APPD Educational Technology Learning Community Virtual Café

'Office 365: tools and tips to make life easier'

January 12, 2022

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Goryeb Children's Hospital

Gretchen Shawver
Fellowship Administrator
Stanford University


MICROSOFT TEAMS:
DATA
ORGANIZATION

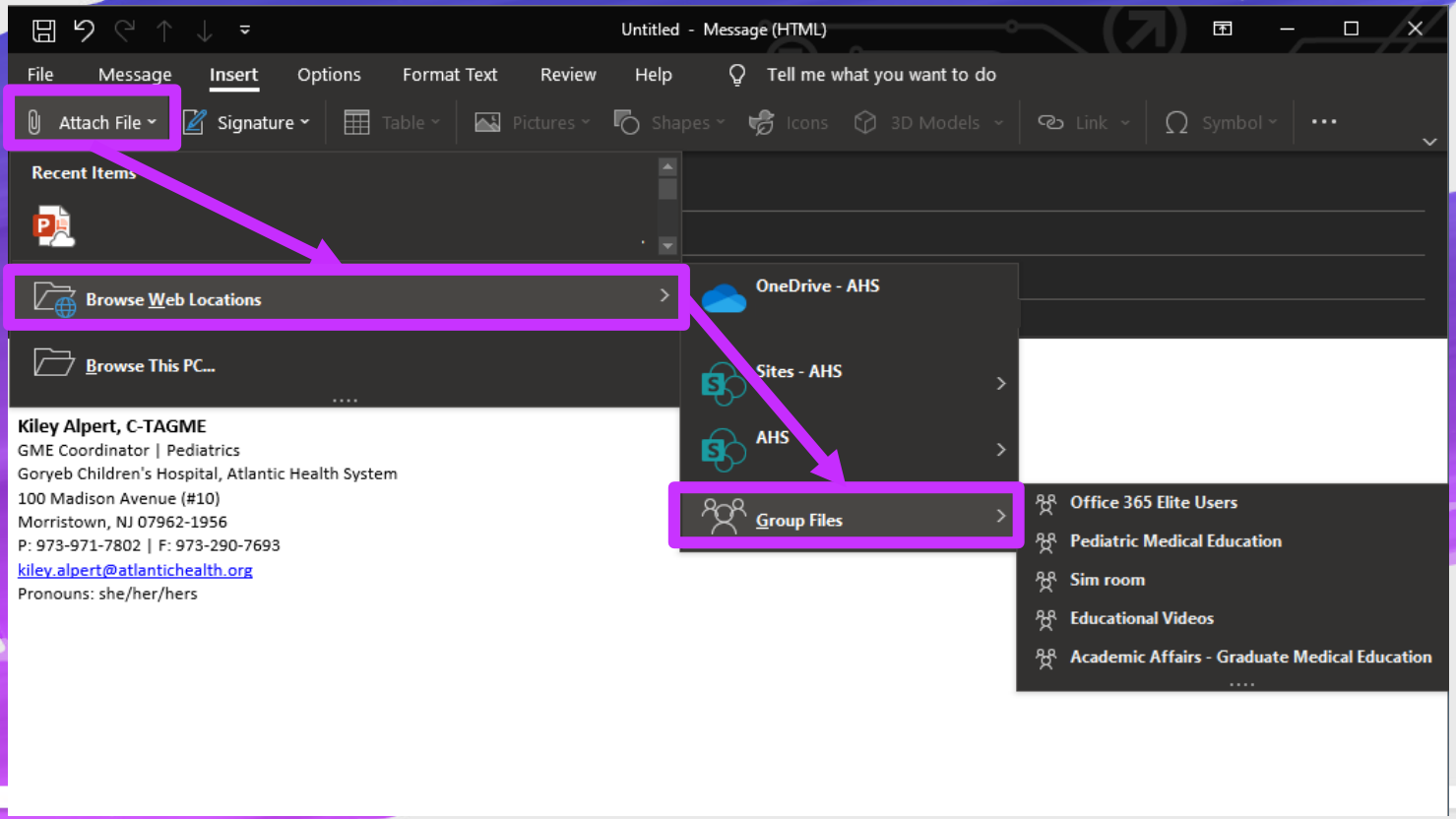

MICROSOFT TEAMS:
VIRTUAL MEETINGS


OUTLOOK
TIPS AND TRICKS


ADDITIONAL TOOLS

MICROSOFT TEAMS: DATA ORGANIZATION

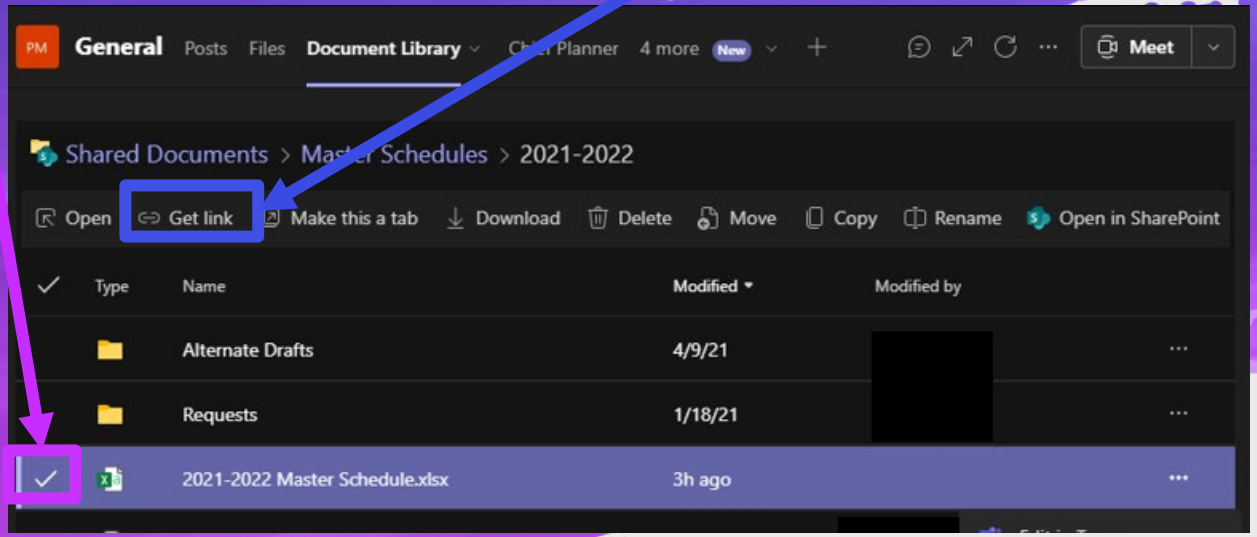
Teams Desktop: Initial Set Up (email group vs. non-email group)



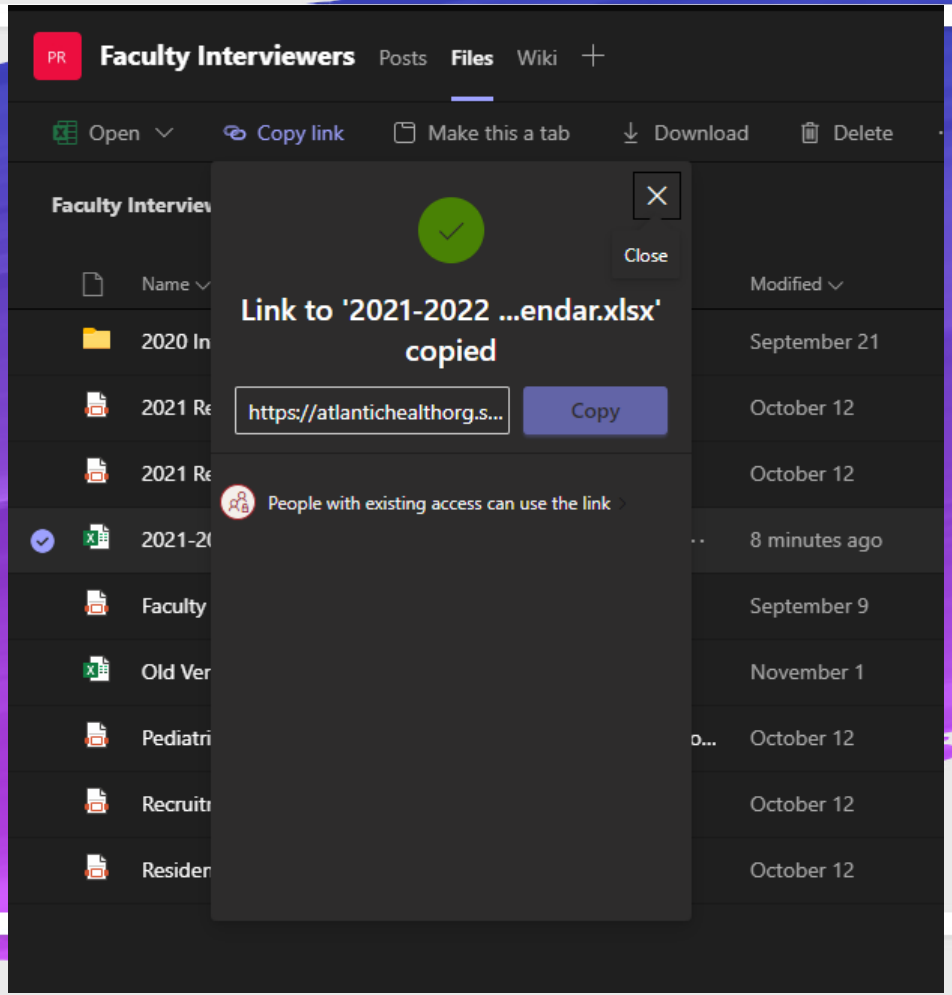
Teams Desktop: Sharing Links

1. Select the file or folder you want to share (check mark on left side)

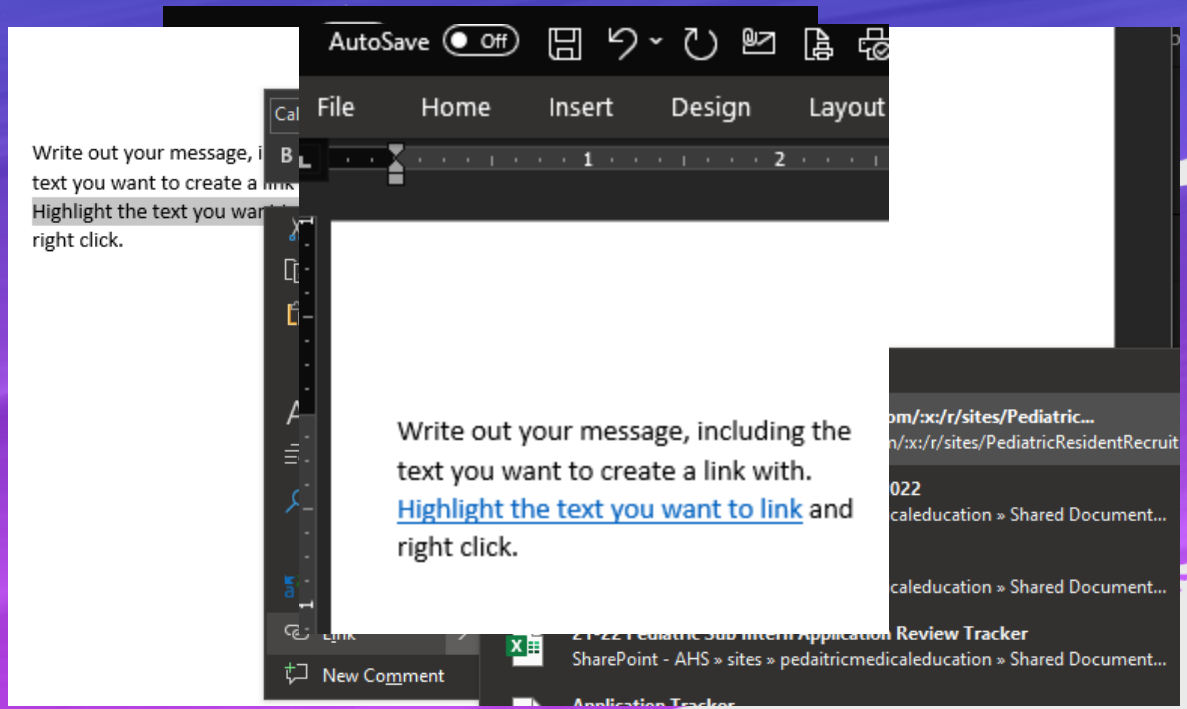
2. Then ‘Get link’



