Dear CUNY faculty and administrative staff,

CIS Training is pleased to be offering several training initiatives this Fall, designed to support faculty and administrative staff in taking advantage of two CUNY-provided services – Dropbox and Microsoft Office 365. Training sessions are available to all active faculty and administrative staff at no cost via webinars facilitated by vendor consultants specializing in higher education needs.

We encourage everyone to participate in these webinars! Please see more detailed information in the table below. For any questions about these training initiatives, please reach out to CISTraining@cuny.edu.

	Dropbox	Microsoft Office 365		
		OneDrive	Teams	OneNote
Training Timeline	October 17-29	Until December 12	Until December 12	Until December 11
Application	Dropbox is a cloud storage service that allows you to save, sync, and share your files from any device.	OneDrive is a cloud storage application that allows you to work on your documents within MO 365, save, and share them from any device.	Teams is a collaboration platform that allows you to create/join multiple groups, chat, share files, video conference, and integrate applications.	OneNote is an application that allows you to gather and organize multiple types of information as well as share and collaborate.
Session Content	• Access to Dropbox • Sharing and collaboration • Syncing	• Access to OneDrive • Creating and sharing documents • Office Online feature highlights	• Access to Teams • Creating and joining teams • Collaborating features	• Access to OneNote • Creating, editing, and sharing notebooks

	• Brief overview of Dropbox Paper	• Live demo	• Live interactive demo of Teams	• Live interactive demo of OneNote features
Session Duration	45 minutes	90 minutes	90 minutes	90 minutes
Target Audience	Faculty and staff	Faculty and staff	Faculty and staff	Faculty and staff
Session Cost	Free	Free	Free	Free
Registration and Additional Resources	[Dropbox Training Resources Page](#)	[Microsoft Office 365 Training Resources Page](#)	[Microsoft Office 365 Training Resources Page](#)	[Microsoft Office 365 Training Resources Page](#)