



**MAJLIS ANSARULLAH  
UNITED KINGDOM**

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## MAJLIS ANSARULLAH UNITED KINGDOM Information Technology & Data Security Committee

### Service Notice

### New Environment Majlis Ansarullah UK – Virtual Office

1. Relocation of Email Services
2. Provision of Productivity Applications
3. Data/Document Storage

V1.1 – 1<sup>st</sup> December 2020

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Rafi Ahmad Bhatti  
Tariq Mahmood Uppal

# Service Notice

Launch Date: 1<sup>st</sup> December 2020

Affected Sites/Services: Majlis Ansarullah UK Email Services; Shared Drives; Virtual Desktops

Details: Our official email services have moved to the Microsoft cloud infrastructure, using the Microsoft 365® platform.

The hosting domain is [ansarullahuk.org](https://ansarullahuk.org) (*previously ansar.org.uk*).  
Email syntax is now “`position@ansarullahuk.org`.”

Previous email accounts @ansar.org.uk will continue to be supported until 28<sup>th</sup> February 2021.

Microsoft 365® provides members with online licensed applications including MS Outlook; Word; Excel; PowerPoint; Teams; SharePoint. Data storage for files and emails, including backups, is provided.

## Majlis Ansarullah UK – Virtual Office

The screenshot shows the Microsoft Office interface. At the top, there is a red header bar with the word "Office" and a search bar. Below the header, the main area is divided into sections. On the left, there is a vertical sidebar with icons for various Office applications. The main content area starts with a "Good morning" greeting, followed by a "Recommended" section. This section contains three cards, each representing a document recently opened. Below this is a "Recent" section with a list of documents, including "Microsoft O365 - Sign-in and Setup" and "Presentation". At the bottom, there are sections for "OneDrive" and "SharePoint".

**Recommended Documents:**

- Microsoft Office 365 Teams - Sign-in and Setup (2h ago)
- Majlis Ansarullah UK (2h ago)
- Presentation majlisansarullah-my.shar... (Yesterday at 19:36)

**Recent Documents:**

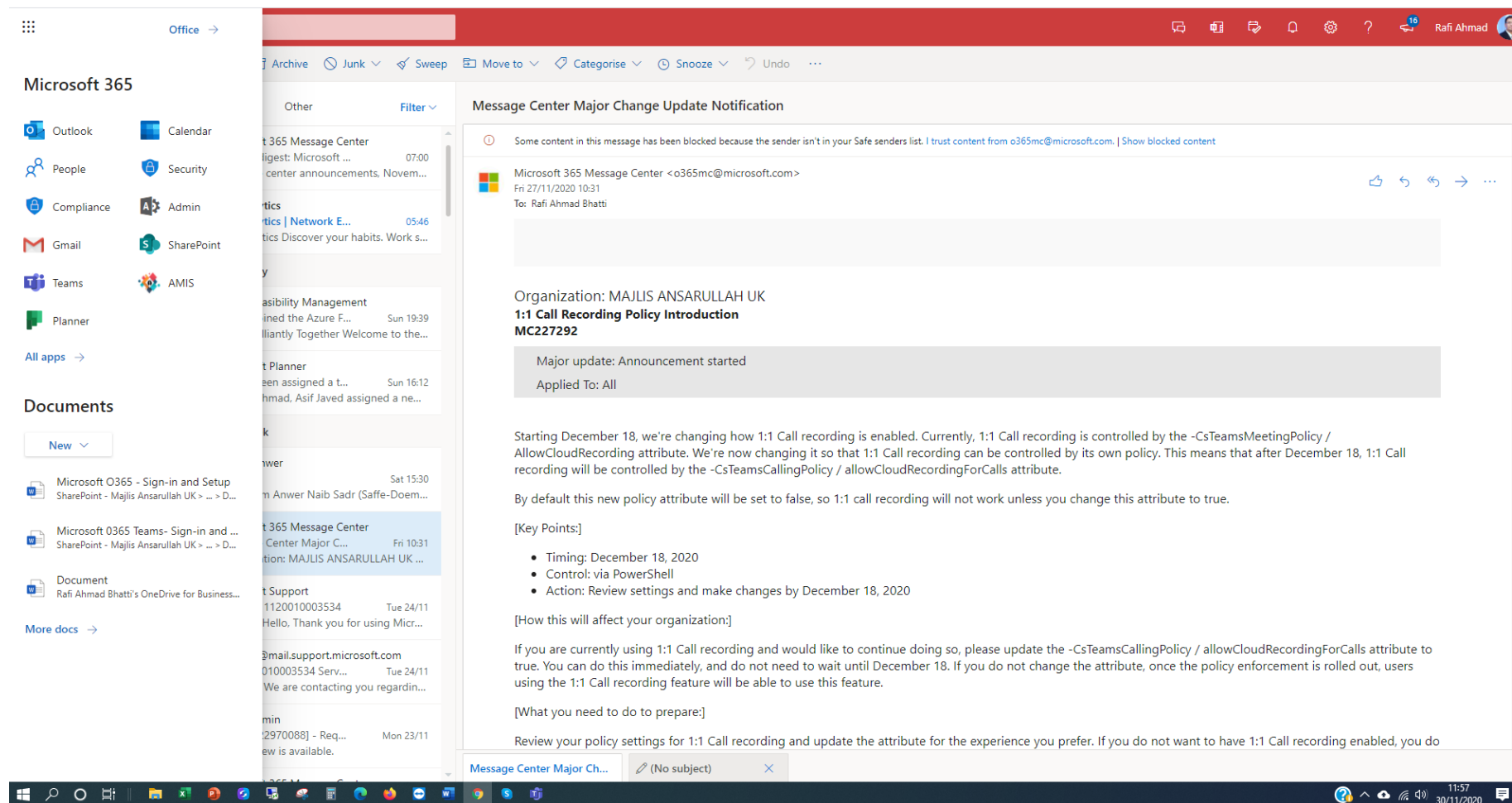
Document Name	Location	Time	Access
Microsoft O365 - Sign-in and Setup	SharePoint - Majlis Ansarullah UK » ... » Document Library	2h ago	Shared
Microsoft O365 Teams- Sign-in and Setup	SharePoint - Majlis Ansarullah UK » ... » Document Library	2h ago	Shared
Document	Rafi Ahmad Bhatti's OneDrive for Business » ... » Documents	20 Nov	Only you
Presentation	Rafi Ahmad Bhatti's OneDrive for Business » ... » Documents	18 Sep	Only you
Ansarullah	Rafi Ahmad Bhatti's OneDrive for Business » ... » Notebooks	18 Sep	Only you

