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TECH THAT WORKS FOR U

Office-on-the-Go

Who are we?

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PRESENTER

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AGENDA



Office For Mobile



Teams On Mobile



**Online File-Sharing and
Note-Organization Tools**



Task Management



Security



Next Steps

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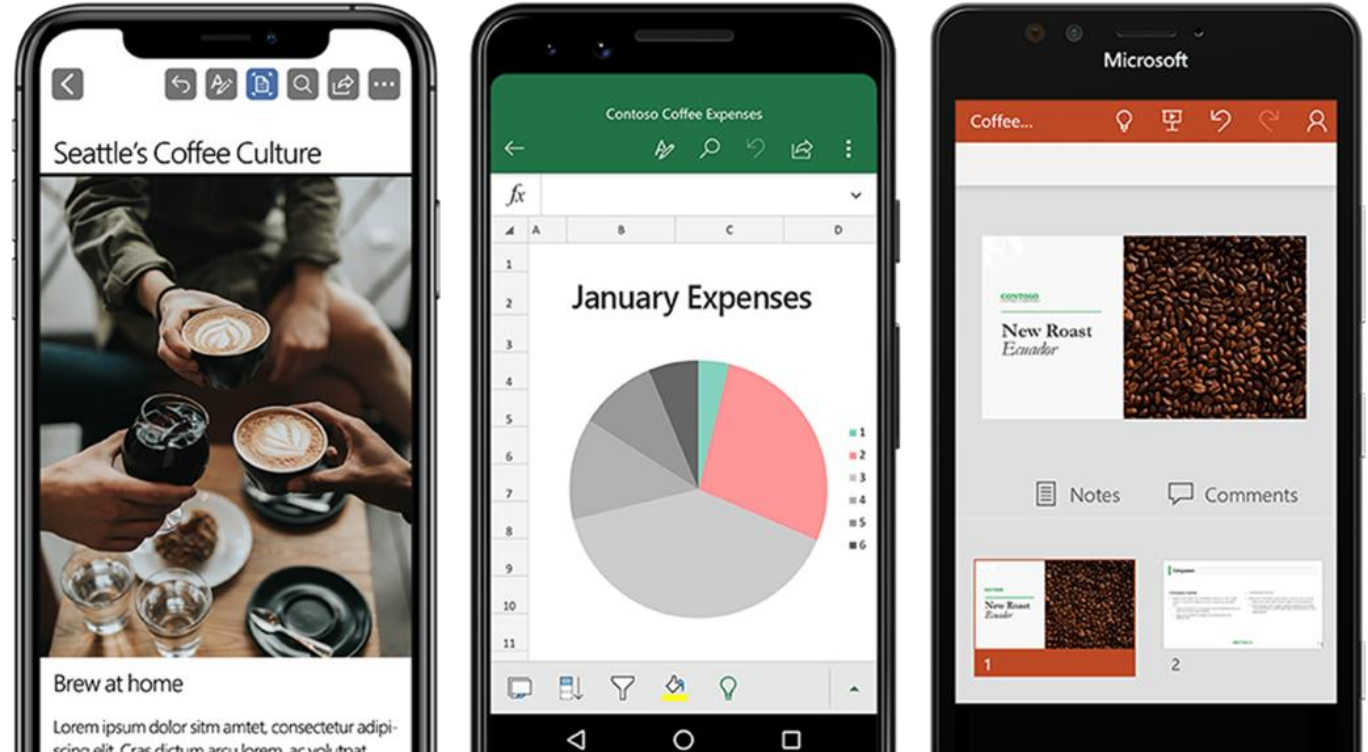


OFFICE FOR MOBILE

By default, each person's Office 365 license covers installing Office on 5 phones, 5 tablets, and or 5 PCs or Macs

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.
- Coming Soon: an all-in-one Office app.





