

# TECHNOLOGY TIPS

Brought to you by the Information Technology Department

## 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>

Video Tutorials & Resources

- [eLearning Student Orientation for Temple College Learners](#)
- [Accessing Content in D2L](#)
- [Using D2L Discussions](#)
- [Using D2L Dropbox](#)
- [Accessing & Using Quizzes in D2L](#)
- [Using Microsoft Teams](#)
- [Internet Service, Internet Browser, Microsoft Office 365 & Miscellaneous Tips](#)
- [Videoconferencing Tips for Students](#)



The Center for Teaching and Learning supports educators by providing resources that enhance the learning environment.

Contact [Kim George](#) for access.

Faculty Professional Development

Staff Professional Development

## Having password problems? Need help logging in?

Stop by in person, email [helpdesk@templejc.edu](mailto:helpdesk@templejc.edu), or call 254-298-8450

# TECHNOLOGY TIPS

Want to know how to do something? Send your suggestions for Technology Tips to [shawn.dach@templejc.edu](mailto:shawn.dach@templejc.edu)

## Using Microsoft Teams for Education

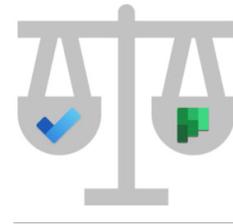
Microsoft Teams offers everything you need for classes, meetings, assignments, files and collaboration, all in one place. Learn more here: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/education>



## 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-1044260a-3ac9-4006-aa27-f84476a03d23>



When to use Microsoft To Do vs. Microsoft Planner

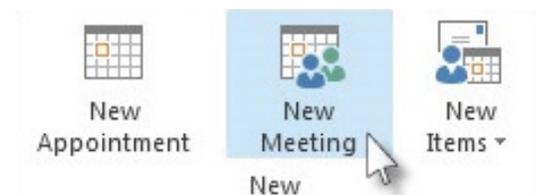
To Do	Planner
Manage individual tasks across To Do, Outlook, and Planner	Your organization has a Microsoft 365 subscription (business, enterprise, or education)
Make daily to-do lists	Manage and schedule teamwork visually
Share specific lists with teammates and friends	Use charts to track progress
	Collaborate across Planner, Teams, and Outlook using Microsoft Groups

## 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/162655/>

