

Governance Information Network – Help Guide

What is GIN?

GIN is our nickname for the suite of tools we use for Governance within our Office 365 IT solution. We use Microsoft Outlook for our e-mail communication and Microsoft Teams for our document and information storage.

How do I access GIN?

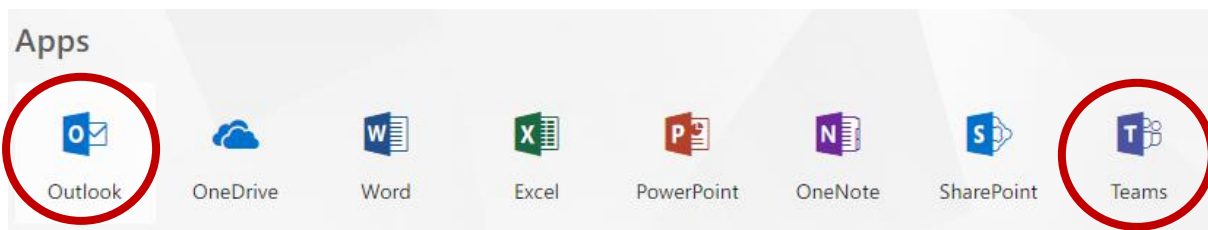
This depends on what device you have and how you wish to access it.

Here are a few options:

On a Windows or MAC computer:

Option 1 – Using a web browser of your choice (*We recommend using Chrome*)

Go to <http://cmat.cloud>, login using your CMAT e-mail address and password. You will be presented with a selection of icons (see below).



Click on Outlook for your e-mail or Teams to access the governance papers.

Option 2 – Using an application

You can use Outlook or your mail client on your computer if you have it.

There is also a Teams application you can download free. Go to: <https://teams.microsoft.com/download> and install it.

On an iPad/iPhone

On an iPad, the easiest way to access your e-mail and documents is to download two apps from the app store. Search for “Microsoft Outlook” and “Microsoft Teams”. Both of these are free to download.

Install them on your iPad and follow the instructions to login. Use your CMAT e-mail address and password and it will do the rest.

Do I need to be in school to access this?

You can be at home, at work or within one of our schools.

At home, your device will need to be connected to the internet and then follow the instructions above.

If you bring your device to a council meeting, then within the school building look for a wireless network called “CMAT-BYOD”. Connect to this and enter your CMAT e-mail address and password when it asks for it. It may ask you to trust a certificate, which will end in “.cmatrust.net”. This is normal, click Trust and then your device should connection to the Wi-Fi.

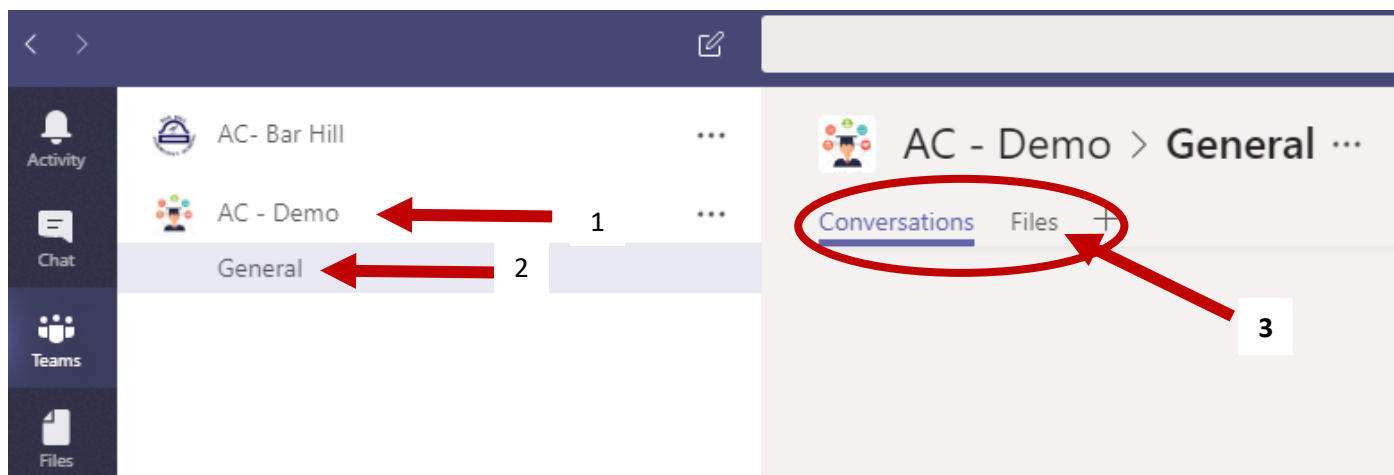
Now follow the instructions above to access GIN.

So I have logged into GIN and opened Teams, now what?

Your screen should look a little like this example below.

The example below is using the “**AC – Demo**” team, however you should see your AC school listed on your screen. If you click on the team name (1) and then go to the General channel (2) you will see on the right the general conversations that have taken place within your team.

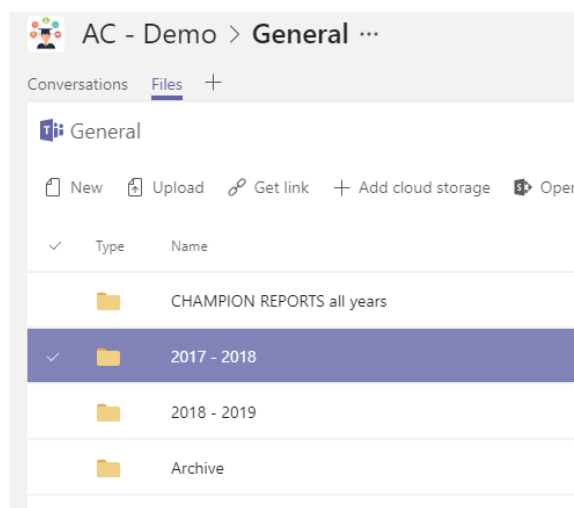
To access papers for your council meetings, click on the files button – as indicated in the image below #3.



Within the Files section, you should see a selection of folders.

On the right is an example of what this looks like.

Click on the folder for the academic year you are looking for.



Within here, you should find a folder (titled with the date of the meeting) with the documents you need for the meeting.

If you have problems logging in, please e-mail help@cmat.support and we will help you gain access.

If you are looking for files for a meeting, please contact the Clerk as the IT helpdesk team do not have access to the documents.

For a step-by-step video guide of how to login
<https://www.youtube.com/watch?v=OKaG3CZo-Tw>

