

# Effective use of technology to facilitate teamwork

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# Overview

- ▶ Learn effective options to improve your teamwork, including:
  - 1) Microsoft 365 applications on the web and desktop
  - 2) Microsoft Teams
- ▶ Learn concrete ways that these tools can help you collaborate



# Microsoft 365 @ Emory

Microsoft apps that enable fully-integrated collaboration within Emory. You can work simultaneously on the same files as your colleagues.

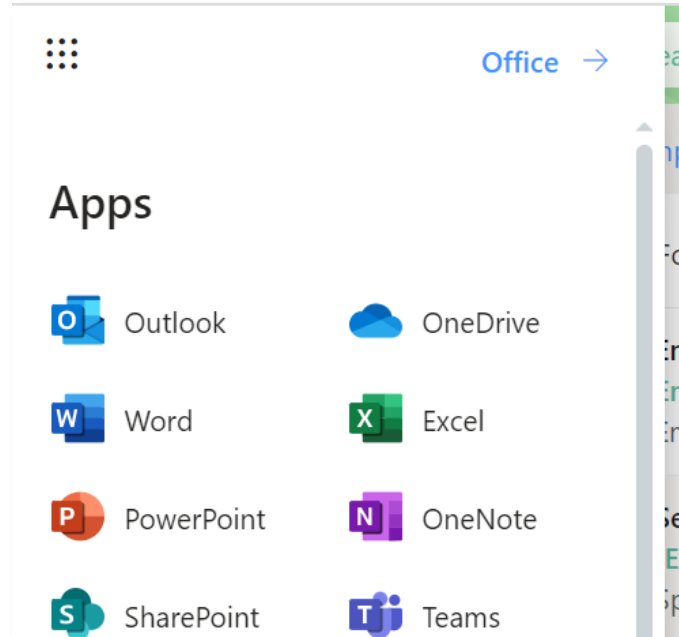
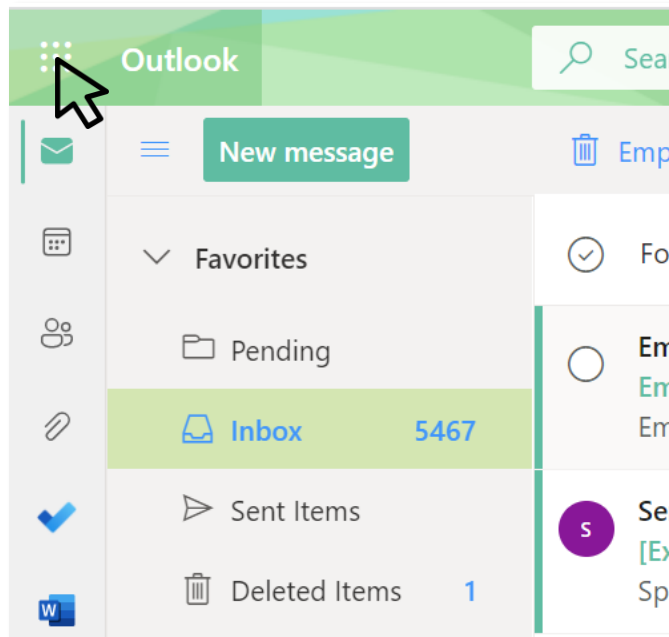
Your work can follow you no matter where you are or what computer you're using

Faculty, staff, and students can install Microsoft Office on up to 5 devices

HIPAA compliant for Emory users, including Outlook, OneDrive, and Teams

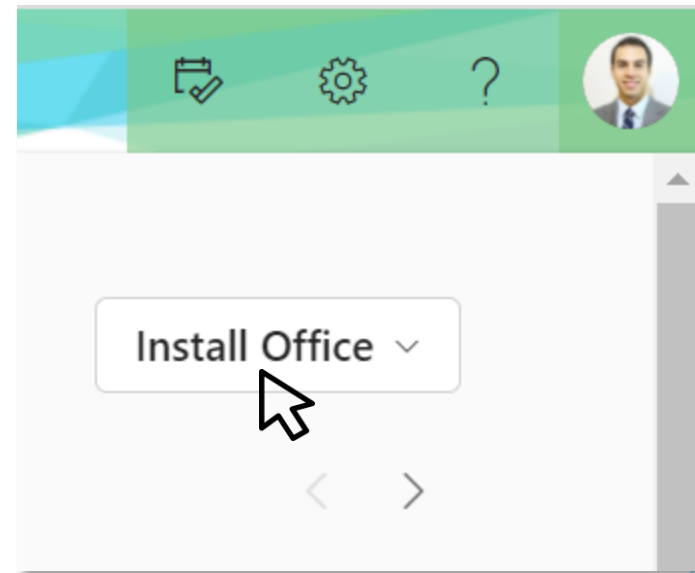
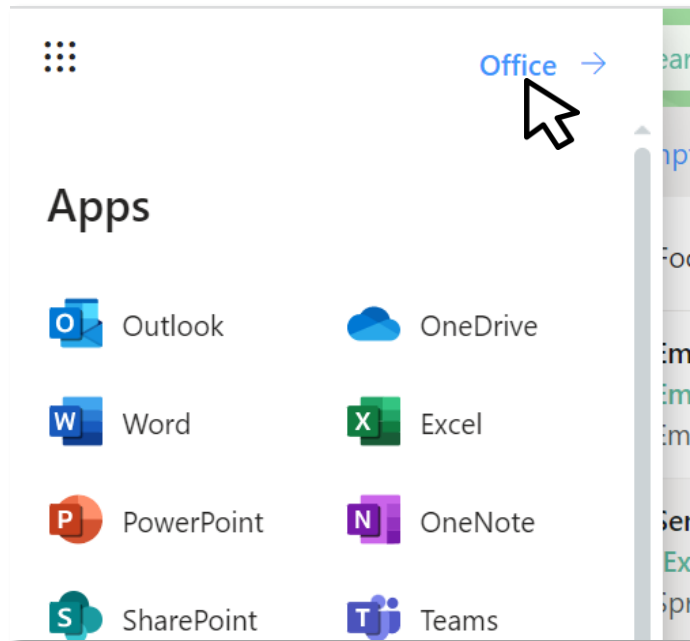
# Microsoft 365 has Web and Desktop options

