

Alan Price

From: Alan Price
Sent: Sunday, March 15, 2020 9:38 PM
To: Faculty_Official; Student_Official; Staff_Official
Subject: Join the Team: scheduled Teams trainings ready for all students and employees (IT Communication 06)

Good evening (night?).

For the last message of the weekend we're ready to announce pre-scheduled, instructor-led Microsoft Teams training geared towards employees and students. These one-hour sessions cover the basics and are delivered in a lecture-first, questions-second (mostly) format. They're available both Monday and Tuesday.

- Employee training primarily focus on faculty needs to be up-to-speed in the next two days. But change the word "class" for "meeting" and they suddenly work for staff, too. All employees are invited to these sessions and encouraged to attend at least one of them to learn how to use Teams for teaching and meetings.
- Student training is to help install, configure, and be ready to use Teams for classes this term. Stop by either of the time slots to get help and learn tips and tricks to turn you into a Teams Wizard™. Impress your friends! Delight your family! One-up your professor (*politely*)!

Make sure to bring your laptop. Notepads are great but these are hands-on-keys sessions and you'll learn best by trying things as we go.

Tuesday's schedule may change based on feedback from Monday. For now, though, both days are the same. You're welcome to cross into the other audience, but know that the material and session is optimized for that particular group.

<i>Time</i>	<i>Audience</i>	<i>Location</i>
10:00 AM to 11:00 AM	Employees	Covell 103
11:30 AM to 12:30 PM	Students	Covell 103
1:00 PM to 2:00 PM	Employees	Covell 103
2:30 PM to 3:30 PM	Employees	Covell 103
4:00 PM to 5:00 PM	Employees	Covell 103
5:30 PM to 6:30 PM	Students	Covell 103

Can't make any of the times? That's okay. Stop by our offices in Covell for personalized training. Or, even better, bring a small group.

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