

okta

Single-sign-on platform linking all your **Juilliard apps**: Cadence, Office 365 apps, MyJuilliard, ProxyClick, Asimut, RingCentral, Zoom, DropBox, Canvas, Citrix (remote access). Ability to reset Juilliard **password & Multi Factor Authentication**

slack

Collaboration & messaging platform. Ability to sync **Outlook Calendar** with Slack & share your **status**.

RingCentral

Phone system used by the Juilliard community. It gives you the **flexibility** of staying connected from anywhere.

zoom

Communication platform allowing users to connect via **video & audio**.

MyJuilliard

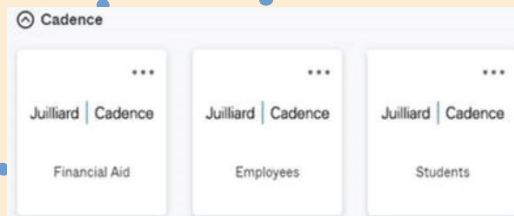
MyJuilliard is the **internal directory** of all active Juilliard staff & faculty.

proxyclick

Visitor management software; **guest registration**

SharePoint

Team collaboration tool. You can securely store, organize & share information. Gives you & your team the ability to edit documents in real time. Sharepoint provides data integrity, version control & flexibility to access data securely from any device.



Cadence

3 Modules Students/ Financial Aid / Employees

Employees: **self service** portal provides you with one stop shop to manage all your personal employee data also giving you the ability to manage/access your information from any device.

Students/Financial Aid: course registration, grade submissions, ability to view grades & transcripts.



OneDrive

Gives you the ability to store, protect & **securely** share files **internally** with Juilliard members. Ability to access your files from anywhere. Install & configure *One Drive App* on your Juilliard laptop to easily access your files from OneDrive.

ASIMUT software

Room booking & event management system

CITRIX NetScaler

Citrix (**Remote Office**): Software tool providing Juilliard staff with the ability to access Juilliard resources **remotely**. (eg. *Remote Desktop, Secure Desktop*)



Microsoft Office 365

Microsoft productivity apps: Word, PowerPoint, Excel, Outlook. **Outlook** is Juilliard's preferred mail client. *Outlook Scheduling Assistant* tool: gives you the ability to view recipient(s) availability for scheduling meetings.

canvas

Learning/Course Management System
Provides faculty and students access to courses and materials.

SENDSAFELY

Send Safely used by staff to securely send **sensitive data** encrypted.

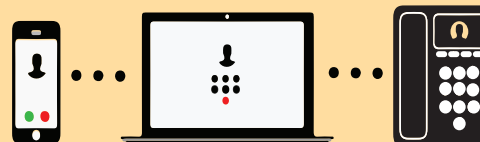
Dropbox Business

File sharing and collaboration tool with **non-Juilliard/external users**.

Ring Central All-in-1 Directory: Any Device, Anywhere



Ring Central gives you the ability to be mobile from multiple devices. It can be installed on mobile devices/ Juilliard laptop.



Ability to make and receive phone calls to your office phone and to check your voicemail.



Access to the Juilliard directory.







ARE YOU AVAILABLE?

HOW STATUS UPDATES HELP YOUR COLLEAGUES?

In a hybrid environment, you can use status updates in Outlook and Slack to help colleagues know when you are available/busy.

Schedule **Outlook** Meeting using **Scheduling Assistant**?

- 







Launch **Outlook** mail client
Click on **Calendar**
Click on **New Appointment**
- 


Select **Scheduling Assistant**
Type in recipient name
(display availability/busy time)


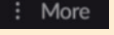

Sync **Outlook Calendar** with **Slack**?

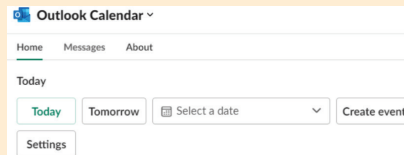
Did you know Slack can reflect your Outlook status? (e.g. meeting/away)

slack

- On your **Slack** page navigate  **Apps** (If Apps not displayed click  **More** -Click Apps)
- Search for **Outlook Calendar** in search menu and select it 
- Scroll to Apps (lower left column)
 - Click **Outlook Calendar chat** 
 - Click **Connect Account** /**Create an Account**
- A web page opens asking permission. Click **Allow** 
- Click the Outlook prompt **Turn On** button to set auto status updates. Change/update preferences at any time (Click Outlook Calendar tab, select messages tab & type /ocal)




Meetings from slack

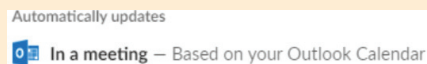
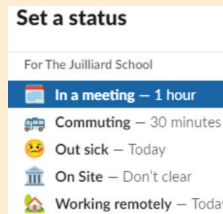
- On your **Slack** page scroll to  **Apps** (if Apps not displayed click  **More** Click Apps)
- Scroll to **Outlook Calendar App** 
- Click on **Home** tab - select **Create Event**. You have the ability to communicate event details by clicking **Message Attendees**



How to schedule meetings from **Slack**?



slack Status

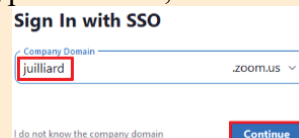
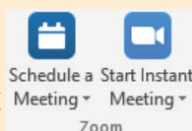
- Click **profile picture** (top right) 
- Click **Update your status** field 
- Choose status option/customize desired status
 - Click **Save** 



How to update **Slack Status**?

zoom

- Open **Outlook mail client**
Click **Home** tab
Click **Start Instant Meeting**
- Click **Sign In** 
- Click  **SSO**
- Under company domain prompt type **Juilliard**, Click **Continue**



- After signing in, zoom details will auto-populate in meeting invite

How to access and schedule **Zoom** meeting in **Outlook** mail client?

Do you have **Outlook Zoom** plug-in installed?