

**OFFICE OF INFORMATION TECHNOLOGY
TECHNOLOGY EDUCATION SERIES
SPRING, 2008**

Using Microsoft Outlook

This workshop will focus on identifying and understanding the Folders in Outlook including; Calendar, Contacts, Deleted Items, Inbox, etc. as well as Personal Folders. Through hands-on experience, you will learn key functions and options within these folders. Other Outlook concepts that are covered include; send and receive, forward and reply, view menu items, find, moving or copying messages, saving or sending attachments.

March 26th, 2:00pm – 4:00pm, Library Room 012
Presenter – Mike Gotthold

Using Microsoft Outlook, Advanced Features

In this workshop, we will demonstrate and use the more advanced concepts and features of Microsoft Outlook including; Rules and Alerts, Public folders, sharing of folders, Follow-up Flags, Appointments, Reminders, and Delegates. These additional concepts will allow for more collaboration with your department, staff, and colleagues.

April 2nd, 2:00pm – 4:00pm, Library Room 012
Presenter – Mike Gotthold

Using the Barracuda to Filter Email Spam

The Barracuda SPAM Firewall is the spam device installed on campus to provide spam-filtering services to all college mailboxes. This class will explore the origin and types of spam. Also, show you how to utilize Barracuda's tool in managing email spam.

April 16th, 2:00pm – 4:00pm, Library Room 012
May 5th, 10:00am – Noon, Library Room 012
Presenter – Ryan Clark

Using VPN Access

This workshop will introduce and instruct users how to securely access their College G., H., and S.; network resources off-campus.

April 9th, 10:00am – Noon, Library Room 012
May 7th, 2:00pm – 4:00pm, Library Room 012
Presenter – Chris Bucci

Using the Avaya Telephone and Voice Mail System

If you have questions about the features of the telephone system or the voice mail system, consider attending this informal session. A brief overview will be presented and instruction sheets will be available. There will be plenty of time for questions. All special needs addressed on an individual basis.

Sessions offered for small groups or individual basis upon request. Please call Pam Gianni at ext 4902 or the Help Desk, ext. 4900 to make appointment.