Members home page.

Access files to apps and page contains recent documents.

Members can pin documents, and view lists of shared documents.

## Majlis Ansarullah UK – Virtual Office



The screenshot displays the Microsoft Office 365 interface. On the left, the 'Office' sidebar shows various applications like Outlook, Calendar, People, Security, Compliance, Admin, Gmail, SharePoint, Teams, AMIS, and Planner. Below this is the 'Documents' section with a 'New' button and a list of recent files. The main window shows an email from 'Microsoft 365 Message Center' with the subject 'Message Center Major Change Update Notification'. The email content includes a warning about blocked content, the sender information, and a detailed announcement about the '1:1 Call Recording Policy Introduction' starting on December 18, 2020. The announcement explains that 1:1 call recording will be controlled by a new policy attribute, and provides key points, affected organizations, and preparation steps.

Office →

Microsoft 3665

Outlook Calendar  
People Security  
Compliance Admin  
Gmail SharePoint  
Teams AMIS  
Planner

All apps →

Documents

New ▾

Microsoft O365 - Sign-in and Setup  
SharePoint - Majlis Ansarullah UK > ... > D...

Microsoft O365 Teams - Sign-in and ...  
SharePoint - Majlis Ansarullah UK > ... > D...

Document  
Rafi Ahmad Bhatti's OneDrive for Business...

More docs →

Archive Junk Sweep Move to Categorise Snooze Undo ...

Other Filter ▾

Microsoft 365 Message Center  
Subject: Microsoft ... 07:00  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... 05:46  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Sun 19:39  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Sun 16:12  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Sat 15:30  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Fri 10:31  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Tue 24/11  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Tue 24/11  
Message center announcements. Novem...

Microsoft 365 Message Center  
Subject: Microsoft ... Mon 23/11  
Message center announcements. Novem...

Message Center Major Change Update Notification

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from o365mc@microsoft.com. | Show blocked content

Microsoft 365 Message Center <o365mc@microsoft.com>  
Fri 27/11/2020 10:31  
To: Rafi Ahmad Bhatti

Organization: MAJLIS ANSARULLAH UK  
**1:1 Call Recording Policy Introduction**  
**MC227292**

Major update: Announcement started  
Applied To: All

Starting December 18, we're changing how 1:1 Call recording is enabled. Currently, 1:1 Call recording is controlled by the -CsTeamsMeetingPolicy / AllowCloudRecording attribute. We're now changing it so that 1:1 Call recording can be controlled by its own policy. This means that after December 18, 1:1 Call recording will be controlled by the -CsTeamsCallingPolicy / allowCloudRecordingForCalls attribute.

By default this new policy attribute will be set to false, so 1:1 call recording will not work unless you change this attribute to true.

[Key Points:]

- Timing: December 18, 2020
- Control: via PowerShell
- Action: Review settings and make changes by December 18, 2020

[How this will affect your organization:]

If you are currently using 1:1 Call recording and would like to continue doing so, please update the -CsTeamsCallingPolicy / allowCloudRecordingForCalls attribute to true. You can do this immediately, and do not need to wait until December 18. If you do not change the attribute, once the policy enforcement is rolled out, users using the 1:1 Call recording feature will be able to use this feature.

[What you need to do to prepare:]

Review your policy settings for 1:1 Call recording and update the attribute for the experience you prefer. If you do not want to have 1:1 Call recording enabled, you do

Message Center Major Ch... (No subject) X

11:57  
30/11/2020

Members get access to multiple apps.

Sharing documents becomes easier than ever before.

Collaboration helps members save time and effort.

