

TECH FRIDAY Technology Solutions

March 2, 2012

9:00—10:00 OUTLOOK 2010

Do you have more email than you know what to do with? Do you get messages that your inbox is full? Do you struggle to find that one email someone sent you some time ago? Learn several Outlook 2010 options to make email more manageable. Find out how to utilize the global address book, inbox folders, data files, archiving, email rules, search features, and much more.

10:00—11:00 MICROSOFT LYNC

Why drive to your next meeting at another campus? With Microsoft Lync it is now easier than ever to meet online. Learn how to setup meetings, utilize a webcam and microphone, and allow others to view your desktop and much more.

11:00—12:00 MICROSOFT UNIFIED MESSAGING

Having trouble with your voicemail pin? Find out how Unified Messaging can help you. Learn how to access voice mail, email, and calendar information not only in Outlook and Webmail but also on your office phone, cell phone and iPads.

1:00—2:00 ONENOTE 2010

Go Paperless! Store and organize virtually any type of information electronically in your OneNote Notebook. You can even share your OneNote Notebook on thePoint. Find out more about a quick and efficient way to keep a notebook without keeping a notebook.

2:00—3:00 SKYDRIVES

Get 25GB of free personal storage with Windows Live SkyDrive. Files can be loaded via drag and drop and stored online. You can access these files through your web browser from anywhere and share them publicly. Users can also create, view and edit Microsoft Office Word, Excel, PowerPoint and OneNote.

TECHNOLOGY FOR EFFICIENCY

Using Microsoft Outlook, OneNote, Unified Messaging, Lync & SkyDrive's

Already have something planned? Schedule a one-on-one or group training by emailing Hazard-Helpdesk.

Want to reserve a spot now? Register for the trainings, click on the Technology Solutions link on the HCTC Faculty/Staff page.

Plan now for Tech Friday, March 16 JCC room 129

TECHNOLOGY IN THE CLASSROOMS!

March 16th sessions: Utilizing the Smart Classrooms, MOBI, Smartboards, Remote Clickers in the classroom, Doceri with your iPads, Bring your PowerPoint's to Life!!



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