

# *AEC IT Quick Reference Guide.*



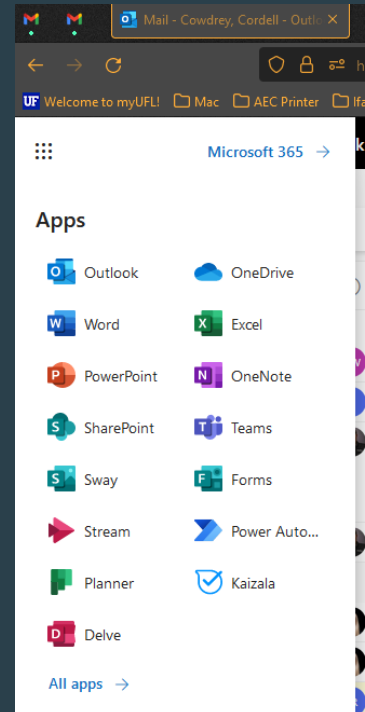
Office 365

# UF Machines

- All UF machines in AEC has Microsoft Office installed.



- UF also allows you to use these products via the web browser,  
Log into <https://www.mail.ufl.edu/>  
On the top right click the dot board  
you will be able to access these products.



It is recommended that you use the software installed on the machine and not the online apps while on a UF Machine.

# OneDrive

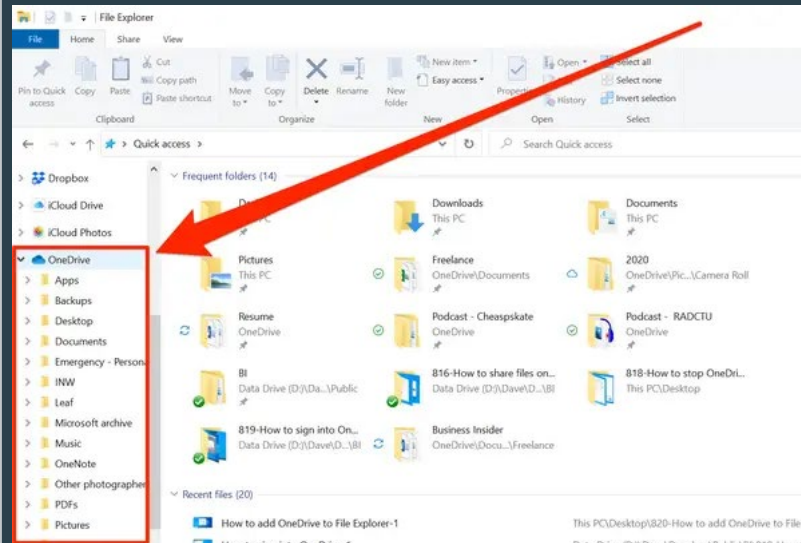
OneDrive is Microsoft's cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

It is AEC's policy that you store your data in OneDrive.

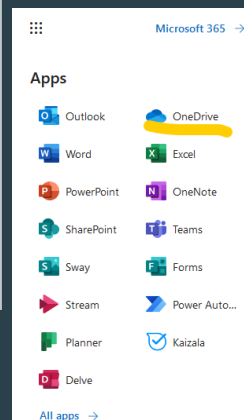
OneDrive can be found in many different places on your machine:



The taskbar by the clock.



Inside your file explorer or Finder for a Mac .



Online through Office 365.

