



Access PROTECTED GovTEAMS - Apple iPhone or iPad

Securely meet online with video or audio, instantly connect through chat and collaborate on documents together, from anywhere using GovTEAMS. GovTEAMS is a **secure and trusted** environment, rated up to PROTECTED.

How do I get started?

Register for PROTECTED GovTEAMS at users-protected.govteams.gov.au/registration (this is a different URL then the OFFICIAL:Sensitive version) – you must have a minimum of baseline clearance that’s active. Access GovTEAMS from a registered personal iOS device (Apple iPhone or iPad – OS level 12+).

PROTECTED GovTEAMS uses Microsoft software so you have access to tools you already know like Word, Excel and PowerPoint etc. **Download the apps on your personal device for easy access.** It is recommended you turn off previews for all Microsoft applications on your iOS device for security.

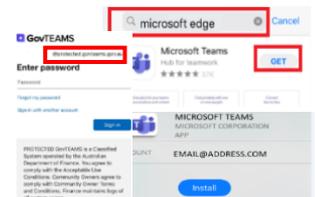


Important - Make sure you install the Microsoft Authenticator app to complete the process but don’t use it to authenticate (use your mobile phone).

1. Install Microsoft Teams (iOS device)

Microsoft Teams is the main application you will use in PROTECTED GovTEAMS and links to all the other tools. Access recent activity, communities, chat messages, files, meetings and calls through the Microsoft Teams app:

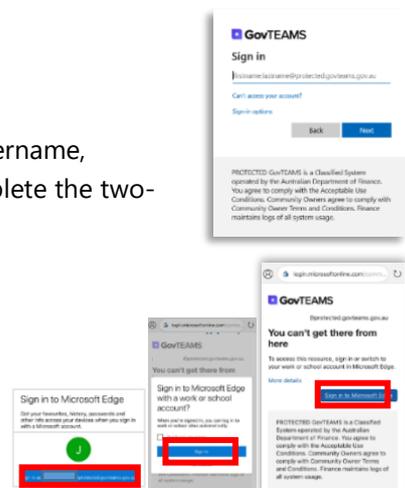
1. Install the **Microsoft Teams** app  from the app store on your mobile device
2. Sign in with you **GovTEAMS credentials** – firstname.lastname@protected.govteams.gov.au (this is a different URL then the OFFICIAL:Sensitive version), enter your **password** and complete the two-factor authentication step



2. Log in (install Microsoft Edge)

iOS device (iPhone or iPad – OS level 12+)

1. Install the [Microsoft Edge app](#) from the apple store
2. Open the app and type, users-protected.govteams.gov.au, enter your username, ending in **@protected.govteams.gov.au**, **enter** your password and complete the two-factor authentication
3. A screen will show – **you can’t get there from here**. Click **sign in to Microsoft Edge**, click sign in and pick the your PROTECTED GovTEAMS account ending in @protected.govteams.gov.au.
4. Your organisation is now protected its data in this app. You need to restart the app to continue, click ok.
5. Reopen Microsoft Edge and access the PROTECTED GovTEAMS personalised dashboard

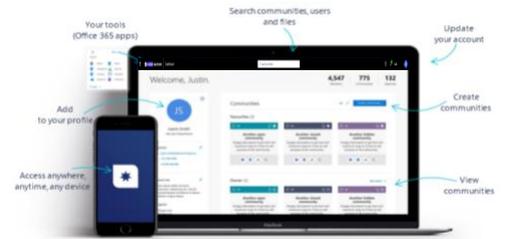


Make sure you sign out, close the tab and clear your browsing data when you’re not using it.



Get familiar with your dashboard

When you log in to PROTECTED GovTEAMS you'll land on your **personalised dashboard**. You can access tools, communities, members and files from here.



3. Open the PROTECTED GovTEAMS Trial community

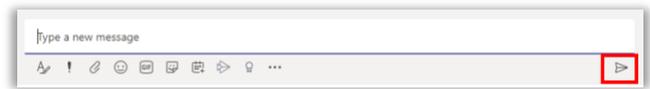
If you have the Microsoft Teams app installed on your iOS device log into it using your GovTEAMS credentials ([@protected.govteams.gov.au](https://protected.govteams.gov.au)), accept the terms and conditions, click the Teams icon  and locate the **PROTECTED GovTEAMS Trial community**.

4. Start working together in Microsoft Teams

Chat, meet and co-author files in real-time with Microsoft Teams. A **community**, in Teams, is a collection of people, conversations, files and tools—all in one place. A **channel** is a discussion in a team, dedicated to a topic.

