Welcome!

The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at

it.miami.edu/TechTalk
Have a question during the presentation?

Click the Q&A button on the right.
Select “My questions.”
Type your question in the compose box.
Click the Send icon.
Who are we?

PRESENTER

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TECH THAT WORKS FOR U

Best Practices for Using the U’s Tech Tools from Home
AGENDA

Support Resources and Next Steps

Your Workspace

Staying Focused

Working with others
Your Workspace
WFH = Working from home

Working from home, or telecommuting, means you aren’t leaving your home to go to a company designated office.

• Instead, your home is your office—pajama attire optional, though not recommended.
Working remotely can happen anytime, and anywhere.

- Coffee shops, bookstores, or even a shared office space. Remote workers also tend have more flexibility in their schedules without having to adhere to a 9-5 workday.
Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

**Connecting to Network Wi-Fi**

- When accessing University information resources, connect to:
  - Secure Wireless
  - Cellular data
  - Pulse Secure Virtual Private Network (VPN)
  - Other University provided tools for remote access
- Turn off auto-connect to open Wi-Fi networks in the device’s settings.

infosec@miami.edu
Take the time to set up a workspace that is comfortable, secure, and where you can work effectively.

- A safe and secure space
- Use your best connection
- Increase your desk space
- Personalize your workplace
A virtual workspace gives you the ability to collaborate and stay productive online, from nearly anywhere.

- Work in the cloud
- Back up your documents
Office Lens can be used to scan/capture notes and information from whiteboards, menus, signs, handwritten memos, or anything with a lot of text.
Staying Focused
How to stay focused

Staying focused when working from home can be a challenge.

- Here are some tips to help you remove distractions and remain productive.
  - Create a routine
  - Designate a work area
  - Block off time
  - Eat healthy
Outlook mobile delivers a connected experience across email, search and calendar and deeply integrates with Office apps, files and teams to power your productivity and collaboration.

**Outlook Mobile App**

- Plan meetings, check availability, track RSVPs and share your calendar.
- Use your voice in Outlook for iOS and to shortcut scheduling a meeting, calling one of your contacts from Outlook with your phone or Teams or quickly compose short emails.
- Add and access shared mailboxes/calendars.
- Available on iOS and Android.
Share your work or personal calendar with Outlook mobile to allow others to view or edit events and view a co-worker’s calendar to quickly see their availability.
The new Office Mobile app combines Word, Excel, and PowerPoint into a single app and introduces new capabilities that enable you to create content and accomplish tasks in uniquely mobile ways to help you achieve more.

Microsoft Office App

- View, edit, and share files without the need to switch between multiple apps.
- Transform pictures into editable Word and Excel files with the press of a button.
- Create and sign PDFs, use Sticky Notes, quickly transfer files between devices, and more.
- Available on iOS and Android.
By default, each person's Office 365 license covers installing Office on up to 5 devices (phones, tablets, or desktops).

Microsoft Office Apps for Mobile

- Office apps designed for mobile devices and tablets.
- View, create, and edit documents, spreadsheets, presentations, and more.
- Creates a simple space to make edits and view and share files.
- Available on iOS and Android.
Notifications can often be adjusted, depending on the tool.

**Outlook**
- Desktop pop-ups
- Calendar reminders

**OWA**
- Desktop notifications

**Mobile Apps**
- Office mobile apps
Email Management

**Outlook | Use built in features**

- **Focused Inbox** - Separates your inbox into two tabs—Focused and Other

- **Rules / Conditional Formatting** - Make certain emails stand out and/or automate how messages are treated.

- **Distribution Lists** - Use a distribution list to send an email to multiple people without having to add each name individually.

- **Email Delay** - Delay the delivery of an individual message or you can use rules to delay the delivery of all messages

- **Email Notifications** – Consider disabling notifications for a certain period of time in order to reduce distractions
Working with others
Virtual Meeting Etiquette

- Share link
- Camera
- Background
- Mute
- Distractions
• **Share screen**
  – When possible, only share active window.
  – If sharing desktop, be aware of background screens and images

• **Record meetings**
  – Inform attendees that the call is being recorded
  – Attendees will also be notified with a banner or audible announcement (depending on the tool)

• **Captions**
  – Microsoft Teams: Captions are built in and available
  – Zoom: You can assign a transcriber (one of the meeting attendees) or use a third-party tool
Teams

Use Microsoft Teams to stay in sync with colleagues when working remotely.

- Connect and collaborate with chat features
- Run effective meetings
- Manage projects and workgroups
Meet wherever you are and never miss a meeting. Send an instant message or choose online multi-party audio and HD video to work together face-to-face, virtually anywhere.

Teams Mobile

• Send chat messages.
• Reply to conversations.
• Post on the fly pictures or photos to conversations.
• Enable quiet hours & quiet days.
• Share content in a meeting from your cell phone.
• Send Audio messages.
• Utilize Microsoft Lists.
• Use Office lens.
• Triage your notifications with a quick swipe.
• **Staying connected**
  – Make up for missing hallway talk
  – Bring the team together
  – Have fun!

• **Running effective meetings**
  – Embrace online meetings
  – Be mindful and inclusive
  – Record your meetings
Virtual Private Network
https://www.it.miami.edu/a-z-listing/virtual-private-network/index.html

Office 365
https://www.it.miami.edu/a-z-listing/microsoft-office-365/index.html

Microsoft Teams
https://www.it.miami.edu/a-z-listing/microsoft-teams/index.html

Zoom
https://www.it.miami.edu/a-z-listing/zoom/

Microsoft Essential guide to work from home

University of Miami background images
https://miami.getbynder.com/share/4822E9AE-5B91-4CAD-8B96965491B433CB/
NEXT STEPS
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[link]

it.miami.edu/TechTalk

Our Next Tech Talk

Email Security & Email Quarantine
Tuesday, February 16, 2021
Microsoft Live Event
3:00pm– 4:00pm
Give Us Feedback

Fill out our survey and let us know how we’re doing

Scan the QR code to the right using your phone’s camera

Get In Touch With Us

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ANY QUESTIONS?
ANY FEEDBACK?
Thank you for attending!