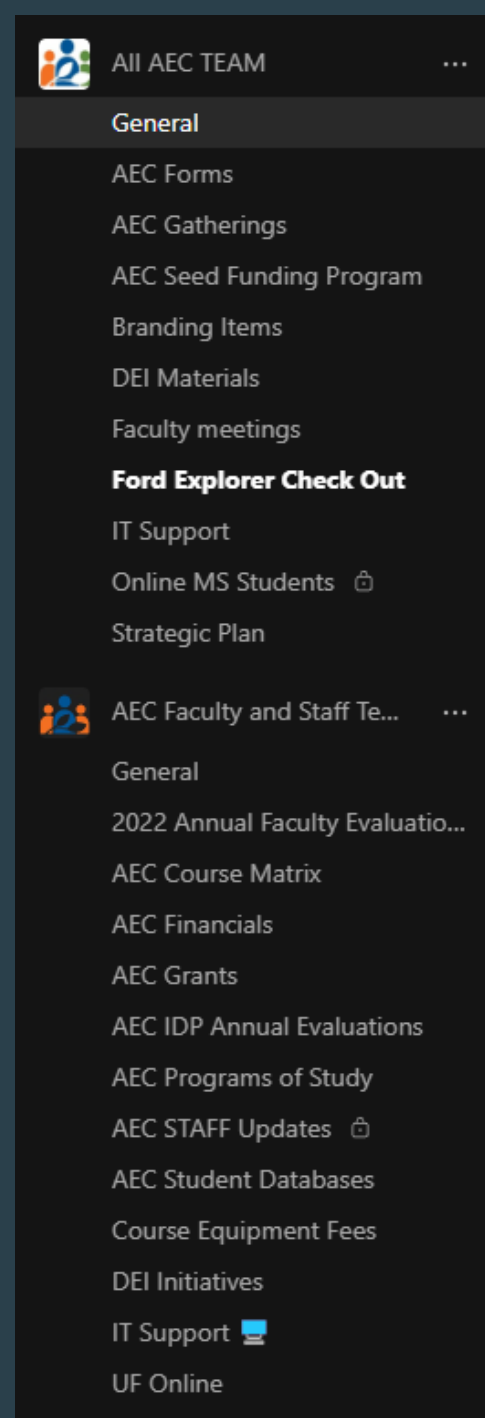


## IT fun facts:

1. All UF machines will have OneDrive installed
2. You can install OneDrive on your personal device
3. If your computer stops working and you choose not to use OneDrive all your data could potentially be lost.

# Teams

Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.



AEC uses these 2 Teams to communicate and collaborate.

