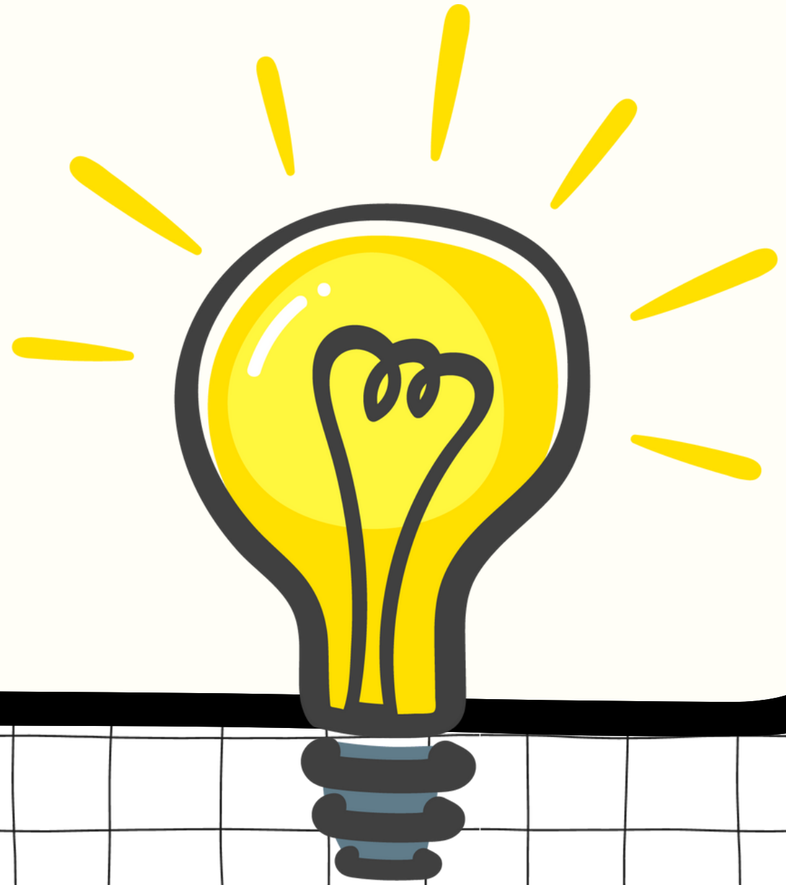
NAEOP Tech Talk

Teams & Google Workspaces



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Introduction

Presenter: Matt Bisek

Email Basics

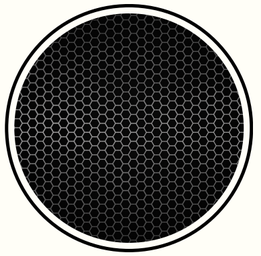
- Your Email should be a productivity tool.
- Maximize it’s functions to stay organized and avoid the weight of an unmanaged inbox.
- Be a zero-inbox champion!

- **Mail Merge!**

Archive
Remove the clutter without losing your history. Use search to locate items later.

Favorite
Keep important information tagged for later with easy searches

Pin
Keep you To-Do list accessible amongst the clutter



CC & BC
Carbon-Copy and Blind Carbon-Copy. How and when to use both

Calendar Basic

Organize Your Time

01 Use it!

- Block Out Everything
- Scheduling Appointments
- Integrate with Video Chat

02 Inviting Guests 101

- How to communicate updates and changes efficiently.

