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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO: Assessing Officials**

**FROM: Barry Wood, Assessment Division Director**

**RE: Microsoft Teams Login Information**

**DATE: December 13, 2019**

Starting with the 2020 Ratio Study filing process, the Department of Local Government Finance (“Department”) will be integrating Microsoft Teams into the submission, review, and approval process. Microsoft Teams is a unified communications platform that combines workplace chat, file storage, and application integration.

The Department has requested that all counties provide the name and email address for each person who will be included in the county’s “Team” (vendors, office staff, etc.). Each Team will automatically include the assessor. You should also include the individual from within your office or the vendor who works on your Ratio Study and typically communicates with the Department during the review process.

If your county would like to add someone (e.g. your vendor) to your Team, please send the contact information (name and email address) to Deliverance Bougie at [Dbougie@dlgf.in.gov](mailto:Dbougie@dlgf.in.gov).

Your county will not need a license to use Teams. Your county will be added as a guest to Teams, receiving an email invitation to join your county’s “Team” from Microsoft. The email will provide a link for you to accept the invitation and install Teams. The invitation will be sent out the week of December 10, 2019.

Training materials will be available on the Ratio Study page of the [Department’s website](#).

If you have any questions, please contact either Senior Statistician, Deliverance Bougie, at [Dbougie@dlgf.in.gov](mailto:Dbougie@dlgf.in.gov) or (317) 234-5861, or Assessment Division Director, Barry Wood, at [Bwood@dlgf.in.gov](mailto:Bwood@dlgf.in.gov) or (317) 232-3762.