

Tips for Working Virtually – Week of 07.20.2020 (**Racial Equity Resources & QuickHelp**)

Happy Tuesday DOR Colleagues!

This week's working virtually tips are focused on providing resources to help you learn more about equity, inclusion, and diversity efforts across the region as well as some IT tips to help continue to navigate our virtual KP workspace.

Racial Equity Resources

We encourage our colleagues to continue to listen to one another, learn about systemic racial inequities and commit to promoting change in the workspace and in our research.

Please visit Kaiser's Equity, Inclusion and Diversity website for a wealth of resources, tools, and information on events.

<https://wiki.kp.org/wiki/display/ncalaid/Racial+Equity>

IT Tip- QuickHelp

QuickHelp is a resource launched by KP where you can get tips and training for Microsoft 365 apps and tools. For example, you can search for short videos on the features and functionality of Microsoft Teams, Word, PowerPoint, and more. Bookmark content to easily find it again, share with your colleagues, and earn points and badges along the way.

How do I access QuickHelp?

QuickHelp is available through single sign-on. You'll use the password you use to log in to your workstation, then follow the steps for PingID. The direct link is <https://app.quickhelp.com/kp/>

Is there a cost for QuickHelp?

There is no direct cost to individual users or teams.

How do I share content with my coworkers?

When you want to share content, look for the share icon on the bottom left of the video. You can either add someone's email or get a direct link to add to a chat message.

Stay Healthy!

The PC Advisory Group