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Launch Tip of the Month
April 2024

For many of us, our work lives have changed a lot over the last four years. Increasingly, our work is being conducted remotely using products like Teams and Zoom to keep us connected.

Our online meetings and training sessions can be more meaningful, productive, and enjoyable if we know the following tips:

- Make sure your whole name is visible onscreen. This makes it easier for people to address you properly and take attendance. If you are attending a class where you will receive a certificate, make sure your name is listed the way you want it on the certificate. To change your name for a single meeting on Zoom, click the Participants button at the bottom of the screen. Hover over your name and click the ellipsis (…) then Rename.

  If you want to change it permanently, sign into your account on the Zoom portal, click your picture in the upper right corner and then your name. click the Edit link on the right to access your display name, name pronunciation and other information.
- Make sure you know how to mute and unmute yourself quickly. In Teams, click on the Teams interface and press Ctrl+Shift+M. In Zoom, click on the Zoom interface and press Alt+A or hold down the Spacebar while you speak and then let go when you want to remute!
- Seriously consider turning on your video. We know it is tempting to keep it off, but it hinders communication and reduces participation and engagement. Speakers need to be able to see the reactions of audience members to gauge their understanding and interest in the topics being discussed. If you have a VALID reason for not turning on your video, at least consider adding a profile picture and using emojis to communicate your reactions.
- Learn about the options you can access in your web conferencing software. For example, did you know you can change your appearance and adjust for low light in Teams and Zoom?
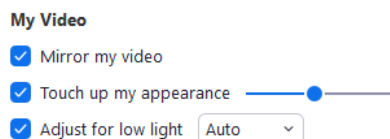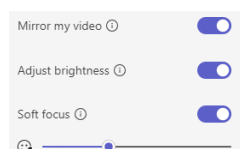
Featured Class:

Microsoft OneDrive: Getting Started with Microsoft OneDrive
90 Minutes

- What is Microsoft OneDrive?
- Benefits of Microsoft OneDrive
- Accessing OneDrive
    - Accessing OneDrive from File Explorer
    - Accessing OneDrive from Microsoft Office programs
    - Accessing OneDrive from Microsoft Office 365
- Getting OneDrive on your devices
- Uploading files to OneDrive from Microsoft Office 365
- Uploading folders to OneDrive from Microsoft Office 365
- Opening files from within Office 365
- Renaming files from within Office 365
- Copying files from within Office 365
- Downloading files from within Office 365
- Deleting files from within Office 365
- Displaying version history and working with versions
- Sorting files in Office 365
- Viewing files with Tile Previews
- Displaying recent file activity
- Searching for files
- Filtering search results
- Clearing search filters
- Sharing documents from within Office 365
- Microsoft OneDrive shortcut keys

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