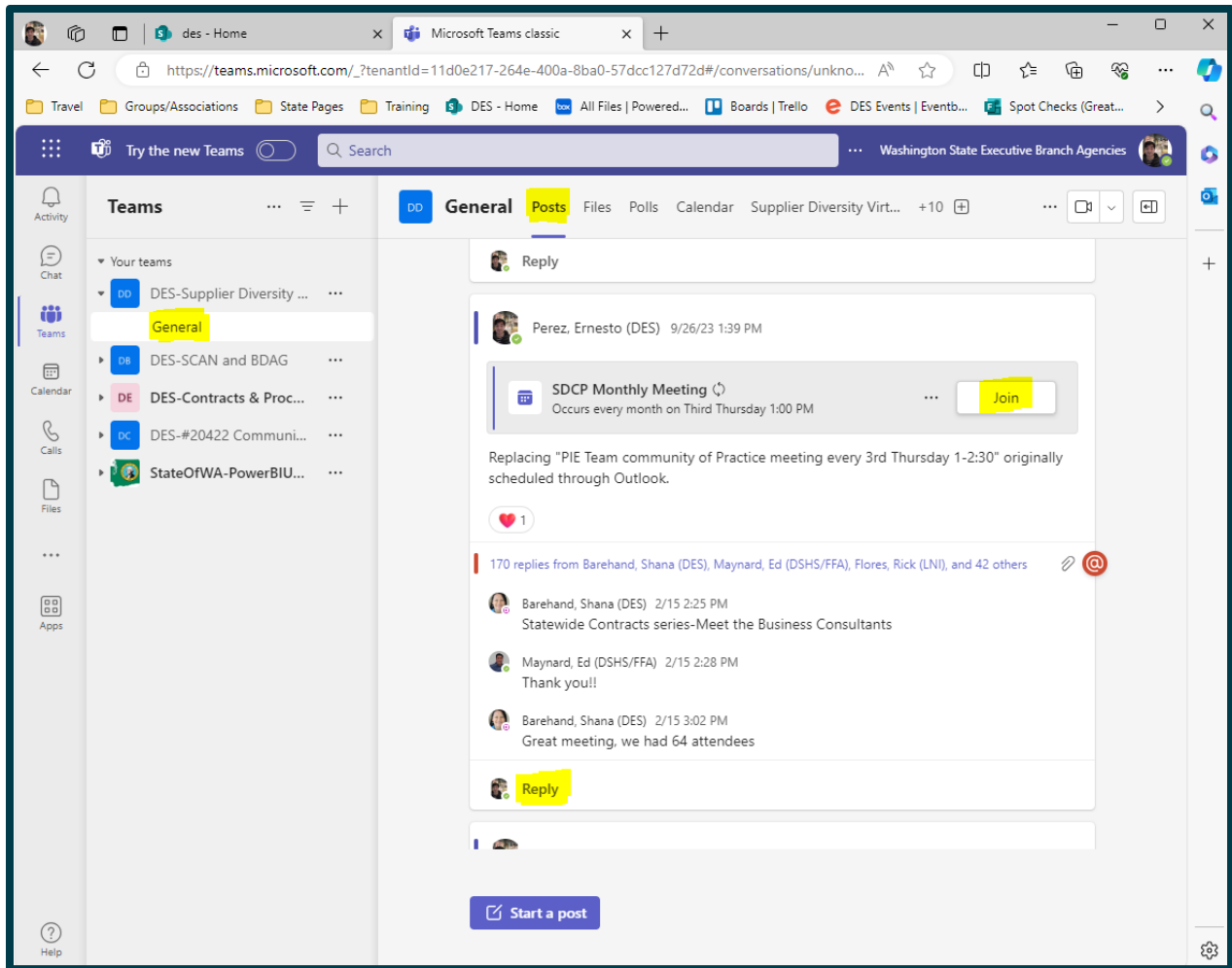
Click on "Use the web app instead." If you use the Teams desktop app, you'll need to switch back and forth between your organization's Teams network and the "Executive Branches" network you're a guest in. Switching every time can be burdensome, so it's recommended that you open your guest access Teams network from an internet browser, and then favorite it for easy access in the future.

Once you open Teams in your internet browser you should see the admin's direct message to you. If you can see the group admin's message, it'll be a good sign that your guest access was completed. From that same browser where you see the admin's direct message, find and go to the "Teams" tab (usually on the left column) and you should see the "DES-Supplier Diversity Community of Practice" group. From there click on the "General" channel directly underneath the group name to access the group:



Meeting Chat is Missing

If you are unable to see the meeting chat while in an SDCP meeting, you can access the group on your web browser (which will be a separate window from the Teams meeting) and find the meeting chat in the group's "General" channel (under "Posts"). The meeting chat appears as its own post within the channel's chat titled "SDCP Monthly Meeting":



Click on "Join" from that post to re-join the meeting. Joining the meeting in this way should make the meeting chat show within the meeting itself.

