**3.4 I can set up and use permissions to filter information**

I set up an account, with the admin being myself, then I added 3 other users, with different user types and permissions. As the admin I have full access to all information, create, edit content, and control of user account and permissions to content. Member user was set to create and edit content, viewer was set to read only, and guest user was set to only shareable boards via invitation only.

Graphical user interface, text, application

Description automatically generated

**3.5 I can adjust settings so others can access IT tools and devices for collaborative working**

Settings should include the options to be set to Desktop, mobile and tablet mode. Text size and colour should be user configurable where possible Informative images should have alt text, so that the message conveyed using the image can be understood by the screen reader, if they have poor eyesight or are blind. Full accessibility using the keyboard alone to navigate the menu should be available. The image below, shows, setting up communication tools to collaborate. Applications should be set in a way so the relevant users can edit content and communicate with team members.

Graphical user interface, application, Teams

Description automatically generated