Technology Tips and Tricks Speed Meet

Date/Location: February 28, 2024 | 9am-Noon | HSB 109 or Zoom

Description: Does it feel like technology is constantly changing and there is always something new to learn? That's because it is! Finding the time to learn new tools – or learn old tools that we never got around to learning – can be a challenge. That's where our Technology Tips and Tricks Speed Meet can help! Every 15 minutes, we'll introduce/review a different technology that can help you save time, communicate better, collaborate easier, and improve efficiency.

Check out the schedule of technologies below – drop in for just the tools you are interested in or stay for everything! You can join us in person in HSB 109 or via Zoom at https://uis.zoom.us/j/87391309326?pwd=WGFVc3JvaGZ0akk1Wko1eEhjaUpxUT09

Schedule of Topics:		
Productivity Tools		
9:00am	Excel	Creating charts, filtering data, working with PivotTables, formatting shortcuts
9:15am	Outlook	Quotas, Schedule send, setting work hours/location, scheduling polls, Viva insights, reactions, @ mentions
9:30am	Box	Box Drive/Sync, simultaneous collaboration, integration with Office, how Box compares to Google Drive and OneDrive
Communication Tools		
9:45am	Teams	Meetings, chat, file sharing/collaboration, channels, how Teams compares to Zoom
10:00am	Zoom	Security best practices, breakout rooms, AI features, how Zoom compares to Teams
10:15am	Jabber	Virtual phones for folks who work remotely and/or want to use their personal cell phone for work without giving out their personal number
10:30am	Webtools: Mass Emails	Email+ tool for sending customized, UIS-branded mass emails
10:45am-11:00am | BREAK		
Training Tools		
11:00am	Kaltura	Creating narrated screencaptures (video how-tos, demos, walk-throughs, etc)
11:15am	Screen Clips	Grabbing screenshots (including how to emphasize sections, conceal personal data, etc)
Hidden Gems		
11:30am	Office365 Apps	With our Office365 subscription, we have access to a host of apps, such as Bookings, Power BI, Power Automate, Lists, ToDo, Whiteboard, Dictate, etc.
11:45am	Surveys: Webtools and Qualtrics	Both Webtools and Qualtrics allow us to create forms and surveys. This session will highlight the pros/cons of each.
Noon	Open Q & A	This timed, speed format is great for sharing a wide variety of tips and tricks, but it will definitely be fast-paced. Everyone is welcome to stay a few extra minutes at the end of the session to ask questions about any of the previous sessions or a topic that wasn't covered!