Become a Zoom expert

Take your Zoom skills to the next level with these articles:

1. Managing Breakout Rooms
   https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms

2. Enabling and adding a co-host
   https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host

3. Top 20 Zoom resources
   https://support.zoom.us/hc/en-us/articles/360042982391

Training Resources

Looking for training? Be sure to check out these resources on our website:

1. Employees Resources page: https://www.templejc.edu/employees

2. eLearning page: https://www.templejc.edu/resources/elearning

Having password problems? Need help logging in?

Stop by in person, email helpdesk@templejc.edu, or call 254-298-8450
Using Microsoft Teams for Education

Microsoft Teams offers everything you need for classes, meetings, assignments, files and collaboration, all in one place. Learn more here: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/education

Microsoft To Do vs. Microsoft Planner

Microsoft has two different programs for managing projects and tasks – Microsoft To Do and Microsoft Planner. Watch this video to learn when to use each – or both – of them: https://support.microsoft.com/en-us/office/to-do-vs-planner-1044280a-3ac9-4006-aa27-f84476a03d23

More about Microsoft To Do

Want to learn more about the Microsoft To Do app? Visit https://www.microsoft.com/en-us/microsoft-365/microsoft-to-do-list-app

Need to schedule a meeting?

There are several different ways to schedule a meeting in Microsoft Outlook. Read this article to learn more: https://support.microsoft.com/en-us/office/schedule-a-meeting-with-other-people-5c9877bc-ab91-4a7c-99fb-b0b68d7ea94f

Getting ahead of ransomware

Ransomware attacks increased dramatically last year, and there is no end in sight. Read this article to learn more about how to stay ahead of cybercriminals in 2021: https://threatpost.com/ransomware-getting-ahead-inevitable-attack/102855/