



Welcome!

The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk

Have a question during the presentation?

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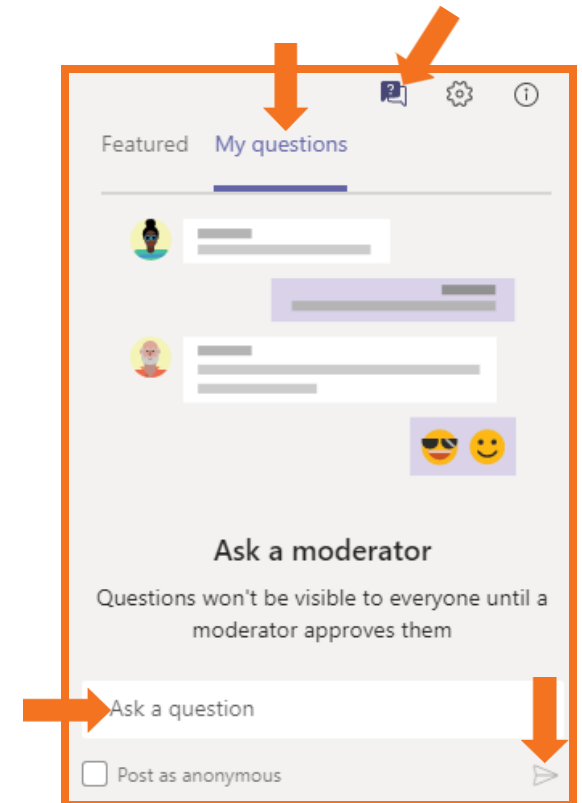


Click the **Q&A** button  on the right.

Select “My questions.”

Type your question in the compose box.

Click the **Send** icon .



Who are we?

PRESENTERS



CELIA MCFADDEN
Manager,
Integrated Solutions Support
UM Information Technology



ASHLEY VALENTIJN
Security Engineer,
Integrated Security Office
UM Information Technology

MODERATOR



EDWIN FLYNN
Systems Analyst,
Integrated Solutions Support
UM Information Technology

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TECH THAT WORKS FOR U

Collaborating at the U? There's an App for That!

AGENDA



Office Mobile



Meetings and Collaboration



Online File-Sharing and Note-Organization Tools



Mobile Device Defense



Next Steps

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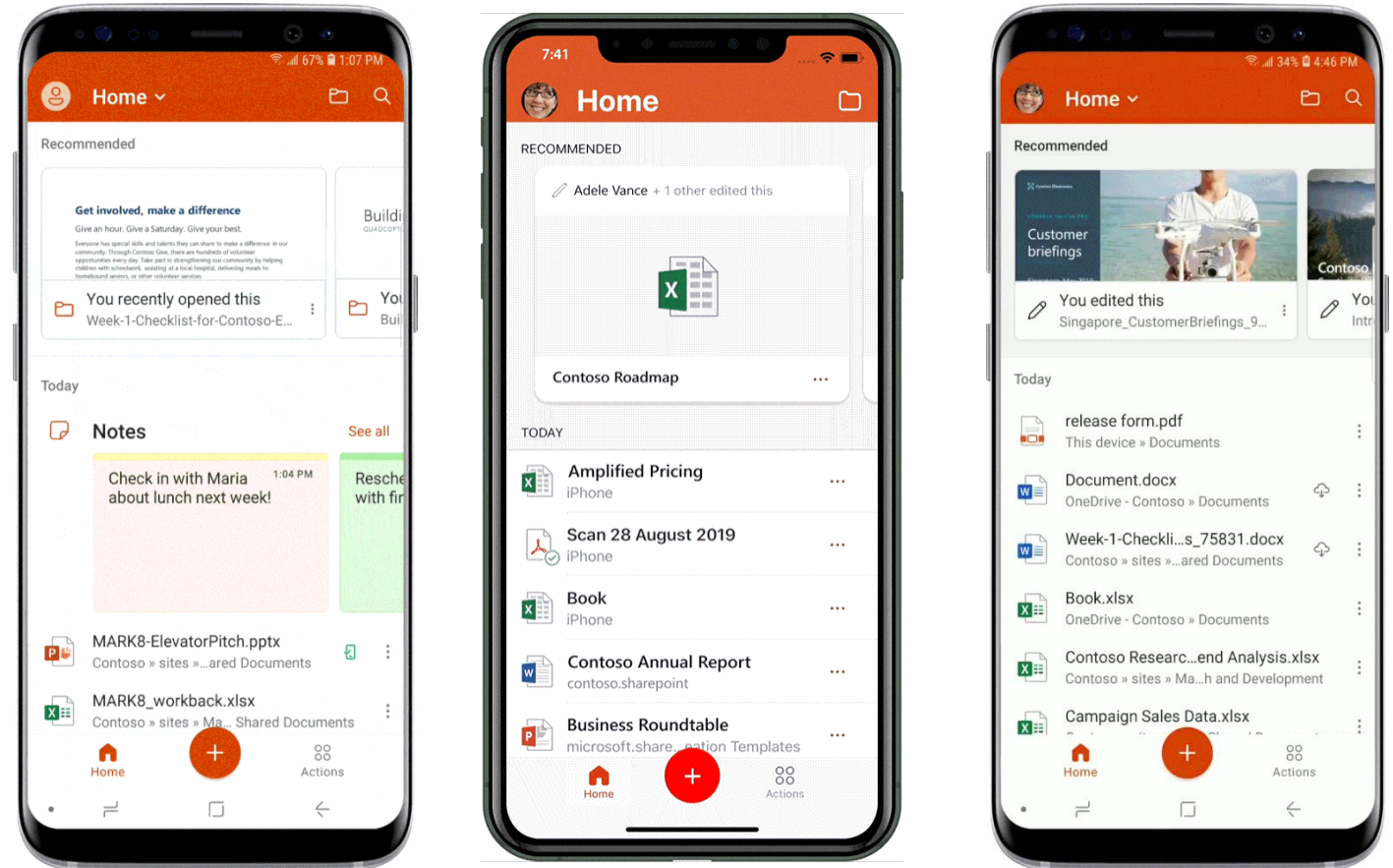


OFFICE MOBILE APPS

The new Office Mobile app combines Word, Excel, and PowerPoint into a single app and introduces new capabilities that enable you to create content and accomplish tasks in uniquely mobile ways to help you achieve more.

