

March 27, 2020

Students,

As we make the adjustment to online classes we want to let you know about some of the technology available to you that may help during this time:

- **Microsoft Office:** All students and staff have the ability to access [Office 365](#) online, students can also download the entire Microsoft Office suite onto your computer from the same webpage.
- **Adobe:** All Adobe products are temporarily available to our students, [sign in](#) with your UWS credentials and download the apps you need for your class.
- **Microsoft Teams:** A collaboration app you can use to send chat messages, make audio and video calls, screenshare, share files, and more. This is a great product for collaborating on a group project, talking to other students, and working together. Simply access it through [Office 365](#) online the same way you would access email or OneDrive. For in depth training visit their [video training site](#).
- **Zoom:** A videoconferencing tool that allows up to 300 people to connect. You can chat, videocall, screenshare, record, and more. [Access](#) it online, and for in depth training, visit their [resource site](#).
- **OneDrive:** Store your documents online with [OneDrive](#), all students have 5 terabytes of free storage.
- **Printing/Scanning:** Since printers are not available on campus, please make use of digital technologies to replace the need for printers. If you need to sign a document, you can use [Adobe Acrobat](#). If you need to scan a document you can download the OneDrive App for your [Android](#) or [iPhone](#) and take a picture, this will convert it to a PDF.
- **Internet:** We have been asked a lot about internet connectivity for those who do not have it. While we do not provide internet, we can make some suggestions based on what we know:
 - [Charter](#) and [Comcast](#) are offering free internet for students who do not have any services with them, this deal is limited and has restrictions so you would have to contact them for details.
 - Use public wifi in parking lots as some businesses have extended their wifi for use outside their buildings, one such place is the Superior Public Library.

- Check with your cell phone provider as a lot of cell companies are providing deals right now including free data, you can also turn your phone into a hotspot to get internet but this typically requires additional fees.

Starting next week our Help Desk will resume normal hours of 7:45 a.m. – 6:30 p.m. The best way to contact us is via email so we can continue to process tickets in the quickest way possible, however, we will be answering our phones from 7:45 a.m. – 4:30 p.m. Our Help Desk will remain closed to in person visitors as long as the buildings on campus are closed. Please let us know if there is anything we can help you with during this transition, thank you!

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