



Student Virtual Office – Anytime...Anywhere!

Virtual Office Sign in Procedure:

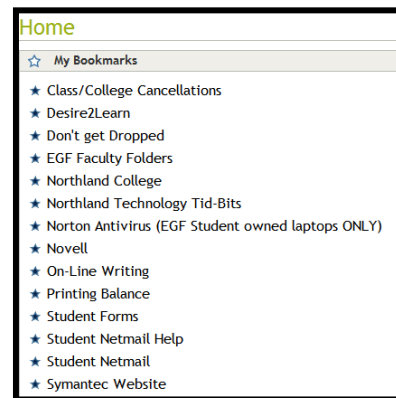
1. Go to the College website – www.northlandcollege.edu
2. Click on **myNCTC**.
3. Click on **Virtual Office>Student Virtual Office**.
4. Log in with your User Name and Password.



What can I do in Virtual Office?

In Virtual Office you can:

- Install Norton Anti-virus on your laptop
- Access the Online Writing lab
- Check out student forms
- Send email and log in to D2L
- Check out college/class cancellations
- Join a virtual team
- Add printers
- Save files to the network



Virtual Office Tool Bar:

In the Team area you can:

- Chat with other team members.
- Save or Print a conversation.
- Share a Team Calendar
- Create a Team Webpage
- Have a Team Discussion



Team Folders/Files Printers

Tool bar

The Folders Button allows you to:

- Gain access to your folder on the college network from anywhere you get internet service.

The Printer Button allows you to: *** Note! All students will be charged 3 cents per page with 400 pages free each semester.**

- Get access to install any classroom printers or public printers on the college campus.
- Each public/classroom printer is labeled by location and installed with a program called IPrint.

The Mail Button is Only Available to Employees! – Students must use Netmail

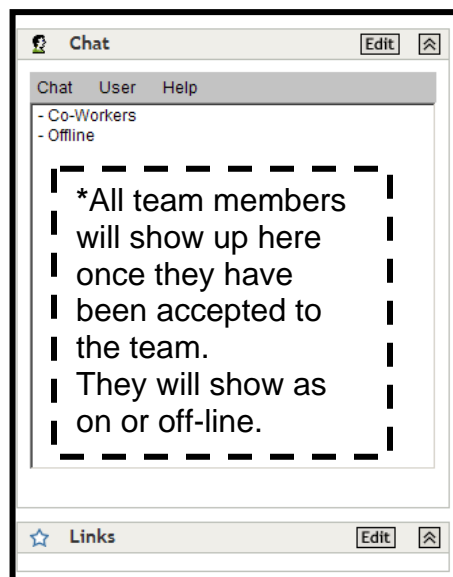
The information on the next two pages is for your own use. If you have questions, please contact your campus ITS department for assistance.

Virtual Office Teams – “Together Everyone Accomplishes More”

TEAMS allow you to collaborate with other members of your class, department, or workplace. Teams make working together easier. Virtual teams are great for student groups as well. Ex. Student Senate

Below is a list of the items you will find in the Team option of Virtual Office.

- **Discussion Board:** lets you share messages with other team members.
- **Chat:** lets you set up a virtual “chat” with team members. Chatting is when all members are connected at the same time and your messages that you type are received instantly by the other members and they can reply instantly. This would be a good feature to use to have a discussion outside of campus.
- **Files:** here you can share files between other members of a team. Instead of e-mailing them, you can just upload the files for other members to view.
- **Links:** store favorite web links for all team members to have access to. These links are available to team members from anywhere or any computer. All they have to do is log-in.
- **Team Calendar:** put important events on the calendar. For example, post the date of the next team chat.

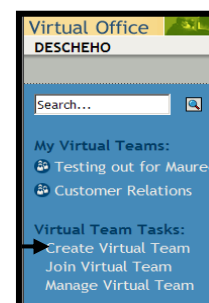


Getting Started with Virtual Teams:

Creating a Team:

1. Bring up the College homepage. www.northlandcollege.edu
2. Hover over **MYNCTC/Virtual Office**
3. Click **Student Virtual Office**
4. Log in.
5. Click **Create Virtual Team.**
6. Type a Team Name and Description.
7. Click **Create!**

**** Note:** The person who creates the team is the “Owner” of the team.



Virtual Teams Continued:

Joining a Team:

1. **Log in** to Virtual Office. **Please Note! Sometimes it takes awhile for your team to show up for you.**
2. Click on **Join Virtual Team** on the left-side of the screen.
3. If the Team Owner approves your request, you will be added to the team. You must be approved!
4. You will need to **return to VO** and back to the **Manage Virtual Teams** area
5. Click on the team name in the **Virtual Team Inbox**.
6. Click the **Join** button next to it. This will get you into the team.

Managing a Virtual Team - Team Owners can:

1. Manage team membership – who is in, who is out
2. Manage the team calendar.
3. Manage and configure the services on the Virtual Team page.
4. Manage and maintain the team Web page.

Team Membership:
 Show team members
 Invite a user
 Approve a request
 Show team owners
 Show blocked users
 Show team properties
 Set notify preferences
 Delete this team

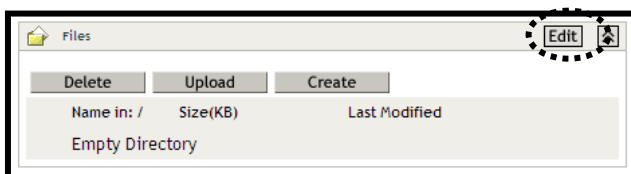
Setting Notification Preferences:

1. **Log in** to Virtual Office and **open the team “you” own.**
2. Click **Set Notify Preferences.**
3. **Check the check box** next to each notification **method you want to use.**
4. **Check the check box** next to each notification **method** you want to use as a **Default.**
5. Click **Save.**

Notify Preferences	
Set Notification Preferences Send me e-mail notification when: <input checked="" type="checkbox"/> New Discussion Posts <input type="checkbox"/> New Discussion Posts for threads I'm in <input type="checkbox"/> Events are created <input checked="" type="checkbox"/> Files are uploaded Send to: Holly.Deschene@northlandcollege.edu	Virtual Team Defaults Set defaults for all members <input type="checkbox"/> New Discussion Posts <input type="checkbox"/> New Discussion Posts for threads I'm in <input type="checkbox"/> Events are created <input checked="" type="checkbox"/> Files are uploaded
Save	Reset

Configuring File-Sharing Service:

1. **Log in** to Virtual Office.
2. Click on **Edit** in the Files section to change settings for files.
3. Click **OK.**



TEAM
 Together Everyone
 Accomplishes More!