Post in the general channel

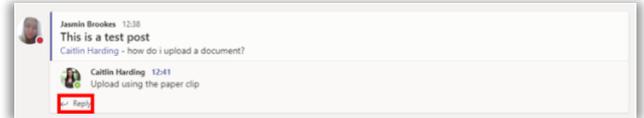
Click in the text box (from a computer) or click **new post** (from a mobile device), type your question and click the **send icon** 



Reply to a post

Keep conversations together, it's like an online email trail.

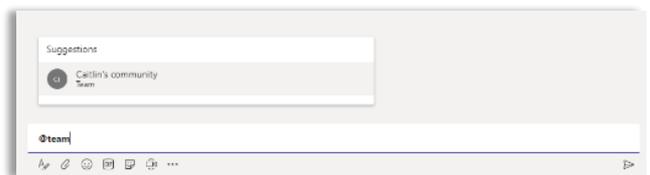
Click the **reply button** under the post, type your answer and click the **send icon** 



@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears).

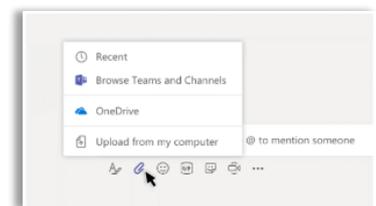
Type @team to message everyone in a team or @channel to notify everyone who favoured that channel.



Share and work on a files

Upload a file – click the **file icon** and upload a file from your computer or share a file from across Teams and channel. Type a message and click the **send icon** 

Co-author files – click the **files tab** in the channel the file is located, find the file and click **edit** (multiple people can work on the file at the same time)

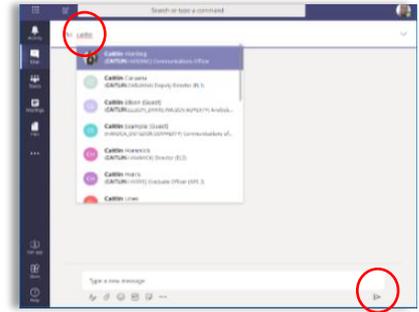




Start a chat, video or audio call

You can **start a chat** with individuals and groups in Teams.

1. At the top left of the page, click **the pen icon**  to start a new chat or click the **chat icon**  (to continue a chat)
2. Start **typing the name** of the person you want to chat with. This will show a list of suggested people. Click on the **name of the person** you're after
3. Start typing your message in the textbox at the bottom of the screen and click the send icon 
4. If you want to start a group conversation, repeat steps 3 and 4



To video or audio call a person in a chat – click on the **video** or **phone** icons. 

Host online meetings

You can host meetings anywhere, anytime in Teams.

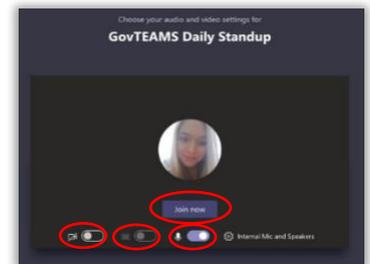
Schedule an online meeting (you must install the Teams app)

1. Open the Teams app and sign in with your **GovTEAMS credentials** – @protected.govteams.gov.au, enter your **password** and complete the two-factor authentication step
2. Click the **calendar icon**  and select **schedule/new meeting** (from a computer) or click the **+calendar icon** (from a mobile) 
3. Complete the **meeting details form** (add participants, time, location etc.) and click **send** or **done** (from a mobile) . The people you invite will receive an email and can see the meeting in their Teams calendar.

***Important – DO NOT create a meeting in a channel, or invite a channel** unless you want to invite everyone (which may include a whole department).

To join an online meeting

1. Click the **calendar icon**  in the menu
2. Click the meeting invite in your calendar in Teams and select **join**
 - Turn your camera on or off
 - Blur your background
 - Turn your microphone on or off
3. Click **join now**



Other options (click on the three dots ...)

- Share your screen*, click the share icon 
- Collaborate on meeting notes  Show meeting notes
- Record your meeting 

***Important – DO NOT** share your screen during an online meeting with people who are not cleared to see the information, or this could lead to a **security breach**.



Switching between GovTEAMS and PROTECTED GovTEAMS

If you already have Microsoft Teams on your mobile device you can add an account, follow the steps below:

1. Open the Microsoft Teams application and log in to your GovTEAMS (Official:Sensitive) account
2. Click the **menu bars** and select **settings**
3. Click **add account** and click **add existing account**
4. Select **sign in with another account – enter your PROTECTED GovTEAMS account name firstname.lastname@protected.govteams.gov.au**, enter your password and complete the two-factor authentication
5. Help us keep your device secure – click the **register button** (you will be prompted to restart the app, click **OK** and reopen the app)
6. **Set-up a pin** and **confirm your pin** (you have the option to set-up Face ID, click **allow** if you want to set this up.

! Tip – You can switch between the two accounts. Click the menu bars and select which on you want (e.g. GovTEAMS or PROTECTED GovTEAMS).

