

Personalizing your Ursinus Web Profile and Experience

Greg Skinner

Slides available at
<https://go.ursinus.edu/personalize-web>

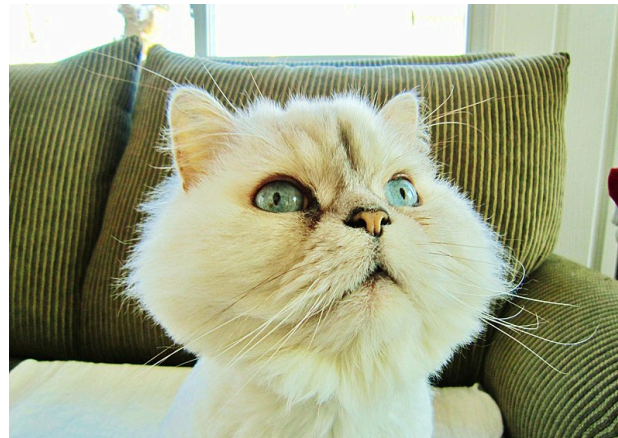


Agenda

- Email Signature
- User Profile Photo
- Getting the Most Out of Okta
- Teams
 - Quiet Hours
 - Status Messages
 - Chat Me!
 - Custom Backgrounds



LIVE DEMO!



Email Signature



<https://www.ursinus.edu/offices/college-communications/college-visual-identity/email-signatures/>

Recent change to include preferred pronouns

Demo Time!

User Profile Photo



- Advantages
 - Connecting names and faces
 - Personal touch
 - Easier to identify
- Simple to do – do it once and have it sync across all Office 365 apps (Outlook, Planner, Teams, One Drive, etc...)

User Profile Photo



Softdocs Implementation | [i] | [+] | [🔗]

Log	To Do	In Progress
Information Shared Drive (from Project Management sinus.edu/softdocs	Install software on prem (GM)	Update existing "Softdocs" area in Insights (JL)
	Provide Softdocs SSO (Okta) information. (GM)	El space under Software Applications
	Configure Etrieve email account in Office365 and include configuration information in deployment document. (GM)	I'm thinking the link to the community website, maybe we add some end user manuals, IT administratio...
Schedule (2 days, remote): 3rd	2	Financial Services - do we have an extra fijitsu scanner for them? (JL)
Admin Training (4 days, on-site,...)	Open firewall 80 and 443 through campus firewall (GM)	I found out we didn't. I still need to let Ellen know.
Planning for folks.	Get Ethos Messaging Component working. (JL)	[+]

Demo Time!

Using Okta to it's fullest



- Advantages
 - Personalize your app selection
 - Open apps on login
 - Okta Browser Plugin - save time

