



Information Communication and Technology

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## **NOTICE**

### **MICROSOFT 365 AND STUDENT EMAIL ONLINE ORIENTATION**

Microsoft 365 is a package of productivity software and related services that are available over the internet (cloud-based services) for students and staff. Included is the full Microsoft Suite (Word, Excel and PowerPoint) OneDrive Online storage, Video, Staff Notebook, OneNote, and other services. The Google Suite for Education with a focus on Gmail for students and Google Drive Online Storage. We will be hosting Microsoft 365 and Google Suite for Education Orientation sessions to show students how to use the technologies available for them at cost-free.

### **MICROSOFT 365 AND GOOGLE SUITE FOR EDUCATION ONLINE ORIENTATION TOOLKIT**

A reminder that the student orientation toolkit should be the first resource that you engage with to familiarize yourself with Microsoft 365 and student email. The toolkit can be accessed through the institutions **zero-rated webpage** via the following link: <https://www.smu.ac.za/stss/>

Students are expected to peruse the multiple resources on the toolkit prior to connecting to the online sessions.

### **LIVE ONLINE SESSIONS**

Further to the resources in the toolkit, students will again be provided with an opportunity to engage with the STSS team in live Blackboard Collaborate Sessions. These sessions will employ the format of a Question and Answer session.

The timetable for the sessions is provided in the table below, students are encouraged to adhere to their timeslots. For those students who are unable to make their allocated timeslots due to issues related to access (data and devices), catch-up sessions will be held in the coming days to accommodate you.

To access the specific session, click on the link or copy and paste the link into your browser (preferably Google Chrome). You're encouraged to enter the session 10-15 minutes before it starts. All sessions will be recorded for those students with connectivity issues. The recordings will be made available to students on request. Use your student email to request the recordings at [ICTstudent\\_support@swave.smu.ac.za](mailto:ICTstudent_support@swave.smu.ac.za)



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| GROUP   | DATE       | TIME                 | SESSION LINK  |
|---|------------|----------------------|---|
| <b>DAY 1</b>  |            |                      |   |
| <b>BSc 1<sup>st</sup> Year and ECP 2 (Life Sciences &amp; Mathematics)</b>                              | 24/08/2020 | 10:00<br>To<br>11:00 | <a href="https://eu.bbcollab.com/guest/686cc9578ead444f87d4b079764bc25a">https://eu.bbcollab.com/guest/686cc9578ead444f87d4b079764bc25a</a> |
| <b>BSc 1<sup>st</sup> Year and ECP 2 (Occupational and Environmental &amp; Physics)</b>                 | 24/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/82d0af100b514c98a02b86b0cc51b423">https://eu.bbcollab.com/guest/82d0af100b514c98a02b86b0cc51b423</a> |
| <b>BSc 2<sup>nd</sup>, 3<sup>rd</sup> Year and ECP 3, 4 (Life Sciences &amp; Mathematics)</b>           | 24/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/fe411d3ce32441b6a059833184661e76">https://eu.bbcollab.com/guest/fe411d3ce32441b6a059833184661e76</a> |
| <b>BSc 2<sup>nd</sup>, 3<sup>rd</sup> Year and ECP 3, 4 (Occupational; Environmental &amp; Physics)</b> | 24/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/f481796799c9460a9e1f2ce79a7e9f23">https://eu.bbcollab.com/guest/f481796799c9460a9e1f2ce79a7e9f23</a> |
| <b>DAY 2</b>  |            |                      |   |
| <b>Physiotherapy Students</b>   | 25/08/2020 | 10:00<br>To<br>11:00 | <a href="https://eu.bbcollab.com/guest/3ea3f7a72820403fa4214abb418cf0f6">https://eu.bbcollab.com/guest/3ea3f7a72820403fa4214abb418cf0f6</a> |
| <b>Occupational Therapy Students</b>  | 25/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/2b692ad766684e8c89b2cf83d2179ecb">https://eu.bbcollab.com/guest/2b692ad766684e8c89b2cf83d2179ecb</a> |
| <b>Dietetics Students</b>   | 25/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/0a84aebb8a9d49b9a6952462bb1e1fdc">https://eu.bbcollab.com/guest/0a84aebb8a9d49b9a6952462bb1e1fdc</a> |
| <b>Nursing Students</b>   | 25/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/6fb9c92f70bf4fd98c5336b3856e1d2b">https://eu.bbcollab.com/guest/6fb9c92f70bf4fd98c5336b3856e1d2b</a> |
| <b>DAY 3</b>  |            |                      |   |