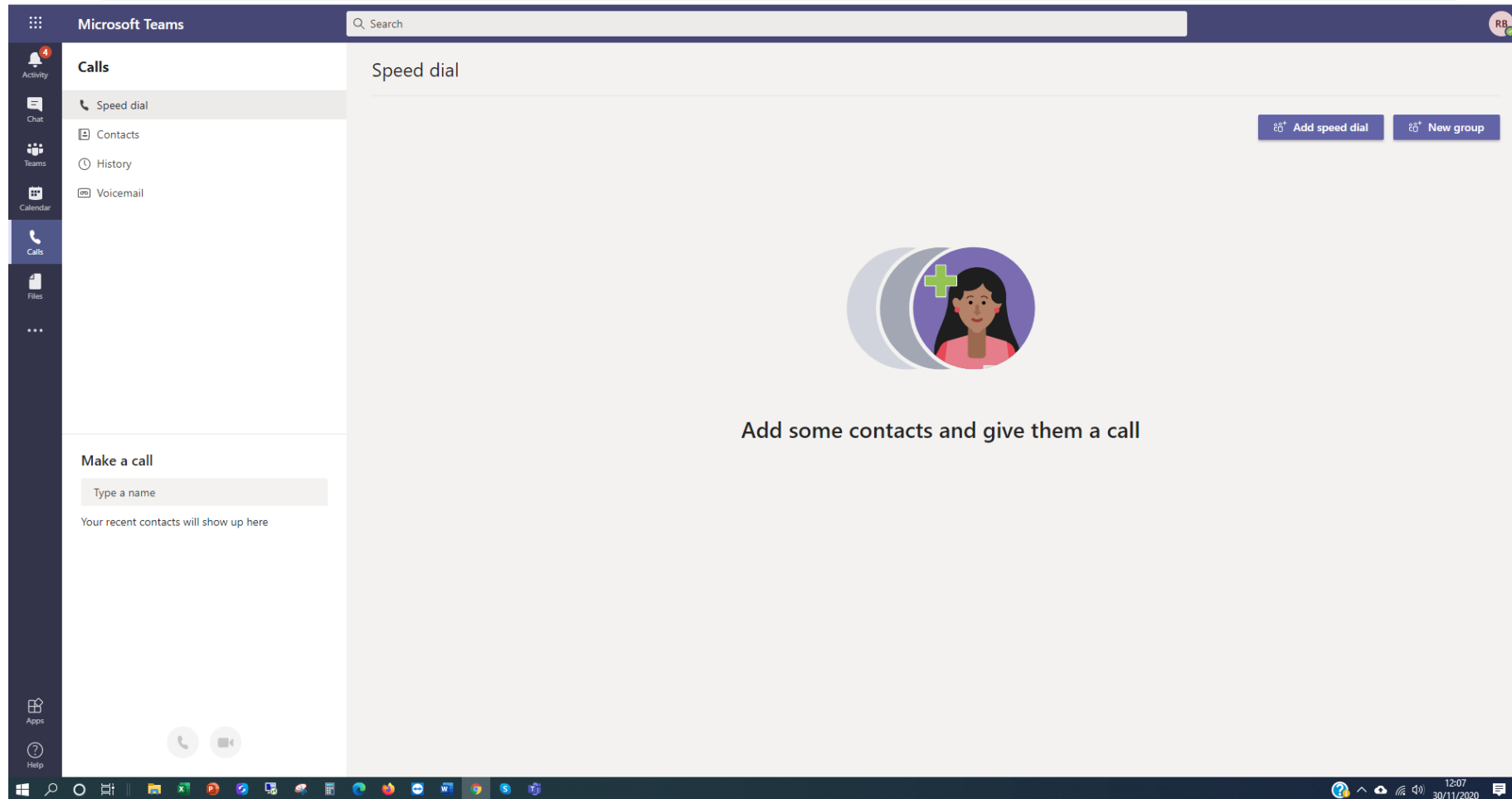
## Majlis Ansarullah UK – Virtual Office

The screenshot displays the Microsoft Teams application interface. The main window shows a chat window for the 'General' channel of a team. The sidebar on the left lists several teams: IT & Admin, NG-All Zoama, NG-Regional Nazimeen Aala, NG-Regional Maal Nazmeen, NG-Regional Amoomi Nazmeen, and NG-National Amila. The bottom of the interface shows the Windows taskbar with various application icons.

Teams provide managed services for organisation of meetings, collaboration, calendars, calls, and chat services amongst various other collaboration services.

Various groups can easily interact with each other.

## Majlis Ansarullah UK – Virtual Office



All Zoama, Regions, Committees can arrange online calls, share desktops, record meetings, invite external guests.