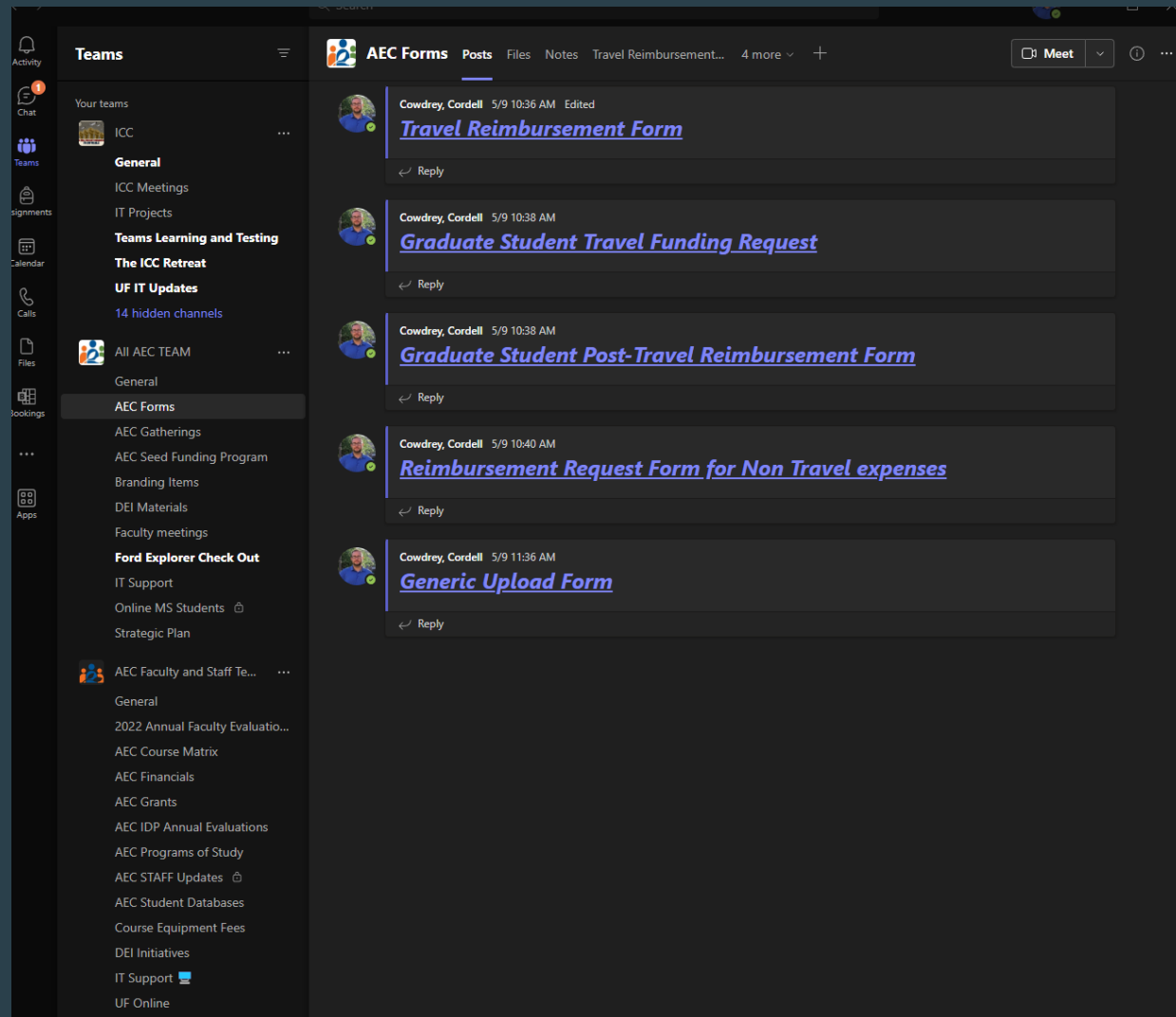


## IT fun facts:

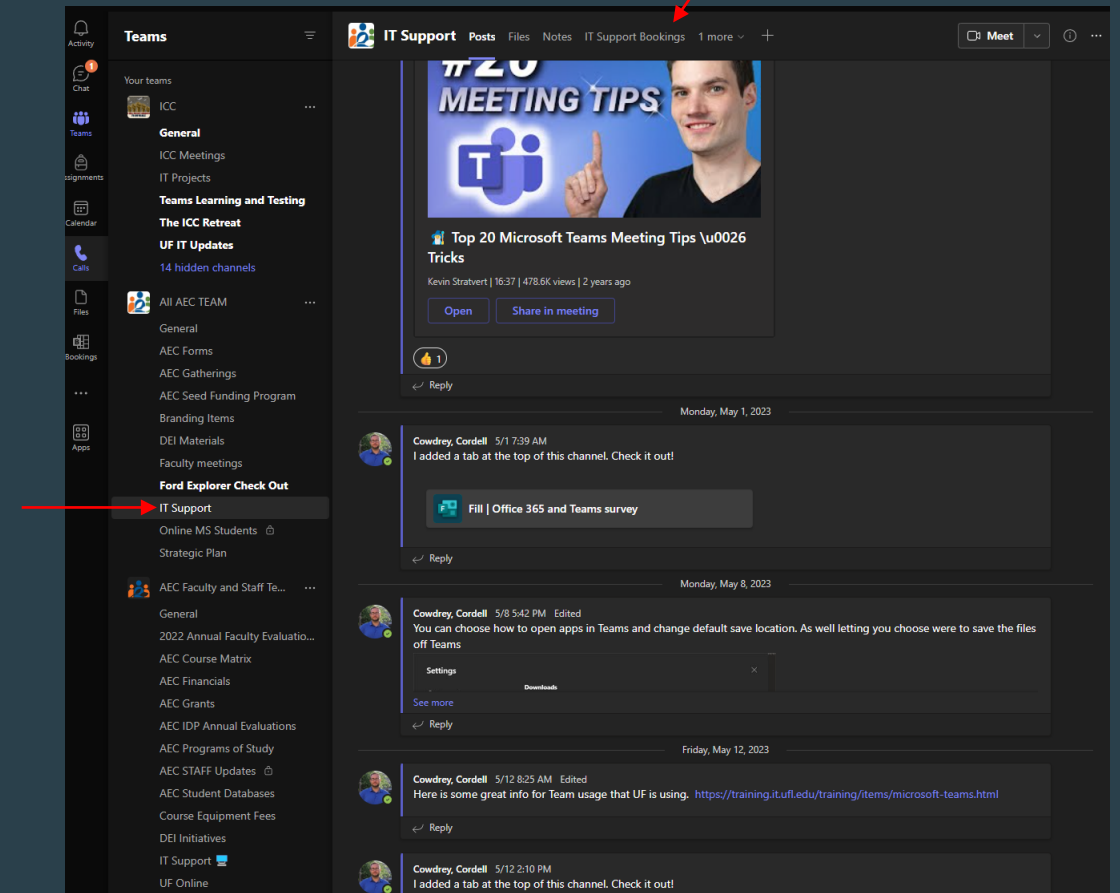
1. All UF machines have Teams installed.
2. You can map channels to your OneDrive.
3. You can create groups without creating a new team or channel.
4. You can record and transcribe any meeting or call you make.