- ▶ Web apps can be used from your browser, anywhere
  - ▶ Lacking some features of the Desktop versions
  - ▶ Access from Emory Email at top left



# Microsoft 365 has Web and Desktop options

- ▶ Desktop apps can be downloaded for free, up to 5 devices
- ▶ Desktop version has more features than Web version
- ▶ IT'S FREE



# Use Case: Manuscript Revisions

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Spelling & Grammar  
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Read Aloud  
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Translate Language

New Comment  
Delete  
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Resume

the field to explicitly evaluate sex as a biological variable in future research.<sup>157,158,160,168,174</sup>

~~Intriguingly, data now suggests that there may be sex differences in inflammation-mediated disruption to neurocircuitry. A number of studies have found that women may be more susceptible to certain deficits induced by inflammatory states, while men may be more susceptible to others.~~<sup>168</sup> Data explicitly examining the role of sex in the relationship between inflammation, neurocircuitry, and the three RDoC components examined in this paper (reward processing, motor processing, and threat reactivity) are currently sparse, but a few preliminary observations can be posited. A number of studies have found that women may be more susceptible to certain deficits induced by inflammatory states, while men may be more susceptible to others.<sup>163</sup> First, there may be sex differences in the relationship between reward processing and inflammation that are mediated by corticostriatal circuitry. In their 2009 study assessing the relationship between endotoxin administration, inflammation, and social exclusion,



**Goldsmith, David R.**

Again, I would try to be a bit more specific.

**Thylur, David**

Good point! I think it flows better to remove this anyway.



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inflammation and human behavior are substantive enough that many researchers are now urging the field to explicitly evaluate sex as a biological variable in future research.<sup>157,158,160,168,174</sup>

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### Version History

- Modified by: Thylur, David 11:23 AM  
Open version
- Modified by: Thylur, David 11:23 AM  
Open version
- Modified by: Thylur, David 11:09 AM  
Open version
- Modified by: Thylur, David 10:44 AM  
Open version
- Modified by: Thylur, David 10:31 AM  
Open version
- November 15, 2021
- Modified by: Thylur, David 4:58 PM  
Open version
- Modified by: Thylur, David 4:48 PM  
Open version



Are you frustrated by your inability to share protected health information (PHI) via text due to HIPAA?? Your solution is here!



# Microsoft Teams



Powerful collaboration platform. Talk, share files, manage tasks across a team!

