This email is being sent to Official Faculty & Official Staff

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

Volume 1
Issue 5

Bye, Bye, Box!

We're saying goodbye to Box for good, on June 16! Isn't it nice to finally say goodbye to winter as well? Fingers crossed!

Although our Goucher files were migrated from Box to OneDrive in October 2022, some of us may still have a few files in Box that we need to move before June 16. If that's you, here are a few methods you can use to easily move your Box files to OneDrive.

Move Files via File Explorer
OPTION 1: Drag and Drop
1. From File Explorer, click your Box directory to view files.
2. Select the files or folders you want to move to OneDrive.
3. Drag and Drop the highlighted files into your OneDrive-Goucher folder.

OPTION 2: Right-Click
1. From File Explorer, click your Box directory to view files.
2. Right click the file you want to move to OneDrive.
3. From the pop-up menu, select Move to OneDrive. The file will upload to your My Files folder.

Move Files via Browser View (Download/Upload)
1. Login to your Box account.
2. From All Files, right click the files or folder you want to move to OneDrive.
3. From the drop-down menu, choose Download.
   Note: Your files will be downloaded as a zip file. You will need to unzip these files before you can upload them to OneDrive.
4. Login to your OneDrive account.
5. Click My files, then click Upload and choose Files or Folder from the drop-down.
6. Browse to select the files or folder to upload to OneDrive.

For any technical questions, or to request the migration of large files, contact the IT Help Desk at helpdesk@goucher.edu. Our IT Knowledgebase article Using OneDrive provides

useful OneDrive tips, videos and links to Microsoft resources.

Quick Tip!

It's time for spring cleaning! It's the time of year that we rejuvenate; we open our windows for fresh air, we declutter our homes, and we toss or recycle items we no longer need or use. Spring cleaning helps us to renew, destress, improve focus and feel accomplished.

Likewise, we should do the same for our digital technology. Below are a few Microsoft tips and links to help you declutter and reorganize your systems and files. Your computer will thank you with improved the speed and efficiency!

1. Clean and organize your files.
2. Clean and organize your inbox.
3. Manage email messages by using roles.
4. Remove old and unused apps.
5. Check for software updates.
6. Clean your browser; delete outdated bookmarks and cookies.

For information on other IT technologies, visit the IT Knowledgebase and enter your area of interest in the search box.

IT Training Events

OneDrive Basics
May 17, 2023 / 10:00 - 11:00 p.m.

Teams Basics
July 27, 2023 / 10:00 – 11:00 a.m.

Train the Trainer Workshops
Learn how to develop and deliver engaging training presentations.

- **Add Value to Your Instructional Videos - May 30, 11:00 – 12:00PM**
  Learn how to create quick instructional videos that engage your audience.
- **Elevate Your Presentation with Visual Aids - June 14, 1:00 - 2:00PM**
  Learn how to use simple enhancements like images and flow charts to convey your information.

- **Produce Eye-Popping Presentations - June 29, 2:00 – 3:00PM**
  Learn how to use shapes and borders to add visual appeal.

Click here to register for OneDrive Basics, Teams Basics or Train The Trainer workshops.

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