All other paid services such as Zoom will no longer be required.



support.ansarullahuk.org

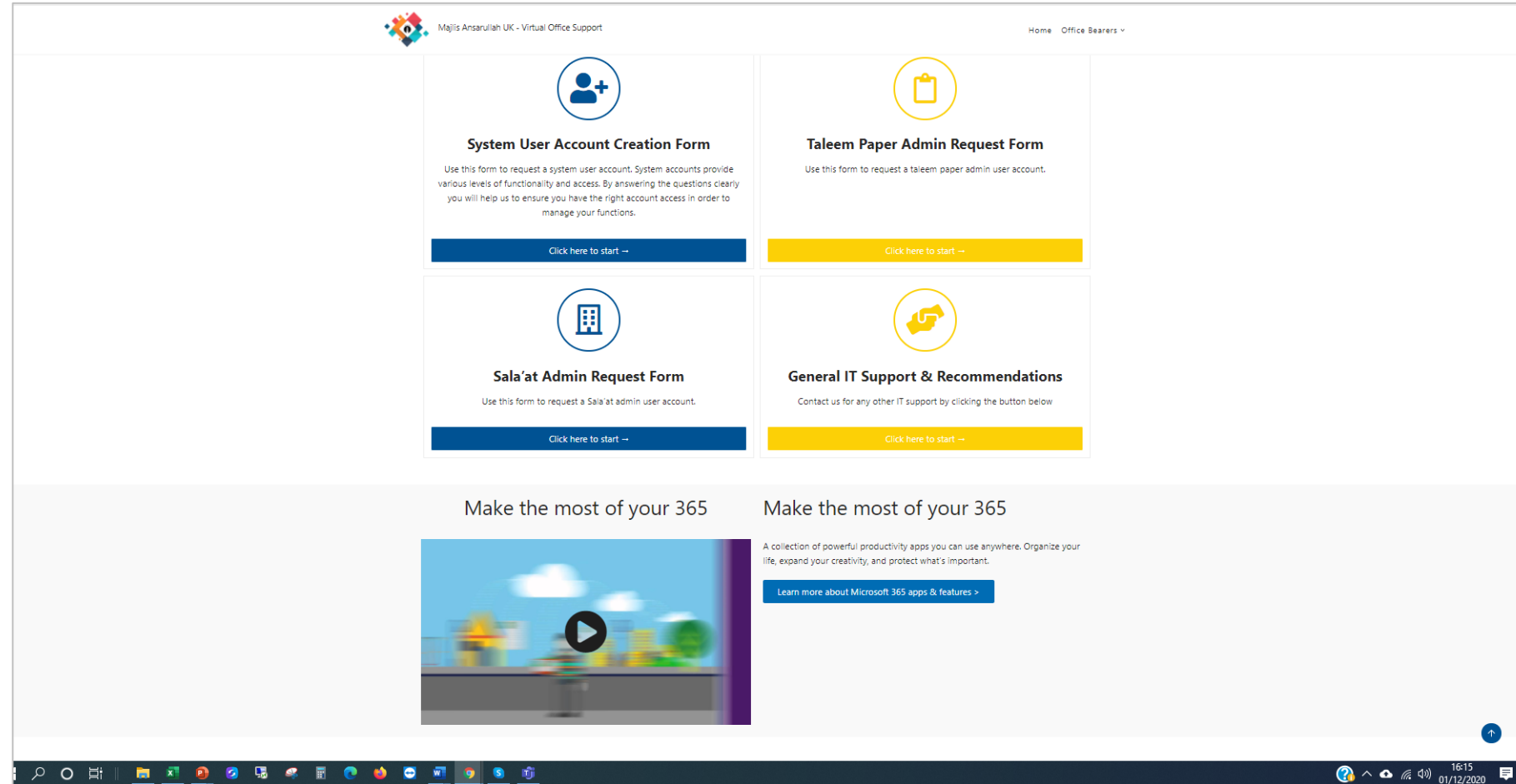


### Virtual Office Applications

 Outlook	 One Drive	 Word	 Excel	
 Outlook	 Power Point	 One Drive	 Microsoft Teams	 Excel


Support Page


support.ansarullahuk.org





Majlis Ansarullah UK - Virtual Office Support

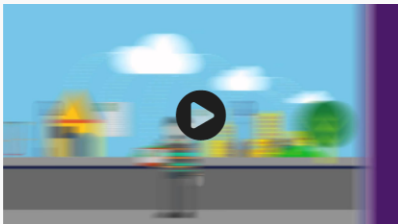
Home Office Bearers

  
**System User Account Creation Form**  
Use this form to request a system user account. System accounts provide various levels of functionality and access. By answering the questions clearly you will help us to ensure you have the right account access in order to manage your functions.  
[Click here to start →](#)

  
**Taleem Paper Admin Request Form**  
Use this form to request a taleem paper admin user account.  
[Click here to start →](#)

  
**Sala'at Admin Request Form**  
Use this form to request a Sala'at admin user account.  
[Click here to start →](#)

  
**General IT Support & Recommendations**  
Contact us for any other IT support by clicking the button below  
[Click here to start →](#)

**Make the most of your 365**  
  
[Learn more about Microsoft 365 apps & features >](#)

**Make the most of your 365**  
A collection of powerful productivity apps you can use anywhere. Organize your life, expand your creativity, and protect what's important.  
[Learn more about Microsoft 365 apps & features >](#)

16:15  
01/12/2020

Support Information



## How to gain access to your new Virtual Office account



Microsoft Authenticator

Access your account easily, and securely

**You will not be able to use the text messaging 2-factor authentication any longer.**

You will only be able to access your Virtual Office using Microsoft MFA (multi factor authentication)– first you will enter the password, and then use your phone to verify your identity. Don't worry, once you do this, its quick and simple the next time you login.

