This message is being sent to Official Faculty and Official Staff.

Tuesday
January
23 2023

# Technology Training and Tidbits
### Technology training information, updates, and tips for Goucher faculty and staff.

Volume
1
Issue 1

Zurita Brown

## Hello Goucher!

Hello Goucher community, my name is Zurita Brown. I am the new training specialist. I have been in IT support for over fifteen years at a local university with roles from administrative assistant to instructional support to help desk manager. I have developed training and aids for students, faculty, and staff on various systems and applications, such as Moodle LMS and SharePoint.

I am pleased to be a part of the Goucher community, and I look forward to providing training that answers your technology questions, eases your technology concerns, and achieves your technology goals.

I will be working with IT providing Workday training and trainings on new and existing technologies. Check out our upcoming training events below and feel free to register for sessions that interest you.

## Microsoft Teams: It's Here!

By now you've heard that Goucher has transitioned from Zoom to Microsoft Teams. While this is an exciting change, we know it comes with the angst of learning new technology. Rest assured; we are here to help you get through the initial learning stage.

While Zoom is and has been a great virtual meeting app, Teams, a chat-based workspace in Office 365, provides a robust platform with many more features.

Teams integrates people, content and tools allowing you to chat, meet, collaborate, and share files in real time. Whether it's a team project, meeting with students or staff, all data associated with the meeting stays with that meeting or chat, so you are more engaged and more effective. Another bonus is that Teams integrates nicely with Canvas.

For more information view the online guide titled Online Meetings and Chat with Microsoft Teams in the Goucher Knowledgebase and attend one of our Teams Basics sessions listed below.

## Did You Know?

Teams has a mobile app! That's right, continue those critical conversations and collaborate on-the-go! Download the mobile app for iOS, Android, and Windows. Click the link to Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams

## Quick Tip!

Use a virtual background for a more professional presence. Virtual backgrounds eliminate distractions and disruptions that can occur around you when you are in a video meeting. You can blur your background for a subtle effect, add a theme background, or choose a Goucher branded background from the Office of Communication web page. Attend a Teams Basics training session to learn more.

## IT Training Events

**Teams Meeting Basics**
January 27, 2023 / 11:00 – 12:00 p.m.
February 8, 2023 / 3:00 – 4:00 p.m.
Click here to register.

**OneDrive Basics**
March 9, 2023 / 2:00 – 3:00 p.m.
Click here to register.

## Human Resources Training & Development

**Lunch and Learn: Get Started with Excel presented by Microsoft.**
January 18, 2023 / 12:00 – 1:00 p.m.
Excel Registration Link / Excel Session Link

**Lunch and Learn: Go Further with Excel – Tables, Formatting, and Collaboration by Microsoft**
February 15, 2023 / 12:00 – 1:00 p.m.
Advanced Excel – Tables, Formatting and Collaboration Registration Link

–