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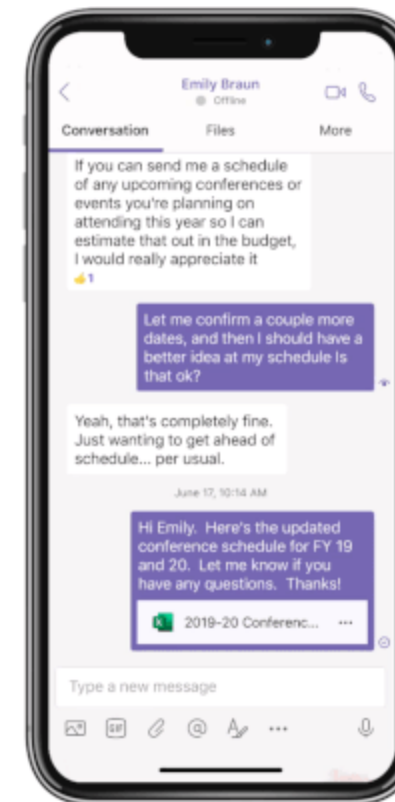
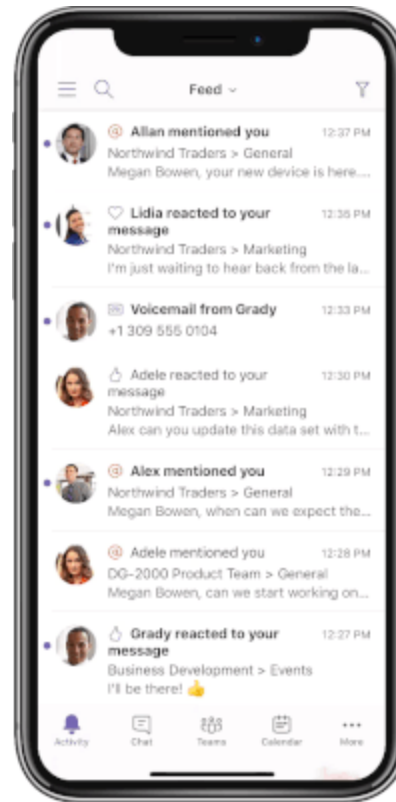


TEAMS ON MOBILE

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.

Using Teams Mobile, you can:

- Join a meeting (via audio and/or video).
- 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.
- Enable Dark mode.
- Use Office lens.
- Triage your notifications with a quick swipe.



TEAMS ON MOBILE - DEMONSTRATION



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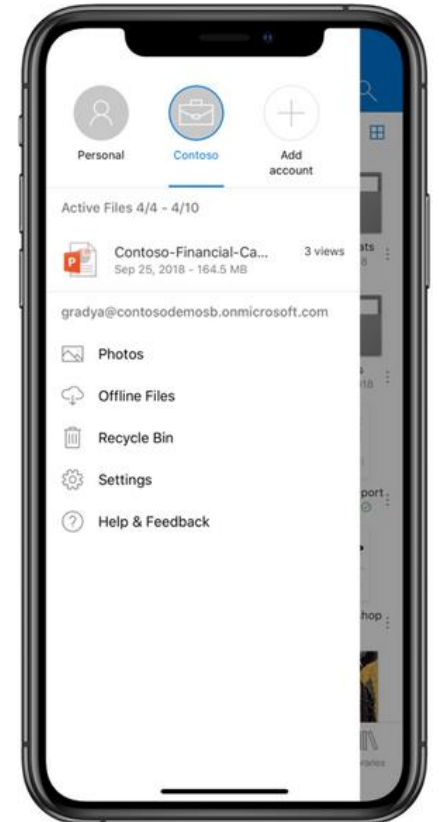
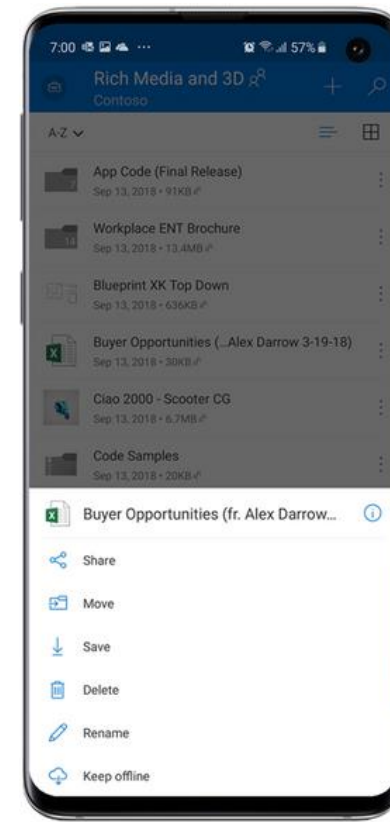
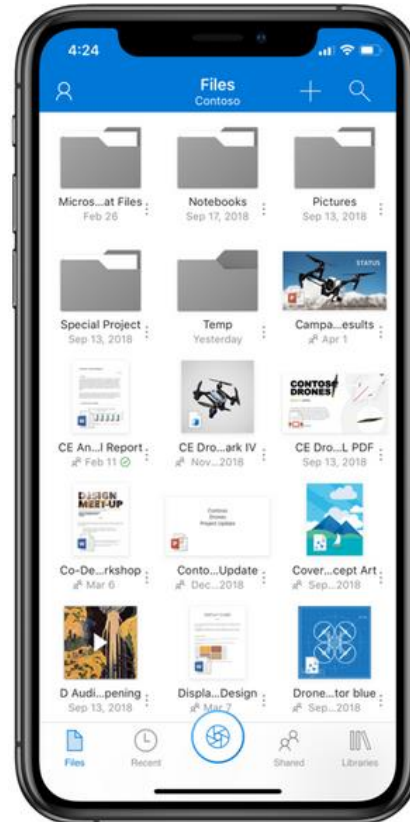