Microsoft Office App

- View, edit, and share files without the need to switch between multiple apps.
- Transform pictures into editable Word and Excel files with the press of a button.
- Create and sign PDFs, use Sticky Notes, quickly transfer files between devices, and more.
- Available on iOS and Android.



By default, each person's Office 365 license covers installing Office on up to 5 devices (phones, tablets, or desktops).

Microsoft Office Apps for Mobile

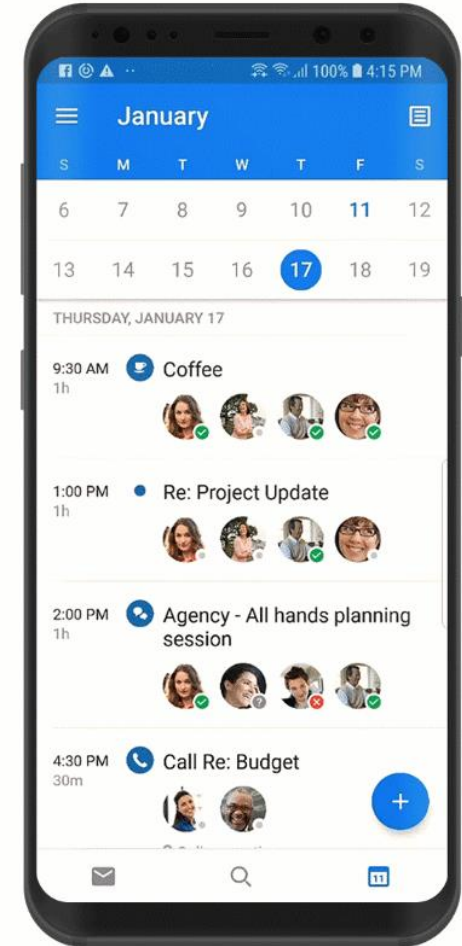
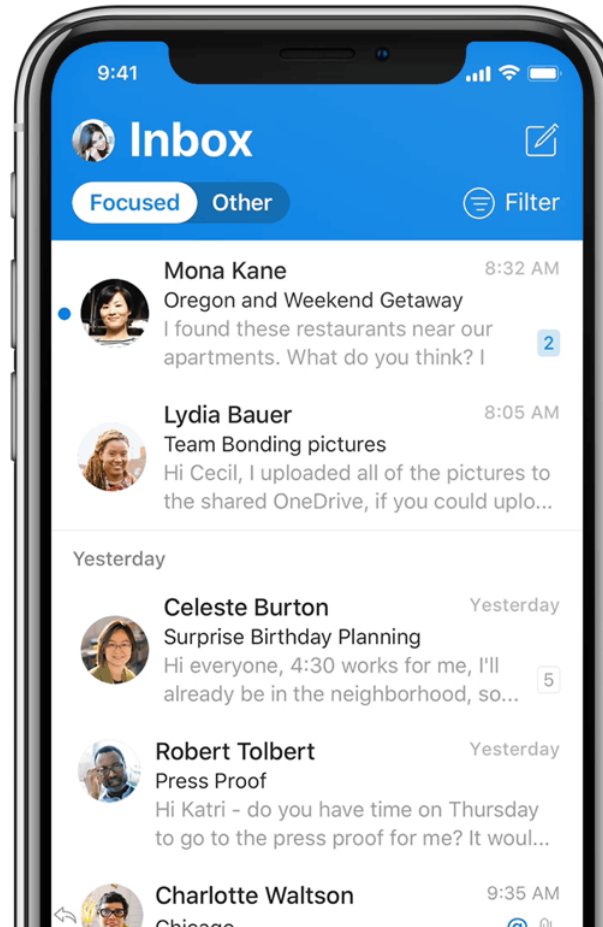
- Office apps designed for mobile devices and tablets.
- View, create, and edit documents, spreadsheets, presentations, and more.
- Creates a simple space to make edits and view and share files.
- Available on iOS and Android.



Outlook mobile delivers a connected experience across email, search and calendar and deeply integrates with Office apps, files and teams to power your productivity and collaboration.

Outlook Mobile App

- Plan meetings, check availability, track RSVPs and share your calendar.
- Use your voice in Outlook for iOS and as a way to shortcut scheduling a meeting, calling one of your contacts from Outlook with your phone or Teams or quickly compose short emails.
- Easily search and find files, contacts and emails. Intelligent calendar reminds you when to leave for meetings.
- Add and access shared mailboxes.
- Available on iOS and Android.





