Learning Opportunities: Office 365 & More

Q&A SESSIONS: JULY–OCTOBER
Office 365, Office 2016, & Windows 10
In these sessions we encourage attendees to bring your list of questions and a tip to share. We’ll have several facilitators addressing questions one-on-one and highlighting useful tips for the group. All sessions will be held in Canaday 315 unless otherwise noted.

TUE 7/19, 11-NOON • WED 8/10, 2–3pm • TUE 9/13, 4–5pm • TUE 10/18, 11–NOON (DALTON 20)

CLASSES: SEPTEMBER–OCTOBER
This fall, we’ll host classes on managing email and using OneDrive and Office Online—the things we think will be most useful to students and faculty returning to campus. Classes will be similar to those we offered in the spring, with a few tweaks to make them particularly relevant to the academic context. All classes are taught by LITS staff. Advance registration is required.

Work Collaboratively with Office 365: OneDrive & Office Online
TUE 9/20, 10:30am–NOON, DALTON 20: http://brynmawr.libcal.com/event/2651447
WED 10/12, 2–3:30pm, CANADAY 315: http://brynmawr.libcal.com/event/2651450

Organize Your Inbox with Office 365
WED 9/28, 10:30am–NOON, CANADAY 315: http://brynmawr.libcal.com/event/2651448
Later on we’ll offer a new class designed to help you get the most out of Office 2016. Stay tuned for details!

SMALL GROUP CONSULTATIONS: JULY–OCTOBER
Need help translating a specific business process to Office 365? Looking for an opportunity to improve a workflow using newly available features? LITS staff are available to consult with small groups to discuss how Office 365 may meet your needs.

Consultations will be available throughout the summer and into October. Plan ahead and schedule with us now! Contact the Help Desk to request an appointment: help@brynmawr.edu or (610) 526–7440.

SELF-PACED RESOURCES: ANYTIME!
http://techdocs.blogs.brynmawr.edu
Like learning at your own pace and finding answers when you need them? We provide a growing set of Tech Docs and quick how-to videos.

WATCH FOR US AROUND CAMPUS...
We’ll be in the Campus Center 10am–1pm to help you sync your Bryn Mawr email and calendar on your mobile device and install Office 365 mobile apps:

8/24 • 8/31 • 10/1
As always, you’re welcome to visit or contact the Help Desk with questions at any time: help@brynmawr.edu, (610) 526–7440, Canaday first floor.