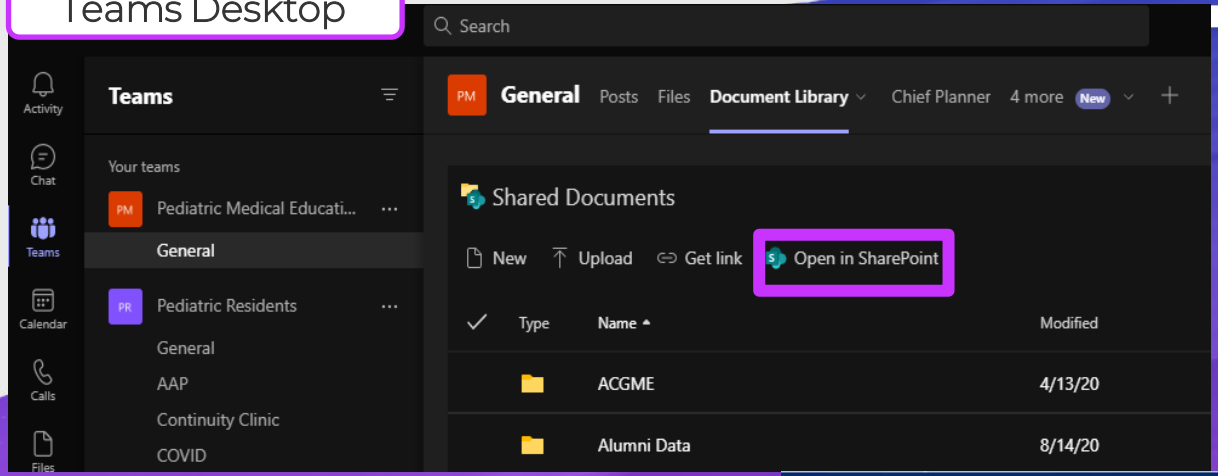
Teams Desktop: Sharing Links

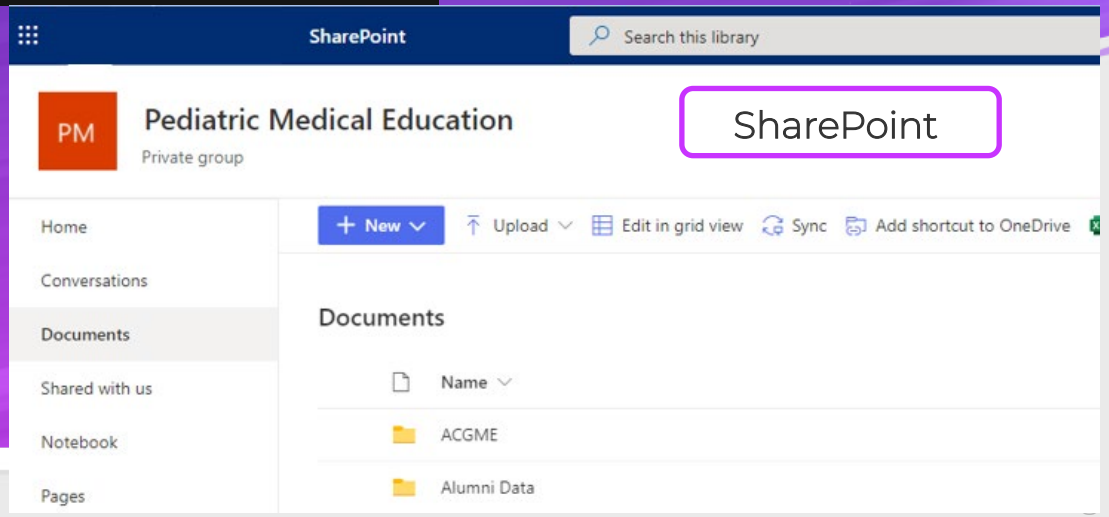


Teams Desktop: Sharing Links



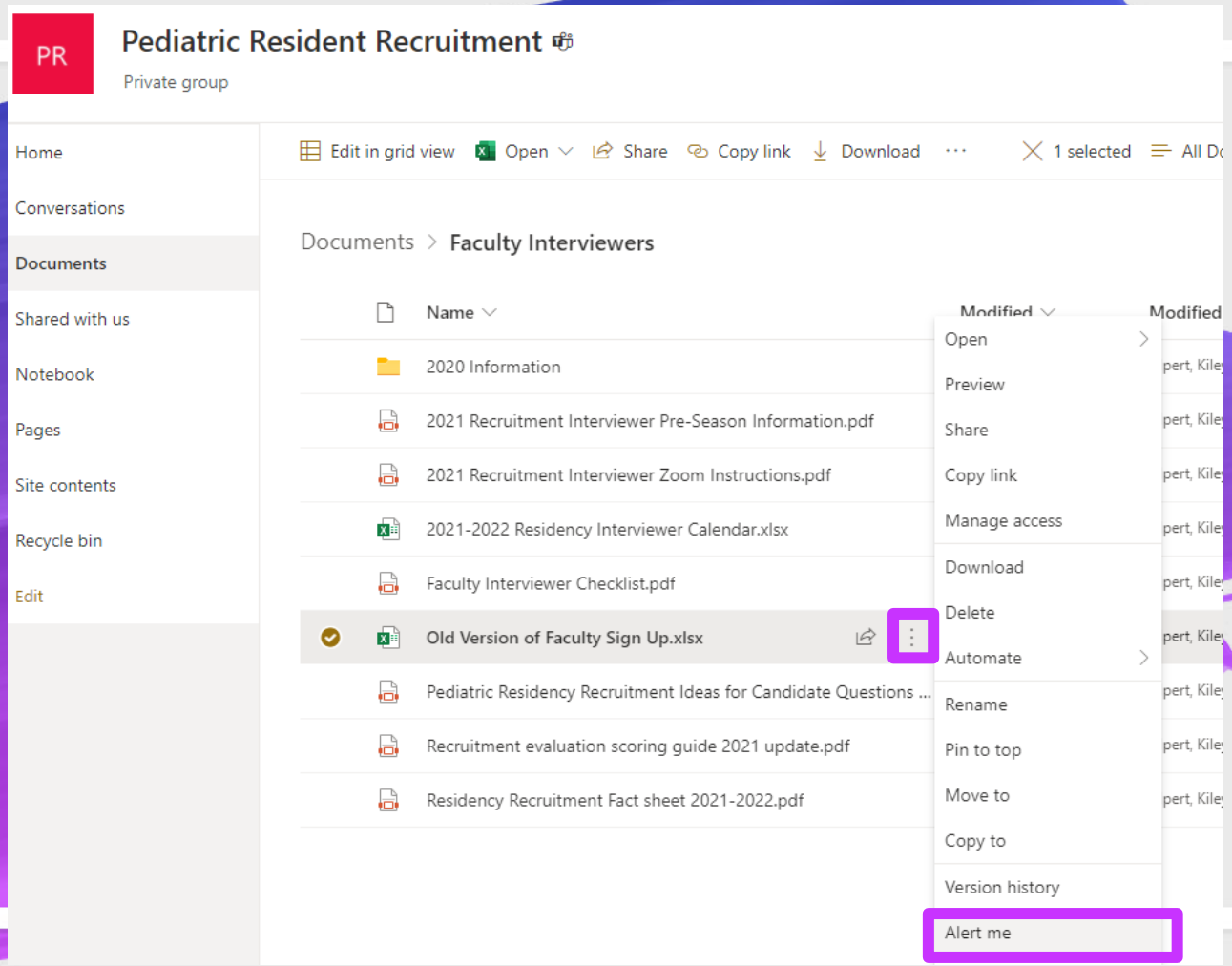
Teams Desktop



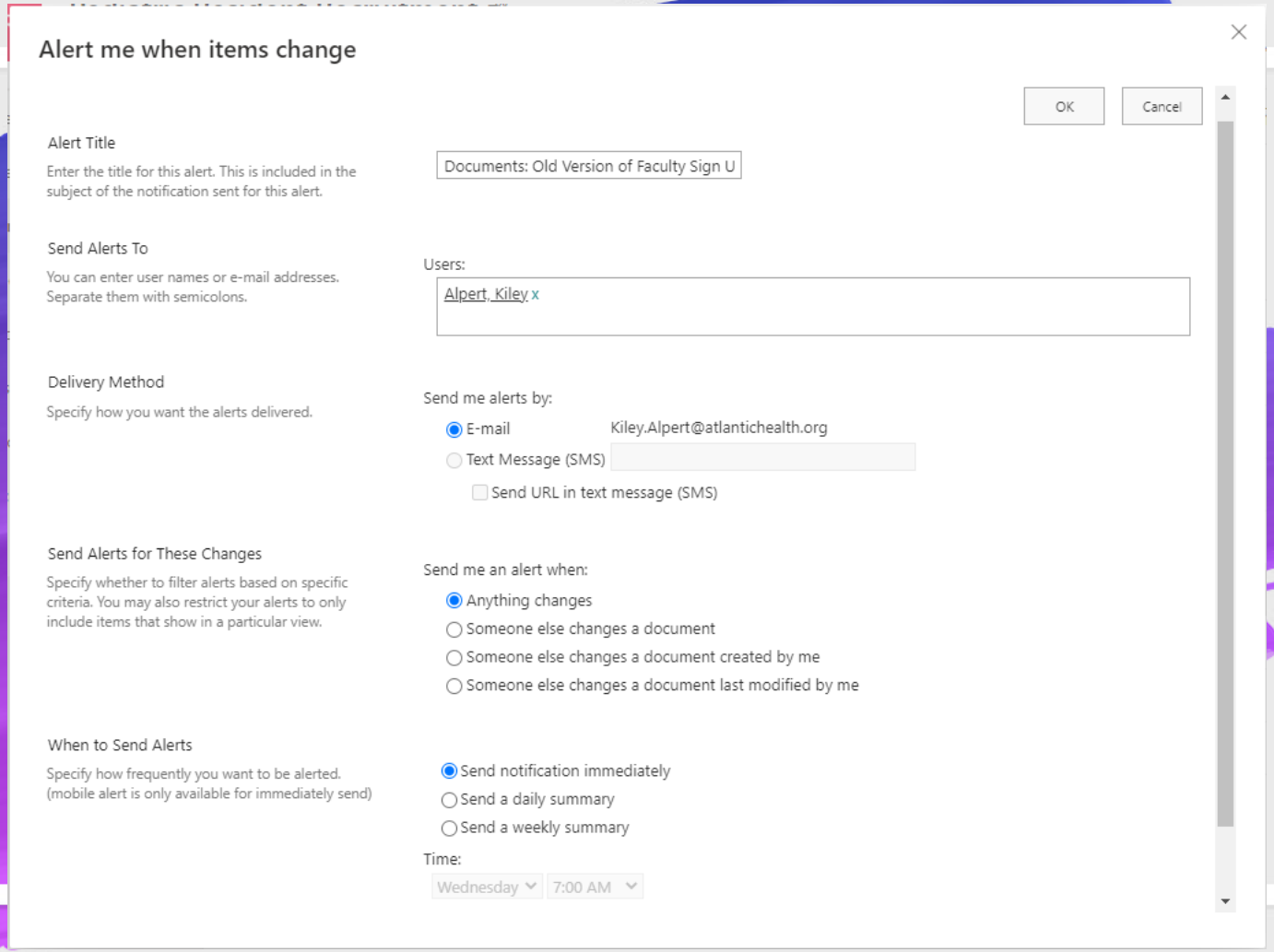


SharePoint

SharePoint: Alert Me feature



SharePoint: Alert Me feature

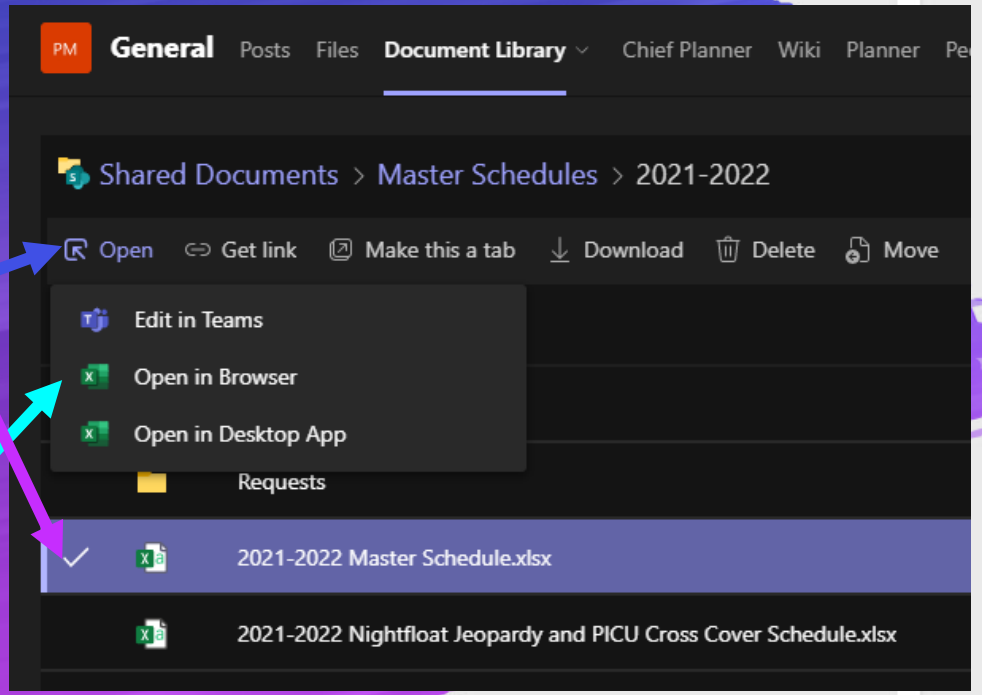


Teams Desktop: Open file option 1

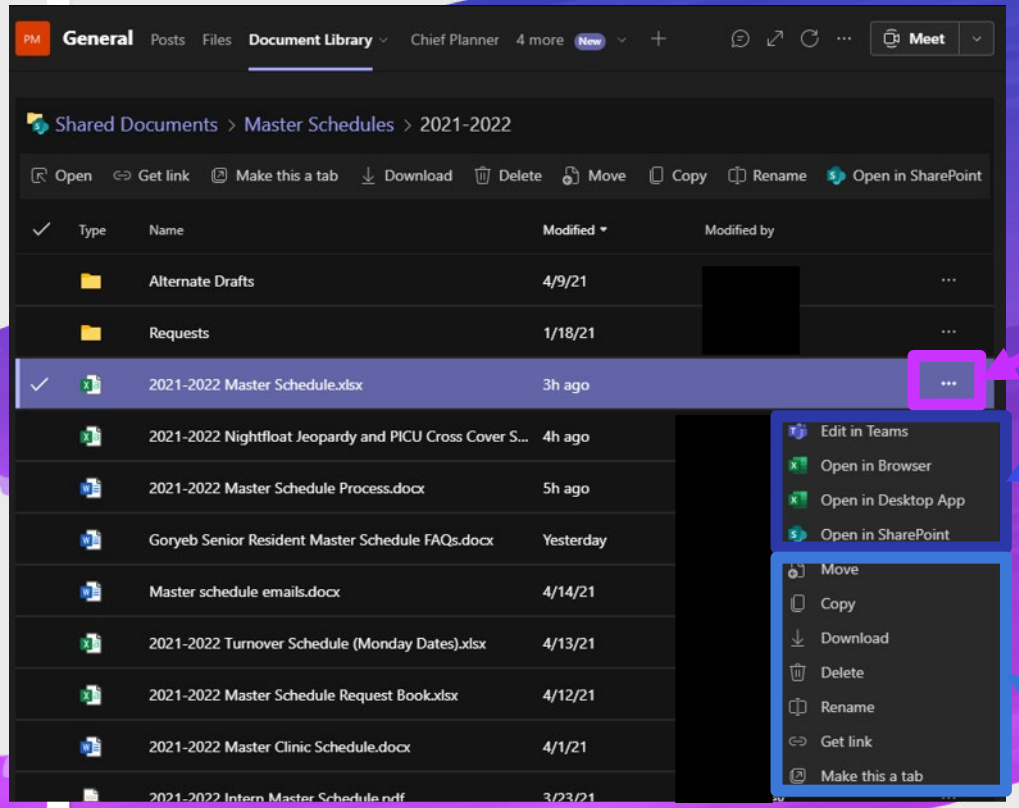