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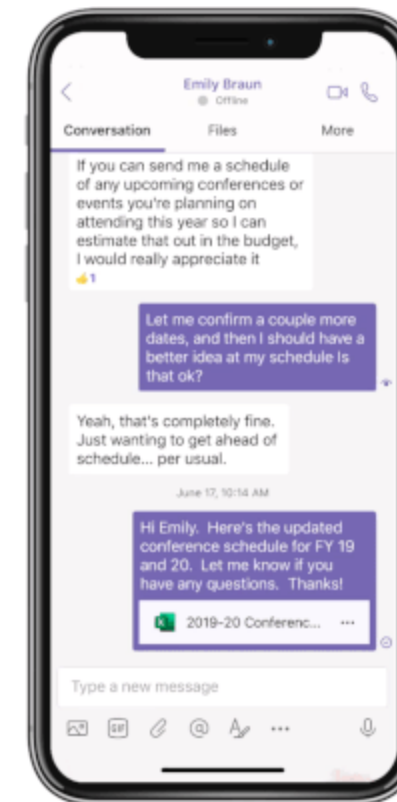
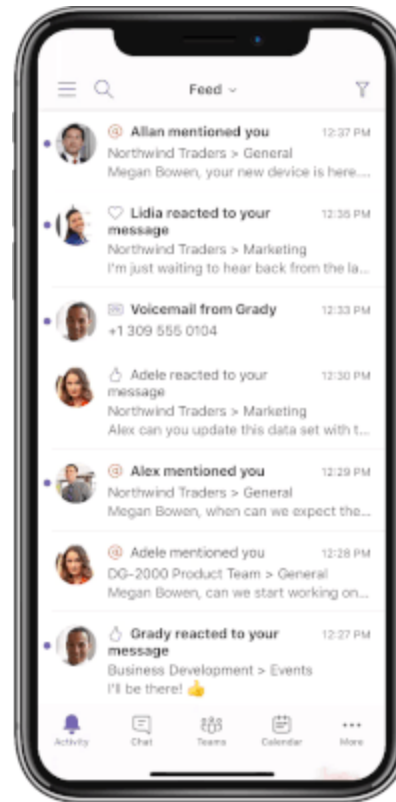


MEETINGS AND COLLABORATION

Meet wherever you are and never miss a meeting. Send an instant message or choose online multi-party audio and HD video to work together face-to-face, virtually anywhere.

Teams Mobile

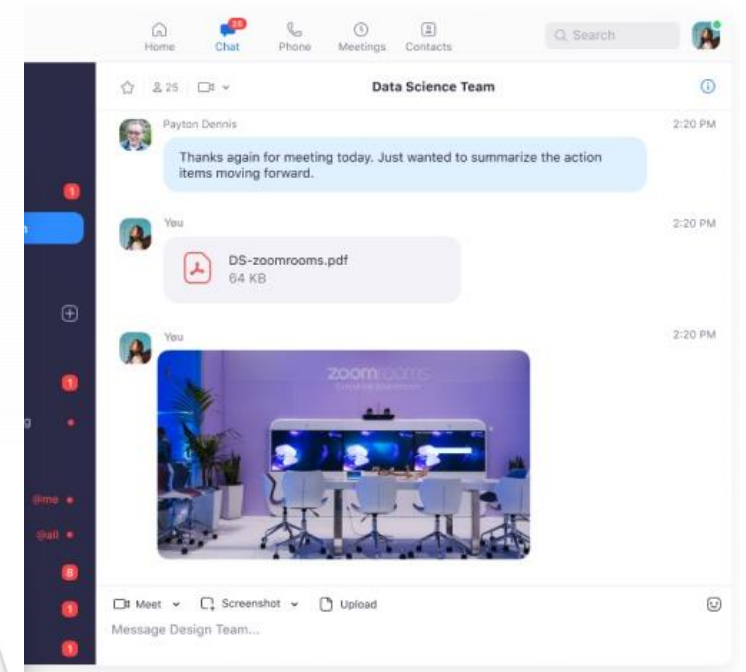
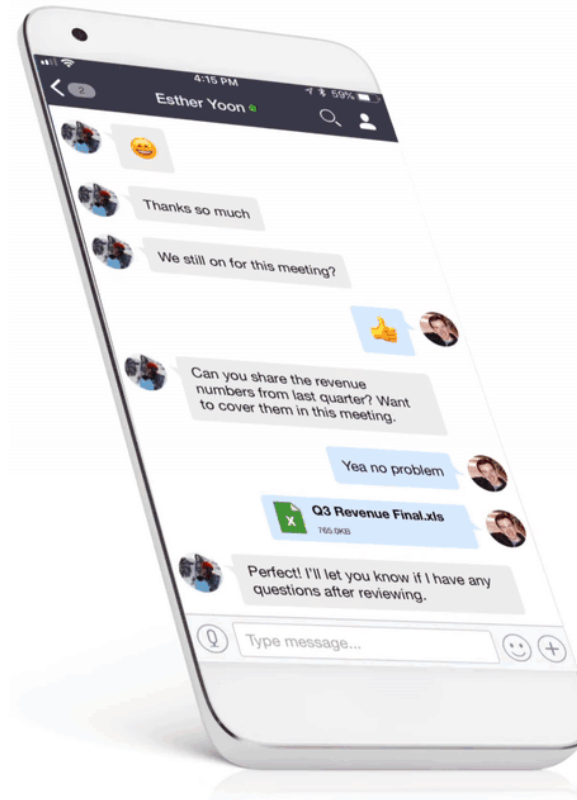
- Join a meeting (via audio and/or video).
- Send chat messages.
- Reply to conversations.
- Post on the fly pictures or photos to conversations.
- Enable quiet hours & quiet days.
- Share content in a meeting from your cell phone.
- Send Audio messages.
- Utilize Microsoft Lists.
- Use Office lens.
- Triage your notifications with a quick swipe.



Zoom Meetings for mobile allows you to stay connected wherever you go. You can start or join a secure meeting with flawless video and audio, instant screen sharing, and cross-platform instant messaging.