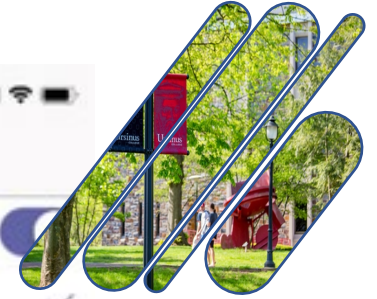
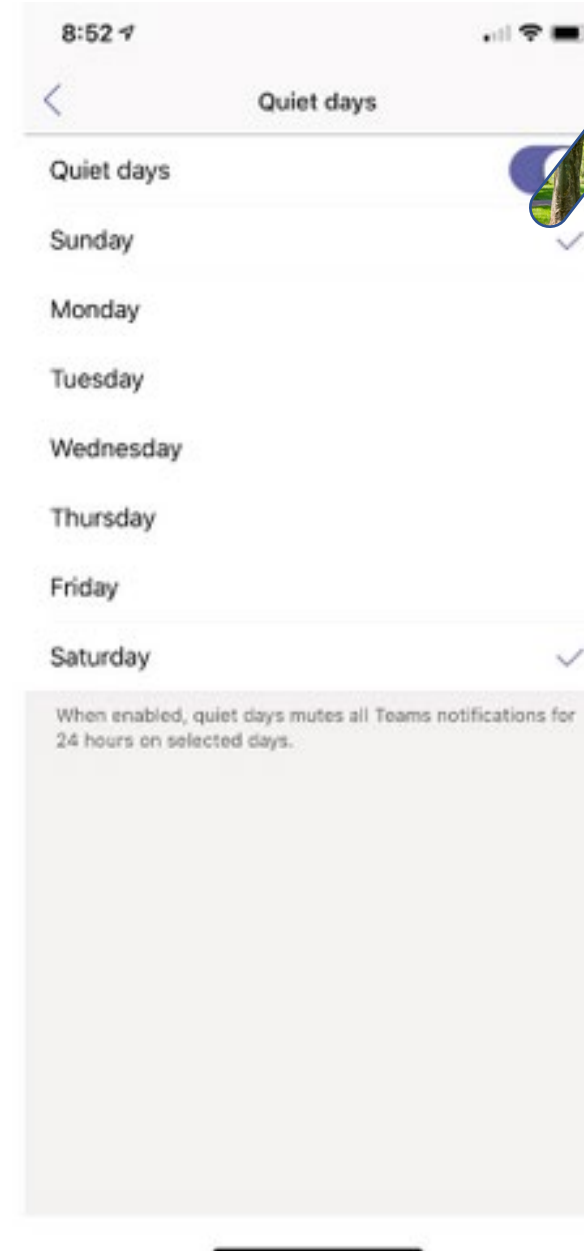
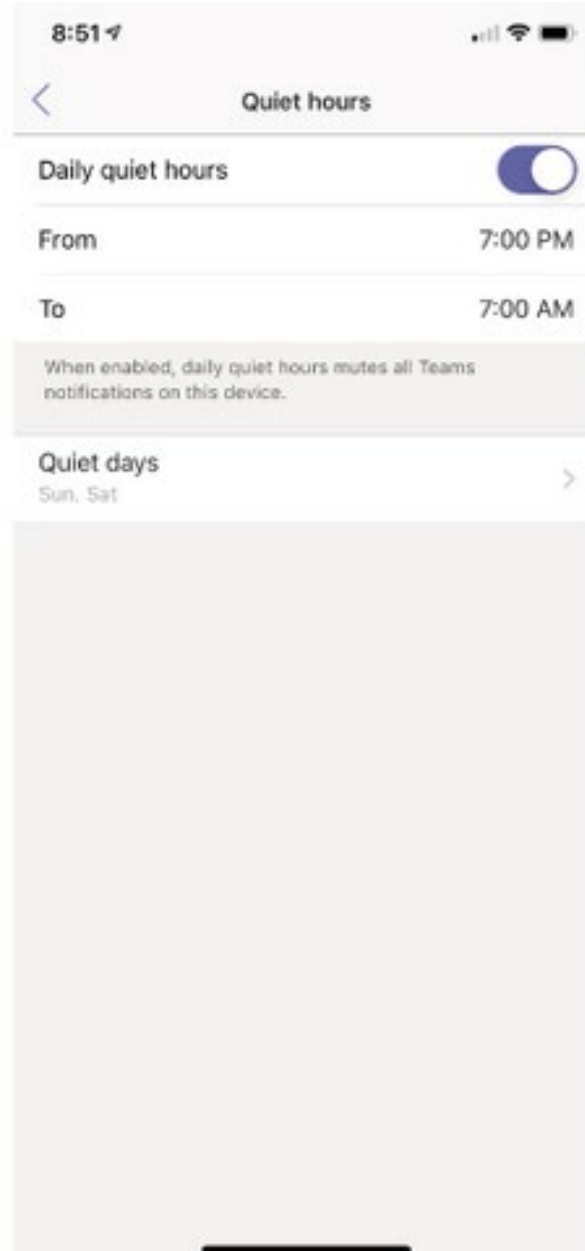
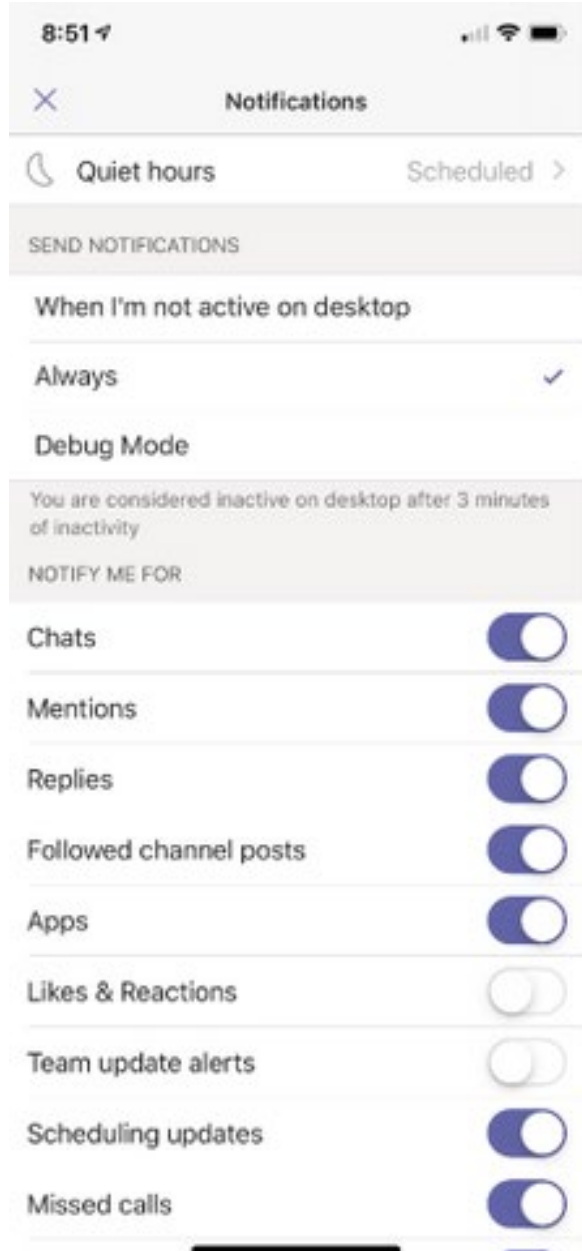
Demo Time!