# Teams Cont.

- AEC Forms is a one stop shop for submitting AEC Forms.

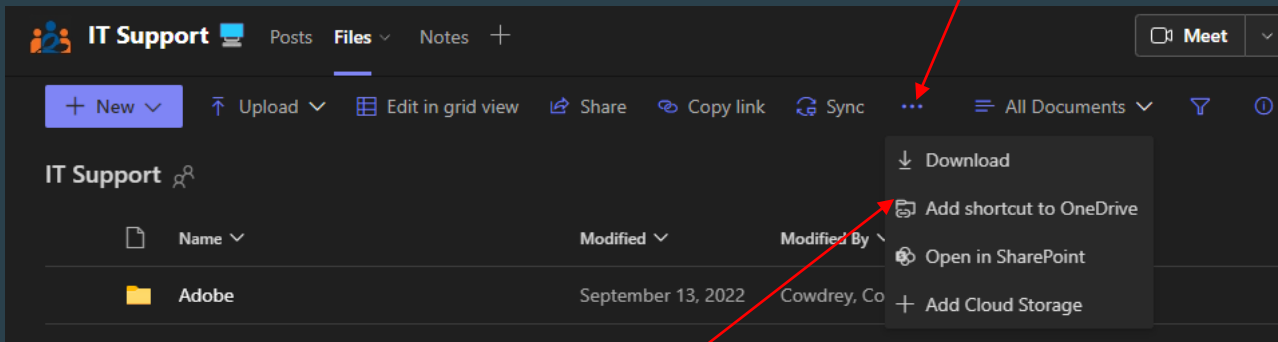



- The IT Support channel has great info for review.
- You can also book an IT specialist if you need help with technology.



# Teams Cont.

Did you know you can add a Teams folder to your OneDrive? To do so go to the folder you want to add and click the 3 dots then “Add shortcut to OneDrive”.



- You will now see the folder in OneDrive signified with a lock. >  IT Support

IT Fun Fact: Once added you can upload files to this folder and update the files within and it will automatically sync with Teams.