Zoom Mobile

- Easily join a meeting or start an instant meeting
- Utilize Virtual Backgrounds (iPhone 8+ required)
- Co-annotate over shared content
- Real-time whiteboard collaboration on iPad
- Safe driving mode while on the road and works with Apple Carplay
- Communicate instantly on Zoom Chat
- Instantly start a meeting or phone call
- Join Zoom Webinars as a view-only participant or panelist



MEETINGS AND COLLABORATION APPS - DEMONSTRATION



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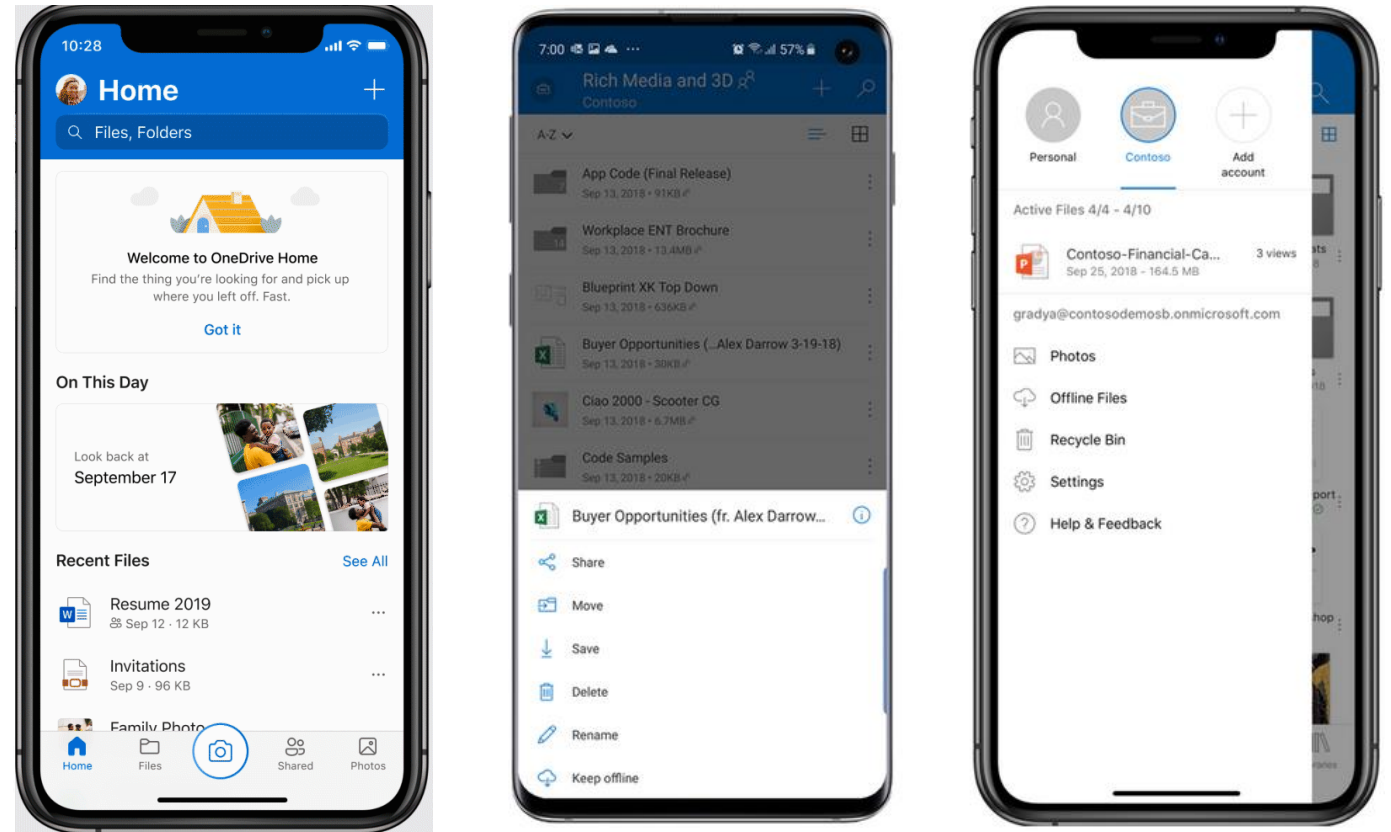


FILE-SHARING AND NOTE-ORGANIZATION

When you're constantly on the move, whether working at home or during your commute, saving your files to the cloud in OneDrive for Business lets you access your files from anywhere and on any device.

OneDrive Mobile

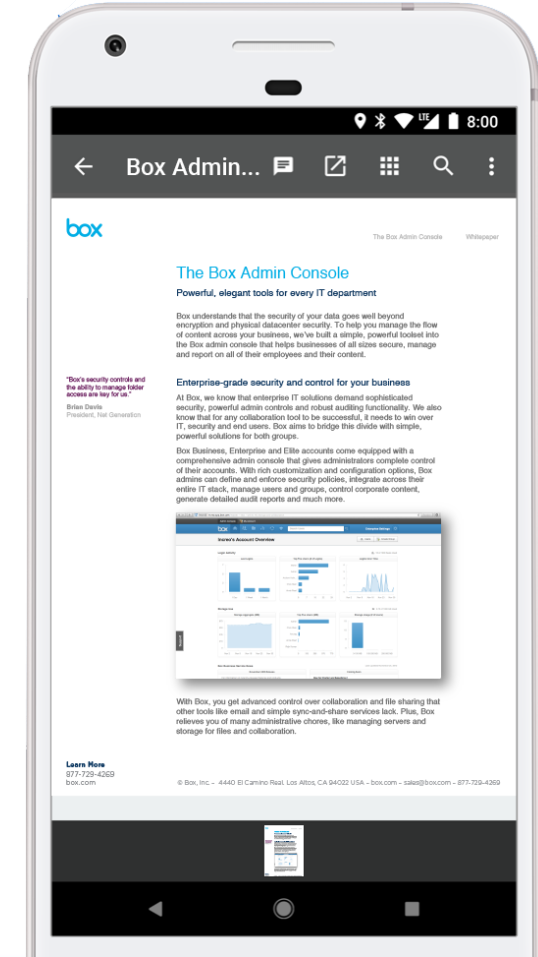
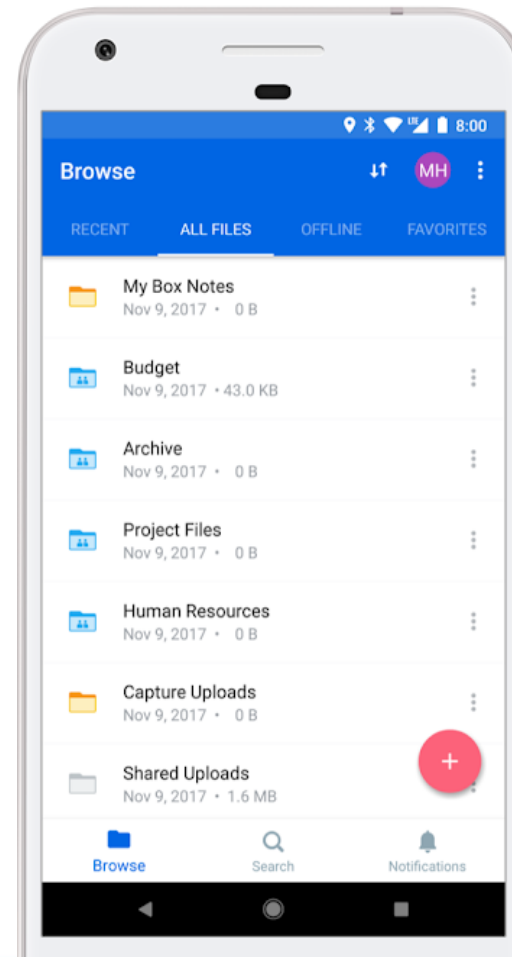
- Collaborate and share on the go with OneDrive + Office.
- Built-in scanning capabilities that allow you to digitize content with Office Lens.
- Automatically sync your files to your desktop.
- Work with files offline.
- Access files on Windows, Mac, or mobile devices.
- Print a file right from your phone.