1. Select your file (check mark on the left)

2. Then ‘Open’

3. Choose how you want the file to open



Teams Desktop: Open file option 2



1. Select the ellipsis on the right

2. Choose how you want the file to open

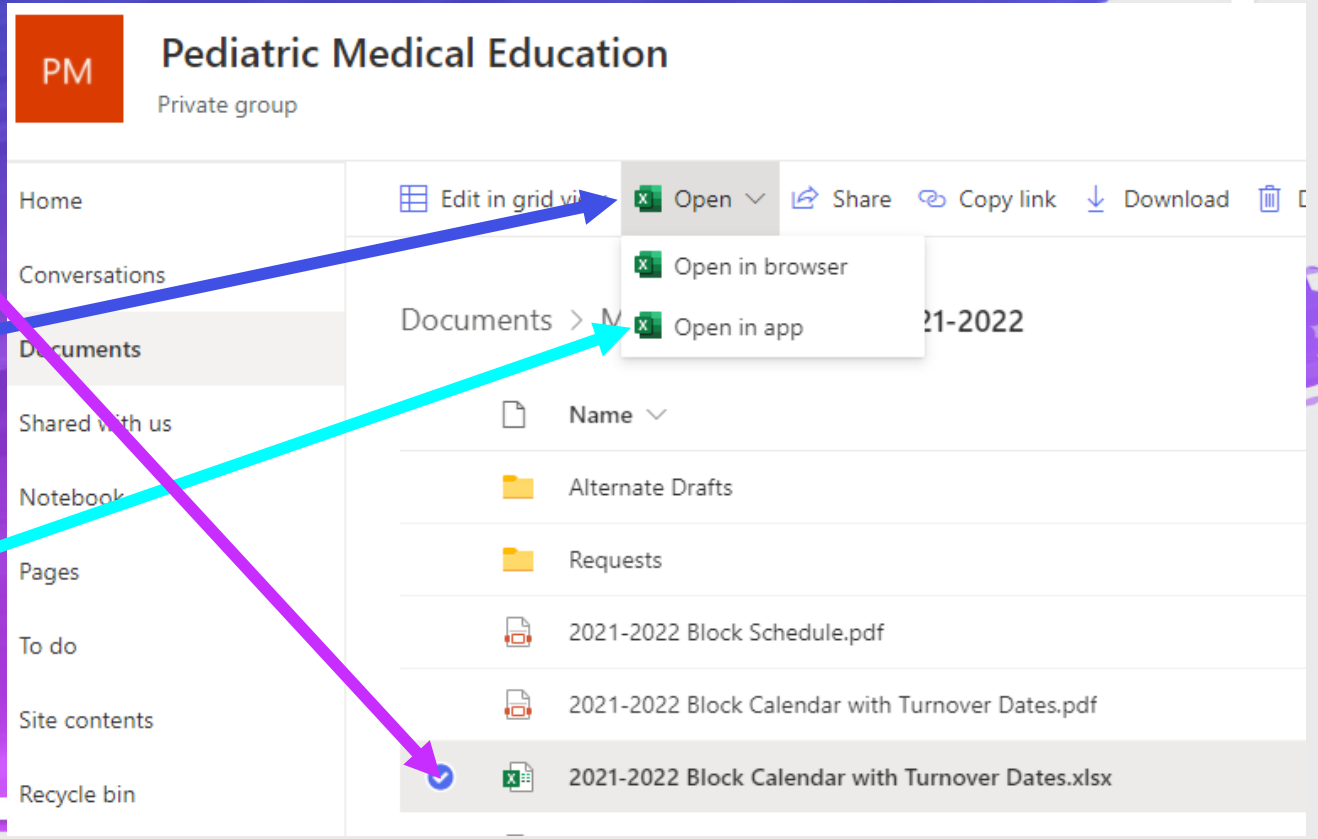
BONUS: this gives you other options to manage files

SharePoint: Open file option 1

1. Select your file (radio button on the left)

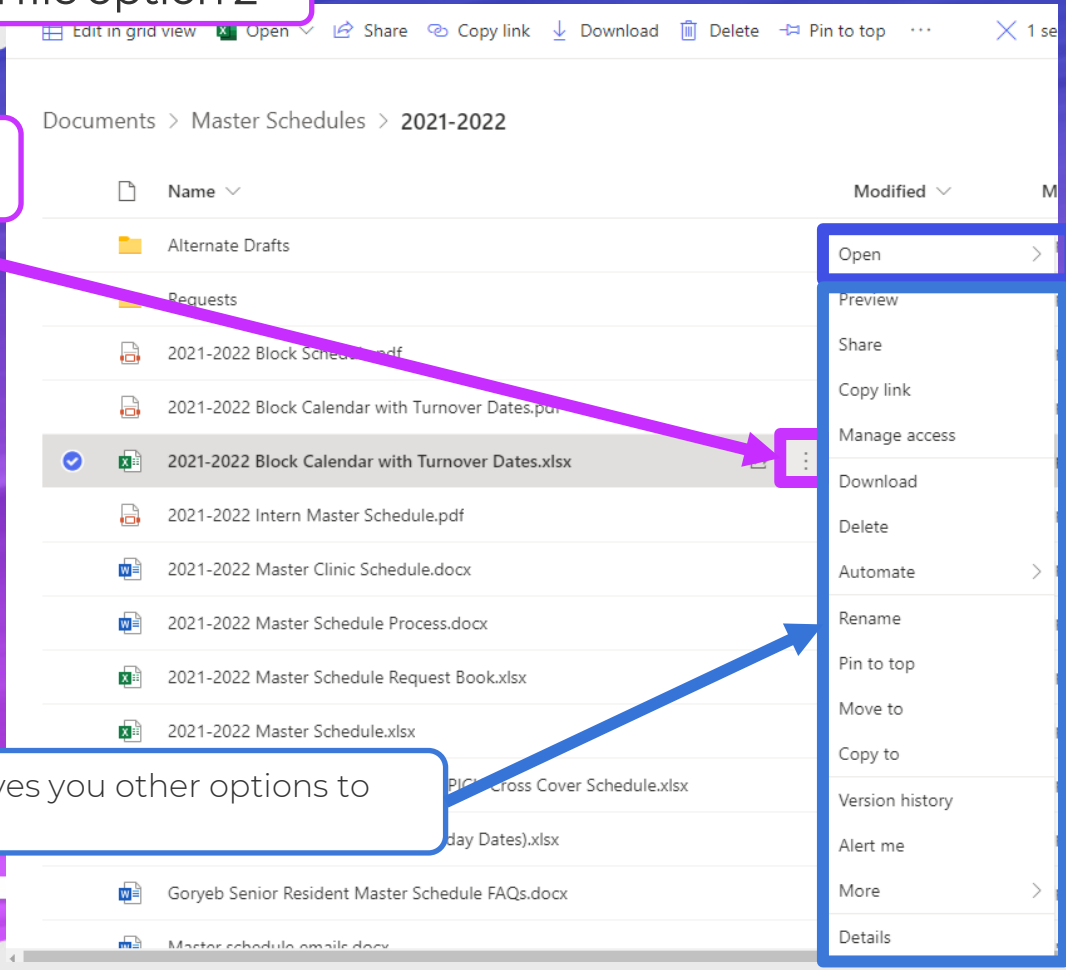
2. Then ‘Open’