### Step 1

Please download the Microsoft Authenticator app on your phone either by searching the internet or use the following links:



[https://play.google.com/store/apps/details?id=com.azure.authenticator&referrer=adjust\\_reftag%3DcX6LbOff7eodQ%26utm\\_source%3DLanding%2BPag e%2BOrganic%2B-%2Bapp%2Bstore%2Bbadges%26utm\\_campaign%3Dappstore\\_android](https://play.google.com/store/apps/details?id=com.azure.authenticator&referrer=adjust_reftag%3DcX6LbOff7eodQ%26utm_source%3DLanding%2BPag e%2BOrganic%2B-%2Bapp%2Bstore%2Bbadges%26utm_campaign%3Dappstore_android)



<https://apps.apple.com/app/microsoft-authenticator/id983156458>

### Step 2

When you have downloaded the app, email the helpdesk and we will send you your account login credentials. Here are the details we will need:

Your Name  
Your AIMS #  
Your Position  
Your Majlis

Email to: [helpdesk@ansarullahuk.org](mailto:helpdesk@ansarullahuk.org)

## Frequently asked questions

1. Can I still access my current ansar emails?

Yes. You can continue to access your emails until 28<sup>th</sup> February 2021.

2. I have files on shared drives using Remote Desktop, will these be removed?

No. The support team members will train you to move your files from their current location to the new Virtual Office. After 28<sup>th</sup> February 2021, you will no longer have access to files at their current location.

3. Why are we relocating to Microsoft?

The new Majlis Ansarullah UK's Virtual Office will assist our dynamic organisation to be able to communicate better and use advanced management tools to collaborate and bring our services in one secure environment.

4. How can I add members of my majlis/region to online meetings using MS Teams?

Teams allows you to add members of your majlis/region without the need to have personal MS Teams accounts. You can also include any other members or external guests with ease.

5. Will I be able to add/edit my email signature.

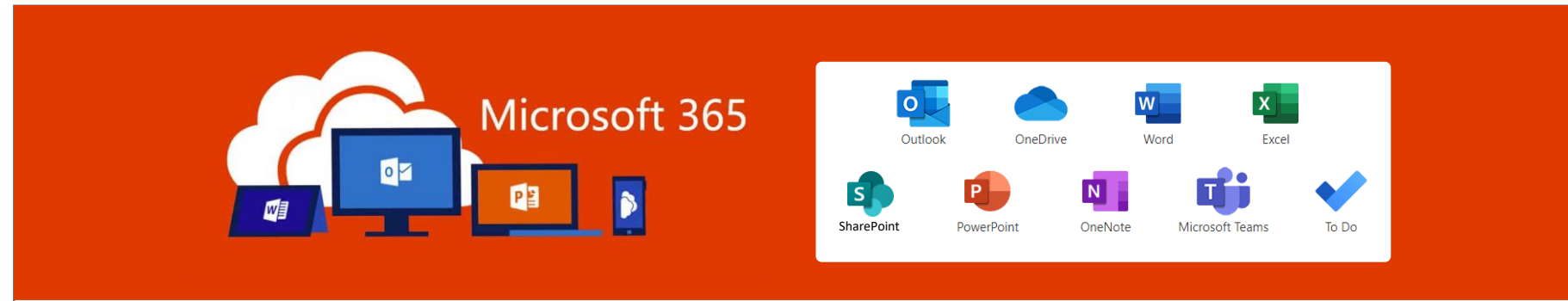
No. As an organisation our electronic signatures are approved by Sadr Majlis at source, therefore we as members are not authorised to amend the email signatures.

6. Can I use my phone to access my emails?

Yes. Actually not only can you access your emails, you can also access all apps as outlined in this document.

7. If I go on leave, can I share my account details with my replacement member/office holder?

No. As a policy this is not permitted. Even if you share your account details, login will not be possible as you have to authenticate using the MS Authenticator app.

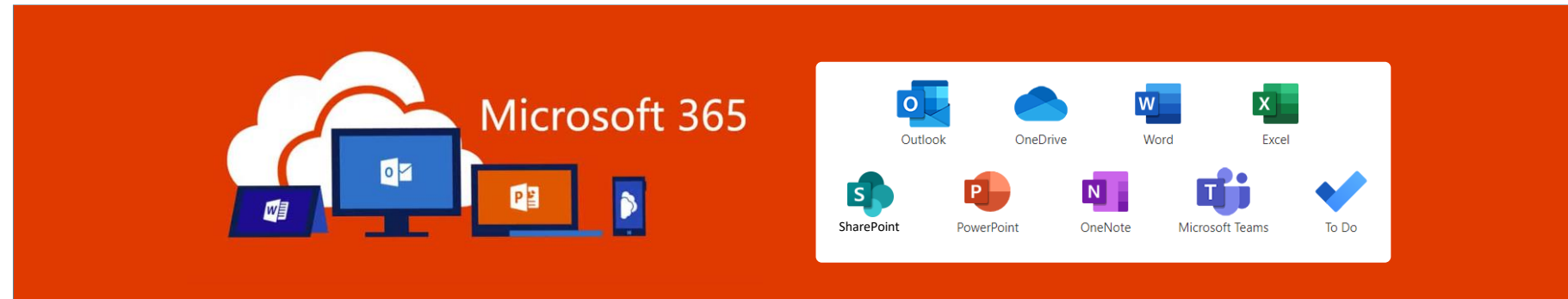


### Microsoft 365

Microsoft Office is a powerful service that helps you unleash your best ideas, get things done, and stay connected on the go. Simply sign in for a personalized experience and all the most up-to-date Office applications, with new and enhanced features continually being added.