The Box mobile app give you the power and simplicity of Box in your hand. Create, view, edit, and share content on the go, all from your mobile device.

Box Mobile

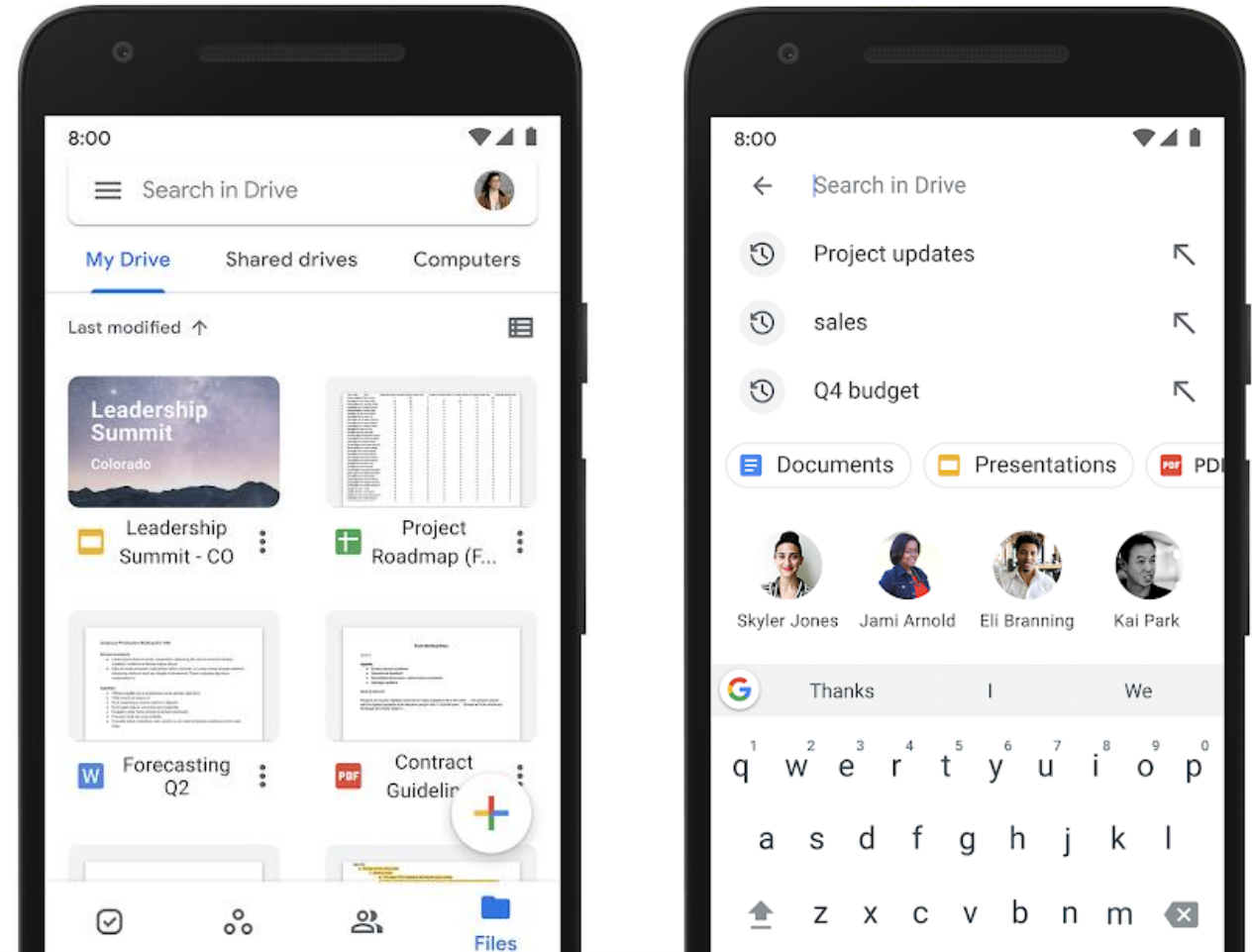
- Access and work on all your files at your fingertips.
- Share important documents, contracts, visuals and more.
- Preview 200+ file types with full screen quality.
- Give feedback from anywhere by commenting and mentioning colleagues and partners.
- Save files for offline access.

