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Technology Training and Tidbits

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

Microsoft 365

Are you getting the most from your Microsoft 365? Did you know there are over 40 desktop, web and mobile apps and services available to you at no charge, via your Goucher Microsoft 365 account (formerly Office 365)? Apps range from productivity to work life wellbeing to creativity and fun. Besides the standard Office products that we all are familiar with, here is a sample of some cool, new and perhaps unknown Microsoft apps:

- Viva Insights is designed to help improve your work life balance. It offers tips on wellbeing, insights about your work patterns and actionable recommendations.
- Forms helps you create and edit interactive forms for quizzes, surveys, polls and more. See real time results, use analytics to help evaluate responses and export data for reporting or grading.
- Sway is an interactive, web-based presentation platform to design interactive images, videos, maps, presentations, and reports. It's loaded with templates to help you produce professional quality designs.
- Stream is an enterprise video management service. Create, store, and share videos securely within Goucher and other Microsoft apps.
- Delve is a robust search engine that uses artificial intelligence and machine learning to help you find the most useful content and content that matters to you.

Explore the many other Microsoft apps at your fingertips. Simply login to your Goucher Office 365 account at Office.Goucher.edu (enter your Goucher username and password). In the upper left corner, click the app launcher (waffle icon), then click View all apps and explore.

For more information view the IT Knowledgebase article [Logging Into Office 365 & Email - Goucher College Technology Knowledgebase](#).

Quick Tip!



Teams Pop out feature for better shared screen viewing.

Do you have trouble viewing content being shared in a Teams meeting? Me too! The Teams pop out feature allows you to view shared screen content better. Here's how:

Join a Teams meeting from the desktop client. When content is shared by another presenter in the meeting, click the Pop out button in the meeting toolbar. Content being shared will pop out into a separate window allowing you to enlarge the window (and content) to suit your viewing comfort.

When preferable, pop in the screen, by clicking the X to close window. Likewise, when the presenter stops sharing their screen, click the Dismiss button to close the pop out window.

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

IT Training Events

IT Trainings are on hold during the implementation of Workday Go Live activities and training sessions scheduled throughout March and April. IT training classes will resume in May.

To learn more about Workday visit <http://www.goucher.edu/Workday>.

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