More about Microsoft 365.

- Microsoft 365



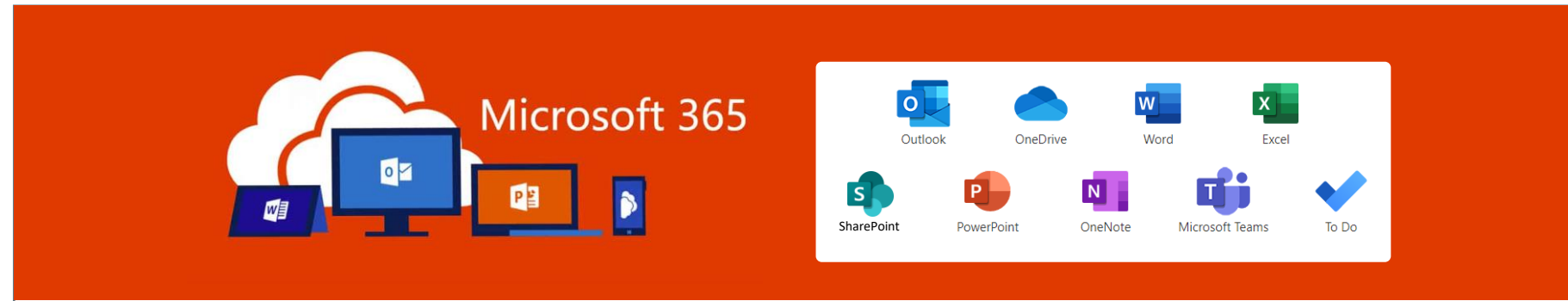
More about Microsoft 365.

- Outlook

### Outlook

Microsoft's E-mail application outlook is the industry leader. It's smart user interface, and business feel makes it a firm favourite. There are desktop, browser and mobile versions available.

Integrated into Outlook, the calendar application will allow you to schedule and accept meetings and events. Calendars can be shared among team members too. Automatic reminders can be set up with custom alerts.

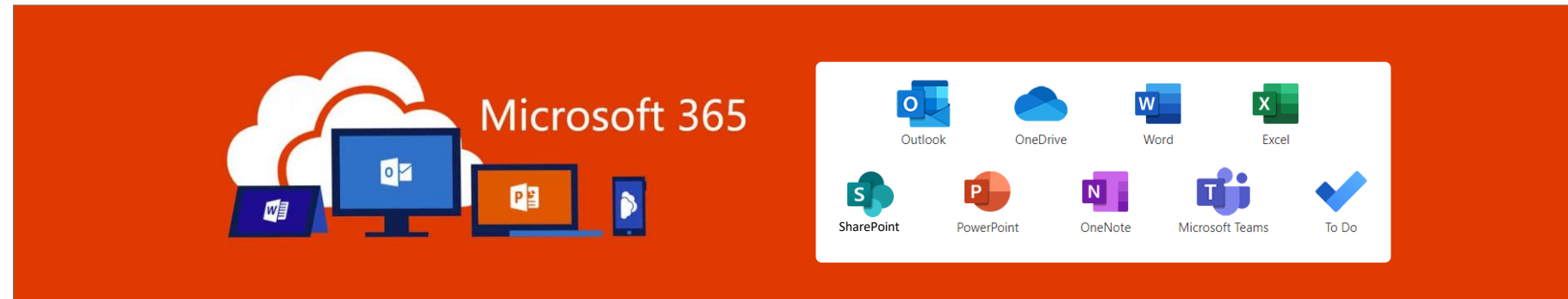


### OneDrive

OneDrive is a cloud storage system. 1GB storage per user (member) is provided as standard which should be plenty for most people. You can share files with specific people and access them anywhere with an internet connection.

More about Microsoft 365.