3. Choose how you want the file to open



SharePoint: Open file option 2

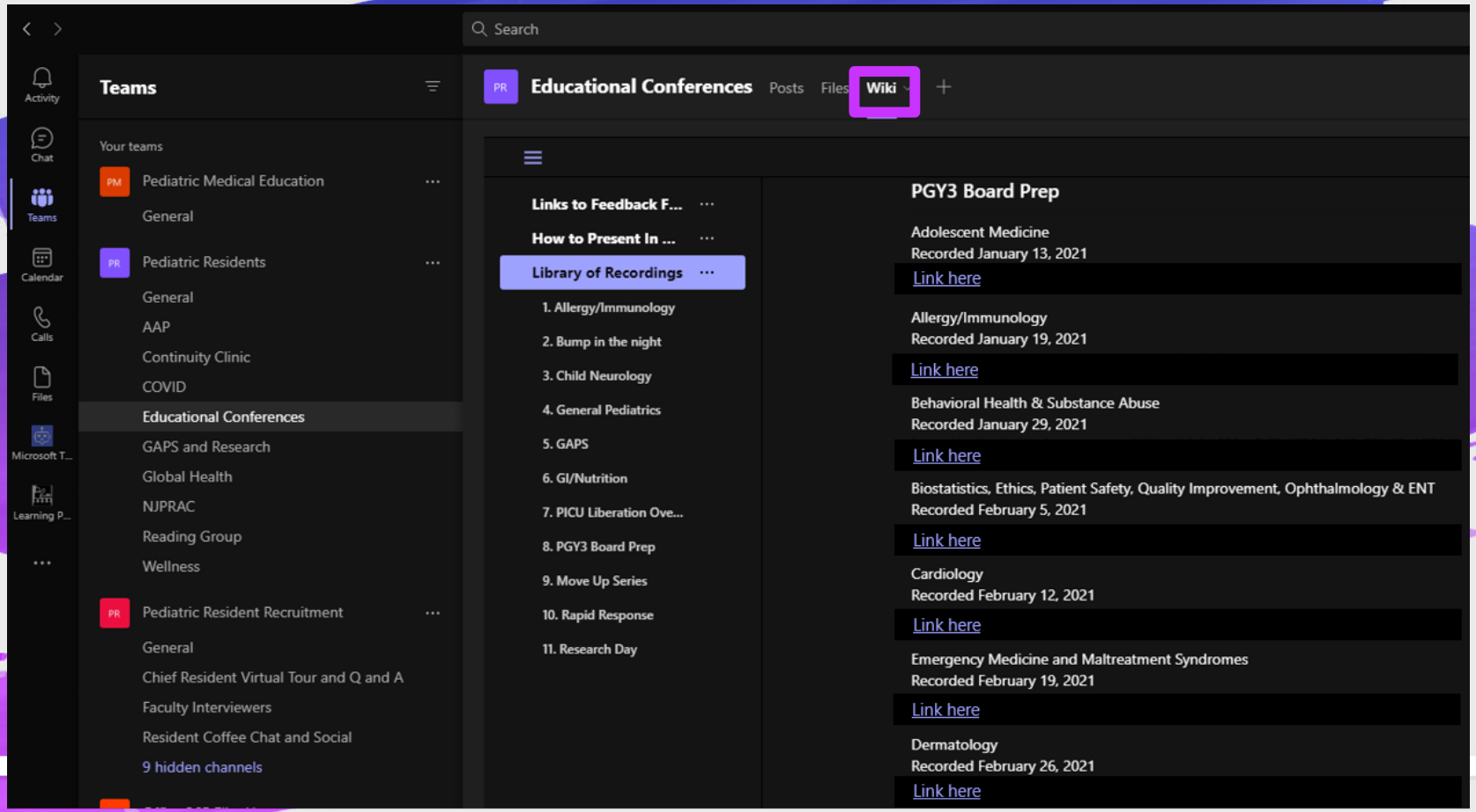
1. Select the ellipsis on the right



2. Choose how you want the file to open

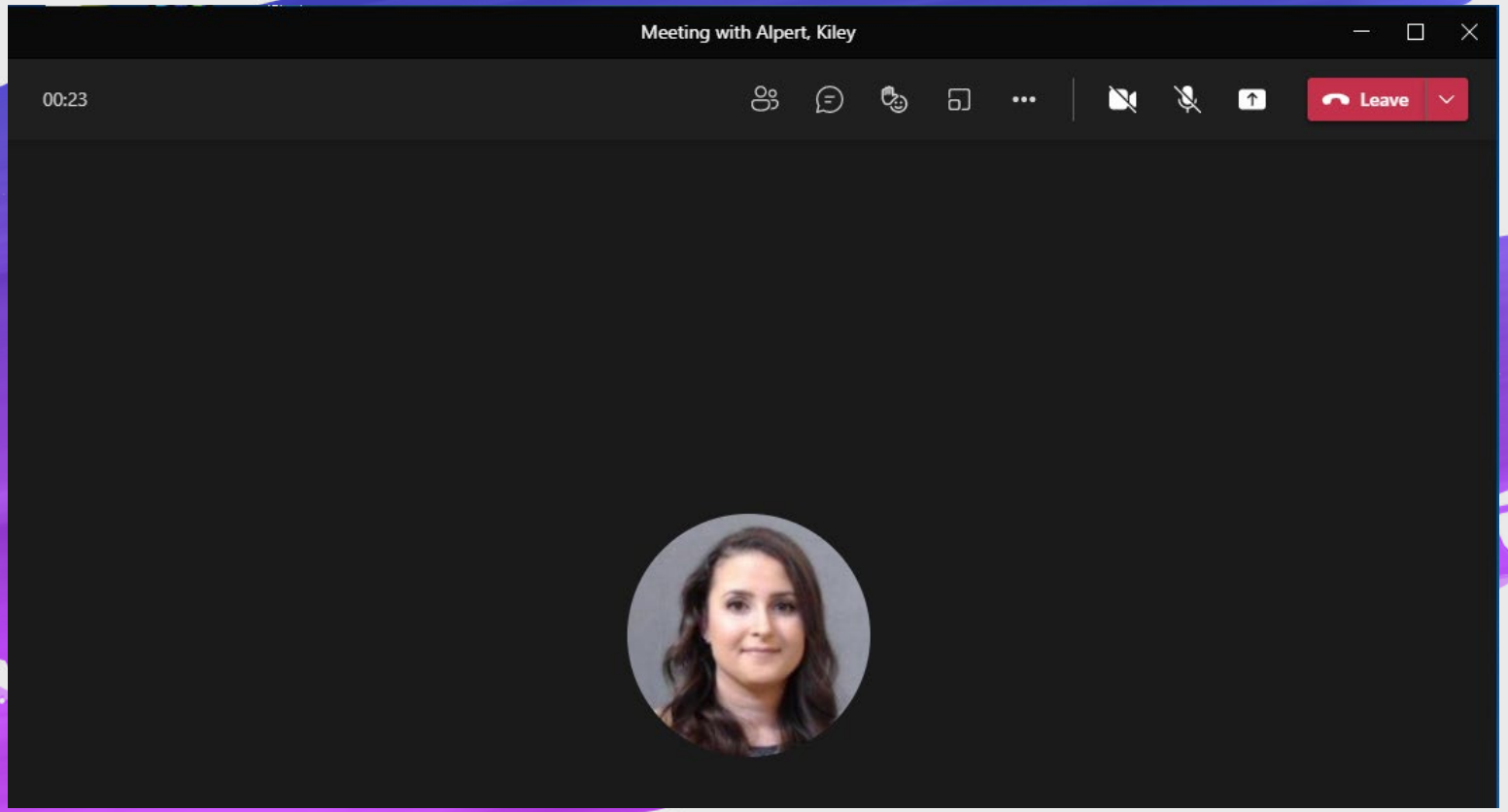
BONUS: this gives you other options to manage files

Teams Wiki

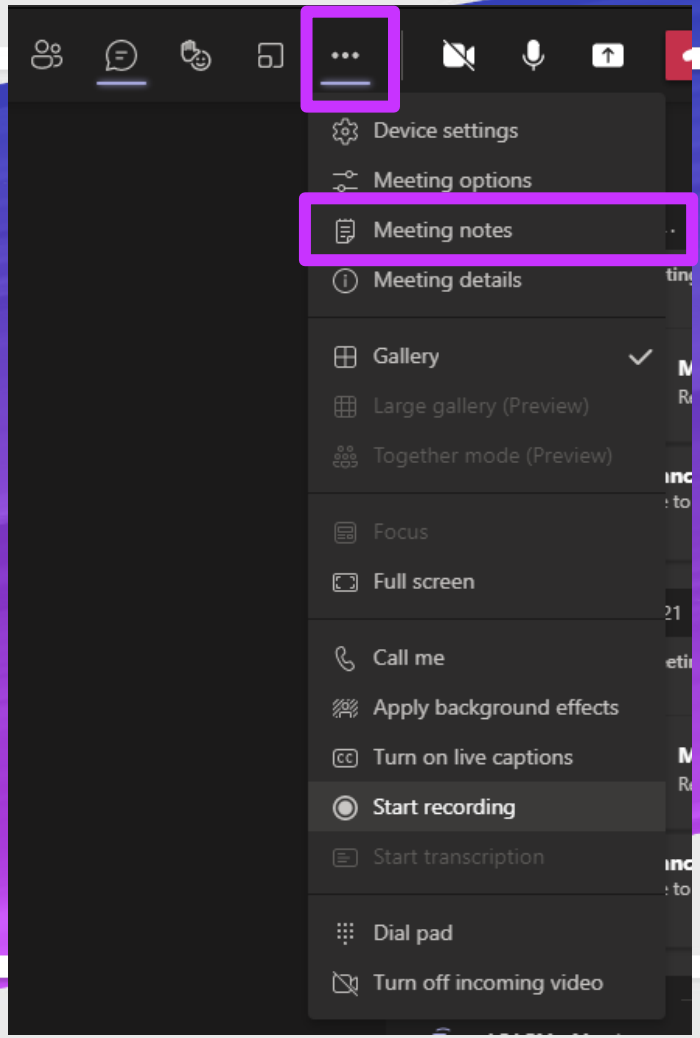

Search
Teams
Activity
Chat
Teams
Calendar
Calls
Files
Microsoft T...
Learning P...
Your teams
Pediatric Medical Education
General
Pediatric Residents
General
AAP
Continuity Clinic
COVID
Educational Conferences
GAPS and Research
Global Health
NJPRAC
Reading Group
Wellness
Pediatric Resident Recruitment
General
Chief Resident Virtual Tour and Q and A
Faculty Interviewers
Resident Coffee Chat and Social
9 hidden channels
Educational Conferences
Posts
Files
Wiki
Links to Feedback F...
How to Present In ...
Library of Recordings
1. Allergy/Immunology
2. Bump in the night
3. Child Neurology
4. General Pediatrics
5. GAPS
6. GI/Nutrition
7. PICU Liberation Ove...
8. PGY3 Board Prep
9. Move Up Series
10. Rapid Response
11. Research Day
PGY3 Board Prep
Adolescent Medicine
Recorded January 13, 2021
Link here
Allergy/Immunology
Recorded January 19, 2021
Link here
Behavioral Health & Substance Abuse
Recorded January 29, 2021
Link here
Biostatistics, Ethics, Patient Safety, Quality Improvement, Ophthalmology & ENT
Recorded February 5, 2021
Link here
Cardiology
Recorded February 12, 2021
Link here
Emergency Medicine and Maltreatment Syndromes
Recorded February 19, 2021
Link here
Dermatology
Recorded February 26, 2021
Link here

