

Activity Idea

Your Virtual Office

Learn the Skill to Succeed in the Virtual Workplace

Recommended for Adults

Our workplace is quickly changing, for many of us, our dining room table is our new desk and our meeting rooms are now virtual. Adapting to this new workplace can be challenging. LA County Library is here to help you adjust to our new environment. These trainings will help you master the applications and programs needed to succeed in the virtual Workplace

Online Meetings:

Being able to see and talk to co-workers, customers and friends is key to the success of any virtual workplace. But how do you meet when you are miles apart?

Zoom is an online platform that has become one of the most popular online meeting places. From classrooms to business, it seems that everyone is using this platform. Zoom's ease of use has rocketed it to the top of the online meeting world.

"Learning Zoom" on Lynda.com [tinyurl.com/yc4kekk3](https://www.lynda.com/zoom-tutorials/learning-zoom-tutorials/4444444/4444444/4444444)

BlueJeans is a cloud-based video conference app. It can be used on most smart devices. You can create events and invite people to join you. This app works for quick meetings.

"Learning BlueJeans Meetings" on Lynda.com [tinyurl.com/ybs9rbof](https://www.lynda.com/bluejeans-tutorials/learning-bluejeans-meetings-tutorials/4444444/4444444/4444444)

WebEx is one of the older apps for videoconferencing. It is a little more private as all users are required to create an account. If privacy is your aim, check it out.

"Learning WebEx" on Lynda.com [tinyurl.com/ycvzmlps](https://www.lynda.com/webex-tutorials/learning-webex-tutorials/4444444/4444444/4444444)

Collaboration:

"Hey, can you look at this?" We have all looked over to our co-worker and asked them to glance at a report or plan projects. You can do the same thing over the internet with these great programs:

Microsoft has a variety of collaboration options for personal and office use. Microsoft SharePoint, Teams and Office 365 allows you to chat, share and co-edit documents. Many people are already familiar with the Office suite, making this a great way to work together.

"Microsoft Collaboration" on Lynda.com [tinyurl.com/y9mdytsn](https://www.lynda.com/microsoft-tutorials/learning-microsoft-collaboration-tutorials/4444444/4444444/4444444)



Office 365, or what used to be called Microsoft Office now lives in the cloud. This web-based version of Office allows you to access your documents from any internet-connected computer. You are also able to share and edit documents with multiple people in real time.

“Learning Word Online” on Lynda.com tinyurl.com/y8vaswa6

“Learning Excel Online” on Lynda.com tinyurl.com/y9cd2h53

“Learning PowerPoint Online” on Lynda.com tinyurl.com/yaecjuau

Google Docs is a great free alternative to Microsoft Word. This application allows you to create, edit, and share documents from any computer connected to the internet. You and your co-workers will be able to simultaneously edit a document while on an online meeting.

“Google Docs Essential Training” on Lynda.com tinyurl.com/y8t5lpbq

“Google Slides Essential Training” on Lynda.com tinyurl.com/y96yojcm

“Google Sheets Essential Training” on Lynda.com tinyurl.com/y8hxctfc

We hope these tutorials will help you set up a successful virtual office!