- Microsoft OneDrive

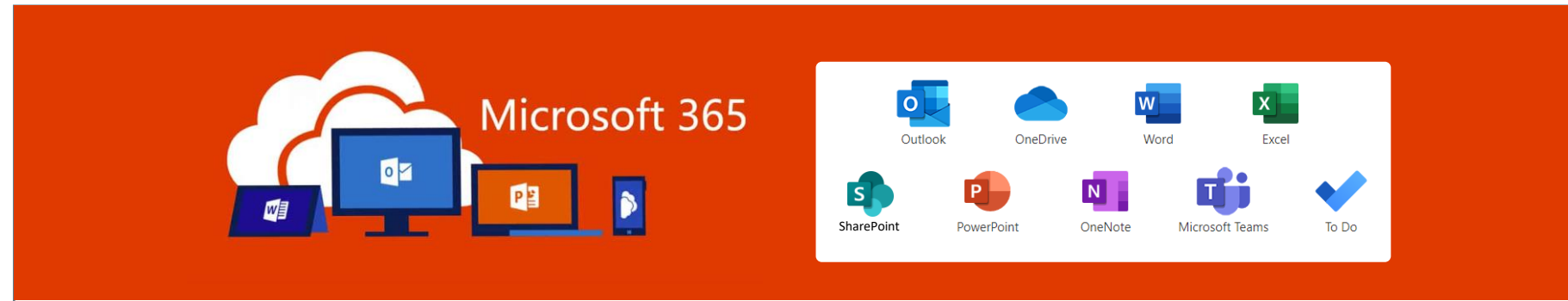


More about Microsoft 365.

- Microsoft Word

### Word

Everyone of us knows Microsoft Word. The document creator allows you to type all your thoughts and more down. You can create posters, leaflets and so much more.

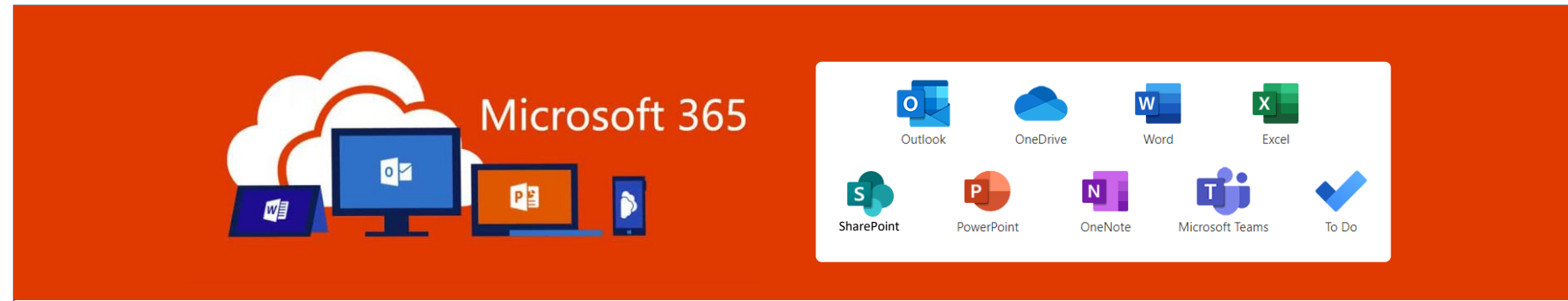


More about Microsoft 365.

- Microsoft Excel

### Excel

Microsoft Excel is a spreadsheet application that allows you to collate and edit data. Formulas allow for automatic calculations to be carried out making your work more streamlined.



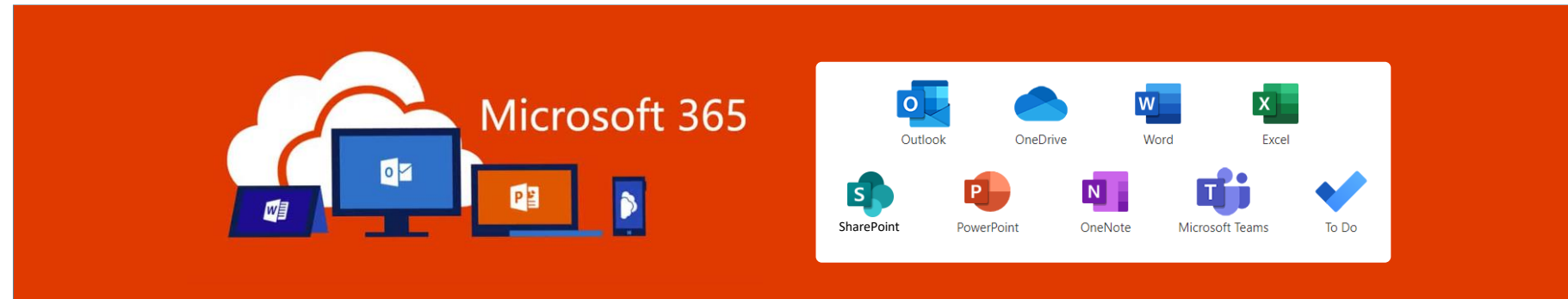
More about Microsoft 365.

- Microsoft SharePoint

### SharePoint

As the name suggests if you have a file to share this is the application you need. Only download the data you need and make them easily accessible to others in your team.



