

Alan Price

From: Alan Price
Sent: Sunday, March 15, 2020 7:48 PM
To: Faculty_Official; Student_Official; Staff_Official
Subject: Student laptops, get the Teams app, and attendance (IT Communication 04)
Attachments: Addendum - Microsoft Teams.pdf

Good evening.

Yesterdays abrupt news that we're going online even sooner than planned (which was already soon enough) means we're back with the next round of information for all of you. Our primary mission is now to help students and faculty successfully transition to online course delivery, and the next week (and then some) will be spent doing just that.

Attached is the next release of our Teams Addendum. We know the past seven days have been a firehose deluge eruption tsunami supernova of information, but we will continue to ask for your eyes or ears to help all of you be ready for Wednesday's first online classes and the days and weeks beyond.

Highlights in this release (see page 3)

- Loaners laptops for students – If you don't have a laptop or have an underperforming laptop that won't run Teams then come see us.
- Use the app, not the web! – Download and install Teams. Don't try to use it in a web browser.
- Taking attendance – How to make tracking absences a little easier.
- So long, P: drive – With many students heading home the P: drive is ending early.

Coming soon

- Information about Teams training sessions for employees AND students. Try Teams with our help at your convenience. Make sure your computer is ready before going home. Details later tonight.
- Quick Start for Microsoft OneDrive
- Quick Start for ShoreTel voicemail
- Remote technical assistance and troubleshooting for all Yotes

We added links to the Teams Quick Start Guide on the College's COVID-19 news and resources page. We'll continue to publish all materials and copies of our communications to <https://yotenet.collegeofidaho.edu/cv19> (this link was also added to the main website's update stream).