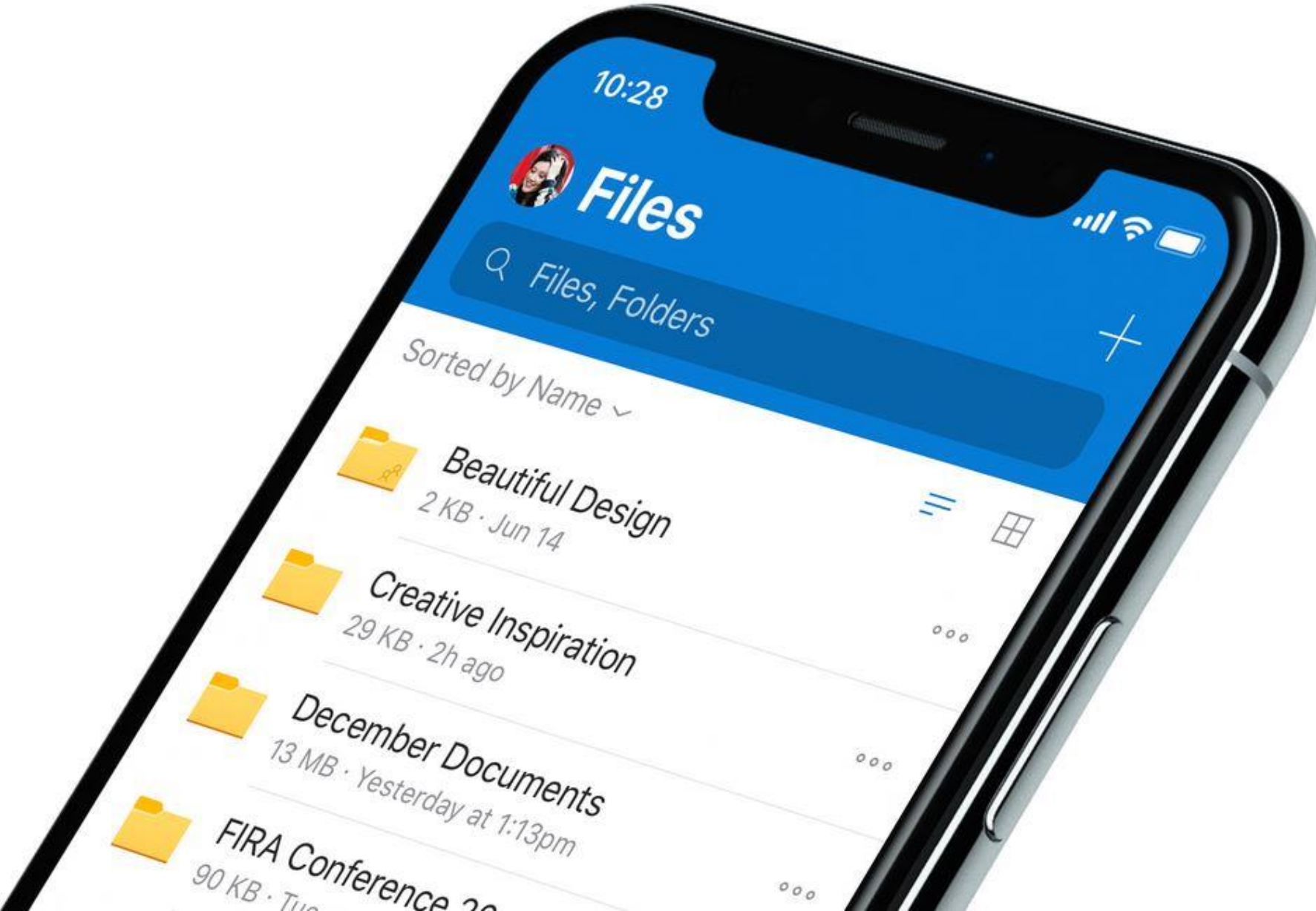


Google Drive is a safe place to back up and access all your files from any device. Easily invite others to view, edit, or leave comments on any of your files or folders.

Google Drive for Mobile

- Safely store and access your files anywhere.
- Access your files and shared drives.
- View a file's version history as far back as 30 days on most file types.
- Enable the privacy screen to lock the app whenever it's not in use.
- View your content on the go while offline.
- Scan and store all your paper documents as PDFs using your Android's camera.