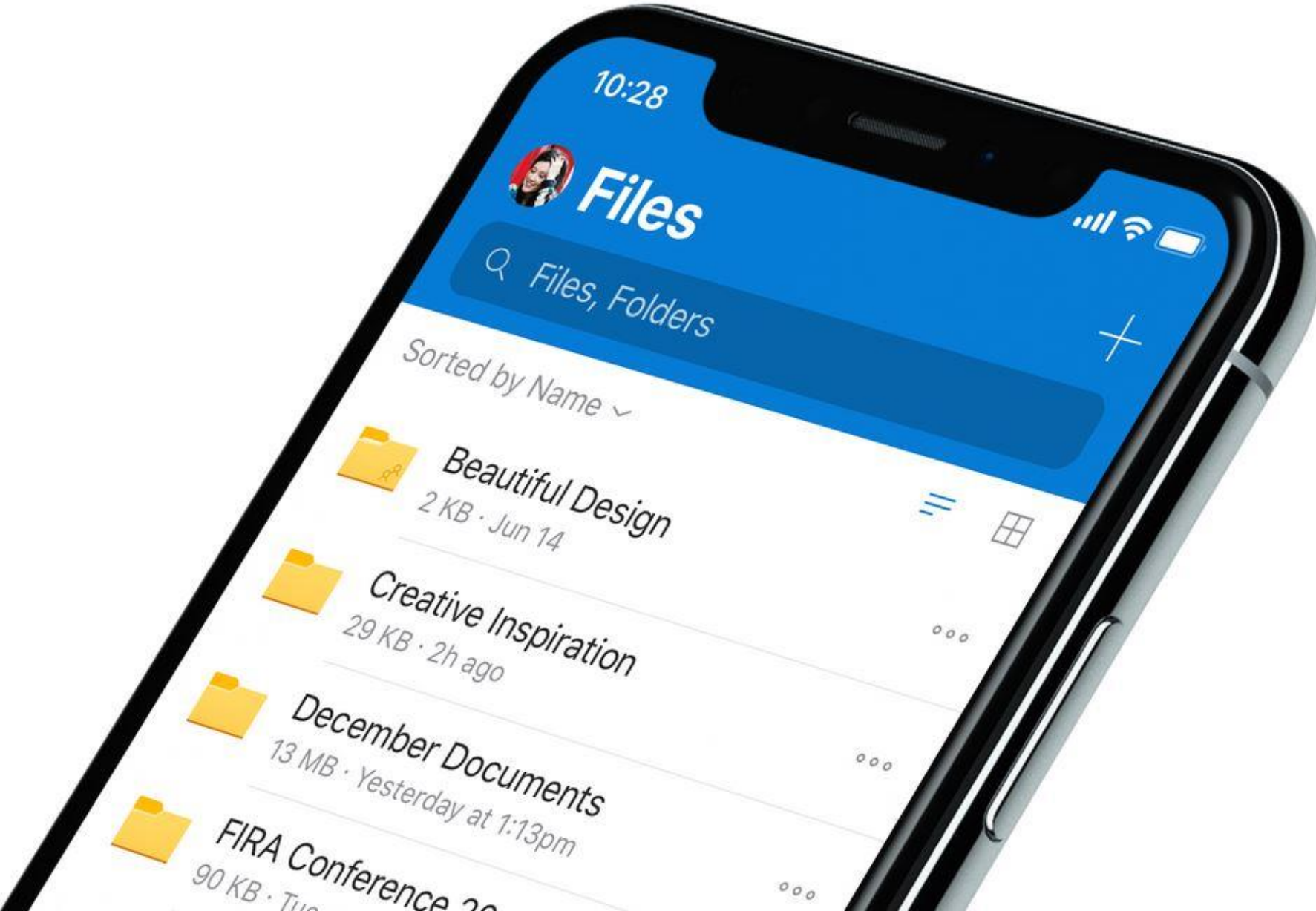
ONLINE FILE-SHARING AND NOTE-ORGANIZATION TOOLS

Microsoft file storage and sharing products are designed to help you store, access, co-author, and update files from anywhere, and easily share files inside and outside your organization.

OneDrive

- Collaborate and share on the go with OneDrive + Office.
- Built-in scanning capabilities that allow you to digitize content with Office Lens.
- Automatically sync your files to your desktop.
- Work with files offline.
- Access files on Windows, Mac, or mobile devices.