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|                             |            |                      |   |
|-----------------------------|------------|----------------------|---|
| <b>SLPA Students</b>        | 26/08/2020 | 10:00<br>To<br>11:00 | <a href="https://eu.bbcollab.com/guest/f5c2f0509217471d8270dc09cd0cb2c6">https://eu.bbcollab.com/guest/f5c2f0509217471d8270dc09cd0cb2c6</a> |
| <b>BPharm Students</b>      | 26/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/9739ed9ed3174354bf78d50f23074968">https://eu.bbcollab.com/guest/9739ed9ed3174354bf78d50f23074968</a> |
| <b>Radiography Students</b> | 26/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/57fc983a45d645f79ae9b81a079b1712">https://eu.bbcollab.com/guest/57fc983a45d645f79ae9b81a079b1712</a> |
| <b>MBChB 1</b>              | 26/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/a0115ed23e7a4c009324a44b4444cb4f">https://eu.bbcollab.com/guest/a0115ed23e7a4c009324a44b4444cb4f</a> |
| <b>DAY 4</b>                |            |                      |   |
| <b>MBChB 2</b>              | 27/08/2020 | 10:00<br>To<br>11:00 | <a href="https://eu.bbcollab.com/guest/b9d77423ca4546a7b873ad7cb0a6b1c6">https://eu.bbcollab.com/guest/b9d77423ca4546a7b873ad7cb0a6b1c6</a> |
| <b>MBChB 3</b>              | 27/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/20b6e170fef243478b4910dadb591719">https://eu.bbcollab.com/guest/20b6e170fef243478b4910dadb591719</a> |
| <b>MBChB 4</b>              | 27/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/3c427de8080e45f5a475b3b035f56c80">https://eu.bbcollab.com/guest/3c427de8080e45f5a475b3b035f56c80</a> |
| <b>MBChB 5</b>              | 27/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/07ec4be77c12499d803a18567b9bdba5">https://eu.bbcollab.com/guest/07ec4be77c12499d803a18567b9bdba5</a> |
| <b>DAY 5</b>                |            |                      |   |
| <b>MBChB 6</b>              | 28/08/2020 | 10:00<br>To<br>11:00 | <a href="https://eu.bbcollab.com/guest/45170ab4853d41599795b7721337682b">https://eu.bbcollab.com/guest/45170ab4853d41599795b7721337682b</a> |
| <b>BDS</b>                  | 28/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/97a55c54de69487bbeb841e3ca47a490">https://eu.bbcollab.com/guest/97a55c54de69487bbeb841e3ca47a490</a> |
| <b>BDT</b>                  | 28/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/0c91bcb7462b4e80be2237149dad4a7f">https://eu.bbcollab.com/guest/0c91bcb7462b4e80be2237149dad4a7f</a> |
| <b>BOH</b>                  | 28/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/677cae051601446e911a7bb05830b5eb">https://eu.bbcollab.com/guest/677cae051601446e911a7bb05830b5eb</a> |
| <b>DAY 6 POST GRADUATE</b>  |            |                      |   |
| <b>School of Medicine</b>   | 31/08/2020 | 10:00<br>To          | <a href="https://eu.bbcollab.com/guest/3843c3bac4604fea99db1f348ea602dd">https://eu.bbcollab.com/guest/3843c3bac4604fea99db1f348ea602dd</a> |



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|   |            |                      |   |
|---|------------|----------------------|---|
|   |            | 11:00                |   |
| <b>School of Health Care Sciences</b>   | 31/08/2020 | 11:00<br>To<br>12:00 | <a href="https://eu.bbcollab.com/guest/1db9cc01cc4e494fa50f8456b4433c35">https://eu.bbcollab.com/guest/1db9cc01cc4e494fa50f8456b4433c35</a> |
| <b>School of Oral Health Sciences</b>   | 31/08/2020 | 12:00<br>To<br>13:00 | <a href="https://eu.bbcollab.com/guest/fdcc95aa258142fa91014d42ee2dbfca">https://eu.bbcollab.com/guest/fdcc95aa258142fa91014d42ee2dbfca</a> |
| <b>School of Pharmacy</b>               | 31/08/2020 | 13:00<br>To<br>14:00 | <a href="https://eu.bbcollab.com/guest/ca280164113d4ed7a912cc94529b3c81">https://eu.bbcollab.com/guest/ca280164113d4ed7a912cc94529b3c81</a> |
| <b>School of Science and Technology</b> | 31/08/2020 | 14:00<br>To<br>15:00 | <a href="https://eu.bbcollab.com/guest/7f1f962cf68c45bc901394256a4abd15">https://eu.bbcollab.com/guest/7f1f962cf68c45bc901394256a4abd15</a> |

For queries or additional information, you can contact the *ICT Student Technical Support Services* unit by sending an email to:

[ictstudent\\_support@swave.smu.ac.za](mailto:ictstudent_support@swave.smu.ac.za)

**Please note: Use your student email for enquiries.**