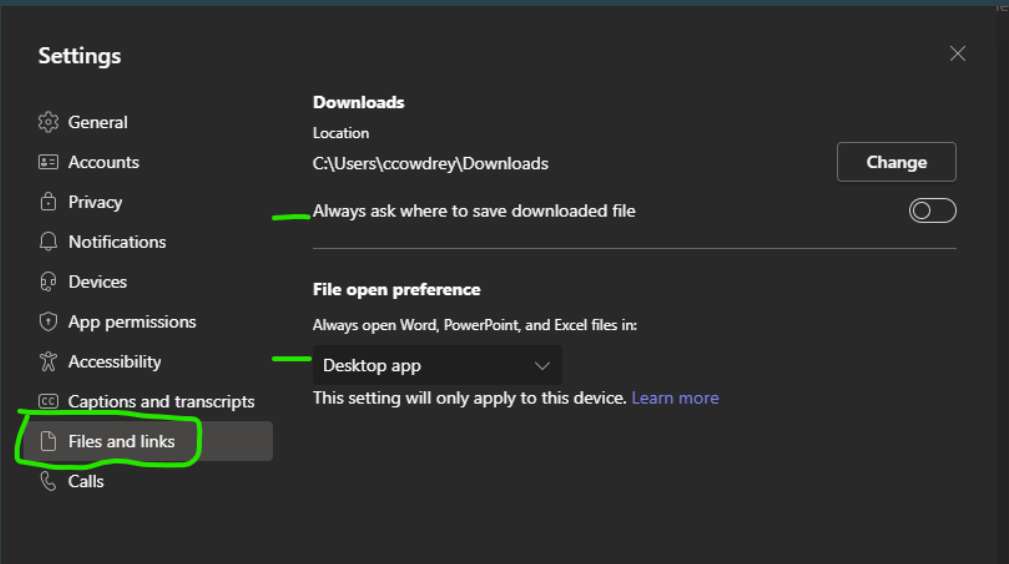


# Teams Cont.

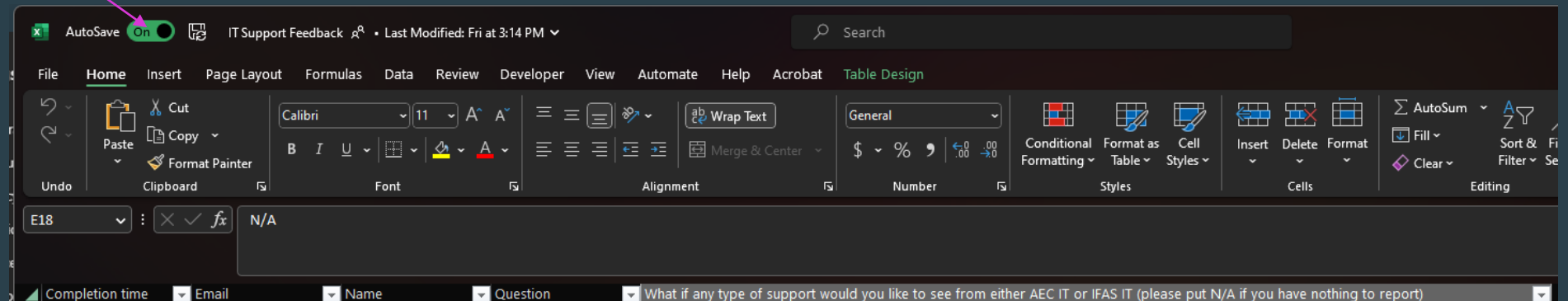
## IT Fun Fact:

A web browser application will not use the internal hardware resources a machine has.

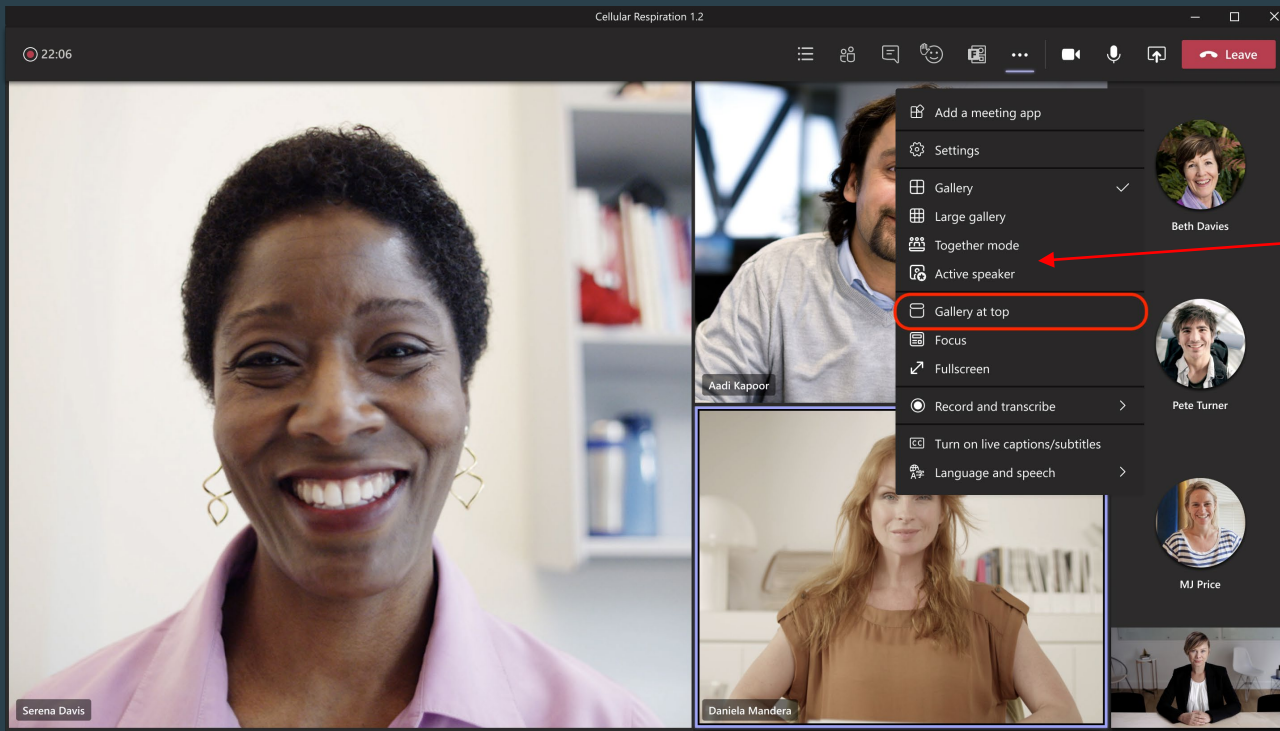
It is highly recommended that you have the files in Teams open in the desktop app.