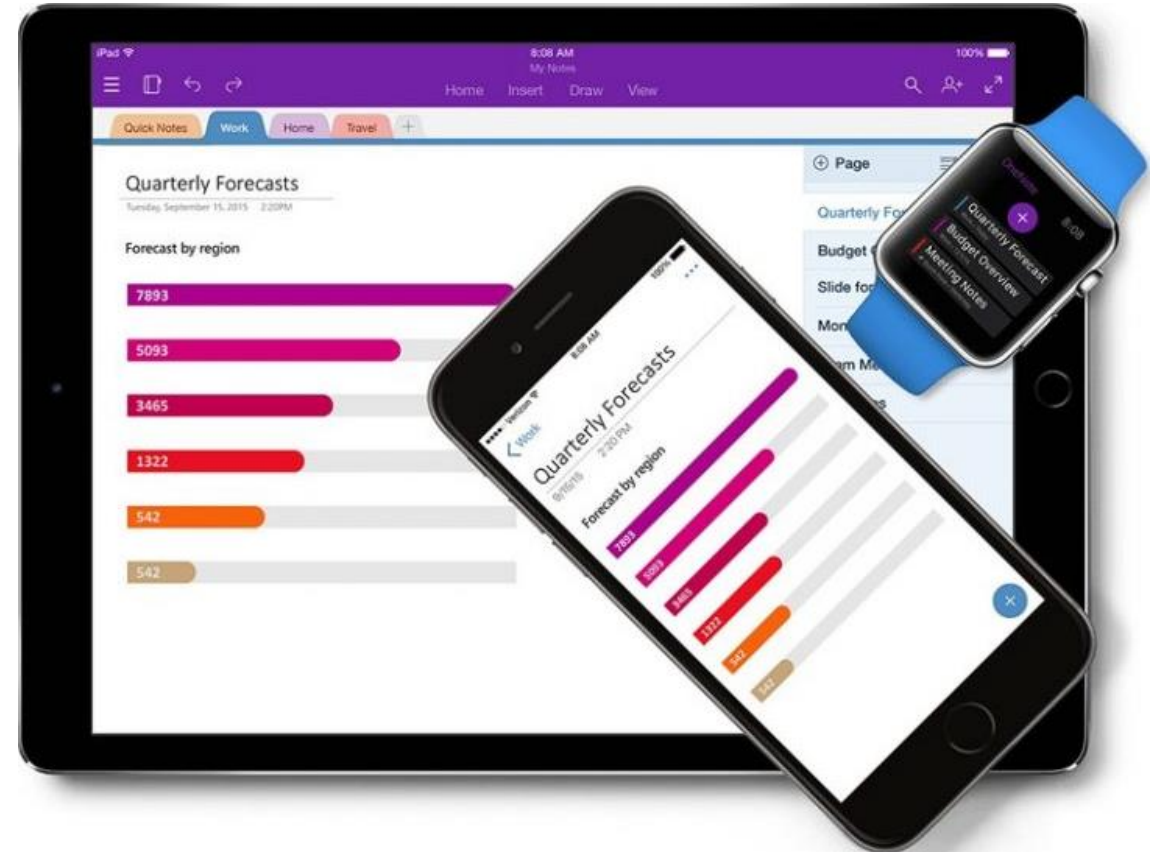




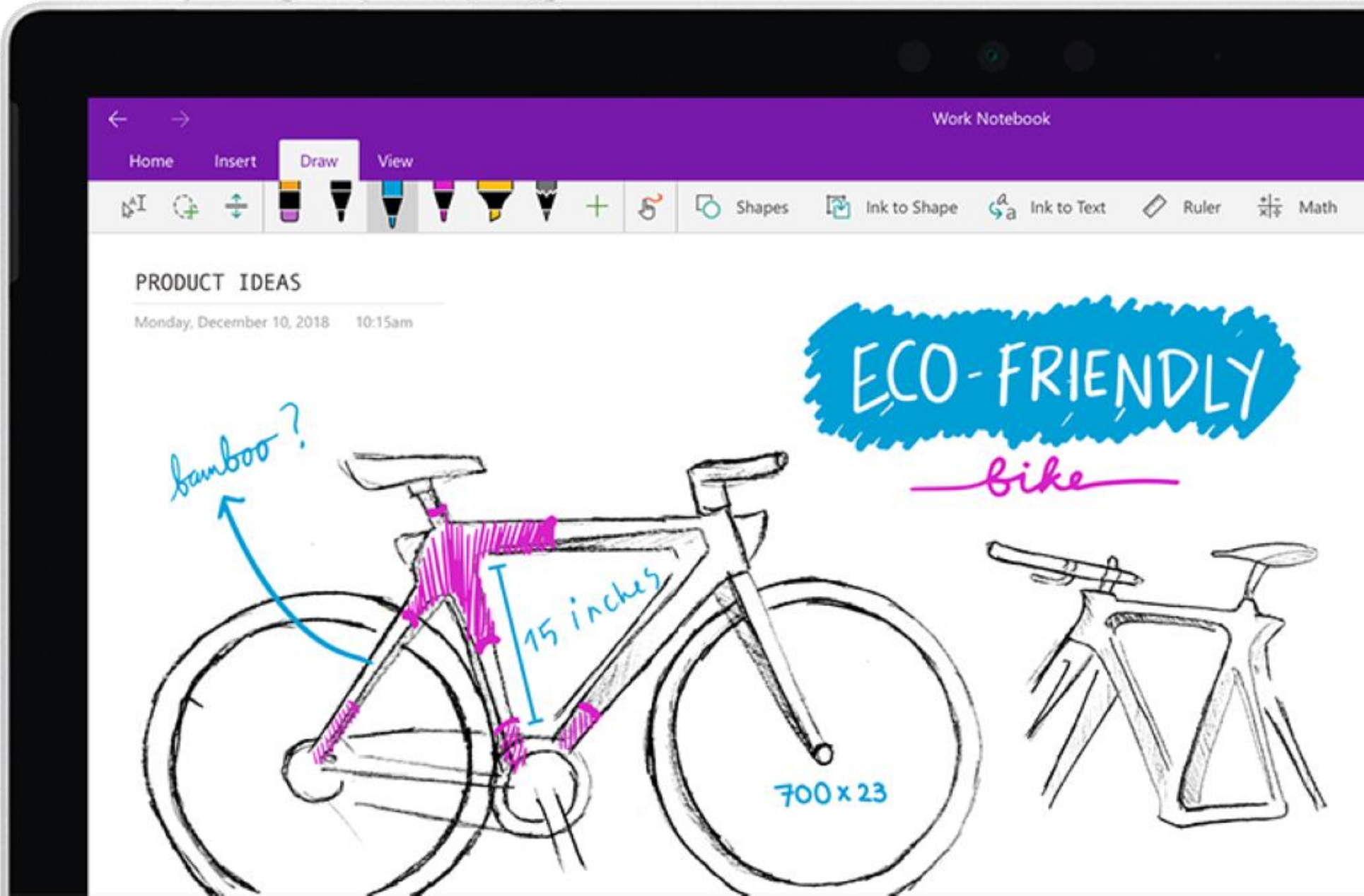
Organize your thoughts, discoveries, and ideas and simplify planning important moments in your life with a digital notepad.