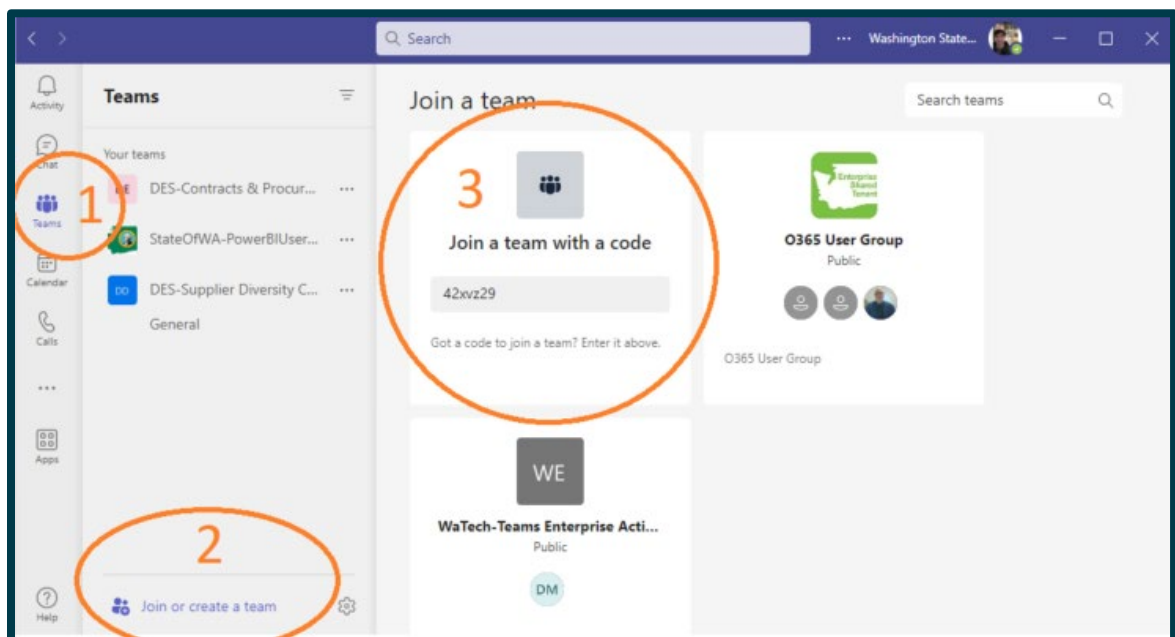
Or, if you prefer, you can participate in the meeting chat using this post in the group instead of the chat within the meeting. To participate in the chat by using the post, you'll want to click "Reply" within that post. **"Start a post" will NOT post to the meeting chat**, but rather create a separate post in the group outside of the meeting chat.

Guide for In-Network Users

How to Join (In-Network Users)

If you are within the “Washington State Executive Branch Agencies” Teams network, you have 3 options for joining the Teams group:

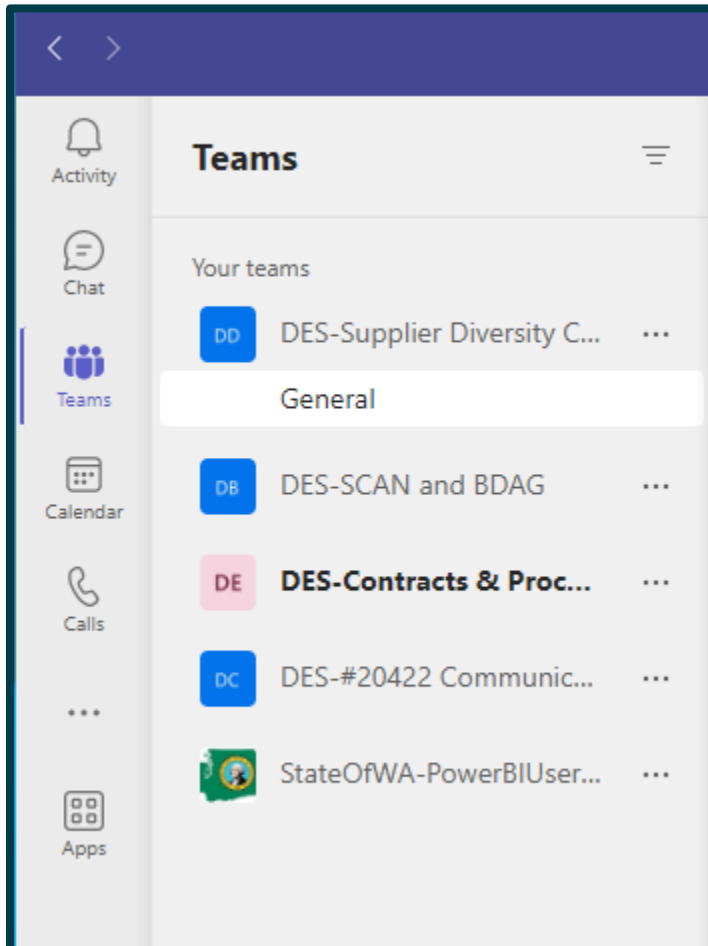
1. Join directly with the link to the Teams group on page 3.
2. Join with the join code, which is: **42xvz29**



3. Email a group admin to be added.

How to Access (In-Network Users)

