

This email is being sent to Official Faculty & Official Staff

Technology Training and Tidbits

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

Don't Get Caught with Your Password Down!

LOL! But seriously, in our non-stop busy lives, planning is key to staying organized and prepared. From juggling project plans to managing tasks and even planning weekly dinners, we have plans in place for almost every aspect of our lives.

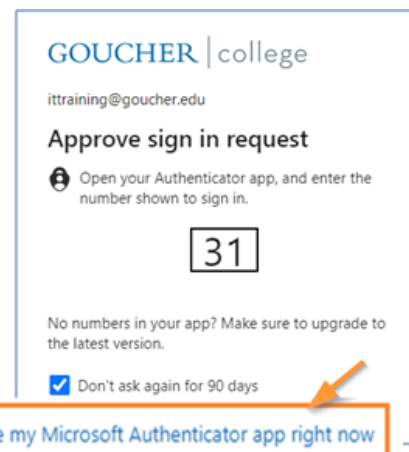


Planning ahead for password changes and mishaps is no exception.

Picture this: You've left your phone at home, and you get prompted to use the Authenticator App to access your Goucher email or join a Teams call. Panic sets in! Then you remember there's no need to worry because you planned ahead! You set up "Call Me" on your office phone as a second method of using MFA. The day is saved!

In this scenario, where you've established a backup authentication method, you have the option to "sign in another way," such as getting a call on your office phone instead of using the Authenticator app on your cell phone.

This works in other emergencies too, like when you inevitably buy a new phone but haven't set up the Authenticator app on the new device yet.



To set up your own MFA backup method, view our article, [Setting Up Multi-Factor Authentication](#) on the Goucher College Technology Knowledgebase and scroll down to “*Option 2: Phone (As Default or Backup Method)*”. You’ll be glad you planned ahead!

Quick Tip!

Locate shared files in OneDrive, easily!

Having trouble finding important files or folders shared with you in OneDrive? Fear not – here’s how to quickly access shared files and folders, especially ones that you refer to often; add a shortcut or add it to favorites.

Navigate to your OneDrive account online, then:

1. Click the Shared tab on the left panel to view files and folders shared with you.
2. Filter by folders or applications from the top menu options.
3. Locate the file or folder, then select “Favorite” or “Add shortcut” > “My files” from the top or right-click to select an option.

This nifty trick conveniently links the file or folder to your Favorites or My files for quick access whenever you need it. Files and folders in My Files can also be viewed via File Explorer and Finder.

For more information on adding shortcuts or favorites in OneDrive, view our Goucher College Technology Knowledgebase article, “[More About Finding Files and Folders Shared with You.](#)”

IT Training Events

Beyond the Basics - Workshops that build on foundational training.

NEW! Teams for Online Meetings: Interactive Features

February 21, 2024 / 11:00 - 12:00 p.m. / Online

You've mastered the fundamental aspects of joining, scheduling, and hosting Teams meetings. Now, let's explore advanced features. Discover tools to elevate your screen-sharing experience, including a laser pointer, whiteboard and annotation, and enhanced content viewing features like panning and

zooming. Learn how to set-up breakout rooms for focused participant interactions and activate live captions and transcriptions for accessibility.

NEW! Productivity Pros – Workshops geared toward adding new skills for productivity.

Introduction to OneNote

March 5, 2024 / 10:00 – 11:00 a.m. / Online

Discover the ins and outs of OneNote, from efficient notetaking and organization to collaborative features that enhance teamwork. Whether you're a student, professional, or avid note-taker, this class equips you with the skills to unleash the full potential of Microsoft OneNote.

Introduction to Automation

March 19, 2024 / 9:00 – 10:00 a.m. / Online

Unlock the full potential of Microsoft Automation in this one-hour class! Join us as we delve into the world of automation tools, streamlining your tasks, and maximizing efficiency within Microsoft applications. From creating automated workflows to mastering time-saving techniques, this class is your gateway to a more productive and streamlined digital experience.

Design and Deliver – Workshops designed to help you create engaging visual presentations.

Creating Presentations that Pop

February 26, 2024 / 11:00 – 12:00 p.m. / Online

Creating Instructional Videos: Short and Sweet

March 28, 2024 / 1:00 – 2:00 p.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).