MICROSOFT TEAMS: VIRTUAL MEETINGS

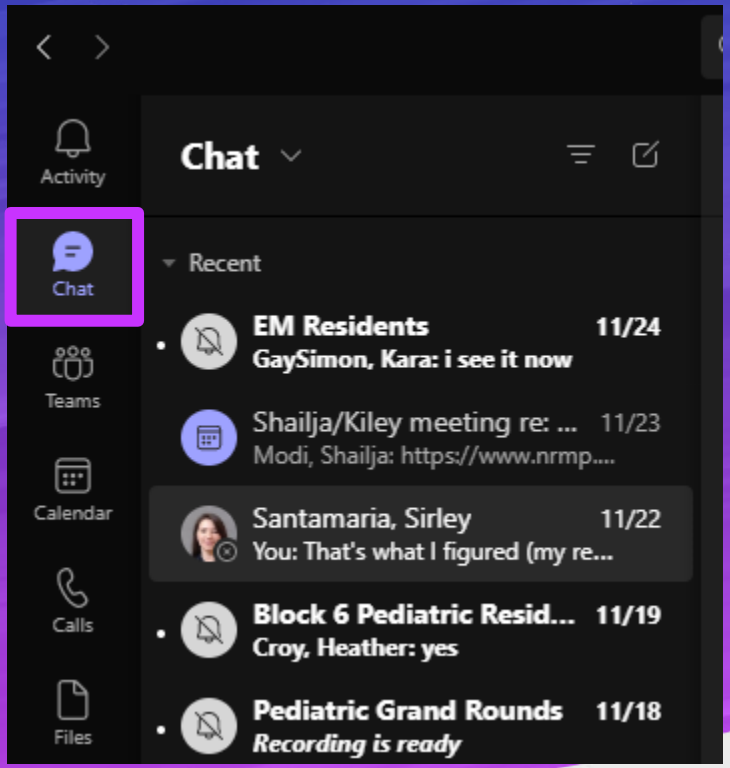
Teams Meeting: In Meeting View



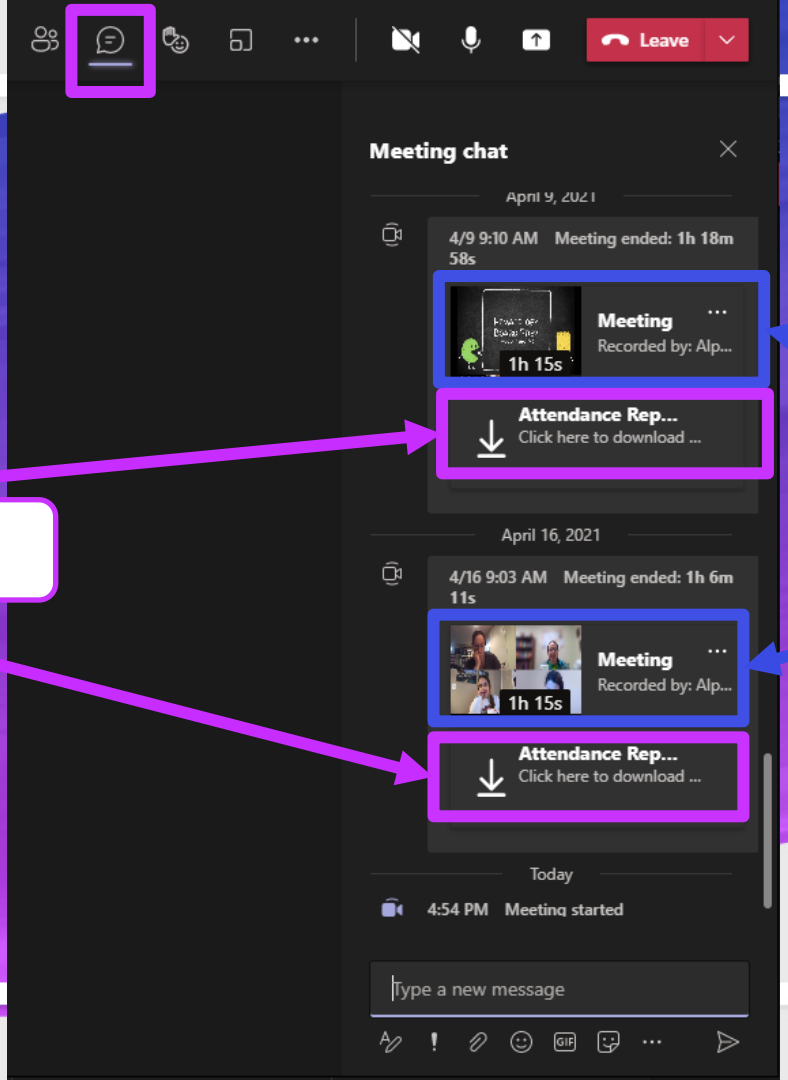
Teams Meeting: Meeting Notes



Accessing the Chat after a Meeting



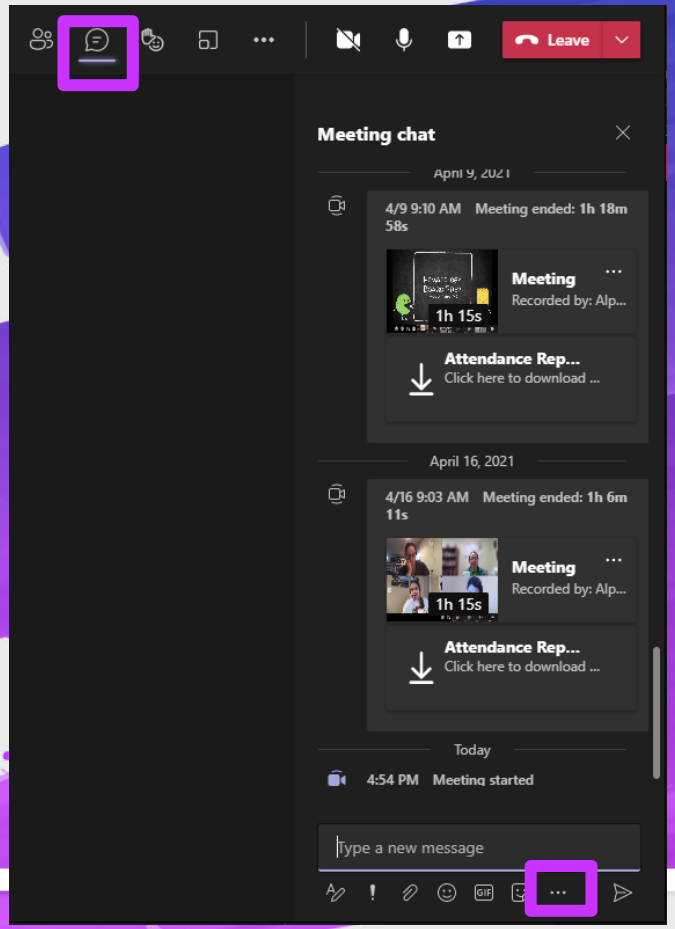
Chat Extras: In A Recurring Meeting

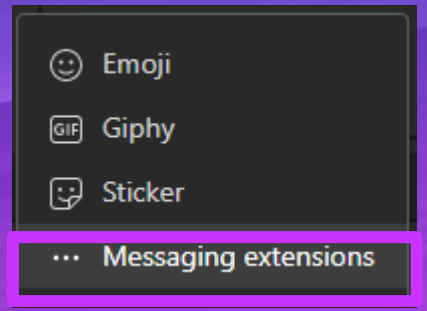


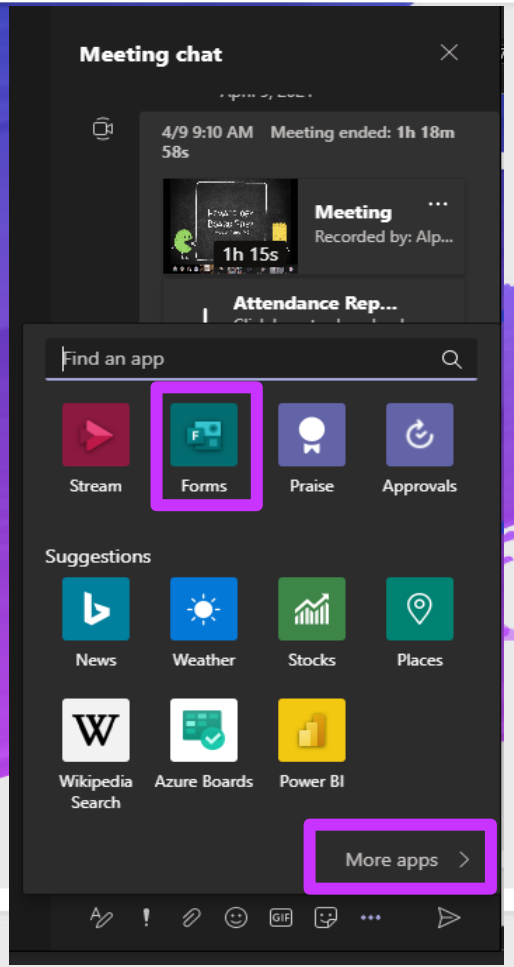
Access the attendance reports

Links to the the recorded meeting in Microsoft Stream

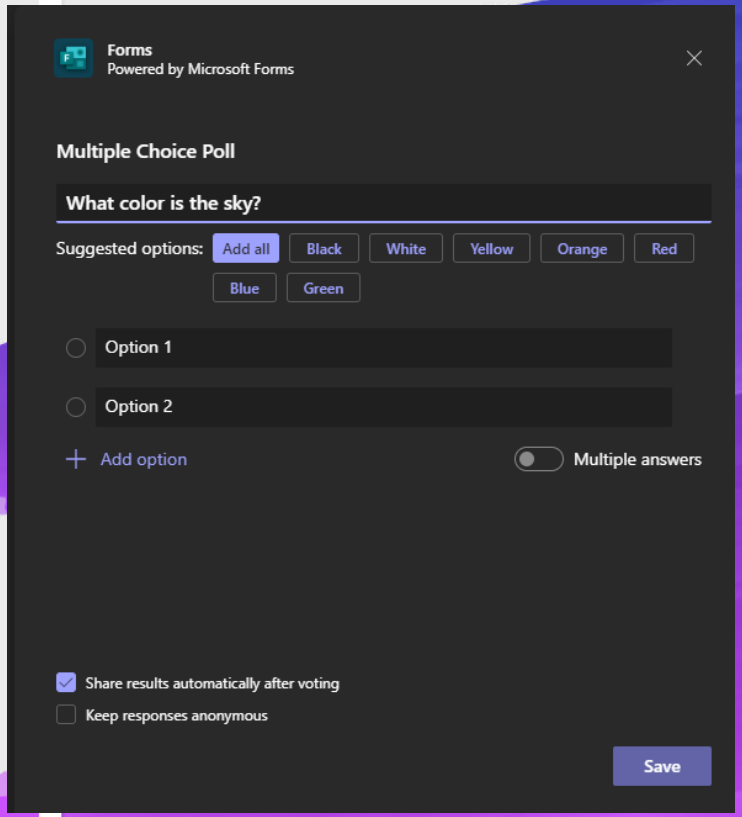
Chat Extras: In Meeting Polling

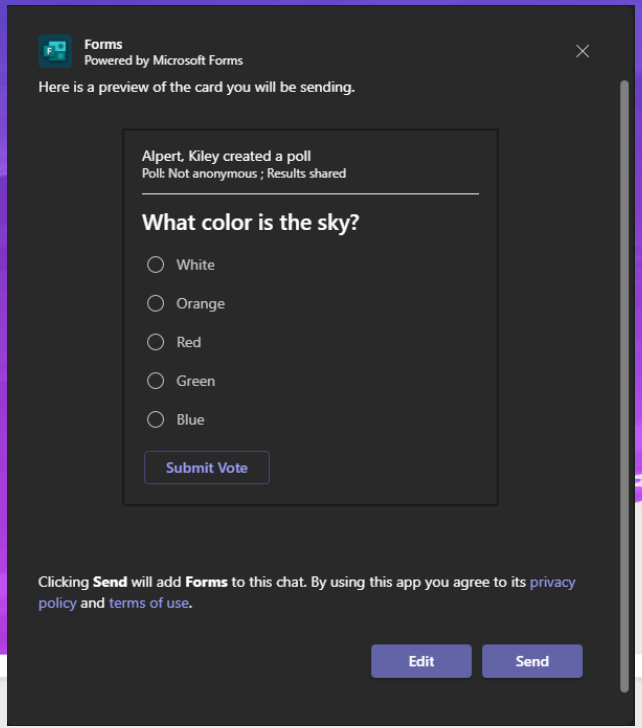


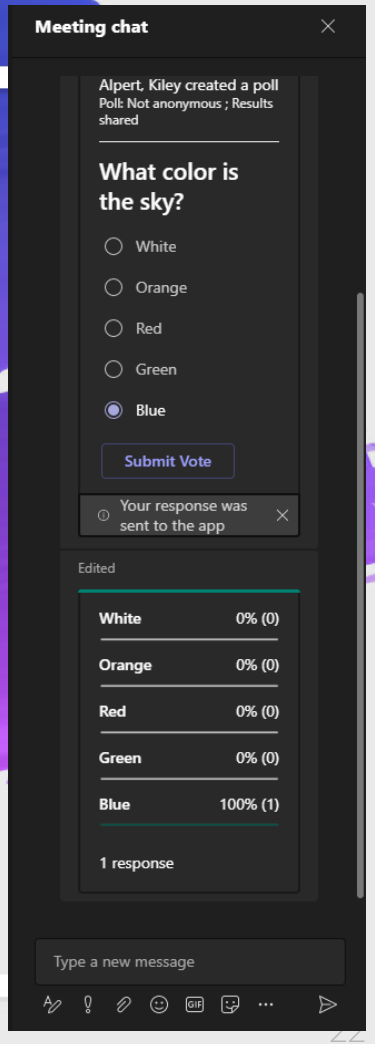




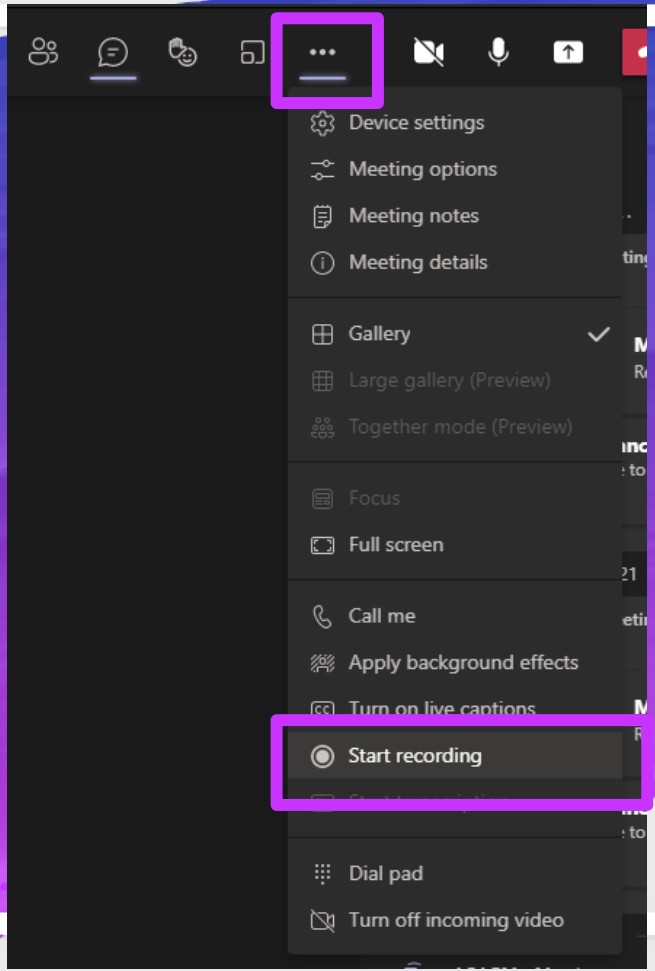
Chat Extras: In Meeting Polling