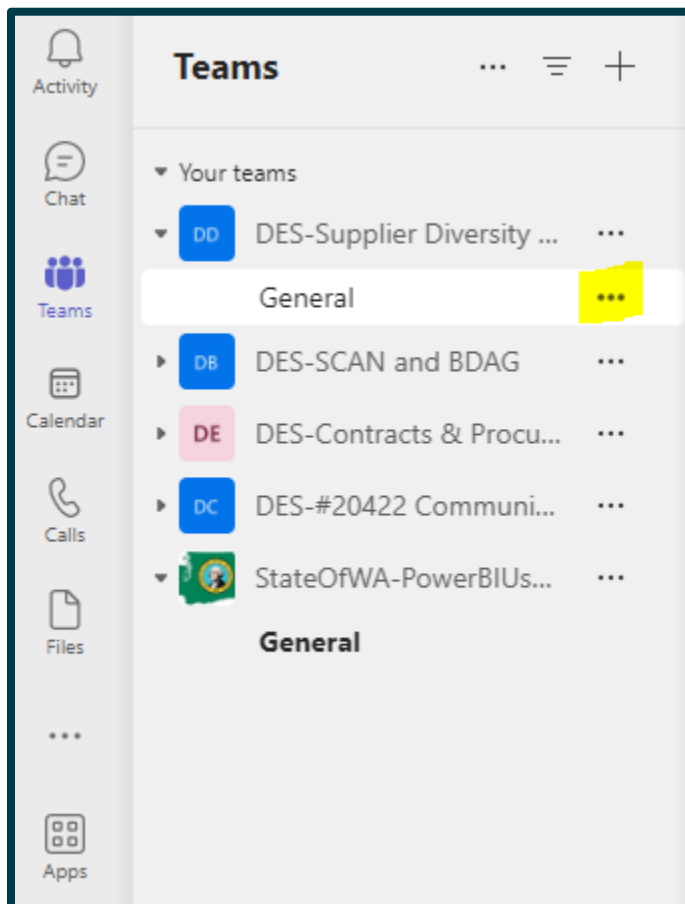
If you are within the “Washington State Executive Branch Agencies” Teams network, the group should show in your Teams desktop app after you join. You can find it by clicking on “Teams” in the left column and finding it among your groups. It will show up as “DES-Supplier Diversity Community of Practice” and you’ll go to the “General” channel directly underneath the group name. You can also click-and-drag to move the group’s placement.



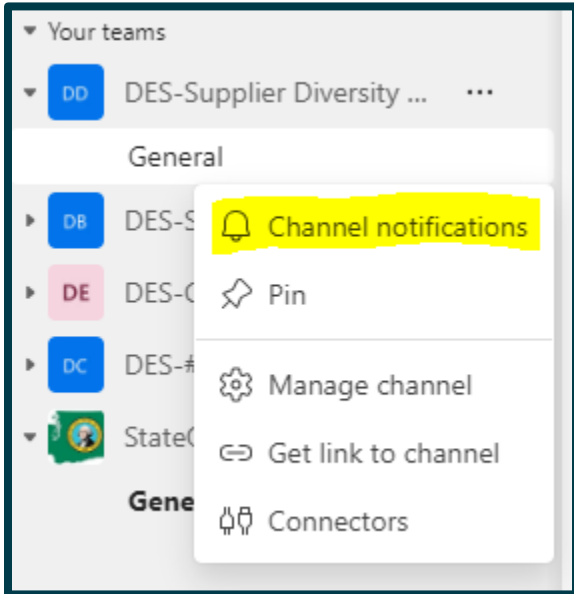
Group Resources

Notifications

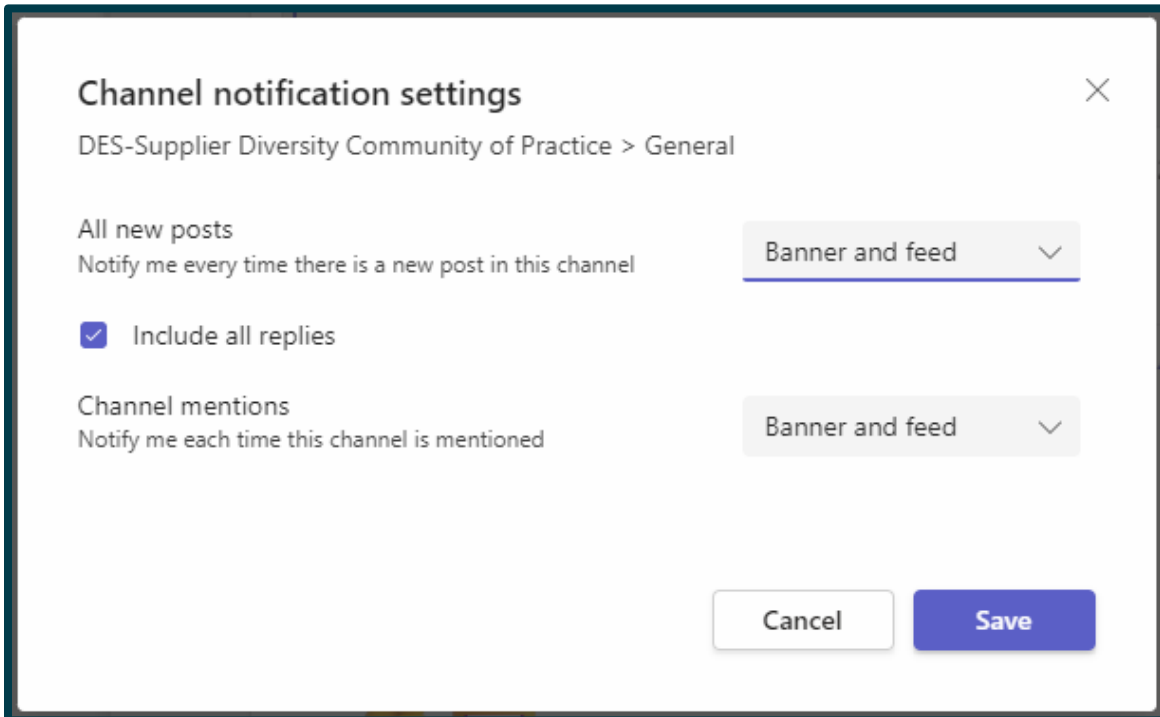
You can adjust notification settings for individual channels within a Teams group. To do this, you'll go to "Teams" from the left column, find the Teams group you'd like notifications for and click on the three dots next to the group's channel you'd like to adjust notifications for. In the example below, we are adjusting notifications for the DES-Supplier Diversity Community of Practice group's "General" channel:



That should bring up the menu, from which you'll click on "Channel notifications."