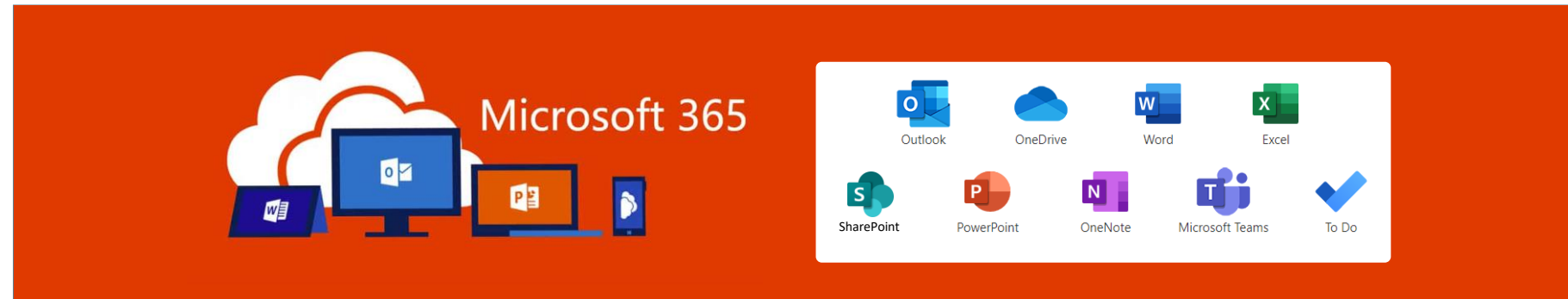


More about Microsoft 365.

- Microsoft PowerPoint

### PowerPoint

The presentation application has been around for a long time now. It's vastly improved over the years and now allows you to create professional presentations with a host of options.

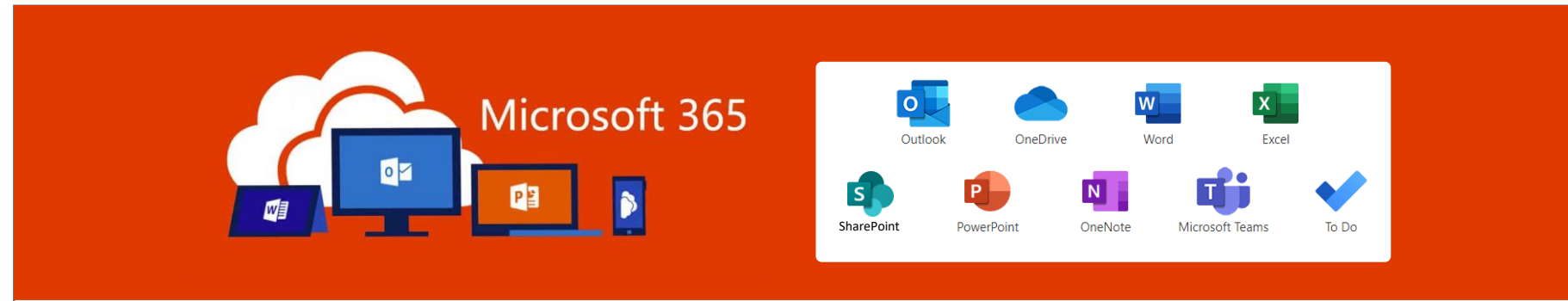


More about Microsoft 365.

- Microsoft OneNote

### OneNote

Creating notes by typing, drawing or writing OneNote is your digital notepad. Pick up where you left off on another device and share notes with your team.



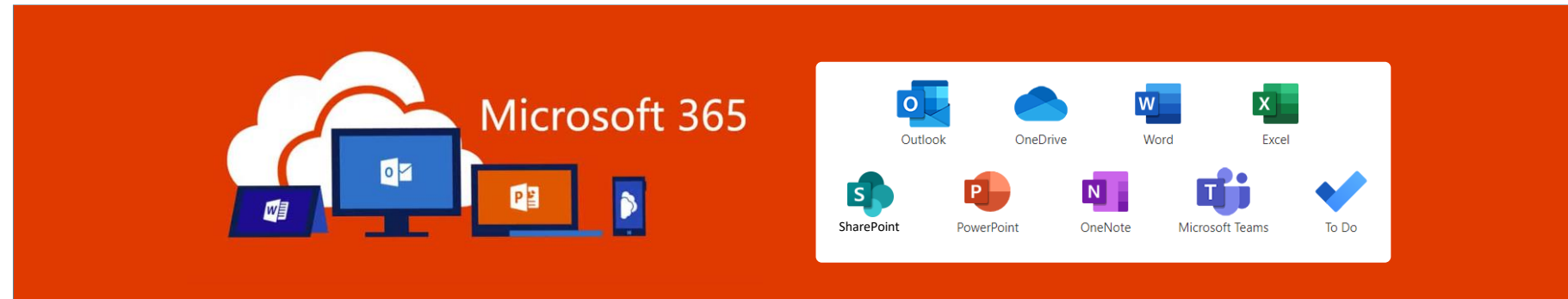
More about Microsoft 365.

- Microsoft Teams

### Teams

The live chat team workspace is Microsoft's answer to Whatsapp. It allows real-time messaging between people in your team and is seen as the alternative to internal E-mail.

Your online daily planner. List out your tasks and give them a completion date and toggle priority. You can add notes, access them on mobile and sync with your Outlook. Organise meetings using video and add recordings.



More about Microsoft 365.

- Microsoft ToDo

### To Do

Microsoft To-Do is a new, intelligent task management app that makes it easy to plan and manage your day.

Microsoft To-Do delivers a smarter, more personal and intuitive way to help people stay organized and get the most out of every day. Powered by Office 365 integration and an intelligent algorithm, it is the first step on our journey to simplify task management and help you to achieve more.



MAJLIS ANSARULLAH  
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