Microsoft Teams



- Previous Recorded Trainings
<https://go.ursinus.edu/workingremotely>
 - Basic chat and calls in Teams
 - Creating a Team
 - Workshop | Work remotely with teams
- Teams Documentation <https://go.ursinus.edu/teams>

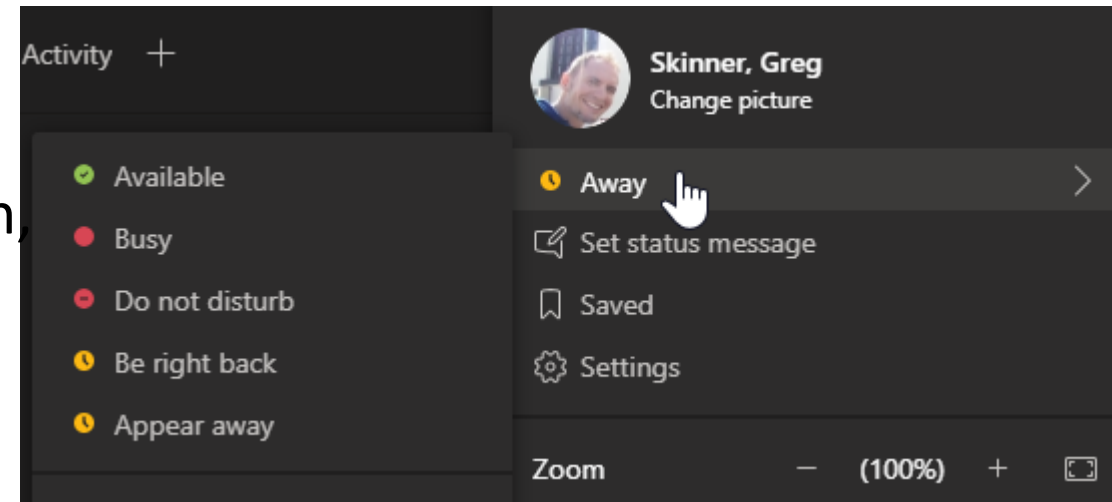
Teams - Quiet Hours (app only)



Teams – Custom Status Messages



- Advantages
 - Expands on default messages
 - Provide links, contact information, etc...



Demo Time!

Teams – Chat me!



- Detailed Instructions are available on our Teams documentation area
<https://go.ursinus.edu/teams>
- <https://teams.microsoft.com/l/chat/0/0?users=username@ursinus.edu>
- Example
- <https://teams.microsoft.com/l/chat/0/0?users=gskinner@ursinus.edu>

Demo Time!

Teams - Custom Backgrounds



- Quick history of Microsoft Teams and Backgrounds
- Started with video chat using webcam
 - Live background
 - Blur effect
- April 2020 – added ability to select from a set of provided Microsoft backgrounds
- In the future... Microsoft is going to give the ability for custom backgrounds.
- But... there's a way

Demo Time!

Custom Backgrounds



Custom
Folder Path

On Windows

%APPDATA%\Microsoft\Teams\Backgrounds\Uploads

On Mac

/users/<your username>/Library/Application

Support/Microsoft/Teams/Backgrounds/Uploads

Royalty Free
Disney
Backgrounds

- <https://news.disney.com/pixar-video-backgrounds-available>
- <https://news.disney.com/disney-channel-video-backgrounds-available>
- <https://news.disney.com/star-wars-video-backgrounds-available>
- <https://news.disney.com/princess-video-backgrounds>



Questions

