Tuesday February 14 2023	# Technology Training and Tidbits Technology training information, updates, and tips for Goucher faculty and staff.	Volume 1 Issue 2

Microsoft OneDrive Features

Are you getting the most from your OneDrive? Microsoft OneDrive offers so many features it's hard to keep up, so we'll share some of them here now and others in future issues. Here are two features we think you might like.

File Request

With the File Request feature, you can request files from others. You send them a link to a folder where you want them to upload the files. All the files sent to you are private and saved to that folder. When people upload files, they cannot view, edit, delete, or download the contents of the folder. Each uploaded file will have a prefix added to help you identify who has uploaded the file.

For more information read the Microsoft article [Create a file request - Microsoft Support](#), view the IT Knowledgebase article [Using OneDrive - Goucher College Technology Knowledgebase](#) or attend a OneDrive Basics training session (schedule below).

Use Multiple Devices

As with all Microsoft products, you have multiple ways to perform tasks with applications. For example, you can view and share OneDrive documents from your desktop applications such as Word, Excel and PowerPoint, as well as from File Explorer. You can also view and share documents from your OneDrive account online.

When you create or edit a document saved to your OneDrive - Goucher folder, from any location or any device, changes will automatically save back to [your OneDrive account](#). This is called syncing, which makes sharing documents possible and consistent.

For more information view the IT Knowledgebase article [Using OneDrive - Goucher College Technology Knowledgebase](#) or attend a OneDrive Basics training session (schedule below)

Quick Tip!

Teams: Personal Meetings (similar to Zoom personal meetings)

You can reuse **Meet Now** links to create a similar experience to the Personal Meeting Room links in Zoom. Here's how:

1. Create a Teams meeting from the Teams calendar using the **Meet Now** button. Name the meeting something like *"Jane's Personal Meeting"*.
2. Copy the resulting meeting link to your clipboard.
3. Paste the link in a shareable space, such as in Canvas, Navigate, your e-mail signature, etc., and save it as a bookmark in your browser. You want to have it handy.
4. Start your meeting at any time using the same link you shared with everyone else. You can reuse the link again even after the first meeting is ended.

CAUTION! All the meeting activity, chats, notes, shared documents, recordings, etc. stays with the meeting chat and can be referred to later by anyone using the same meeting link.

To learn more tips and cautions, view the IT Knowledgebase article [Online Meetings and Chat with Microsoft Teams - Goucher College Technology Knowledgebase](#).

IT Training Events

Teams in Canvas (Nuggets for Faculty)
February 22, 2023 / 11:00 – 11:30 p.m.
[Click here to register.](#)

OneDrive Basics
March 10, 2023 / 2:00 – 3:00 p.m.
[Click here to register.](#)

Contact the Help Desk at helpdesk@goucher.edu for more information, questions, or concerns.