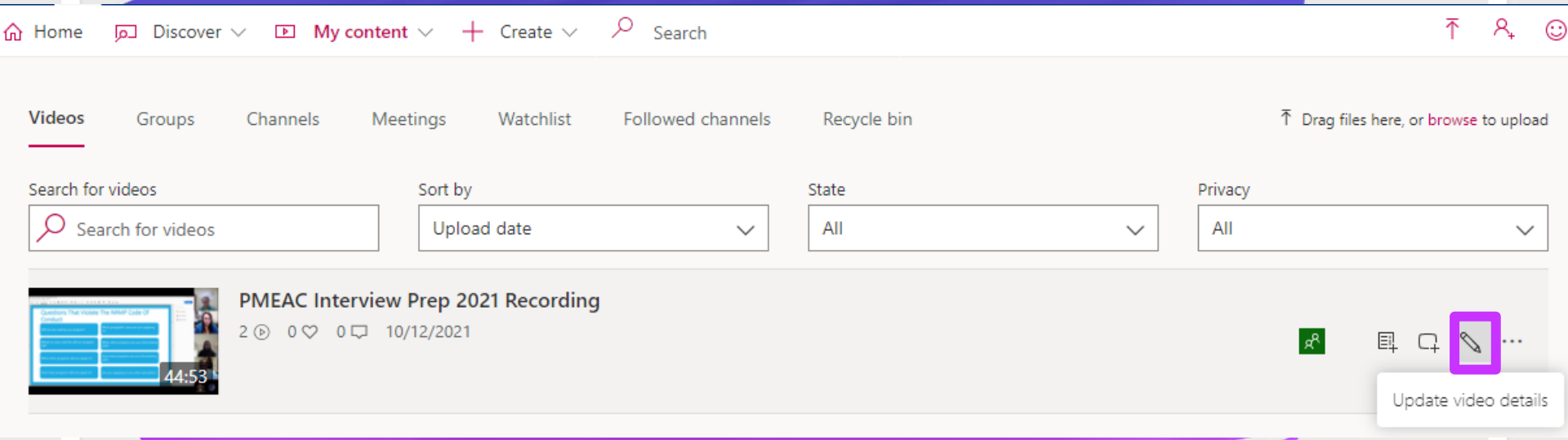




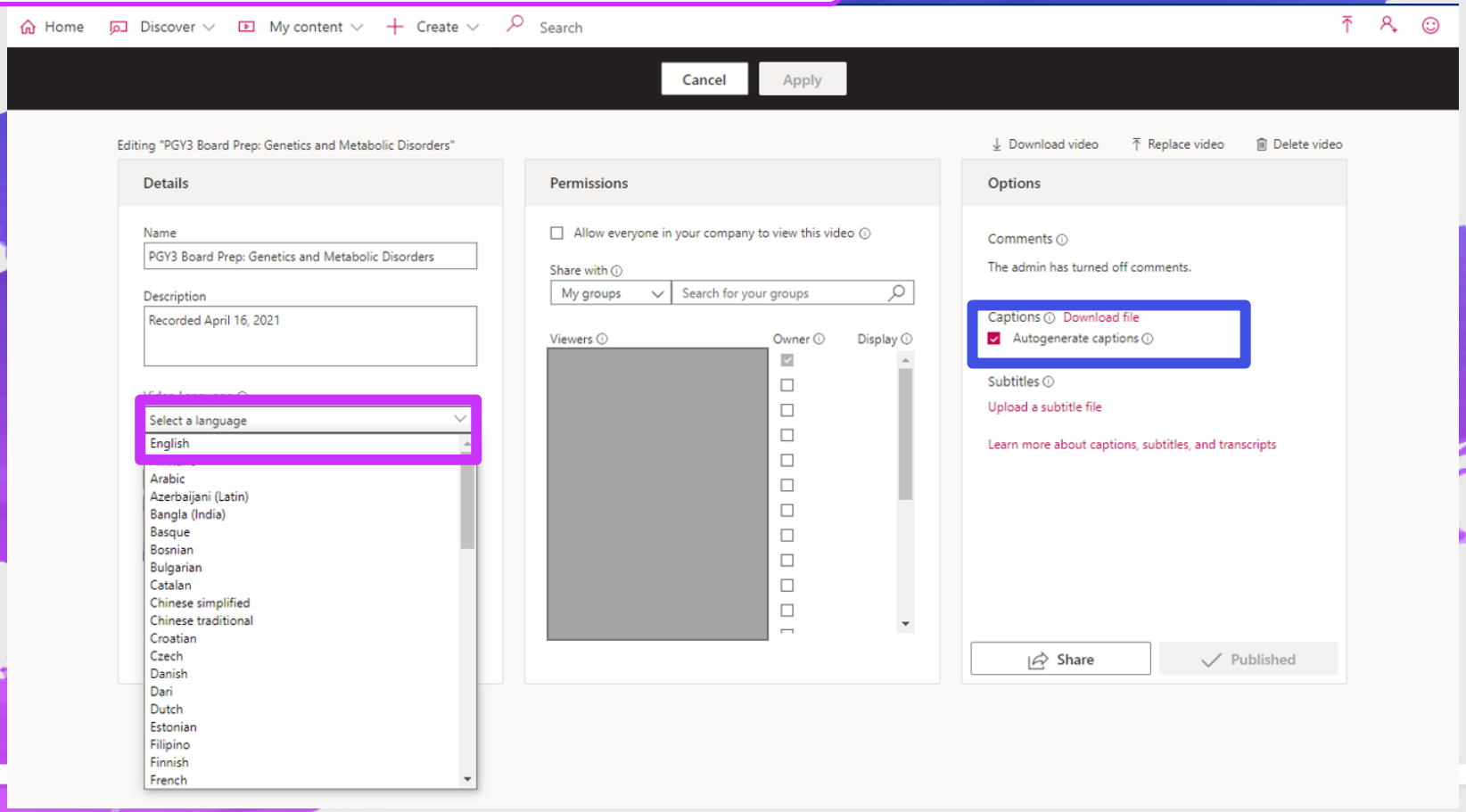
In Meeting: Recording



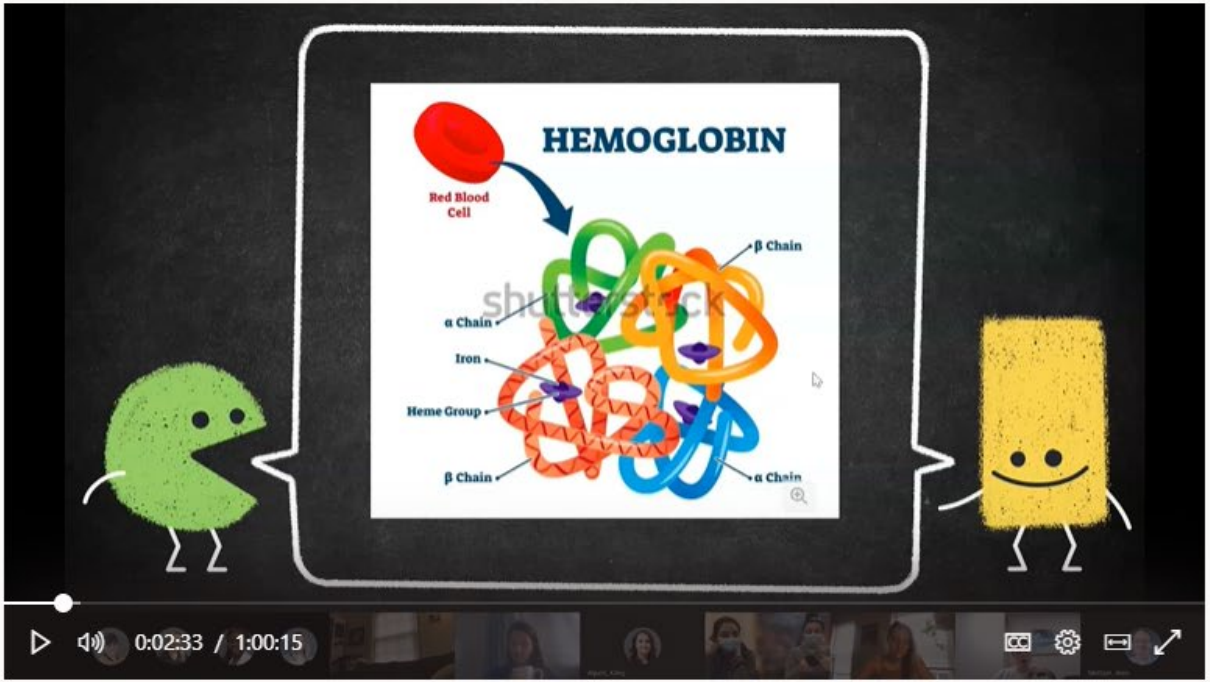
Enabling the transcript of a recorded meeting



Enabling the transcript of a recorded meeting



Videos with Transcripts



Transcript | Interactivity

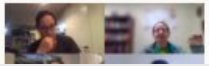
Search transcript

03:29	which hemoglobin do they have?
03:35	Or when the baby is still in the womb.
03:42	Hemoglobin, which is 2A until Dom?
03:44	Oh yeah. So it's FA.
03:46	So just just remember that
03:47	so it's yeah like you said,
03:50	two out you still have your two alphas,
03:53	but on these betas are in their two gammas

Details

PGY3 Board Prep: Hematology

More from my videos



