

**WORKING FROM  
HOME – MICHIGAN  
HOUSE EDITION.**

Maurice Houston

**HOUSE  
RESOURCES –  
WHILE AT  
HOME.**



Microsoft Outlook



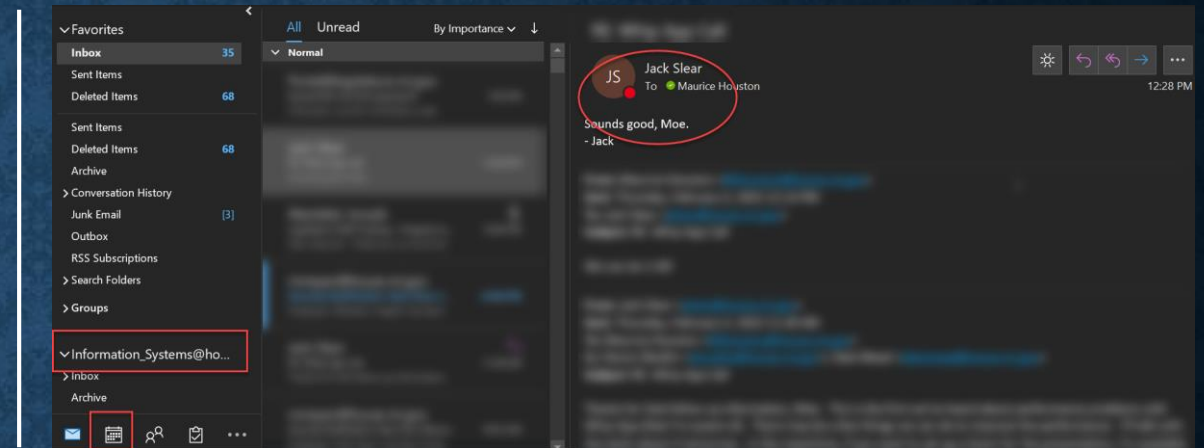
Microsoft Teams



House Portal/ HouseNet



Monday	Tuesday
31	Feb 1
Austin out	Deron out
IT - Jill	IT - Carleen
IT-Aaron	IT-Fred
Jack out	Mandeep out at 2:30
	Session - Austin
	+2
Developer Status; Dale's Office; I	



# MICROSOFT OUTLOOK

<b>Status</b>	Check the status of a user (Available, Away, Offline, Busy, Meeting).
<b>Calendar</b>	Launch the calendar of users that will be out of the office.
<b>Shared</b>	Add shared mailboxes to stay updated within the department.
<b>Access</b>	Access via computer and your cellphone at anytime with user validation.

# MICROSOFT TEAMS



Host and join meetings from anywhere.



Carries the availability status from Outlook > Teams.



Carries over personal calendar meetings.



Easily chat with anyone inside the organization with quick comments or questions.

The screenshot displays the Microsoft Teams interface. The top navigation bar includes 'Activity', 'Calendar', and 'Bookings'. The 'Calendar' tab is active, showing a calendar view for January 2022 - February 2022. The 'Meet now' button is highlighted with a red box and an arrow. The 'New meeting' button is also highlighted with a red box and an arrow. The 'Chat' icon is highlighted with a red box and an arrow. The 'Calendar' icon in the left sidebar is highlighted with a red box and an arrow. The calendar grid shows meetings for January 31st and February 1st, including 'Developer Status', 'DBA Status Update', and 'Bi-weekly User Support Meeting'.

HOUSE of REPRESENTATIVES

MONDAY, JANUARY 31, 2022

HOUSENET

9:09 A

M. Houston

### Announcements

Health and Safety in the Workplace COVID 19

- [CDC Updates](#) and [Shortens Recommended Isolation and Quarantine Period for General Population](#)
- Employees who are not feeling well should not report to work
- Contact the Business Office if you have been exposed to someone with COVID-19 and/or are experiencing symptoms and would like to get a COVID-19 test.
- Personal protection equipment such as face coverings are available in the lobby and N95 masks are available in the Business Office
- Flexiglass shields are still available upon request, contact House Facilities
- Enhanced cleaning processes are now a part of the permanent housekeeping plan for shared spaces, and hand sanitizing stations will remain in place.
- Advanced air filtration systems installed throughout the House Office Building and in the elevator cabs are a permanent part of the building infrastructure.
- Call forwarding to a non-House phone and the use of office allotment for remote communication services will remain as efficient measures to assist constituents.

Members and Staff enrolled in House Medical Benefits

Blue Cross Blue Shield of Michigan continues to address the COVID-19 national health issue. Blue Cross Blue Shield's top concern is the health and safety of its members. The informative site provides resources to obtain care, contact the 24-hour nurse line, Blue Cross online visits and mental health support.

**COVID Test Reimbursement**

The federal government issued new requirements for insurers to reimburse enrolled members for at-home rapid diagnostic COVID-19 tests purchased on Jan. 15, 2022 through the end of the public health emergency.

Blue Cross members will need to fill out a form and mail it in (along with receipts) after purchasing the at-home rapid diagnostic COVID-19 tests. You can find the online form [here](#), there is a link to it on [BCRSM response to the coronavirus](#), under the testing question or it is available through your

Legislative Portal

User: Maurice Houston (MHouston) | Change Language To: English

Home Mail Settings Sign Out

Files Path: I.S. Office Drive

Credentials Favorites

# HOUSE PORTAL



Accessing the O: Drive.



Everything else can be accessed using an employee's House credentials.



**THANK YOU**

**HOUSE  
INFORMATION  
SYSTEMS TEAM**

