

Microsoft Live@Edu

Microsoft Live@Edu is a suite of online tools that enable you to increase your ability to communicate and collaborate with your students, using virtually any web-enabled device. Al Heraghty, Associate Professor of Physical Education, will show you how to sign up students, set up a Live Groups page, import your syllabus and assignments, create a calendar, set up email and instant messaging, view, edit and share password-protected documents, and create an email broadcast to students. *Microsoft Live@Edu* works with *Microsoft Word, Excel, and PowerPoint*. You won't want to miss this opportunity to learn how using *Microsoft Live@Edu* can enhance your courses.



Wednesday, December 2, 2009

11:00 a.m. – 12:15 p.m.

Sagtikos 141 – Classroom 3

To register go to

http://depthome.sunysuffolk.edu/West_TLC/TLCRegister/