



YMCA OF GREATER CHARLOTTE TECHNOLOGY UPDATES

Over the last few months, several technology platforms have been deployed to work remotely and collaborate more effectively. We want to provide information to help you understand these new tools being used. Please refer to the information and links below to learn about our latest technology. If you need additional assistance please reach out to our IT team: ISDEPT@ymcacharlotte.org

Self-Service Password Reset

The Y is rolling out the Microsoft self-service password reset portal. This will allow users to reset your own password in the case that you forget your password. [Click here](#) to learn how to set up your self-service password reset.

Microsoft Teams

Microsoft Teams is a collaboration app that helps you stay organized and have conversations with YMCA teammates—all in one place.

Watch the [Welcome Video](#) to get an overview of Teams.

Use the [Quick Start Guide](#) to learn the Teams basics.

[Sign in](#) and get started!

Want to use live captions/closed captions on a Teams call? [Click here](#) to learn more about making your Teams meeting inclusive for all.

Microsoft Planner

Microsoft Planner is a tool that helps you capture tasks, update progress and work together as a team. Our Y's strategy teams use Planner to track their work progress. Learn more about Planner [here](#).

Microsoft 365

Microsoft 365 pulls all of our classic Microsoft Office tools together online along with upgrades and additional tools, review [Microsoft 365 Basics](#) to understand how to maximize those tools. You can [login](#) with your Y credentials (the same you use to log in to your computer or Y email) to start using Microsoft 365.

OneDrive

Please [review this document](#) to learn how to save and share documents in your OneDrive account.

YLife

Our [YLife site](#) has transitioned to the latest version of SharePoint. Upon accessing the new site for the first time, you will notice a new look and feel. The general layout remains unchanged and all existing content should be available.

Zoom

Zoom is an online meeting platform that may be used to meet with contacts outside of the YMCA. It is free to host a short meeting; you may need a premium account to host longer meetings. Contact IT for a Zoom Premium Account if this is needed for your role. Visit the [Zoom Video Tutorials](#) to learn how to use this technology.