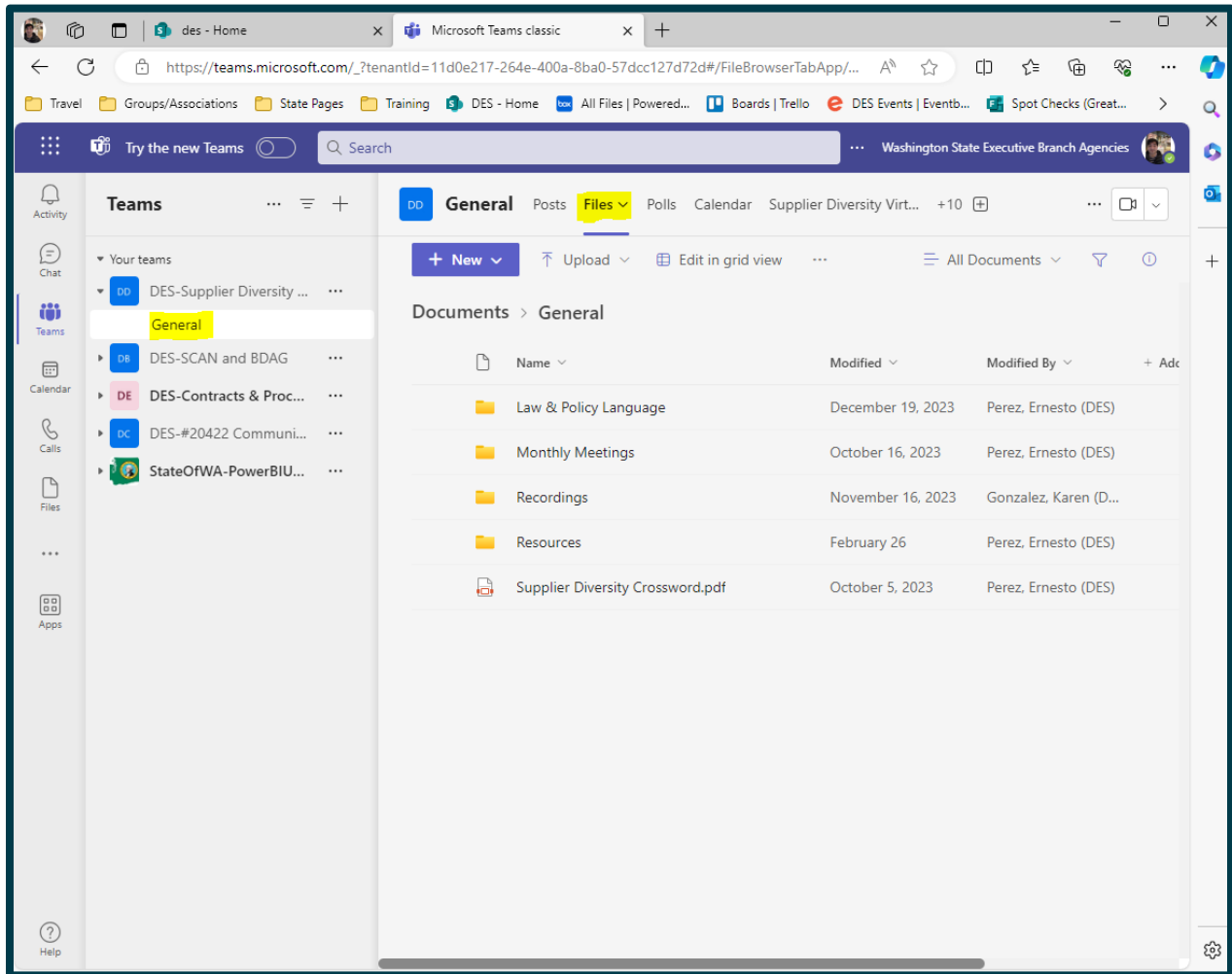


That should bring up the channel notification settings where you can customize what kind of notifications you'd like to receive and what prompts a notification. Click "Save" once done.