**Can be installed on mobile devices allowing for HIPAA-compliant messaging**

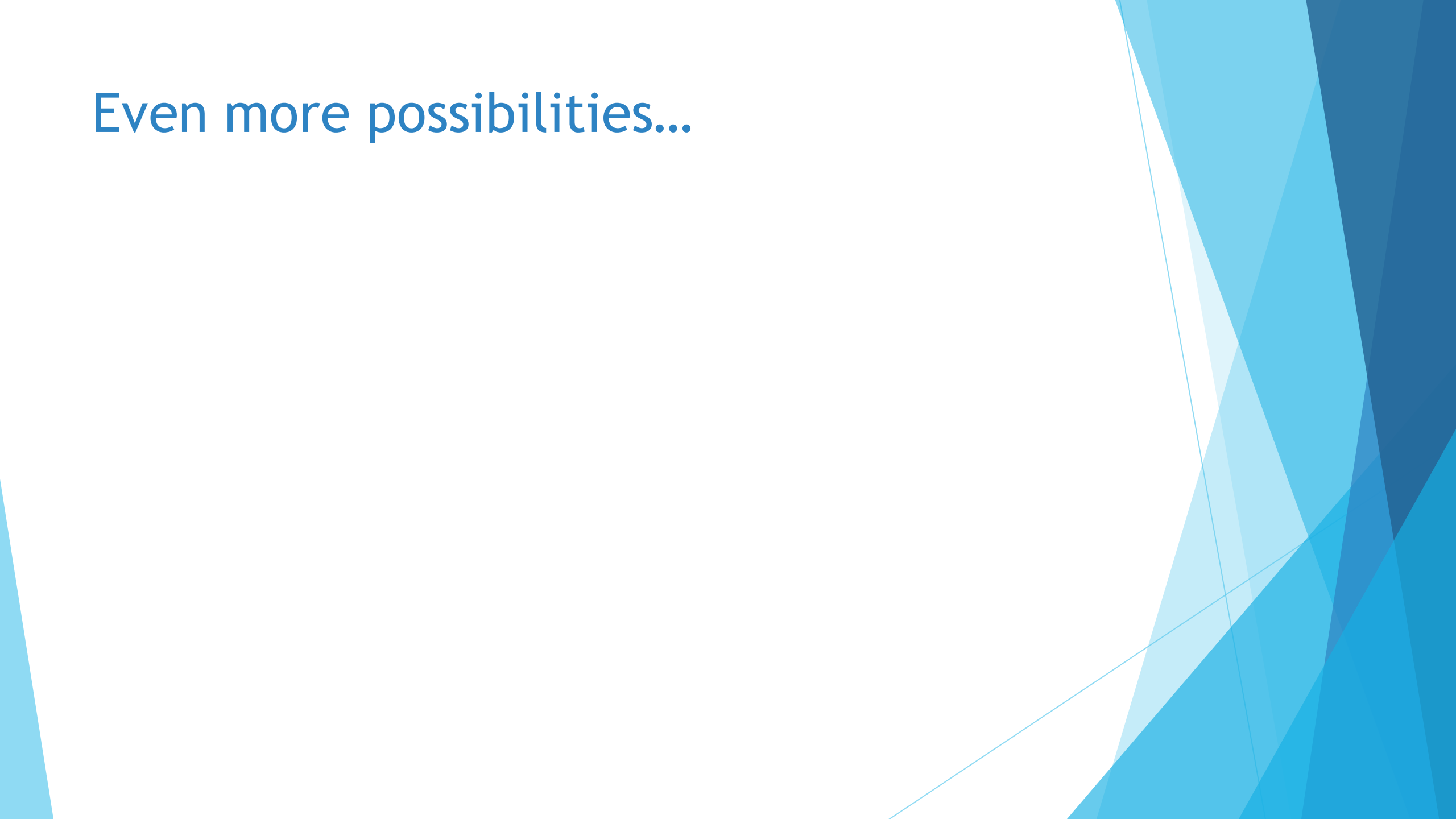
Call and text without knowing someone's phone number

# Use Case: Family Therapy Seminar

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# Use Case: Grady Project ARROW

Even more possibilities...



Search or type a command

Activity Chat Teams Calendar Calls Files

### Teams

Your teams

- Light Rail Phase 2 Expans...
  - General
  - Email Campaign
- Email campaign to increa...
  - General
- Rider Requirements Survey
- Rider safety improvements

Join or create a team

### Email campaign to increase rider's awareness > General

Public

Conversations Files Wiki **Project Details** Power BI

If your site isn't loading correctly, click Project Details

#### Project

Grid Board **Timeline** Zoom 6 Group members

Oct 22 - Nov 25

Oct 13 Oct 20 Oct 24 25 Oct 27 Nov 3

Task	Status	Assignees	Start Date	End Date
1. Develop email...	Not started		Oct 22	Nov 25
2. Target audie...	Completed	[User 1], [User 2]	Oct 24	Oct 25
3. Create email...	Completed	[User 1], [User 3]	Oct 24	Oct 27
4. Marketing a...	Not started	[User 1]	Oct 27	Oct 28
5. Define email ...	Not started	[User 1], +2	Oct 28	Oct 29
6. Develop ema...	Not started	[User 4], [User 5]	Oct 29	Oct 30
7. Email campai...	Not started		Oct 30	Oct 31
8. Validate email...	Not started		Oct 31	Nov 1
9. Pilot-email-m...	Completed	[User 1], +2	Nov 1	Nov 2
10. Refine email ...	Not started	[User 4], [User 6]	Nov 2	Nov 3
11. Refine email ...	Not started	[User 1], [User 7]	Nov 3	Nov 4
12. Final approv...	Not started	[User 1]	Nov 4	Nov 5

+ Add new task

Feedback



## Even more possibilities...

Direct access: <http://messaging.emory.edu>

Be sure to click the ★ in the upper right to start following our site.  
This will update your personal news feeds and make it easier to access via mobile app.



Moving from OneDrive to Teams or SharePoint Collaboration Space



Upcoming Training Sessions (Updated 10/20/2021)



Hybrid Meeting Support Resources



Microsoft 365 Resources (Documentation and Training)




OneDrive for Business

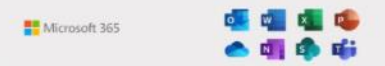


Microsoft Teams

Optional, enables more features



Microsoft Teams Request Form





OneDrive Storage Migration Request Form



OneDrive Storage Migration Request Form



Thank you!