PGY3 Board Prep: Genetics and ...
0 views

TEAMS MEETINGS: Resources

Microsoft Support

Sharing Content in a Teams Meeting

Sharing Slides in a Teams Meeting

OUTLOOK
TIPS AND TRICKS

Outlook

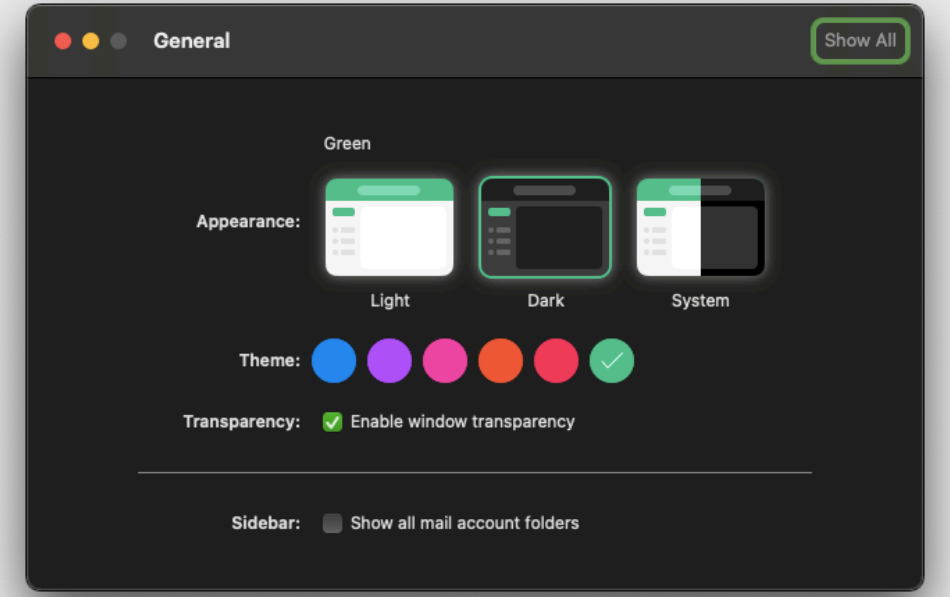
DISCLAIMER:

- Mac vs Windows
- App vs Website

Outlook

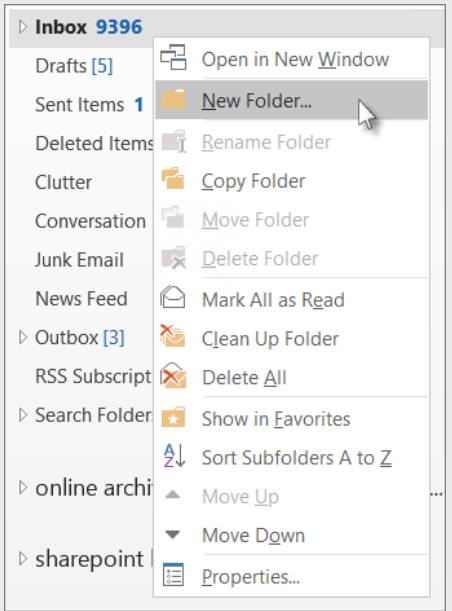
- Light vs Dark
- Folders
- Email Templates
- Schedule Email Delivery
- Conversations
- Rules
- Pinning Emails

Light vs Dark

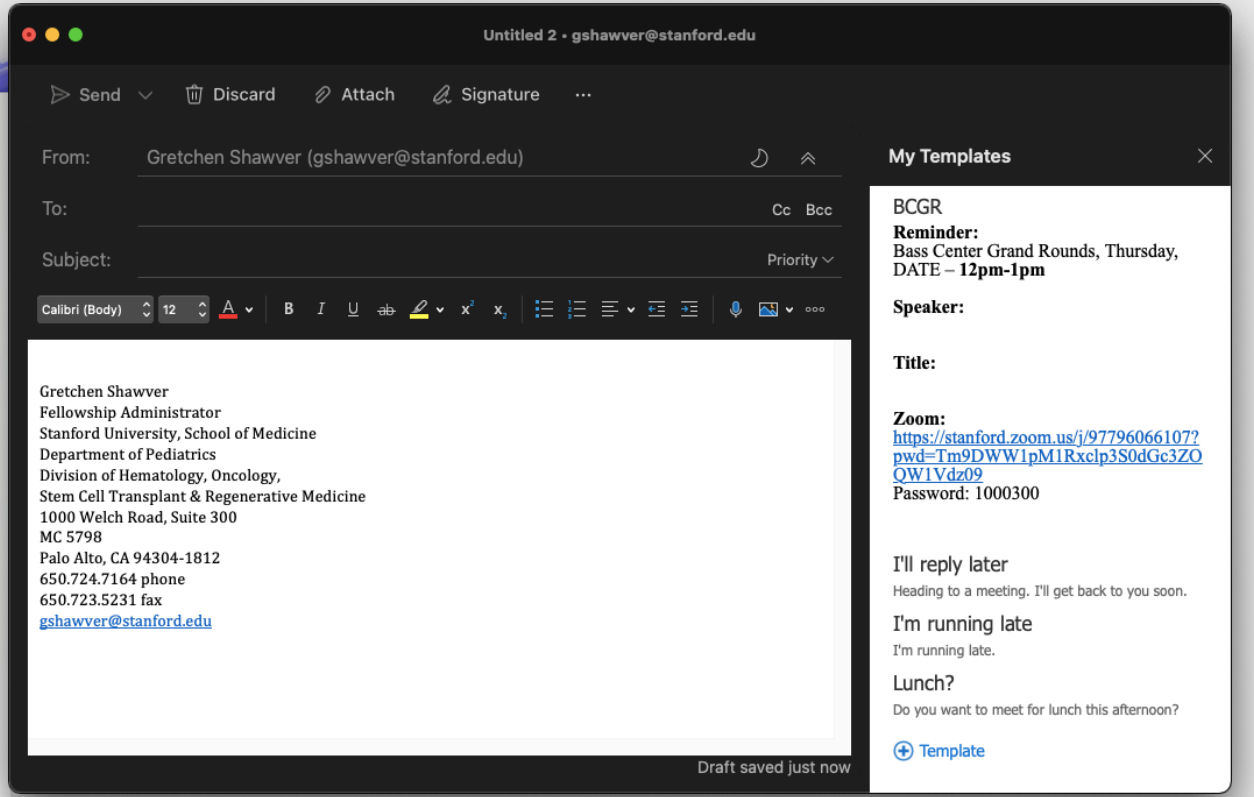


Folders

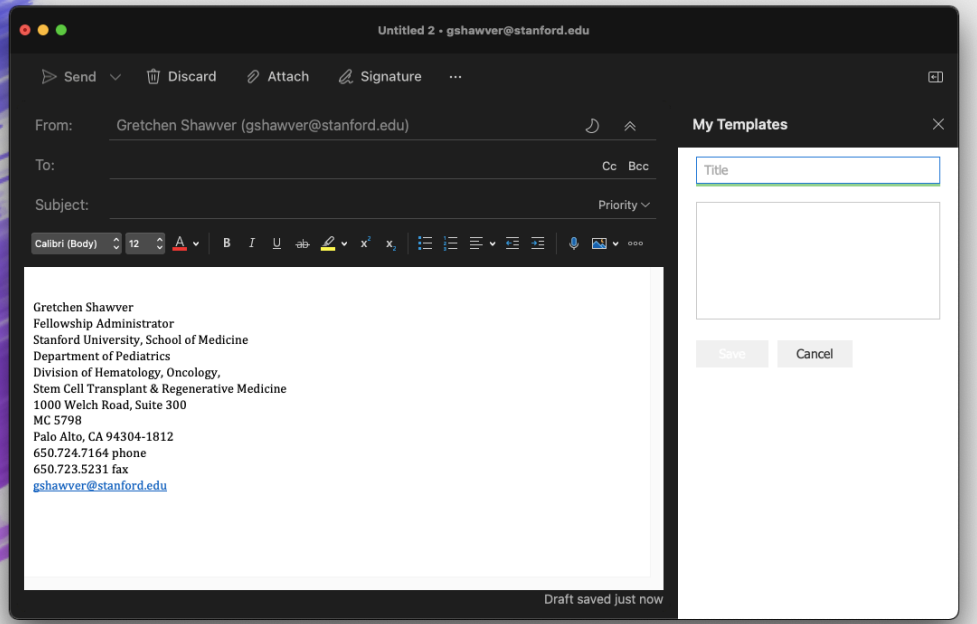
- Right-click where you want to add the folder
- Choose “New Folder”
- Mac Tip:
  - Choose the star icon next to the folder and it is moved to your Favorites