03 Permissions

- Can save time in scheduling
- Creates more transparency

Google

YouTube

TikTok

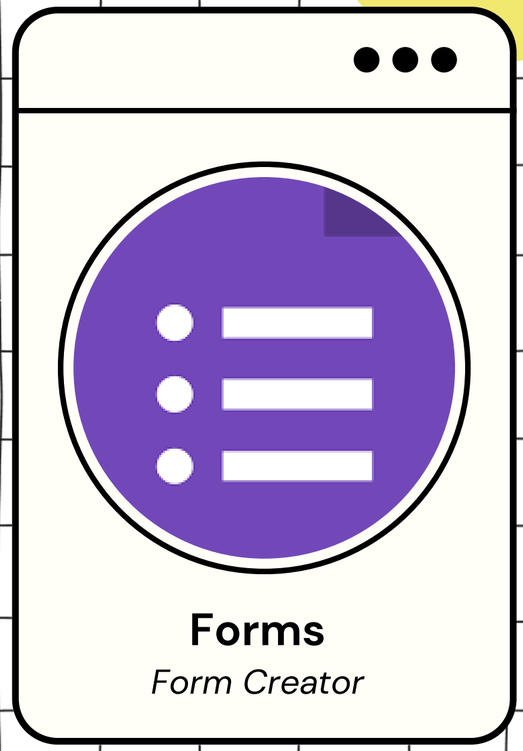
Workshops

Google Apps

Google Docs
Word Processor

Google Sheets
Spreadsheet

Google Slides
Presentations



Forms
Form Creator

Google Apps

Translate

Translation Software

Sites

Website Builder

Jamboard

Virtual Whiteboard

Drive

Cloud-Based Drive

Google Apps

Chat

Instant Messaging

Password Manager

Secure Password Storage

Classroom

Customizable Course

Groups

Email List

Microsoft Apps

Word

Word Processor

Excel

Spreadsheet

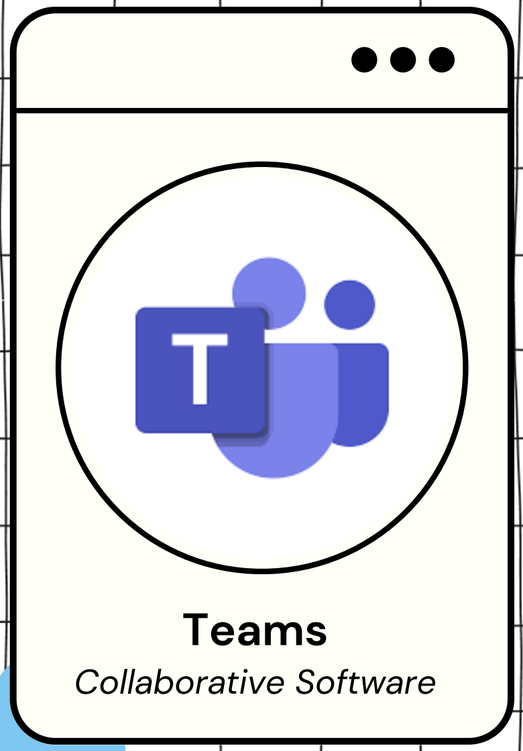
PowerPoint

Presentations

Forms

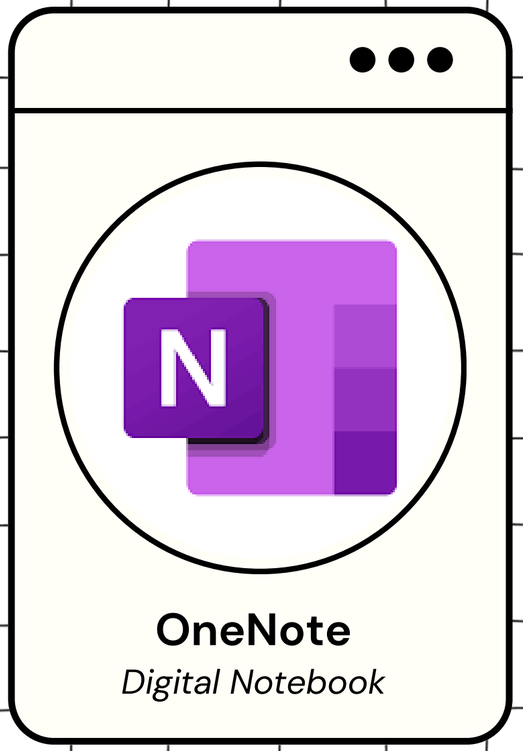
