

# East Georgia

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## STATE COLLEGE™

### IT Committee Meeting

Thursday, November 19, 2015 3:00-4:00pm

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Meeting called to order

#### **Mike**

1. Review of minutes from October 29 meeting
  - a. Update regarding modifying committee membership
2. Discussion of reviewing policy documents in Office365 One Drive
  - a. Use FireFox or Safari browser
  - b. Use version of Word installed locally on your device to edit documents
  - c. When making changes to a policy document – remember to click/enable “Track Changes” option located in the Review option of main menu. Disable “Track Changes” option after making change.
  - d. To view changes made by others, click / enable “Reviewing Pane” located in Review option of main menu
  - e. When multiple users are editing the same document, click Save / Refresh option frequently to synchronize / view latest changes made
3. Discussion of next meeting date

Adjourned