Class Descriptions

Orientation Classes

New User Computer Training - This class gives an overview of the services and support offered by Information Technology Services.

Outlook Client Classes

Managing Email in Outlook - This class focuses on creating a spam rule to help manage spam messages, archiving email to help manage a user's mailbox size, and other tips.

Internet Application Classes

Squirrel Mail - This class is designed to teach users how to log in using a web browser, as well as basic mail features, create folders, create appointments using the calendar, and more.

SSH Secure Shell and File Transfer Client - The class is designed to introduce logging into SSH Secure Shell and File Transfer Client, create profiles, and transfer files from a local computer to a remote host.

Outlook Web Access - This class is designed to teach users how to navigate in Outlook Web Access, send and receive messages, use the calendar, add contacts, and more.

Microsoft Excel XP/2007 Classes

Excel (Level 1) - This class focuses on basic worksheet and workbook layouts and formatting. Creating formulas and working with functions.