

How to Collaborate Online

1. Email – official Purdue communication

- a. Continue to monitor and respond to emails

2. Remote desktop – databases and U: drive

- a. Access your personalized environment and secure resources as usual on your office computer
- b. Access restricted databases with your office computer (e.g. ACAD MS Access databases).

3. Teams –real-time office chat, video, file sharing (not for classes)

- a. Monitor Teams throughout the day and share internal communications with your office
- b. See: <https://edit.education.purdue.edu/download2/Tips-For-Teams.pdf>

4. WebEx – video with people outside of your office

- a. Faculty and staff – 1000 connections
- b. Students – 8 connections

5. OneDrive (or Box)

- a. share documents with staff and students outside of your office

6. LMS – Brightspace or Blackboard

- a. Use internal messaging tools to communicate with students

For information about **How to Teach Remotely**, see:

Teaching Remotely Overview – from Purdue Innovative Learning

<https://www.purdue.edu/innovativelearning/teaching-remotely/>