OneNote

- Type, write or draw with the free form feel of pen to paper.
- Search and clip from the web to picture ideas.
- Shape notes with points pulled from Outlook email, or embed an Excel table.
- Use Class Notebooks to create a collaborative space or give individuals in private notebook.
- Access from anywhere.



ONLINE FILE-SHARING AND NOTE-ORGANIZATION TOOLS - DEMONSTRATION



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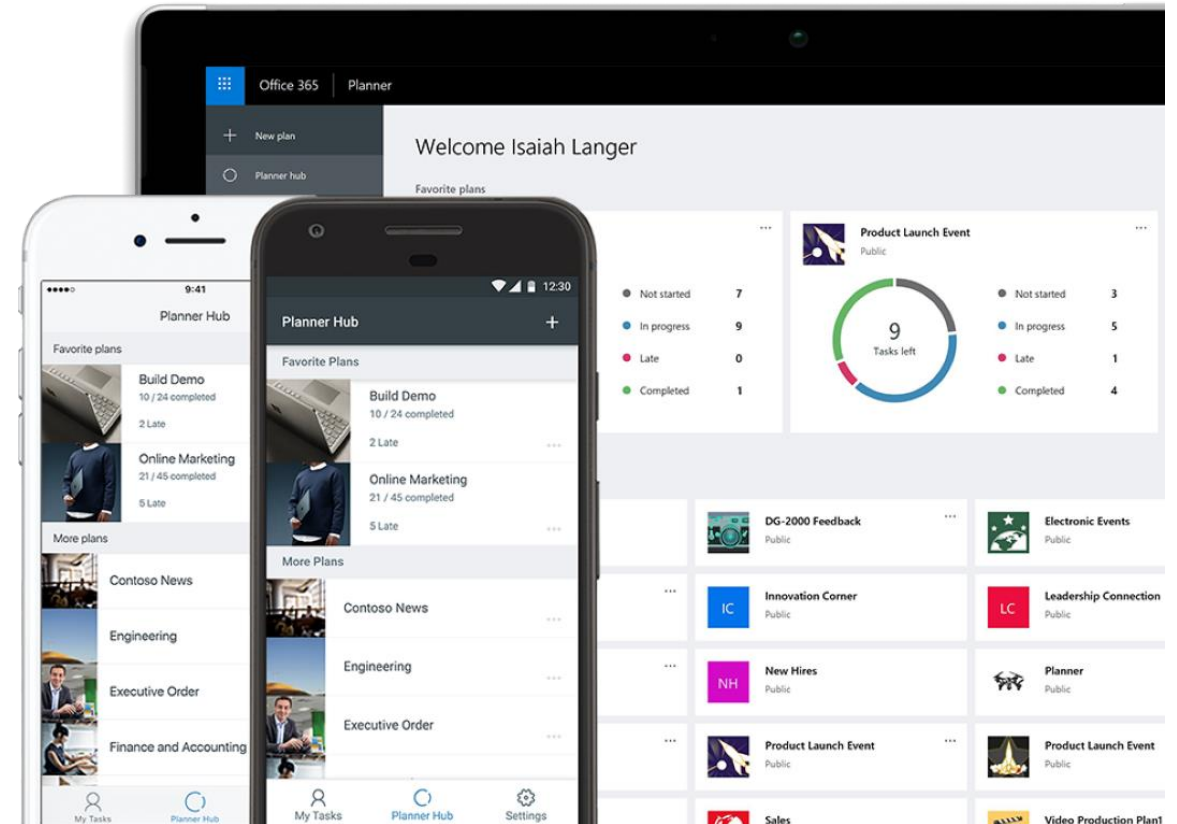


TASK MANAGEMENT

Take the chaos out of teamwork and get more done. Create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.

