



PROVOST AND SENIOR  
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TO: Lehman College Faculty  
FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success  
SUBJECT: Online Microsoft 365 Workshops  
DATE: March 15, 2020

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Yesterday, I sent you information regarding two online Blackboard workshops. Please see the attached. We have now added two additional works focused on Introduction to Microsoft Office 365.

### **Introduction to Microsoft Office 365**

The workshop will focus on Office 365 Teams and OneDrive. *Teams* is used for group collaboration and video conferences, and *One Drive* is for storing non-confidential files in the cloud. [Login to Office 365](#) using your CUNY login credentials. *Facilitated by: Safiul Roni at [safiul.roni@lehman.cuny.edu](mailto:safiul.roni@lehman.cuny.edu)*

Please use the links below to enter the online workshop:

#### **Tuesday, March 17<sup>th</sup> from 11 am to 12 pm**

Join Zoom Meeting: <https://lehman.zoom.us/j/302930451>

Meeting ID: 302 930 451

Dial-in (for improved audio): +1 646 876 9923 (New York)

#### **Thursday, March 19<sup>th</sup> from 11 am to 12 pm**

Join Zoom Meeting: <https://lehman.zoom.us/j/539529643>

Meeting ID: 539 529 643

Dial-in (for improved audio): +1 646 876 9923 US (New York)

As future workshops become available, we will apprise you accordingly. Thank you for all that you are doing on behalf of our students and the college. Please remain safe.