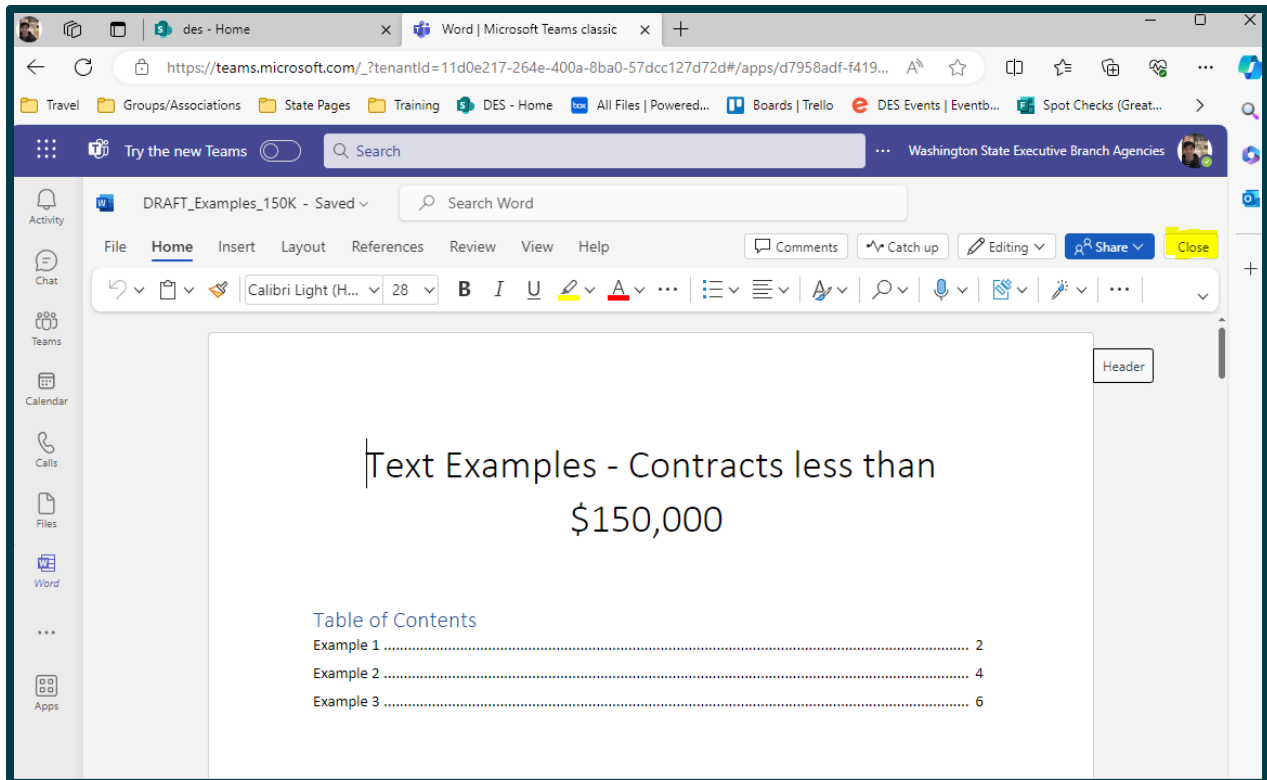


Files

We post any meeting notes, recordings, presentations, and other resources in the group’s “Files” tab. To access those resources, you’ll want to access the group’s “General” channel and click on “Files” along the top.



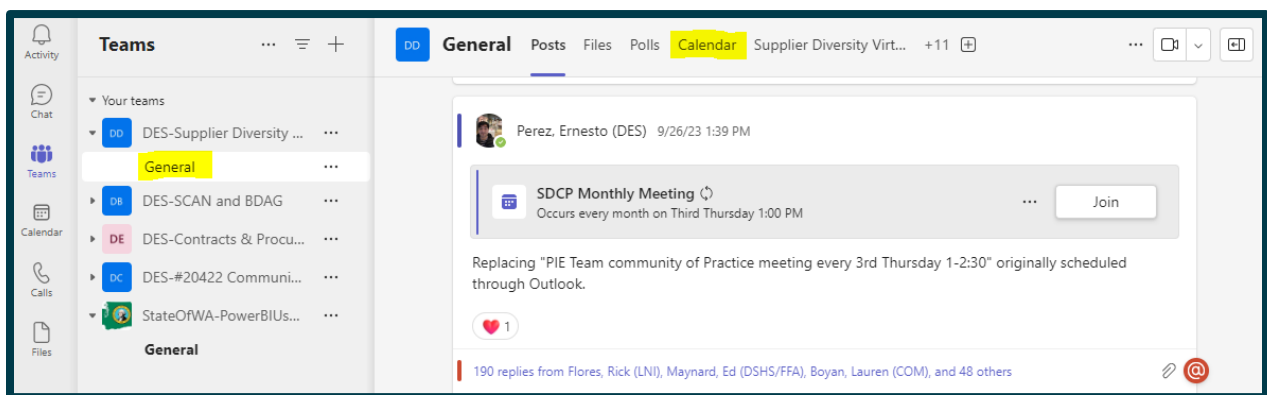
When you open a file, it will open within the group Teams. To close the file and return to the “Files” tab or other tabs, click on “Close” in the upper right corner:



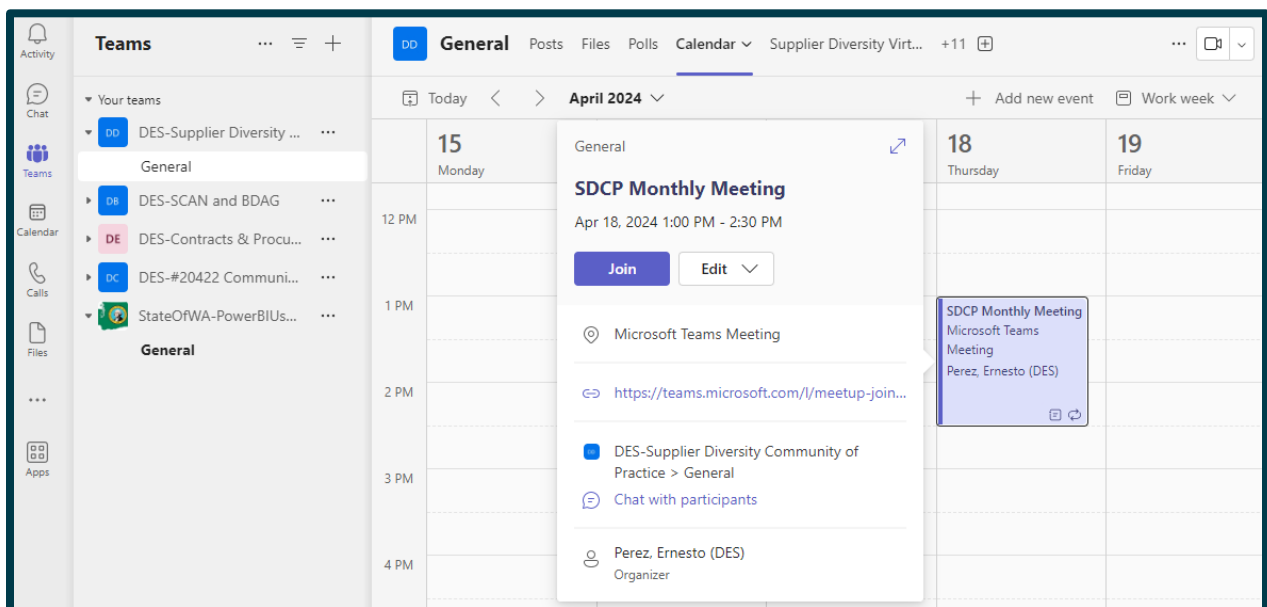
Calendar

***Note for external guest members:** Please note that external guest members are unable to access the Teams group calendar. After joining the group, any meetings (including the monthly meeting, which takes place on the third Thursday of each month, from 1 -2:30 p.m.) should automatically sync to your Outlook calendar. If that is not the case, please email despieprogram@des.wa.gov and we will forward you the meeting details via Outlook.

The Supplier Diversity Community of Practice monthly meetings are set up through the Teams group’s calendar tab in the “General” channel. To access the group’s calendar, you’ll want to access the group’s “General” channel and click on “Calendar” along the top.

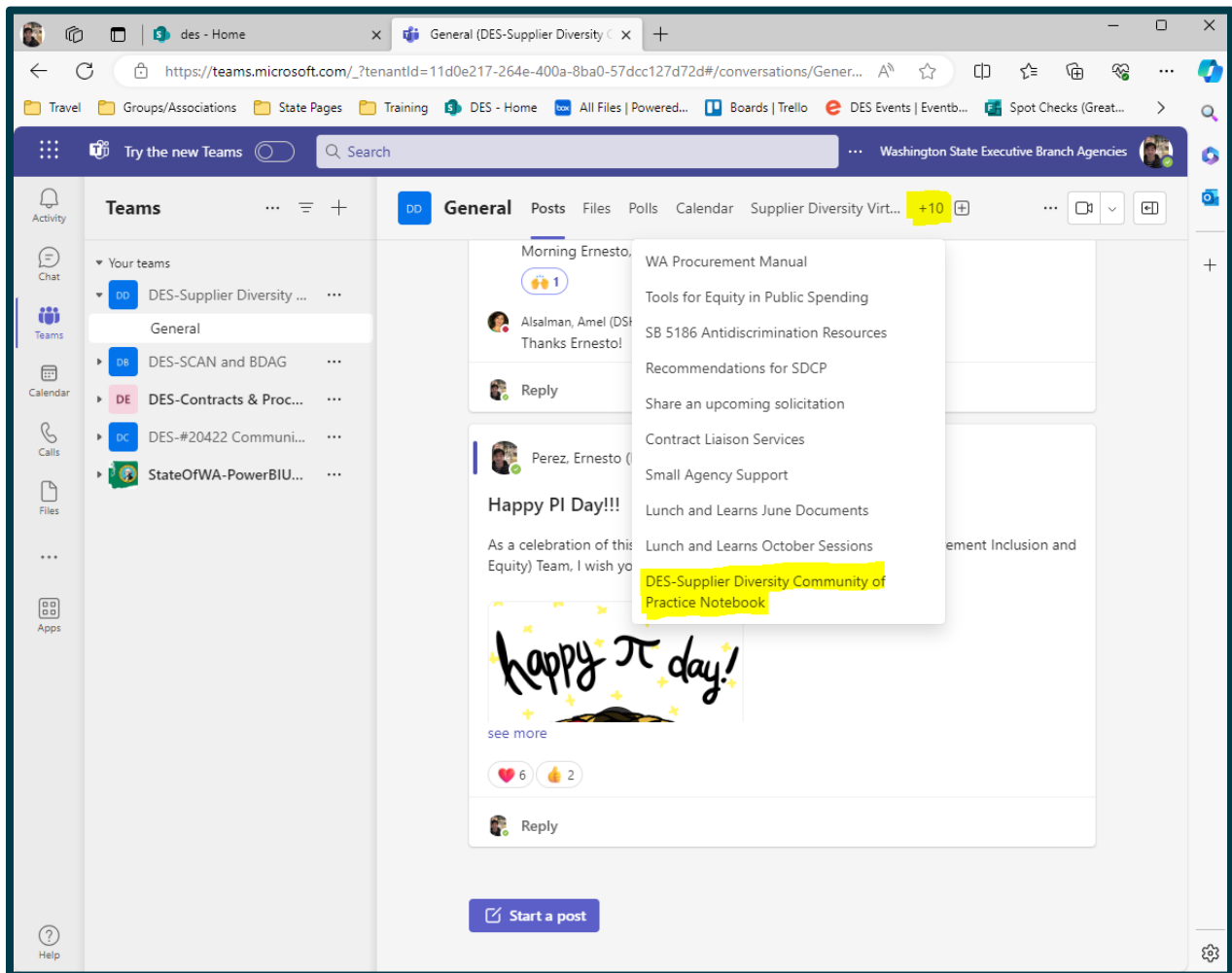
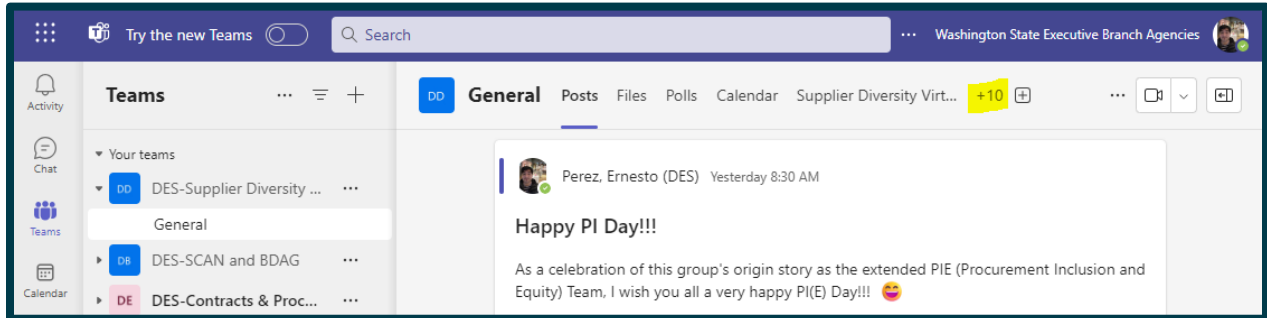


