

DoIT Training and CELT compiled a great list of resources and training materials

[Keep Teaching](#) --- [Keep Working](#)

- **[Make a Conference Call from your Office Phone](#)**

Step 1: During a call with party A, press Conference.

Step 2: Hear dial tone. Party A is automatically on hold.

Step 3: Enter the phone number for party B and press OK.

Step 4: Once connected with party B, press Conference.

You are now connected in a conference with parties A and B.

- **[How To Forward Your Office Phone To Your Mobile Phone/Landline](#)**

Step 1: Press Forward button

Step 2: Press the Enter Destination button

Step 3: Enter your 10 digit phone number (mobile or landline)

Step 4: Press the Set Forwarding button

Your calls will now be forwarded from your office phone to your mobile or landline phone

To cancel forwarding press the illuminated Forward button on your office phone

- **[Gmail Confidential Email feature](#)**

You can use confidential mode to set an expiration date for messages or revoke access at any time. Recipients of the confidential message will have options to forward, copy, print, and download disabled. Note: Although confidential mode helps prevent the recipients from accidentally sharing your email, it doesn't prevent recipients from taking screenshots or photos of your messages or attachments.

- **[Zoom](#) - still in beta so report any bugs to [ITSM](#)
HD video and audio**

HD video and audio with support for up to 1000 video participants and 49 videos on a screen. Built-in collaboration tools where multiple participants can share their screens simultaneously and co-annotate for a more interactive meeting. End-to-end encryption for all meetings, role-based user security, password protection, waiting rooms, and place attendee on hold. Record your meetings locally or to the cloud, with searchable transcripts. Support scheduling or starting meetings from Outlook, Gmail, or iCal.

- **[Google Hangouts](#) (Google Apps)**

Simple web conferencing tool that can host up to 250 attendees at a time. Anyone can join, even without a Google Account. Has dial-in phone capability as well as screen sharing, and chat tool. Is generally compatible with Chrome, Firefox and Safari browsers and any mobile device.

- **[Free Conference Call](#)**

Includes Audio Conferencing, Video Conferencing, Screen Sharing, Recordings, and Global Access. Host up to 1,000 video participants. Access switch presenter, remote control and drawing tools. Record audio-visual presentations for live broadcast.

- **[Microsoft Teams](#) (Office 365)**

New to Office365, Microsoft Teams allows you to create collaborative areas called channels to chat, share files and invite guests to web conference meetings.

- **[Voice Over Internet Protocol](#) (VoIP)**

Hand off calls in progress from your cell phone to desktop phone and back to your cell phone. When you originate phone calls from a non-Stony Brook device defined in your profile, the caller ID will appear to be sent from your Stony Brook telephone number. Create conference calls instantly using Conference Bridge, simply distribute a call with a telephone number and PIN code.

- **[DUO Security](#) (Two-Step Login / Two-factor authentication)**

DUO protects systems such as RDP Gateway Connections, Stony Brook's VPN, or the Citrix VPN. When you log into a system that requires two-step login, your default device in Duo Security will ring, send a text or a push notification for you to approve the login finishing authentication process.

- **[Virtual Private Network](#) (VPN)**

Stony Brook's virtual private network (VPN) allows access to certain Stony Brook applications, resources, and services from off-campus. Access to certain campus resources from off campus, such as the shared departmental folders, PeopleSoft Administrative system and NoliJ, will need to use the Stony Brook VPN.

- **[Remote Desktop Gateway](#)**

A RD Gateway allows you to establish a RDP connection to a Windows system, but tunneled through a HTTPS connection. It eliminates the need to allow RDP connections directly to a Windows system, which is considered a security risk. To connect to a remote desktop session on a Windows system, you must configure your Remote Desktop Connection client to use a RD Gateway. You log onto the RD Gateway using your NetID and DUO. The RD Gateway can be accessed from any Internet-connected client.

- **[Virtual SINC Site](#)**

The Virtual SINC Site provides a way for students, faculty, and staff members to access site-licensed, academic software titles directly from their personal computers from either on or off-campus 24 hours a day, seven days a week.

- **[Accessibility Tools \(Ally\)](#)**

Ally provides built-in support to help you learn how to create more accessible documents and explains why your documents are not currently accessible.

- **[VoiceThread](#)**

VoiceThread is a web-based application that allows you to place media artifacts such as images, presentations, videos and documents and have an asynchronous discussion around it. VoiceThread allows peers to leave comments using any mix of text, microphone, webcam, drawing tools, telephone, or uploaded audio file. VoiceThread is also accessible and made to be compatible with screen reader technology at VoiceThread Universal.

- **[Echo360 Learning Capture](#)**

Echo360 is a versatile and reliable system that automatically captures lectures and converts classroom voice, video, and visual-aids into high-quality media files. These media files can be accessed online from devices such as tablets, phones, and computers. Instructors can also utilize Universal Capture (Personal), which allows them to record from their own computers. Echo360 provides Automatic Speech Recognition (ASR) transcription services. This an option that CELT staff can activate for a course if the instructor submits a request.

- **[SBConnect](#) (Adobe Connect Web Conferencing)**

SBConnect is a powerful system used for online collaboration and Web conferencing. It is available at Stony Brook University for departments and courses, and is managed and provided by the Teaching, Learning + Technology Department (TLT). With SBConnect, you can communicate ideas by sharing your desktop, virtual whiteboards, documents, PowerPoint presentations and video files; using a webcam, microphone and/or chat window. These sessions can be recorded as podcasts or on-demand sessions.

- **[eFax](#)**

DoIT offers an eFax service that allows users to receive faxes (via e-mail) using any personal computer, laptop, or wireless device connected to the Internet. The charge for this service is \$3 per month plus eight cents per page for both sending and receiving faxes.

- **[Yammer](#)**

Yammer is Stony Brook's internal social network. It is an online environment for discussion and conversation. It can help you get work done and support teamwork and collaboration across the institution.

- **Hardware solutions for audio and video**

- [Webcam reviews](#)
- [Wireless headset reviews](#)
- [Wired headset reviews](#)

- **Colleague tested recommendations**

Individual Workstations: [Logitech C615](#)

- 1080p resolution
- Single-channel microphone, suitable for close proximity
- Swivel Camera
- Field of View: 78 degrees

Conference Rooms: [Logitech C930E](#)

- 1080p resolution
- 2 omnidirectional mics, suitable for small groups
- Field of View: 90 degrees
- Digital Zoom 4x

Headphones: [Logitech H570E](#)

- Decent Noise-cancelling tech
- lightweight
- Wireless model available (H820E)