Microsoft Planner

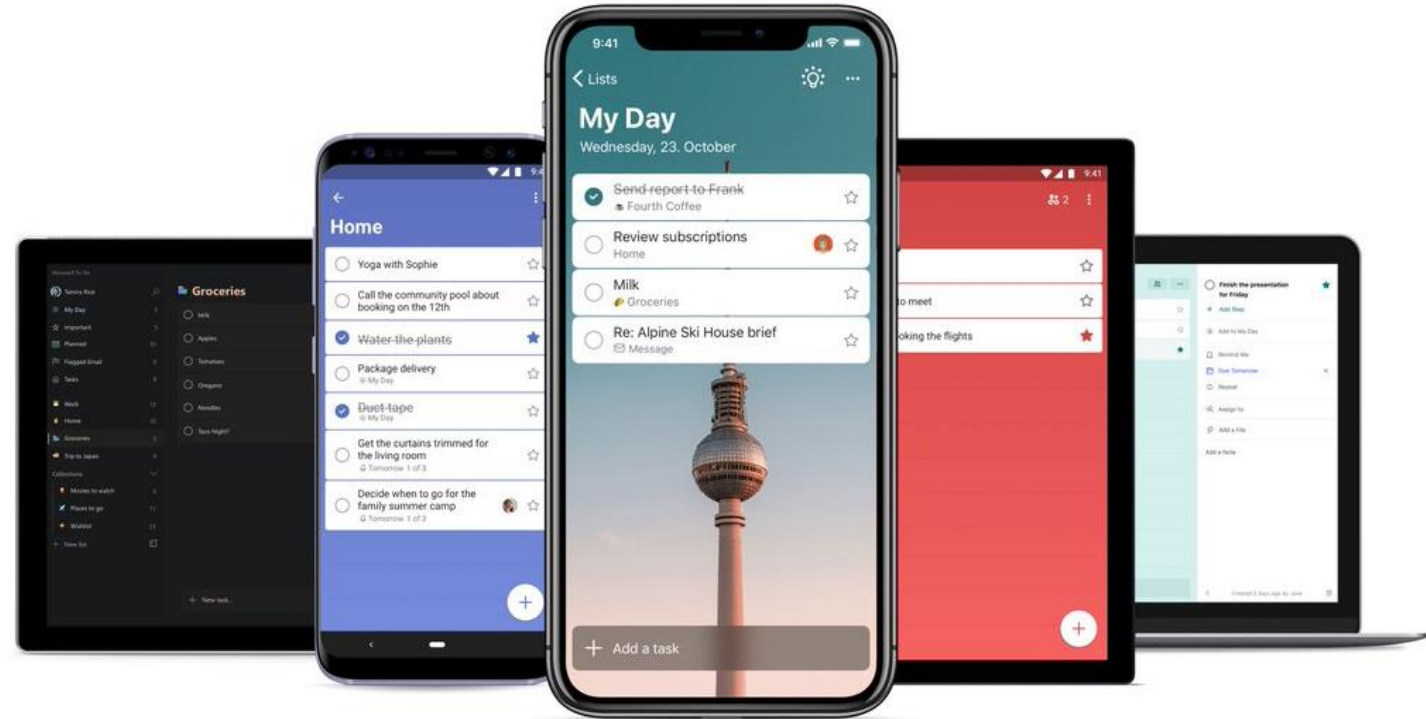
- Organize work visually.
- See a comprehensive list of all your tasks and their status.
- Attach files to tasks and collaborate with others.
- Have conversations around tasks without switching between apps.
- Receive email notifications whenever you're assigned a new task or added to a conversation.



Whether you want to increase your productivity, decrease your stress levels, or just free up some mental space, Microsoft To Do makes it easy to plan your day and manage your life.