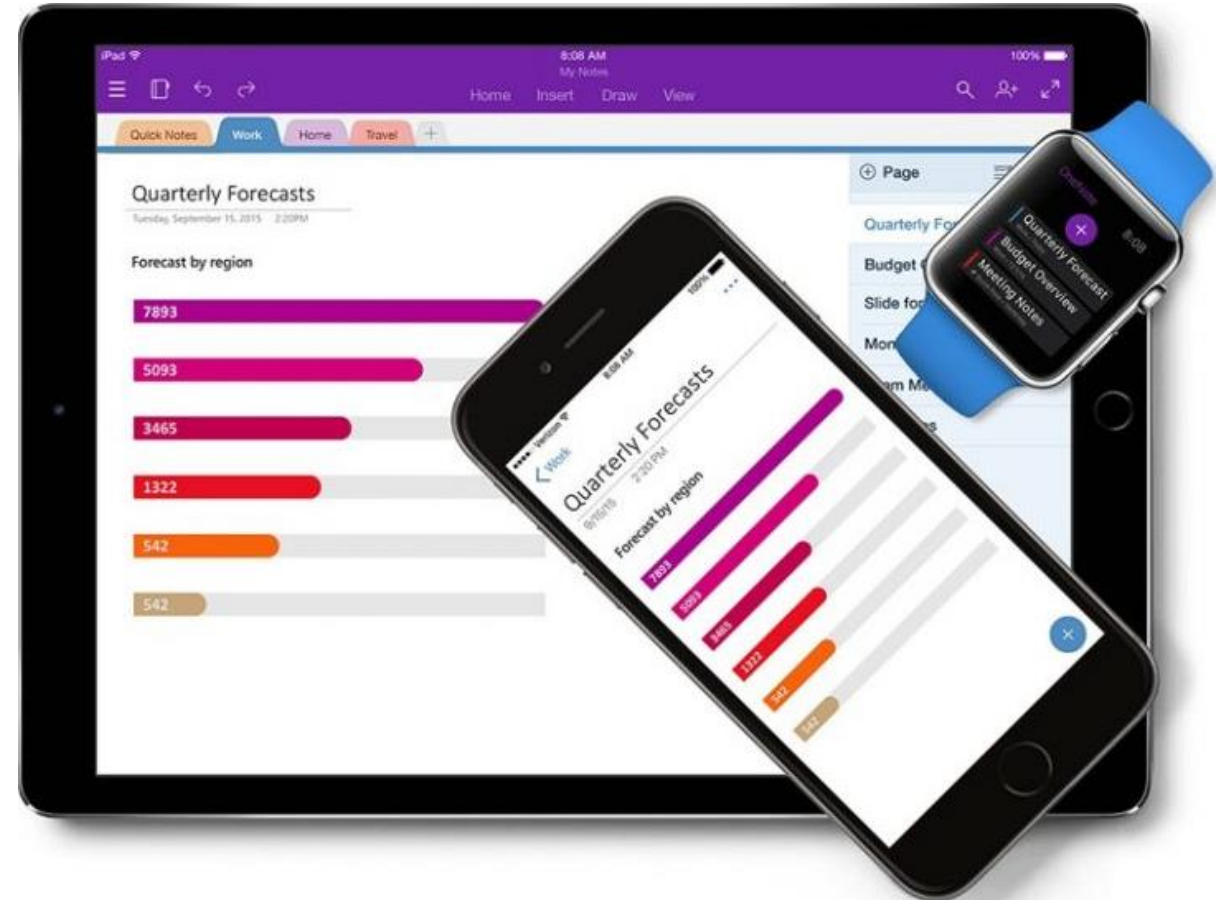


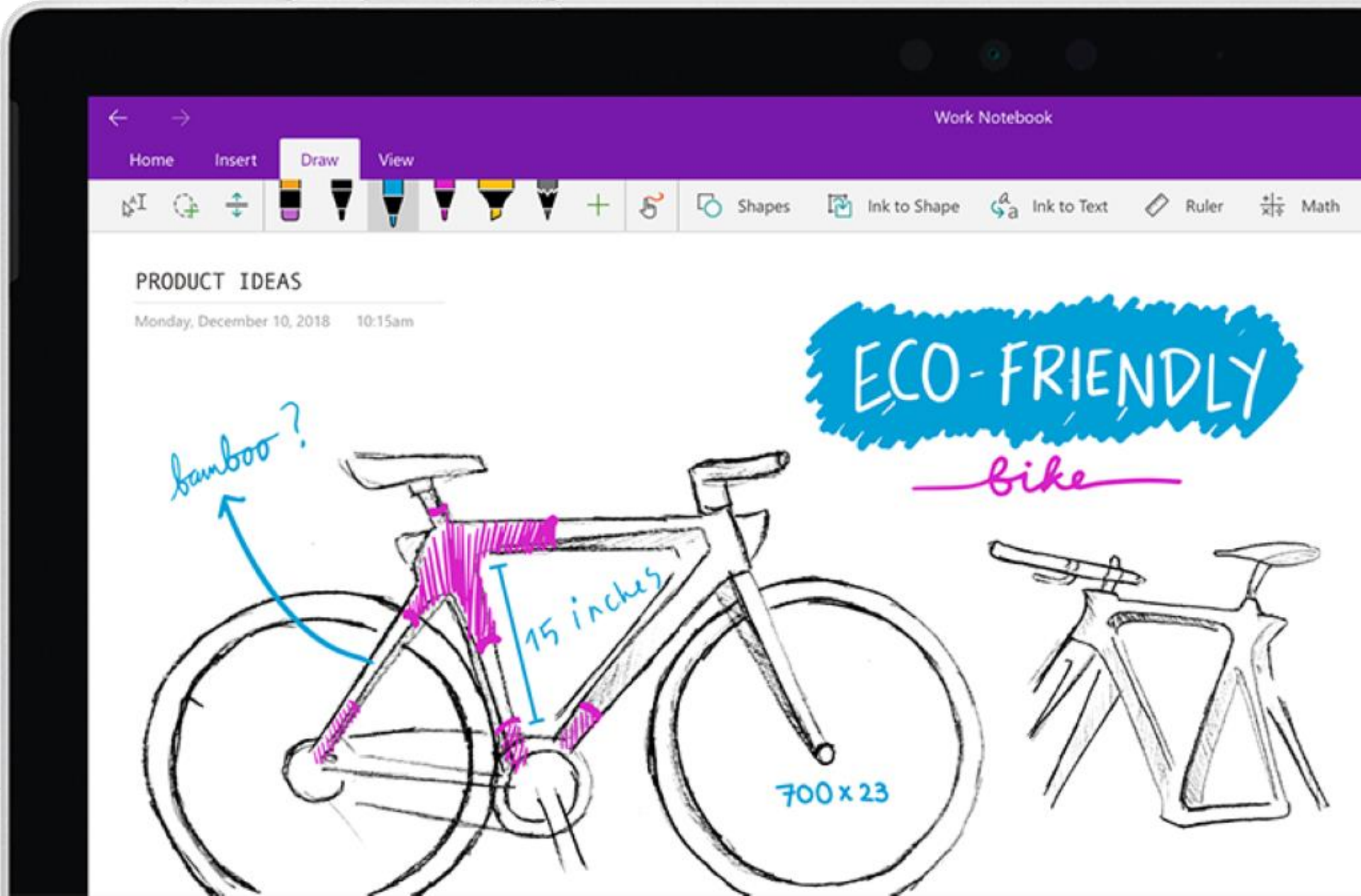


Organize your thoughts, discoveries, and ideas and simplify planning important moments in your life with your digital notepad. Microsoft OneNote lets you take notes on your phone and sync them across all your devices.

