Microsoft Outlook is the email client used by Plymouth University staff. It can be accessed through using the Outlook software on your mac / pc, accessed through a web interface at: https://webmail.plymouth.ac.uk/ or you can set it up on most smart phone or tablet devices quite easily. Help and support can be found on the university support site at: http://goo.gl/s5dWP

Students have access to a different email system provided by Microsoft called Live@edu. In addition to their email (which has a 10GB mailbox), they will have up to 25GB of online storage, calendaring and the ability to share online documents using Office Web Apps. More information about this for both staff and students is available at: http://goo.gl/zVVHO
A podcast is an enhanced piece of digital media (video and/or audio) which is made available for download for use on mobile devices and computers. Podcasts go beyond the usual downloadable or streamed media embedded in web pages by providing the media through subscription feeds, often in a number of episodes, and where subscribing to the feed can trigger automated notification to the user of newly available episodes.

There are a number of resources available to support you if you are interested in creating Podcasts provided by ASTI.

Overview of podcasting:
http://goo.gl/OY1az
Tools for Podcasting:
http://goo.gl/5nlE8
Podcasting Equipment:
http://goo.gl/7KF1i
Staff Experiences:
http://goo.gl/eZ74Q

Primo® is your gateway to library resources and more: Discover quality books, journal articles and more with one search Automatically limits to full text only Save searches and references Manage your library account.

You can access the system at:
http://primo.plymouth.ac.uk/primo_library/
Online help and guidance is available at:
http://goo.gl/ZLyO

Box of Broadcasts (BOB) - is an off-air recording and media archive service. BoB is available to University of Plymouth staff and students under copyright guidelines. This TV scheduling service allows your institution’s staff to record programmes scheduled to record over the next seven days as well as retrieving programmes from the last seven days from a selected list of recorded channels.

Access BOB at:
http://bob.plymouth.ac.uk/ and find online help here:
http://goo.gl/kq5s9
Resources for you and your students

Mobile with Plymouth University

This is a must have resource for students crammed with helpful University information that is easily accessible wherever you are.

http://technologyenhancedlearning.net/mobile/

Libguides

Library subject guides provide research assistance, useful resources and information for your subject.

http://plymouth.libguides.com/

Student Study Guide

A mini guide for off campus students studying in partnership with Plymouth University

http://www.studywithplymouth.ac.uk/

Collaborative tools

As the Internet has matured and become increasingly embedded in everyday life, it has made it easier than ever for users to create and edit content to interact with others.

Many web tools can be used for a variety of purposes. We have produced a guide which provides an introduction to many of these tools called Digital Tools for Busy Academics. It can be downloaded here:

http://goo.gl/XMgPt

eBooks

Flexible access

eBooks are just like traditional paperback books except they are electronic copies that you read on electronic devices such as computers, mobile or tablet devices. Just like traditional books, they can contain both text and images but also offer a host of benefits (see below), however they are not always attuned to everybody’s taste and some prefer the tactile feel of a book and the feeling of turning a page of paper as they read.

You can find out more about why to use eBooks, how to use them and their features by visiting our resource at:

http://goo.gl/CHyyU

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**e-Portfolio with PebblePad3**

An e-portfolio is a great way to collect your plans, ideas, and experiences in one place. You can store thoughts, documents, images, plans and just about whatever you want. The documents are then ready to be compiled; for example to make a CV. You can then share them with others to see online; for example to impress a potential employer.

PebblePad is used by many Plymouth University staff and students for a variety of tasks including: creating CVs, professional development plans, portfolios; recording thoughts, ideas and skills.

Using your e-portfolio is simple. Open your web browser and go to: [http://e-portfolio.plymouth.ac.uk](http://e-portfolio.plymouth.ac.uk) where you can login with your Plymouth University username and password. Help guides and frequently asked questions (FAQs) are available once you are logged in.

Your e-portfolio will be available to you free of charge for a year after you graduate. To do this you need to create an account with pebblepad.co.uk near the end of your course. It is important you do this before you graduate! This means you can continue to use it for a small annual fee. Alternatively you can export selected files, or your entire collection and transfer it into another e-portfolio system if you wish.

**YouTube.edu**

YouTube EDU is a place in which educational institutions can create their own channels and publish their own content online in a similar way to iTunesU. You may find there is content available here which may be of interest to yourself or your students. [www.youtube.com/edu](http://www.youtube.com/edu)