

Technology Return to Workplace Guide

Steps to Prepare...At Home, At Work

AT HOME

AT WORK



OneDrive

Save all files to OneDrive

Restart Your Computer

Allow all updates to download to your computer



Update MTA Network Password



Disconnect

All remote desktop sessions (eg Citrix, WVD)

Update Office Phone



Connect your devices to MTA E-Access WiFi



Use Teams To Chat, Meet, Share Screens, and Collaborate



CHAT

Start chats and calls and use posts and messages to connect with colleagues



COLLABORATE

Collaborate in teams and channels and upload and find files



MEET

Set up and attend live events and manage meetings



SCREEN SHARING

Share your desktop, a specific app, presentation, or any file while in a meeting

