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- [Microsoft User Guide](#)
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MICROSOFT AMBASSADOR TRAINING DATES

Training Date	Make-Up Date
November 5, 2020	November 12, 2020
December 3, 2020	December 10, 2020
January 7, 2021	January 14, 2021
February 4, 2021	February 11, 2021
March 4, 2021	March 18, 2021
April 8, 2021	April 15, 2021
May 6, 2021	May 13, 2021

ENHANCED MICROSOFT FEATURES

Notification Settings

Check out the new notification settings in Teams. The updated organization makes it easier to find the exact notifications you want so you can keep track of the activity you care about. **To access, go to your profile picture > Settings > Notifications.**

Keep It Secret, Keep It Safe

To provide you with even more privacy, Teams now lets you turn off message previews in your desktop notifications. Message previews are on by default. **To turn them off, go to your profile picture, select Settings > Notifications > Show message preview. From here, switch the toggle to off.**

Transfer Meetings Between Devices

Seamlessly switch between devices when in a Teams meeting. So if you join a meeting from your phone while making your morning cup of caffeine, you can transfer to your computer when you get to your desk and no one will be the wiser.

Microsoft Announcement

Break-Out Rooms Are Here!

Breakout rooms will allow meeting organizers to split up meeting participants into smaller groups to facilitate brainstorming sessions or work group discussions. Presenters can choose to hop between breakout rooms, make announcements to all breakout rooms, and/or close the breakout rooms that will bring everybody back into the main meeting.





Ambassador Spotlights



CHOOSE

Zone 9 Oakhaven High School

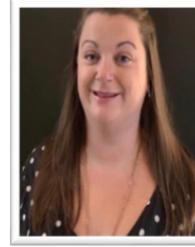


Jermyn Kennedy

Mr. Kennedy is an Oakhaven High School's MIE Ambassador is doing an outstanding job with not only assisting teachers with their technological issues but Oakhaven's students as well. He is only one phone call or email away!



Zone 10 Peabody Elementary School



Angela Garrone

At the start of our time at home in the spring, Mrs. Garrone quickly began learning how to deliver lessons to her students using the Microsoft Teams

platform. She used what she was learning to lead meetings with teachers in the building to demonstrate how to use those tools. When the district asked each school to select a MIE Ambassador, the principal and the assistant principal knew that Mrs. Garrone would be a great choice! Peabody Elementary School is lucky to have Garrone as part of their team.

Zone 13 Northeast Prep Academy

Ariel Rouse

Ms. Rouse has shown her dedication to being an MIE Ambassador by exhibiting leadership and providing support to the teachers in need at her school. She utilizes the resources and professional development opportunities provided to her in an efficient manner and has displays professional growth on an on-going basis.



Zone 17 Treadwell Middle School

Tonda L. Boyland

Ms. Boyland is in her 17th year of teaching and loves the classroom. Ms. Boyland states, "When the opportunity was presented to be an Ambassador, I didn't

know it was a paid assignment, I just wanted to help others understand TEAMS and encourage others to learn technology." Ms. Boyland also states, "special thanks to the district for the opportunity to serve as an ambassador and I can make a difference in what I do as a teacher & ambassador."



EdTech Zone Assignments

EdTech Specialist	Email Address	Zone Assignments
Sakondra Moore	moores15@scsk12.org	Zones 11, 16, & 17
Wendy Prayer	coxw1@scsk12.org	Zones 4 & 13
Leslie Roberts	robertslp@scsk12.org	Zones 12 & 14
Starlett Calhoun	jones3@scsk12.org	Zones 6 & 7
Inger Spikner	spiknerin@scsk12.org	Zones 8, 9, & 10
LaKeshia Powell-Brown	powellbrownls@scsk12.org	Zones 1 & 2
Lakeisha Smith	smithls1@scsk12.org	Zones 3, 5, & 15

CONTACT

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