

IT for Parishes and Synods

If a parish or synod have employees/volunteers who are required to work at home but do NOT have access to their work computer and the documents stored on them, then there are options available to the Parish and Synod.

Notes:

- A Windows 7 Pro or Windows 10 32 or 64 bit operating system on the employees/volunteers home computer/laptop/tablet with the employees/volunteers home computer being fully patched with Windows Security Updates, a anti virus and malware checker installed and a firewall turned on and fully patched. Please note that Apple computers and Windows XP operating systems are not supported by the Board of Administration.
- An internet connection is required.
- Please ensure you commit any current username and password to memory.
- If you forget your username or password, or are having issues accessing Office 365, Xero, BNZ online banking, please contact IT Support's contact details listed below.
- **Important:** Where possible, use a work-supplied computer to access email. If a work computer isn't available, use your home computer and make sure **you don't save your username and password, and close the browser when not in use.**
- **Important: NEVER** use a computer in a public place i.e. library, café etc. to access work resources and emails.

Take Computer Home

One option is to allow the employee to take the office computer home and connect it to the internet. This allows the employee to continue working from their home. This is the major advantage of this but the major disadvantage is that if the employee is isolated or there is a general call for people to stay at home no one else will have access to the documents on the computer.

Any Church computers or other equipment that is taken home remains the property of the Church and insurance cover remains in place.

Office 365

Microsoft provides the Church with access to its cloud based Office solution, Office 365. Some parishes are already using this facility but it is available to all Parishes and Synods but accounts need to be set up by the IT personnel within the Board of Administration.

With Office 365, members of the Church or employees of the Church are able to use the web based applications of Outlook, Word, Excel, PowerPoint, etc. to continue with their work. Multiple users can log onto Office 365 and share the same documents stored on OneDrive.

To do this successfully, documents (Word, Excel, PowerPoint presentations, etc.) should be copied to the Office 365 application called OneDrive (similar to Dropbox) so that they are available to the people who need access to the documents. These documents can be "shared" with other Church members

who require them.

Separate instructions on how to use Office 365 are provided at the time of setting up an Office 365 account by the Connexional Office.

Once logged onto your Office 365 account you will have access to these primary applications:

Web Based Outlook	This will give you access to email, calendar and your contacts. This web based application is “synced” with your desktop version of Outlook.
OneDrive	1TB (one tera byte) of storage for documents (word, excel, etc.). If employees. Documents in OneDrive are NOT backed up so if an employee moves data from shared drives on the local network, these must be moved back again onto the appropriate drive at some stage.
Word	This is a web based version of Word and will only do 80% of the desktop version of Word. For example, there is no mail merge in the web based version of Word. However, this application will allow you to open Word documents, save them and edit them.
Excel	This is a web based version of Excel and will only do 80% of the desktop version of Excel. However, this application will allow you to open Excel documents, save them and edit them.

The advantage of Office 365 is that the documents are stored “in the cloud” and that more than one person is able to have access to the documents at any one time, if the documents are shared. The information is also available 24/7 from any computer connected to the internet.

Xero

For those parishes using Xero, then the situation remains the same as you are able to work in Xero from home or from the office. All you need is a user name and password to gain access.

BNZ Internet for Banking

For those parishes using the BNZ internet for banking, then the situation remains the same as you are able to work in this from a web browser from home or from the office. All you need is your Access number, User ID and password. You will also need your BNZ Netguard token device.

Parishes and Synods will need to devise a system to ensure they have access to the appropriate documentation when authorizing outward payments from the BNZ banking system.

ICT Contact Information

If you are required to work remotely and you require IT support, please use the following contact details:

Email: peterv@methodist.org.nz OR brucej@methodist.org.nz OR saraha@methodist.org.nz

Phone: 021 977230 (Peter) OR 027 445 6995 OR 021 182 3425