Email Templates

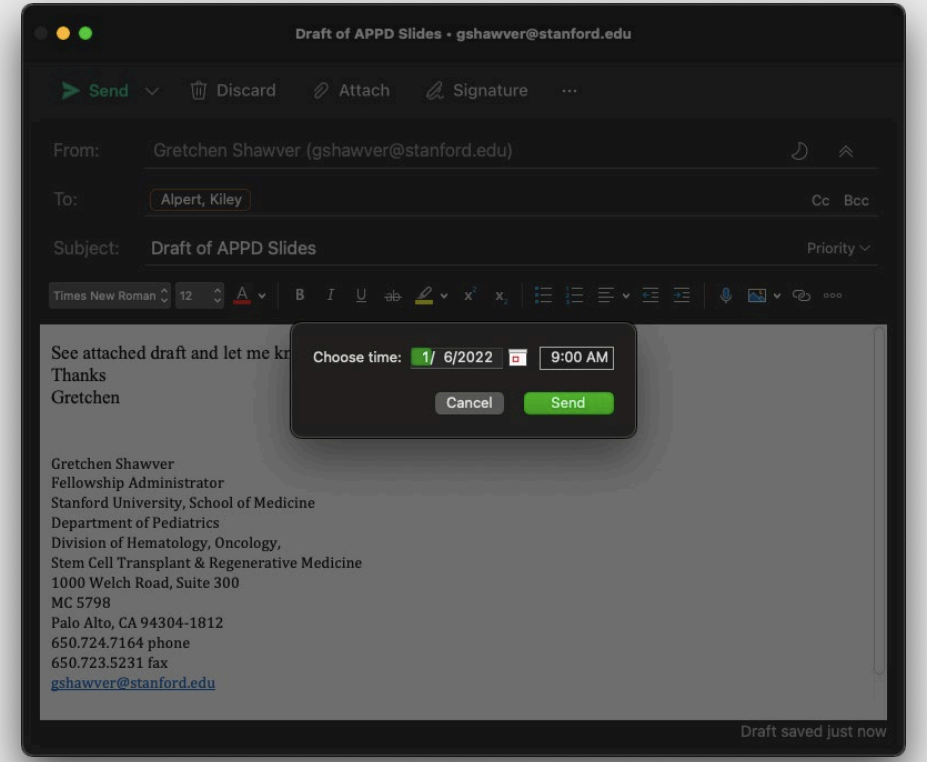


Email Templates



Alternate:
Create a “Signature” with your email template

Schedule Email Delivery

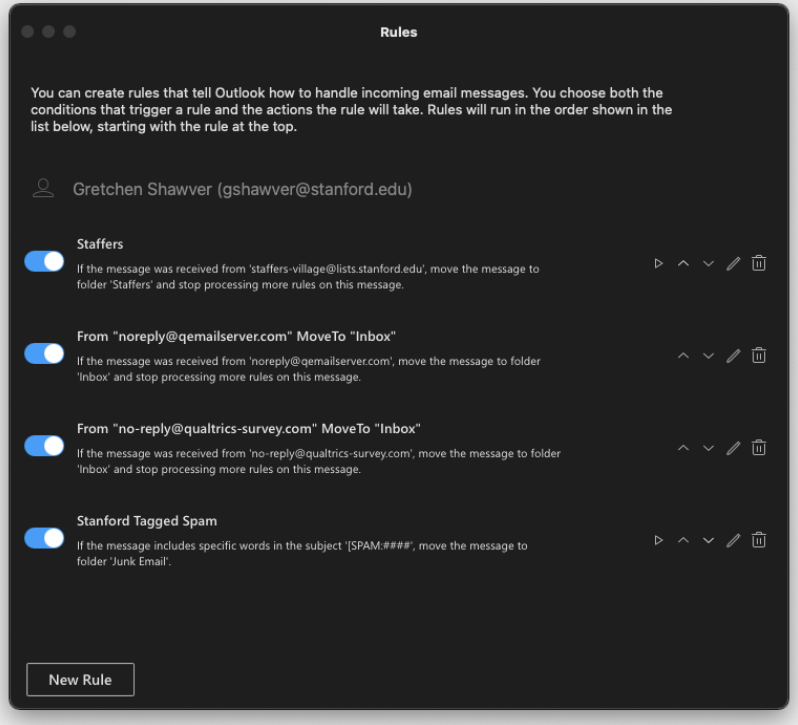


View Options for Emails

- Choose “View” in the tool bar for options
- Show Message Previews
- Show as Conversations
  - Groups by subject
  - Limits emails

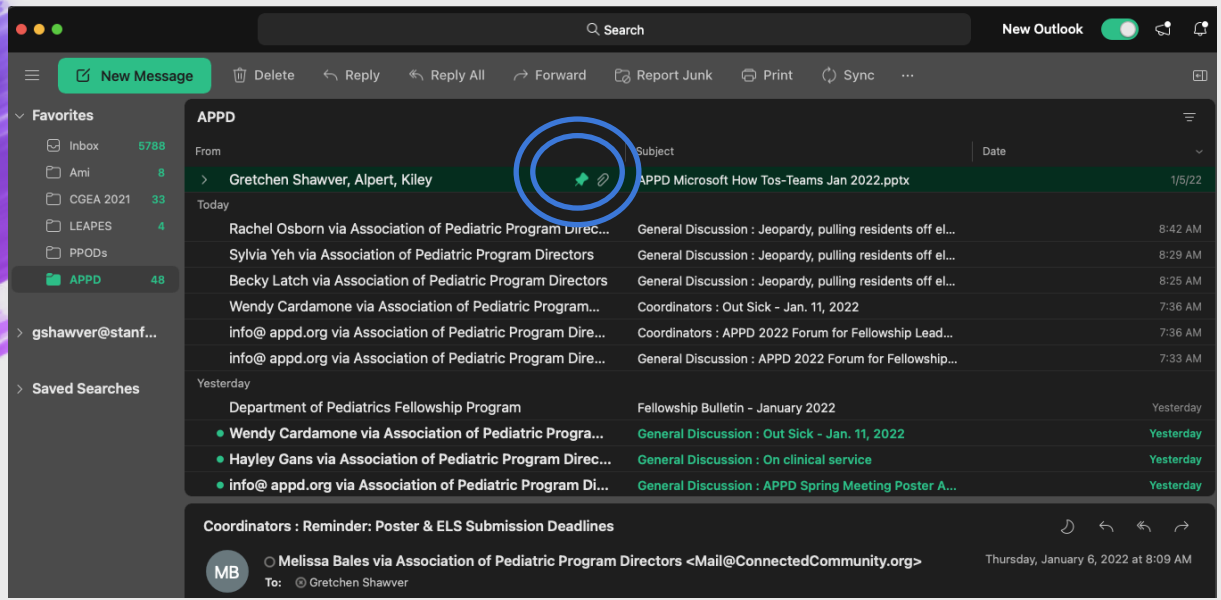
Rules

- Tools-->Rules
- Automatically moves emails into a folder



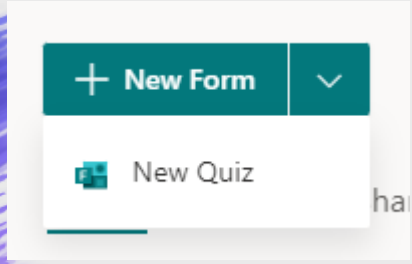
Pinning

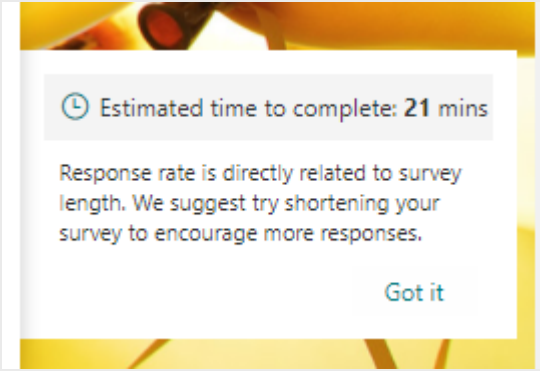
- Email is “pinned” to the top of your email list



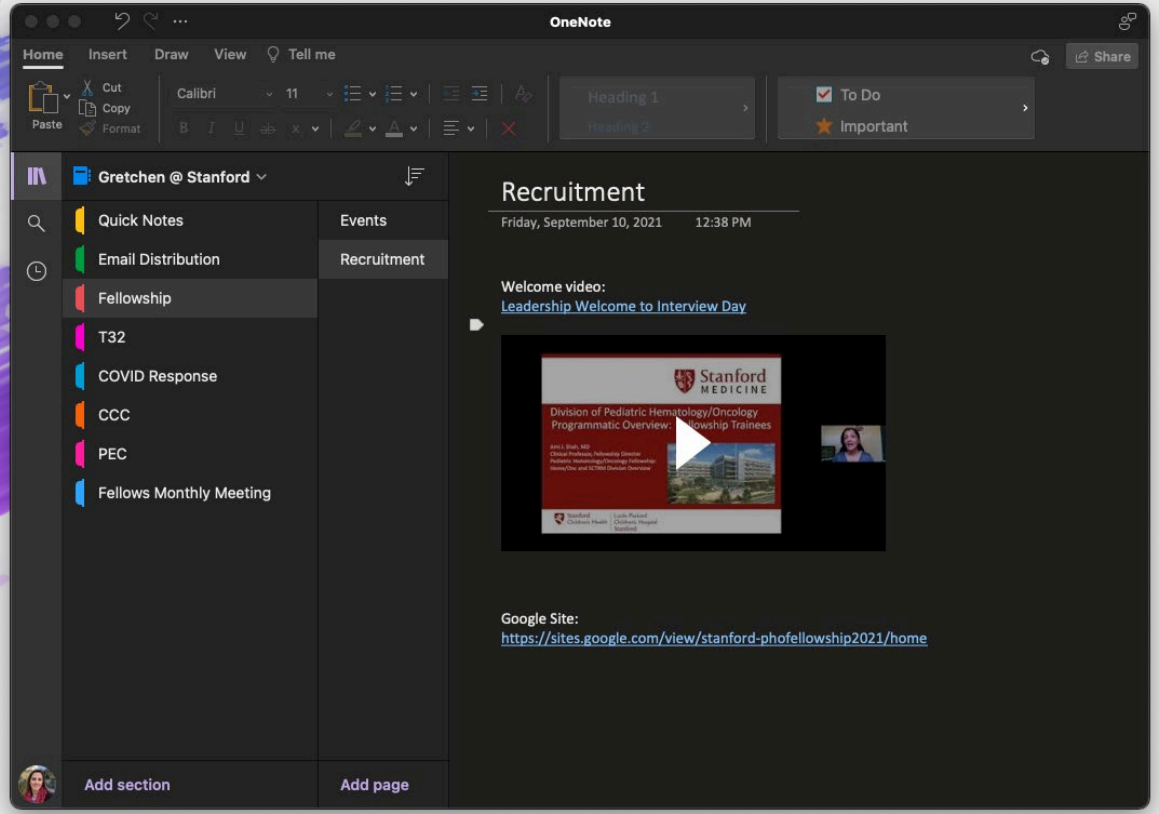
ADDITIONAL TOOLS

Microsoft Forms





OneNote


OneNote
Home
Insert
Draw
View
Tell me
Share
Paste
Cut
Copy
Format
Calibri
11
Heading 1
To Do
Important
Gretchen @ Stanford
Quick Notes
Email Distribution
Fellowship
T32
COVID Response
CCC
PEC
Fellows Monthly Meeting
Events
Recruitment
Add section
Add page
Recruitment
Friday, September 10, 2021 12:38 PM
Welcome video:
Leadership Welcome to Interview Day
Stanford MEDICINE
Division of Pediatric Hematology/Oncology
Google Site:
https://sites.google.com/view/stanford-phofellowship2021/home

Thank you!

Questions/Comments