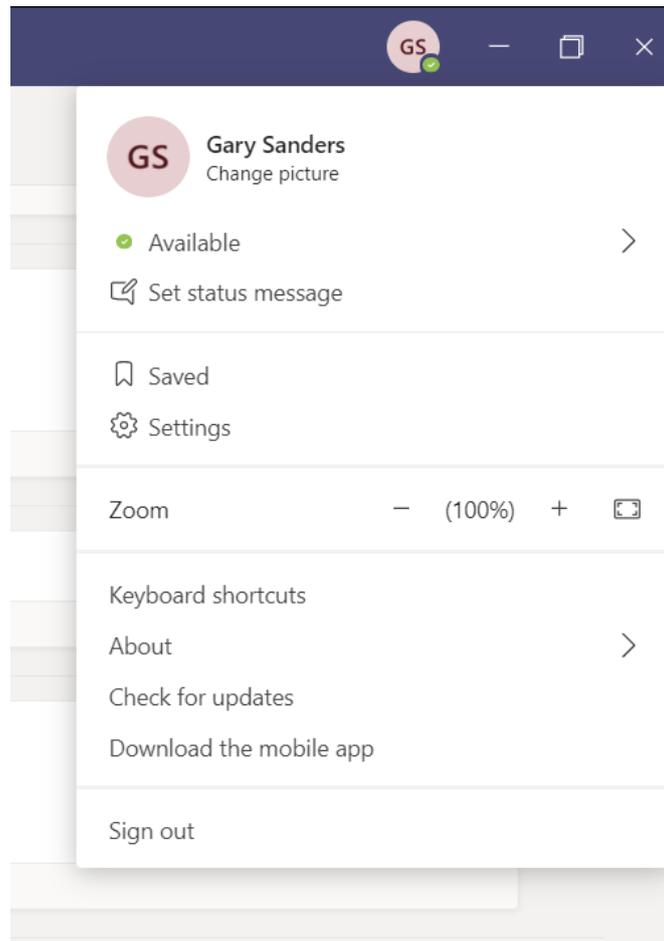


Updating Teams / Chat / Calls

Please do the following to check whether there is an update for Teams.

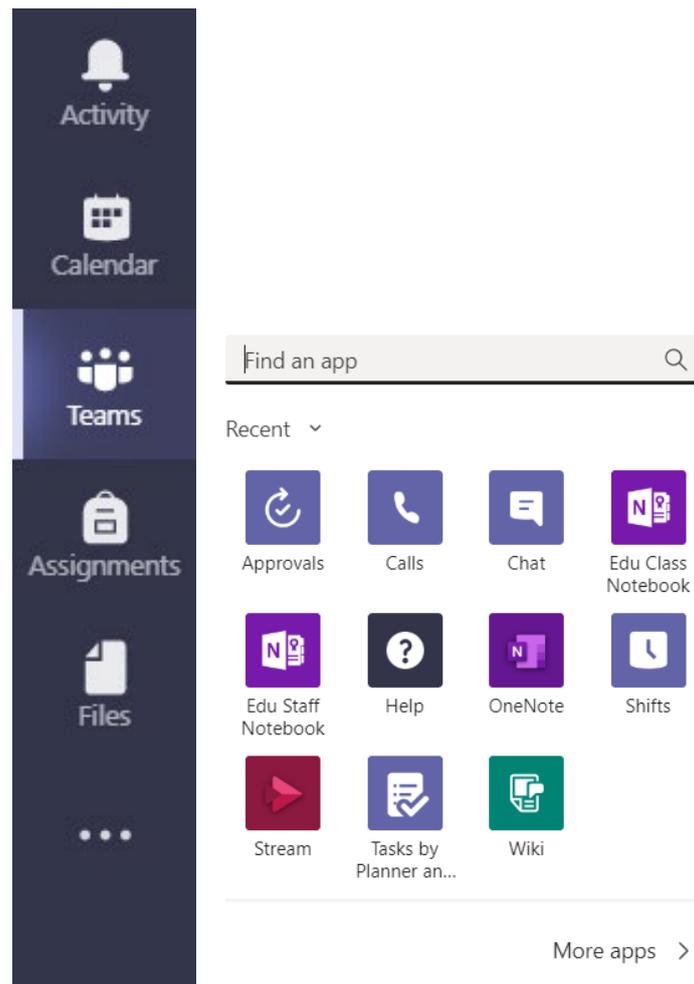
On their profile circle, it will have their initials in it, on the top right of the screen – click on it and select ‘Check for Updates’



IT Support

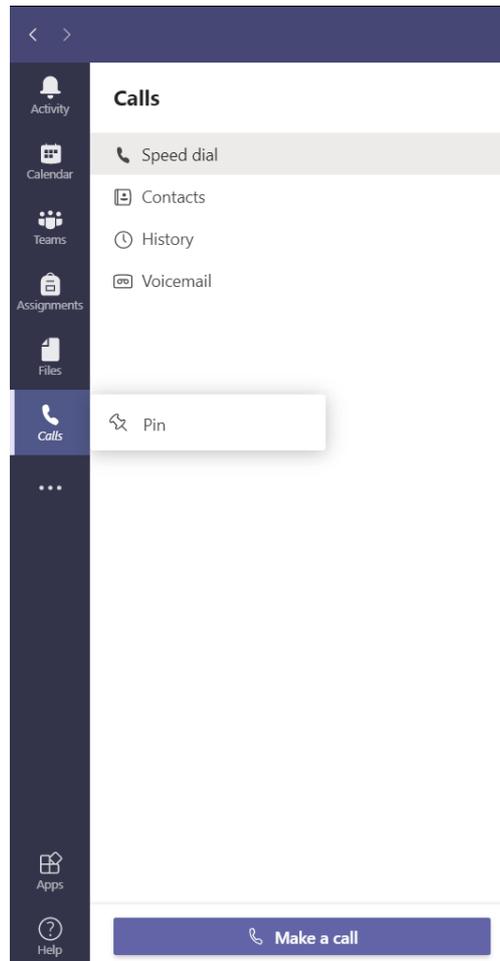
Once the update is checked – Chat or Calls will not be pinned to the sidebar but a red dot may appear on the three dots on the left hand side.

Click on the 3 dots to bring up a small dashboard, where you will see both Chat and Calls



IT Support

Click on them one at a time and when they appear in the Sidebar – right-click on it and click on Pin



Repeat the same process for adding the Calls icon.

Please e-mail itsupport@hornsbyhouse.org.uk – if you have any issues with the above.