Once you are in the group’s calendar in Teams, you can find the next meeting by going to the date it is scheduled for. The monthly meeting takes place on the third Thursday of each month, from 1 -2:30 p.m. When you find the next meeting, you can click on it and the choose “Edit” to bring up the meeting details. After opening the meeting details once from Teams, the meeting details should automatically sync to your Outlook calendar as well.

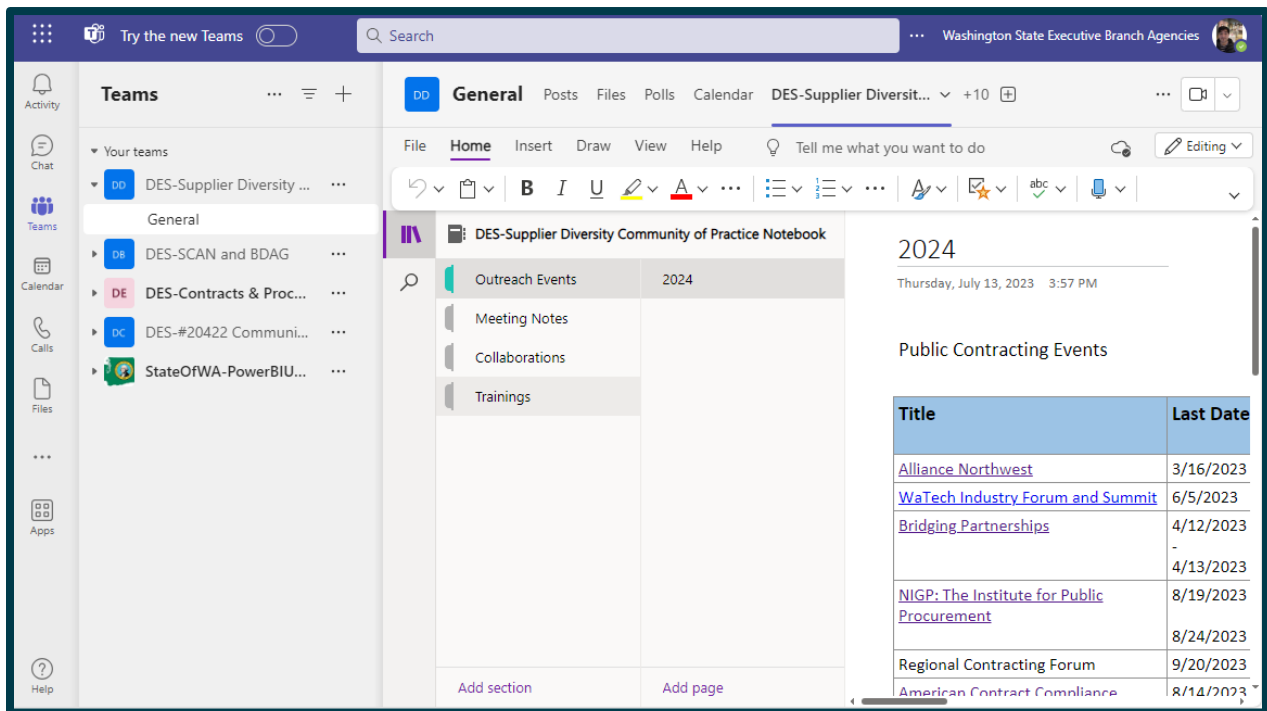
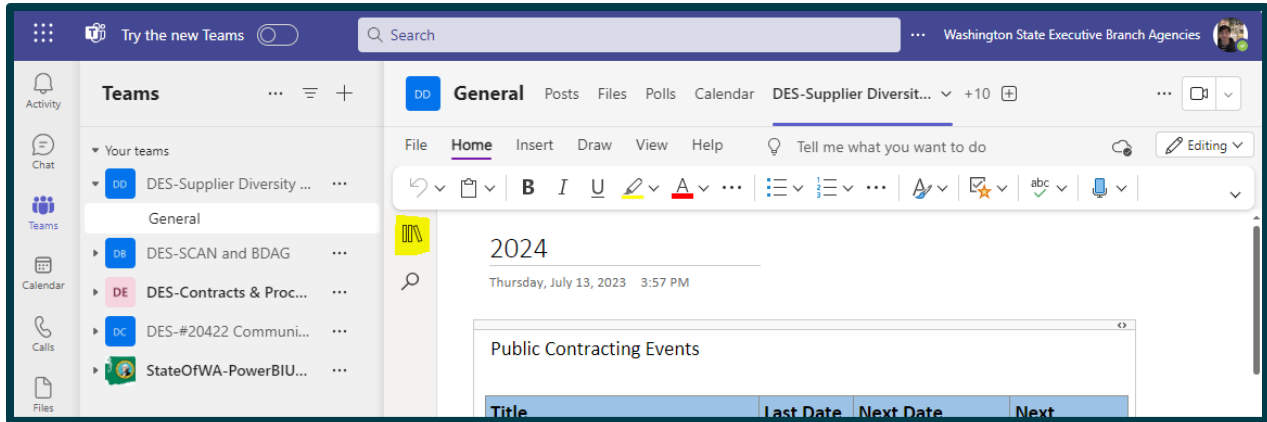