OneNote

- Type, write or draw with the free form feel of pen to paper.
- Organize notes with sections and pages to separate thoughts by theme at school, home or work.
- Search and clip from the web to picture ideas.
- Shape notes with points pulled from Outlook email or embed an Excel table.
- Use Class Notebooks to create a collaborative space or give individuals in private notebook.
- Collaborate in real time to stay in sync and on the same page.





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MOBILE DEVICE DEFENSE

Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

Security Settings

- Encrypt your mobile devices by enabling a PIN, password, pattern, or biometric, like FaceID or fingerprint to unlock your phone.
- Set your devices to lock after ten failed passcode attempts.
- Turn on the “Find my Phone” feature.
- Enable inactivity timeout to 15 minutes or less.



Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

Applications and Updates

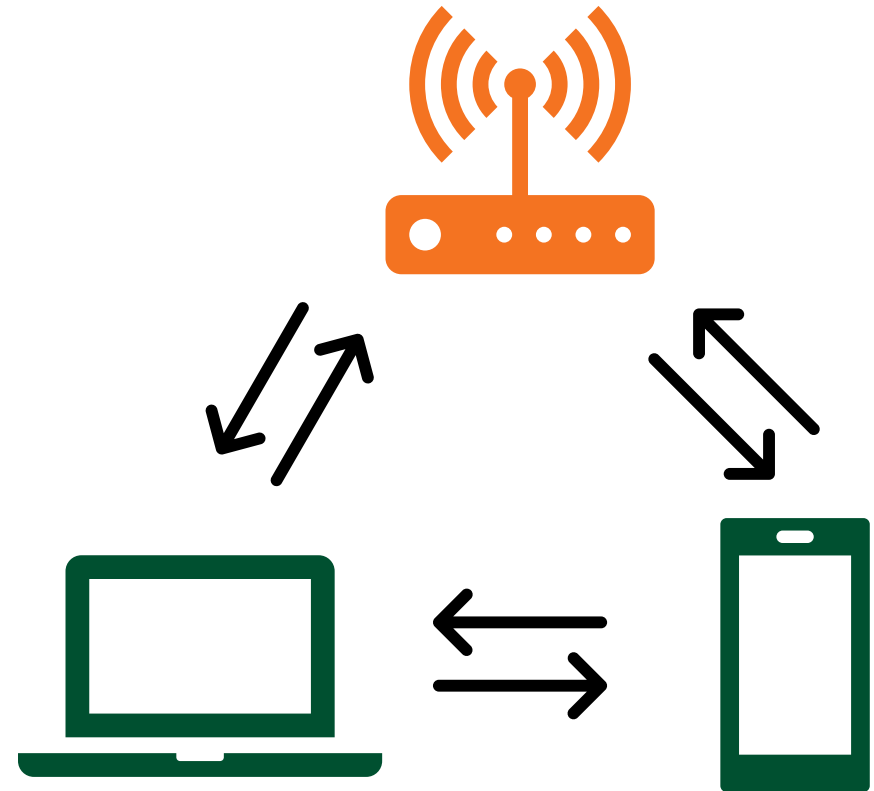
- Routinely update the operating system and the applications installed.
- Use verified app stores for your specific device.
- Do not jailbreak or root your phone.
- Use multi-factor authentication when accessing:
 - University Data (DUO)
 - Where possible, such as personal email and bank accounts



Practicing good mobile device security practices helps ensure the safety of your device, especially while out in the public space.

Connecting to Network Wi-Fi

- When accessing University information resources, connect to:
 - Secure Wireless
 - Cellular data
 - Pulse Secure Virtual Private Network (VPN)
 - Other University provided tools for remote access
- Turn off auto-connect to open Wi-Fi networks in the device's settings.



Suspect a security incident on a University Device or of University Data?

- Examples: Device Theft, Ransomware, Phishing



Immediately Report:

- Coral Gables/RSMAS
 - Email: **help@miami.edu**
- UHealth/Medical
 - Email: **help@med.miami.edu**

Traveling Abroad

- Traveling outside the United States with University Device or working on University Data abroad?
 - Call: **(305) 284-9558**
 - Email: **exportcontrol@miami.edu**



Security Policies

- [Mobile Computing Device Policy](#)
- [University of Miami Information Security Website](#)
- [University of Miami Virtual Private Network \(VPN\)](#)
- [University of Miami Policies and Procedures](#)



Any Questions?

University of Miami
Information Security Office
infosec@miami.edu

NEXT STEPS

**TECH THAT
WORKS FOR U**

TECH TALK SERIES

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Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/37Tmope>





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ANY QUESTIONS?

ANY FEEDBACK?

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**Thank you
for attending!**

VIDEO CONFERENCE TIPS

These simple tips will help you to have a collaborative and productive virtual meeting:



APPEAR ON
Your face is
engaging.

AVOID DISTRACTIONS

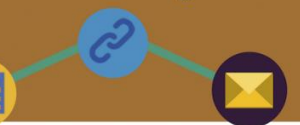
Join from a place
where you can
focus.



**MUTE
YOURSELF**
when you're
not speaking.

INCLUDE THE LINK

Put your video conference
link in the meeting
invitation and agenda.



TESTING 1, 2, 3

Check your system
in advance. If
you need
help, ask
for it!



For more tips, visit UIT's video conferencing webpage:
stanford.edu/videoconferencing/meeting-etiquette

