Here are links to tutorials about three of the many tools provided in the Microsoft Office 365 product. Each can be used for all class modality types.

**USING MS ONEDRIVE:**
Every TTU account features access to Microsoft OneDrive, a cloud-based storage system. According to Microsoft: “You get 1 TB of cloud storage with a Microsoft 365 subscription, and can backup and share your documents with friends and family across all your devices.” Links to the tutorial page and a video are instructive.

**USING MS FORMS:**
MS Forms can be used to build, host and collect form information and it features a quiz feature as well which can be used to create game-like activities for classes effectively. Who doesn’t love a good quiz game? There are videos at the tutorial page.

**USING MS SWAY:**
Sway is a presentation software that makes it easy to compile text, images, videos, and other content in an interactive online format. Instructors and students alike can create and share interactive reports, e-pubs, stories webpages, starting from helpful templates.

These tools are all available via your TTU MS Office 365 account and are fully supported by our IT department.