

# A TLPDC QUICK TIP SHEET

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

 [TUTORIAL PAGE](#)

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.

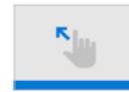
 [YOUTUBE VIDEO](#)

## OneDrive video training

### Work or school



[Quick start](#)



[Get started with OneDrive \(business\)](#)



[Manage your files](#)

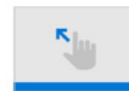


[Share and sync](#)

### Personal



[Quick start](#)



[Get started with OneDrive \(personal\)](#)



[Manage your files](#)



[Use the mobile app](#)



[Secure, protect, and restore](#)



[Share and sync](#)

## 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.

 [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.

 [ACTIVE LEARNING](#)

 [YOUTUBE VIDEO](#)



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