
STAFF SUMMIT 2016



POWERED BY
KU IT

A New Way to Work: A guide to working more connected using technology

KU INFORMATION
TECHNOLOGY
The University of Kansas

The presentation will begin soon.

PRESENTERS



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PRESENTATION OVERVIEW



What does it mean to work more connected?

What tools can I use to work more connected at KU?

Demo of scenarios

- Real-life scenario
- Demo of solution to try



Next steps

- Training
- What can you do right now



WORK MORE CONNECTED



What does it mean:

Be strategic in choosing the software you use for your daily work life. Choose something that connects with other tools to help you accomplish your goals and tasks.

Think through your tasks:

- What is the most important?
- What do you do the most often?
- Is there a way this can be managed better with technology?

SKYPE FOR BUSINESS

What is it:

- A virtual connection between you and the people you work with that lets you:
 - Share your availability with your colleagues
 - Chat with one or many
 - Skype-to-Skype voice and video calls
 - Hold virtual scheduled or impromptu meetings
 - Present your desktop, programs, and presentations



What does it connect with:

Office 365 OneNote myCommunity Outlook

OUTLOOK

What is it:

- Email and calendaring software by Microsoft



What does it connect with:

Skype for Business OneNote

myCommunity

ONEDRIVE FOR BUSINESS

What is it:

- 1 TB of Personal Online Storage Space
- Share files with internal & external contacts
 - Note: This is the only area in myCommunity where you can share externally.
You can not share entire folders with external contacts—only individual files.



What does it connect with:

Office 365 OneNote myCommunity Office
Mobile Devices

ONENOTE

What is it:

- Digital notetaking software from Microsoft
 - Notebooks > Sections > Pages
 - When stored in OneDrive for Business, you can easily share with KU and non-KU contacts.
 - Multiple people can edit a notebook at the same time.
 - Ability to "sync" notebooks between devices when you store them in your personal OneDrive for Business online storage.
 - No cost to install on any device including mobile devices.



What does it connect with:

Outlook

Skype for Business

Office 365

OneDrive

myCommunity

Office

Visio

What is it:

Office 365 is a subscription-based service that includes both the online web versions and desktop downloads for home use of Microsoft's popular programs and services including:

- Word
- Excel
- PowerPoint
- OneNote



What does it connect with:

OneDrive Skype for Business myCommunity Office
Mobile Devices

What is it:

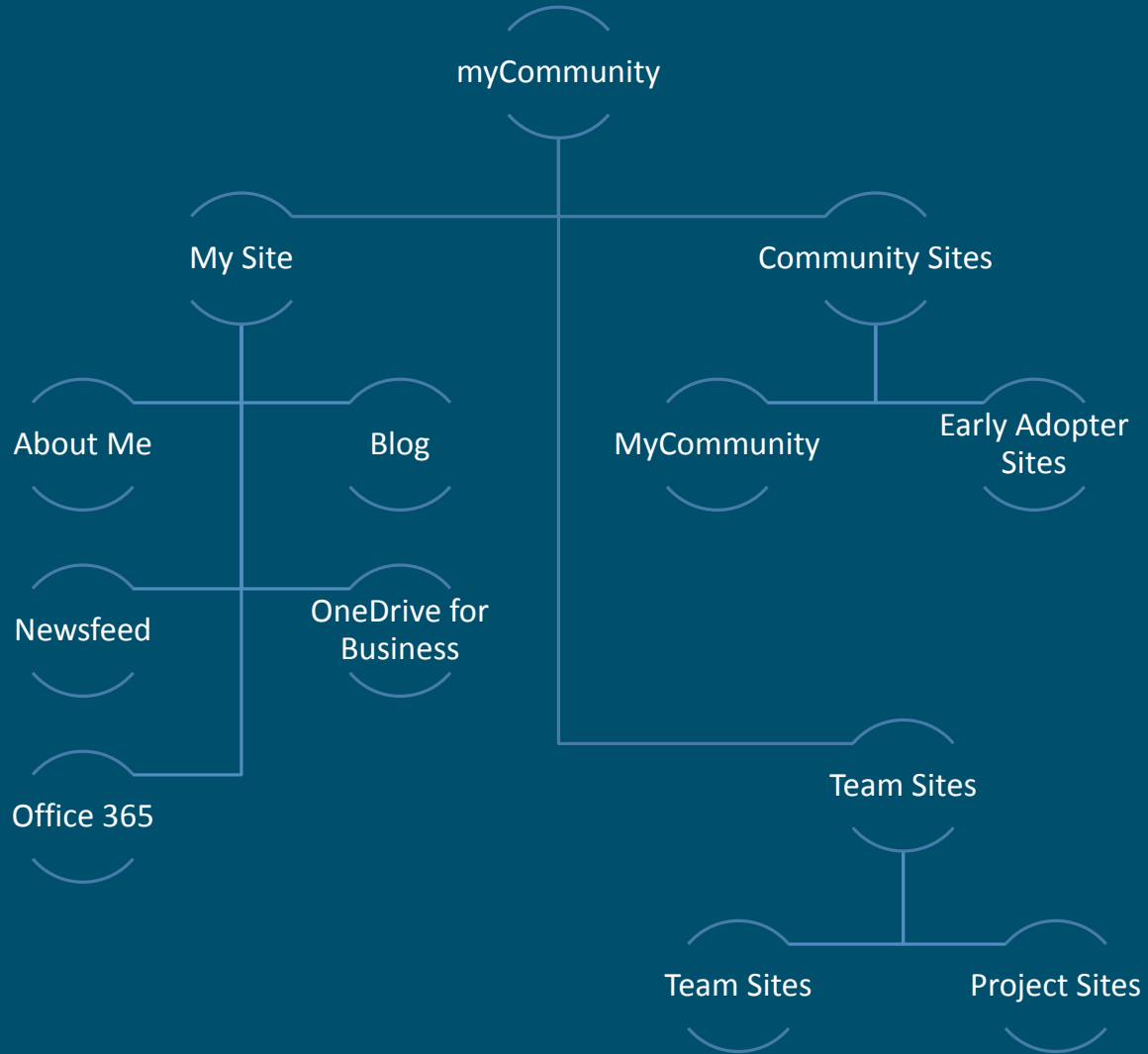
- Powerful set of tools for information sharing and team collaboration built on SharePoint Online technology.
- Sites provide places to capture and share ideas, information, knowledge, documents, and communication.
- You can access content through the browser or through your Office desktop software.
- Access is role-based and permissions are able to be controlled on different levels.



What does it connect with:

Office 365 OneDrive OneNote Outlook
Skype for Business Office

MYCOMMUNITY



QUESTIONS



SCENARIO 1

You take a lot of meeting notes. After the meeting is over, you need to send them out to all attendees with a record of attendance and action items.

QUESTIONS



SCENARIO 2

You share a lot of documents with users internal and external to KU. External users may or may not have Microsoft Office.

QUESTIONS



SCENARIO 3

You keep track of tasks and calendars for a number of different projects and teams.

QUESTIONS



SCENARIO 4

You see a document on a team site and have a question. You can see that the person that last edited the document is online.

QUESTIONS



Suggestions?

QUESTIONS



What can you do right now to get started:

- Launch **Skype for Business** and start using it to instant message.
- Log in to **mycommunity.ku.edu** with your KU Online ID.
- Start using **OneDrive for Business** to store and share your personal files.
 - *Enlist the help of a co-worker to try out the co-authoring features.*
- Create a OneNote notebooks folder in **OneDrive for Business** and then create a new **OneNote notebook** and start using it for meeting notes, personal projects and tasks, etc.
- Talk with your team members and your local IT support staff to see if a **myCommunity team or project site** is right for you.
- Sign up for or request an instructor-led session for you or your team.



IT training opportunities

There are a number of training resources that the IT Training department provides:

- Departmental training
 - Interested in having us over to speak to your department about this topic or another technology? – Visit technology.ku.edu/request-instruction request a training session for your department or email training@ku.edu to speak to one of our instructors.
- Desk-side coaching
 - Want some one-on-one time? – Fill out our desk-side coaching request at technology.ku.edu/request-instruction to meet with an instructor individually.
- Open workshops and Quick Learn webinar series
 - Search and sign up for sessions at workshops.ku.edu.



Presenter follow-up

Once the sessions are over and any outstanding questions have been addressed, the presenter will send an email to all users that have attended the staff summit sessions. The follow-up email will contain:

- Additional learning resources
- Session handouts
- Answers to outstanding questions