OneNote

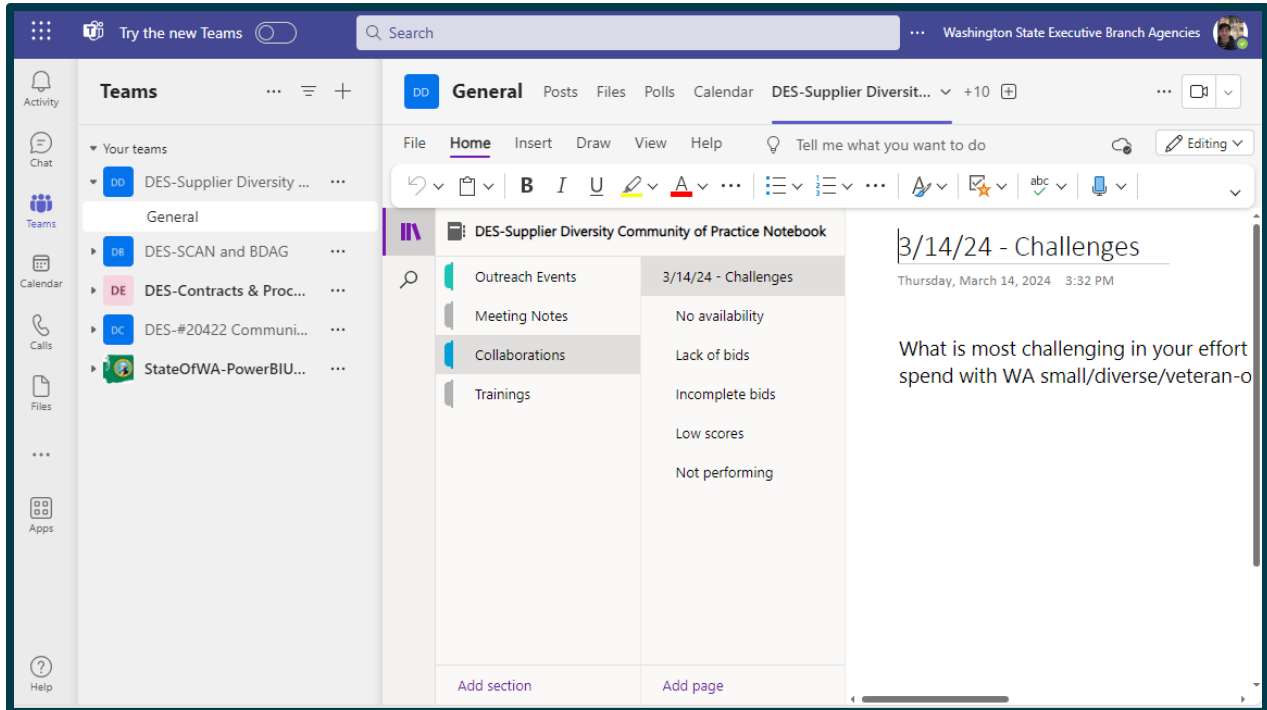
We may utilize the OneNote to share information or try collaborating within the group. The OneNote should be its own tab along the top of the group's "General" channel, although you may need to click on "+[number]" to expand the tabs (shows as "+10" in the screenshot below):



When you open the OneNote, you can click on the icon that looks like books on a shelf to open the notebook's sections:



Clicking on a section will then open the pages within that section you can look through. Anyone can add sections or pages, making this a useful tool for sharing information.



Teams Group Email

This Teams group has its own email address. Sending an email to the group's email will also send an individual bcc'd email to all external guest user members, making it an effective way to reach those members.

Internal members will not receive individual emails in their own inboxes, but rather have shared access to the group email inbox to see the messages. Whether they see emails sent to the group email depends on whether they check the group's email inbox.

From previous experience so far, the group email is best for messages directed more to external guest members. For reaching internal members, posting in the Group's "General" channel chat is likely more effective.

The SDCP Teams Group email is: DES-SupplierDiversityCommunityofPractice@des.wa.gov.