✓ Microsoft To Do

- Accomplish what's meaningful to you each day with My Day.
- Group your lists together by topic or project.
- Share lists and assign tasks with others.
- Add due dates and set reminders.
- Integrates with Outlook Tasks.
- Access anywhere - iPhone, Android, Windows 10, and the web.





MOBILE DEVICE DEFENSE

Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

Security Settings

- Encrypt your mobile devices by enabling a PIN, password, pattern, or biometric, like FaceID or fingerprint to unlock your phone.
- Set your devices to lock after ten failed passcode attempts.
- Turn on the “Find my Phone” feature.
- Enable inactivity timeout to 15 minutes or less.



Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

Applications and Updates

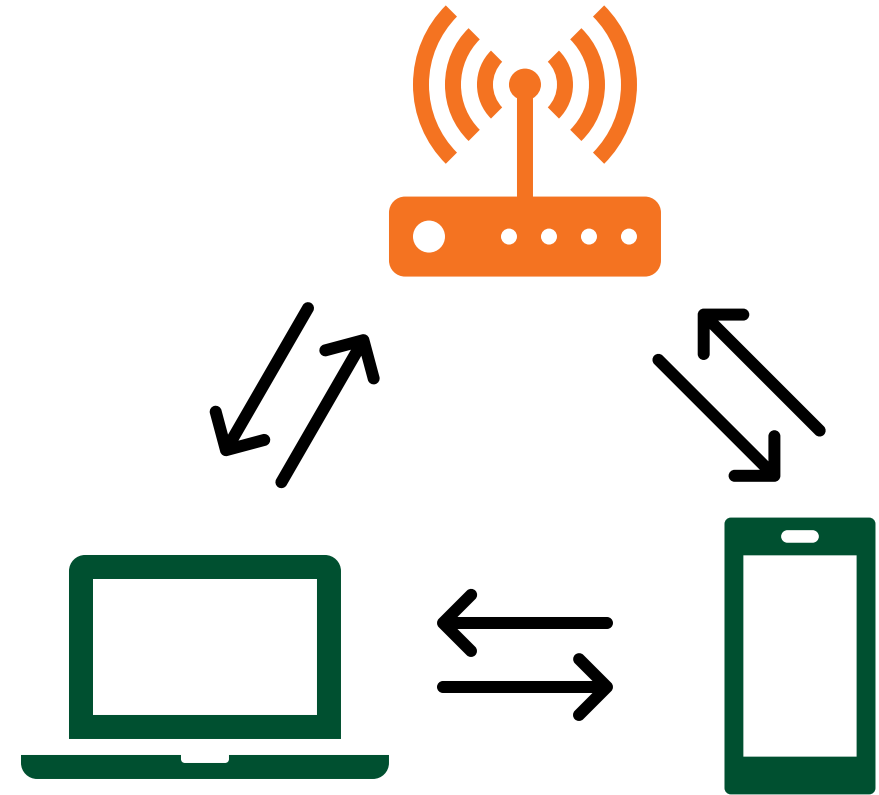
- Routinely update the operating system and the applications installed.
- Use verified app stores for your specific device.
- Do not jailbreak or root your phone.
- Use multi-factor authentication when accessing:
 - University Data (DUO)
 - Where possible, such as personal email and bank accounts



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.



Suspect a security incident on a University Device or of University Data?

- Examples: Device Theft, Ransomware, Phishing



Immediately Report:

- Coral Gables/RSMAS
 - Email: **help@miami.edu**
- UHealth/Medical
 - Email: **help@med.miami.edu**

Traveling Abroad

- Traveling outside the United States with University Device or working on University Data abroad?
 - Call: **(305) 284-9558**
 - Email: **exportcontrol@miami.edu**



Security Policies

- [Mobile Computing Device Policy](#)
- [University of Miami Information Security Website](#)
- [University of Miami Virtual Private Network \(VPN\)](#)
- [University of Miami Policies and Procedures](#)



Any Questions?

University of Miami
Information Security Office
CISO@miami.edu

NEXT STEPS

**TECH THAT
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TECH TALK SERIES

Visit Our Tech Talk Page

View past Tech Talks, watch recorded livestreams, access presentation slides and more.



it.miami.edu/TechTalk

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



<https://bit.ly/2PxsNNJ>





Get In Touch With Us



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