Form Creator

Microsoft Apps



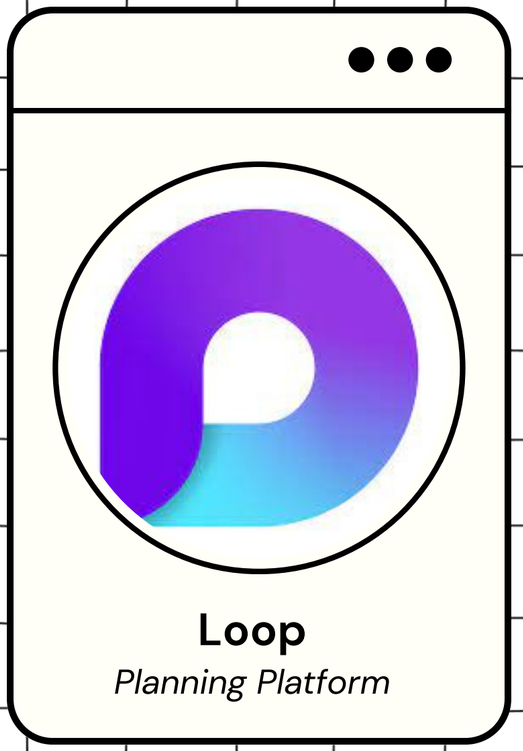
Teams

Collaborative Software



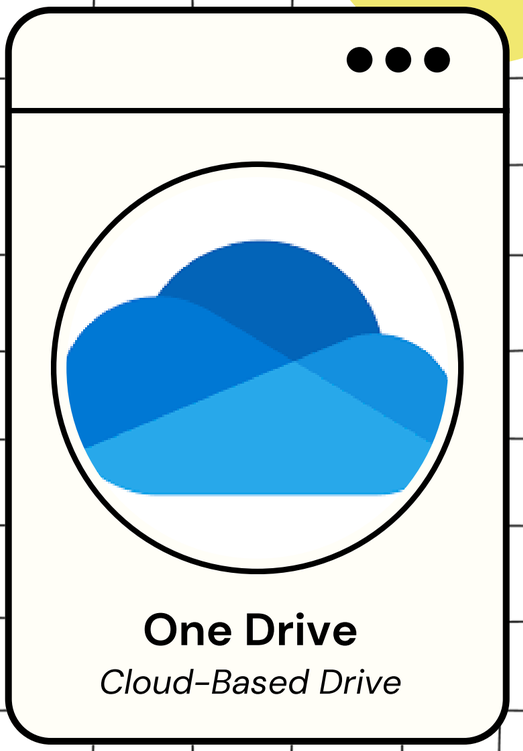
OneNote

Digital Notebook



Loop

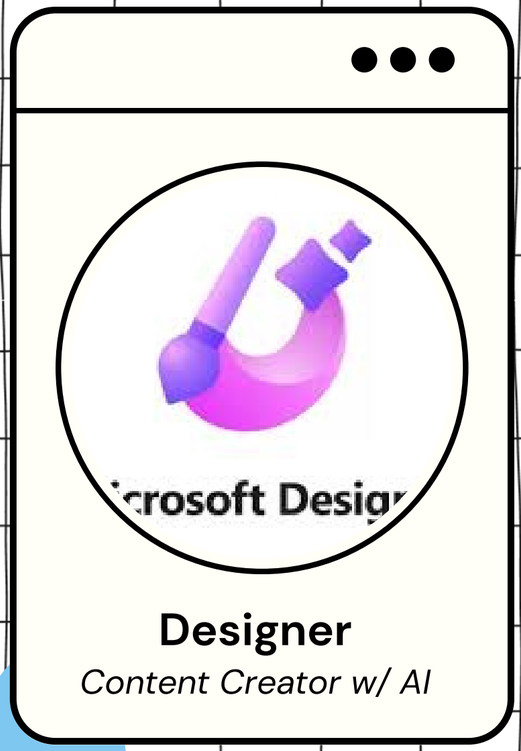
Planning Platform



One Drive

Cloud-Based Drive

Microsoft Apps



Designer

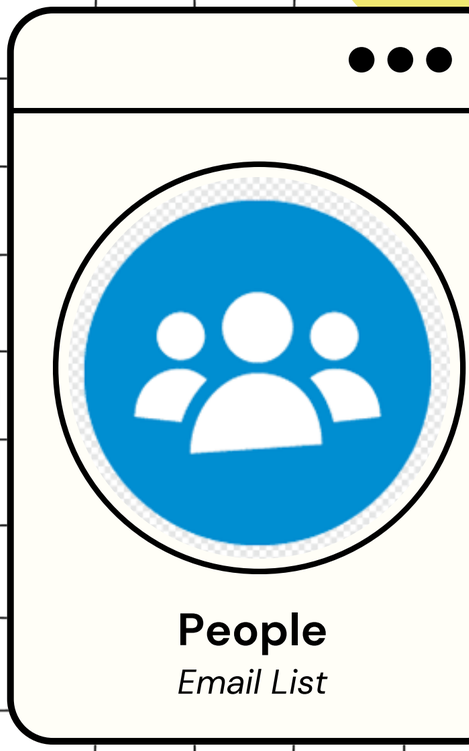
Content Creator w/ AI

Stick Notes

Secure Password Storage

To Do

Customizable Course



People

Email List

Chat Features

- Virtual Workspace
- Reduce Email Clutter
- Create Separate Group Conversations
- Link to standard documents or folders
- Can use feature on your mobile device

Questions?

www.naeoptrio.org

Events > Professional Development Series