This way your files open in the respected app and autosave should be on.

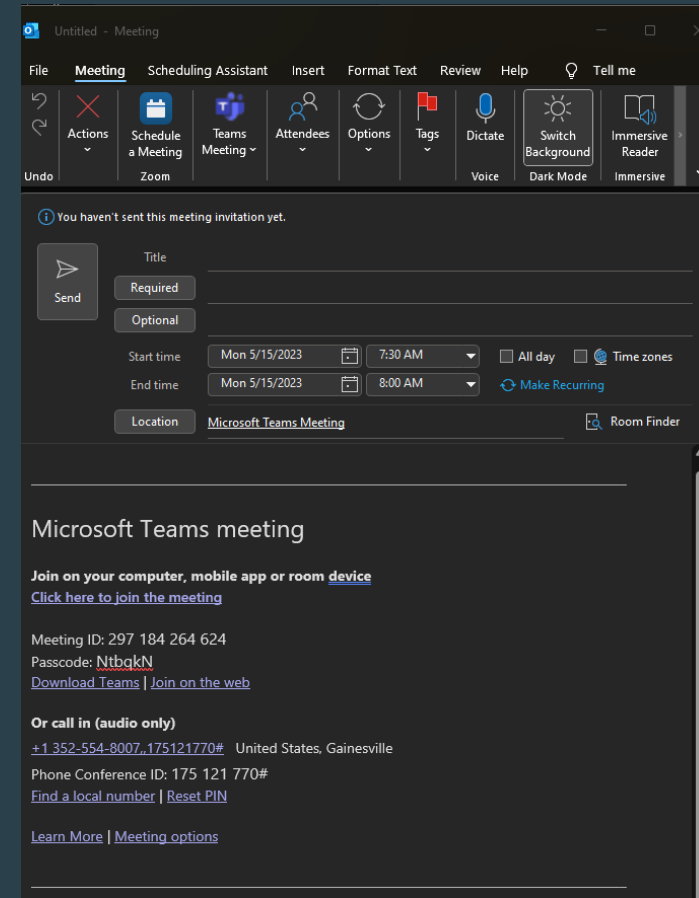


# Teams Cont.



While in a Meeting, Teams allows you to change how you view the meeting.

You can use Teams to do meetings with people outside the UF organization. You can do this via Teams meeting or even Outlook.



## IT Fun Fact:

You can record and transcribe the meetings. This will save to the cloud so you can access and share or repost the meeting in a channel.



Click the link [IFAS IT](#) for a more in-depth guide to getting started with Teams.

