IT Training Resources

NEW 4/9/2020 Zoom meeting password requirement

**New** Group Training Request Form If you would like to request training on a particular topic for your office or department, please complete the form. Training may be in the form of webinar or live training.

see also Technology Support Home

This page will be perpetually expanded and updated. If you can’t find what you are looking for, or think something needs to be here, contact the IT Training Coordinator at ittraining@maine.edu

Upcoming Webinars:

Table of Contents

Topics (in alphabetical order):

### Accessibility

see itaccessibility.maine.edu

<table>
<thead>
<tr>
<th>Accessibility Checker</th>
<th>Microsoft Office 2016</th>
<th>Website Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Standards</td>
<td></td>
<td>Why Accessibility?</td>
</tr>
</tbody>
</table>

Adobe Acrobat XI

User Guide

After Action Review Form

Aurora Remote Access

How to access your network files

Blackboard Connect

Getting Started with Blackboard Connect Send a Message Create a Message Template Training Videos

Booklist

(see Suggested Reading)

Box.com

Box Help

BrightSpace coming soon!

Cache

how to clear (Chrome, Internet Explorer, Firefox, Safari)

Camtasia

<table>
<thead>
<tr>
<th>Camtasia Studio 8.5 Help</th>
<th>Record, Edit, Share</th>
<th>Transitions &amp; Annotations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce &amp; Share</td>
<td>Animations &amp; Effects</td>
<td>Editing Audio</td>
</tr>
</tbody>
</table>
Email

25 Tips for Perfecting Your E-mail Etiquette
Sending BulkMail (email)
Notes on Administrative Bulk Email

Google

*New* Gmail Tips June 2018

<table>
<thead>
<tr>
<th>Google Contacts</th>
<th>Google Calendar</th>
<th>Google Gmail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidating/updating Contacts</td>
<td>Set up calendar delegation</td>
<td>Where do I access my maine.edu Gmail?</td>
</tr>
<tr>
<td>Deleting Contacts</td>
<td>Perform a Busy Search</td>
<td>Searches in Gmail</td>
</tr>
<tr>
<td>Create a Contact Group</td>
<td>Add a meeting to your calendar</td>
<td>Keyboard Shortcuts for Gmail</td>
</tr>
<tr>
<td>Remove individuals from a Contact Group</td>
<td>Archiving messages in Gmail</td>
<td>Change my Email Forwarding</td>
</tr>
<tr>
<td>Add or Delete Contacts</td>
<td>Invite people to a meeting</td>
<td>Create a vacation rule</td>
</tr>
<tr>
<td>Send someone your Contact Group(s)</td>
<td>Create and Share a new calendar</td>
<td>Add or Save Attachments</td>
</tr>
<tr>
<td>2019: View, Group, Share Contacts</td>
<td>Add a video call to a meeting</td>
<td>Add an additional email account/Send mail FROM other account</td>
</tr>
<tr>
<td></td>
<td>10/2017 GSuite's NEW Calendar Interface</td>
<td>Canned Responses (templates)</td>
</tr>
<tr>
<td>Google Organizing your Mailbox</td>
<td>Google Groups</td>
<td>Add a signature</td>
</tr>
<tr>
<td>Decide whether to Delete or Archive in Gmail</td>
<td>Google Group or Listserv?</td>
<td>Block email from a known address</td>
</tr>
<tr>
<td>Create a filter for incoming mail</td>
<td>Using Google Groups</td>
<td>How to Set Gmail as Your Browser's Default Email Client for Mailto Links</td>
</tr>
<tr>
<td>Filter your forwarded email</td>
<td>Manage Google Group Members</td>
<td>Macintosh - Make Gmail the default mail app in Safari, Chrome, and Firefox</td>
</tr>
<tr>
<td>Using Labels to organize your email</td>
<td></td>
<td>Why can’t I use Read Receipts?</td>
</tr>
</tbody>
</table>
Delegate access to your email or an AUX ACCOUNT

Show expanded date and time in Inbox (Chrome Add-on)

Move email to another account (maine.edu to gmail.com)

Google Other

Adding Gmail to your Android device

Keyboard Shortcuts for Hangouts (Windows or Mac)

Creating a Google Community

Google Drive

Start a hangout (chat)

Get Started with Google Meet

8 Ways to Find Almost Anything in Google Drive

Get Started with Google Meet

Tips for Sharing Files and Folders

Livestreaming a Meeting

Google Drive FileStream

Record a Meeting

Force Copy when sharing a doc

Google Chat

What can I store in Google Drive (file size and type)?

Using Google Chat (detailed)

GSuite

<table>
<thead>
<tr>
<th>Sheets</th>
<th>Docs</th>
<th>Slides</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a graph</td>
<td>Using Google Forms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hoonuit

(aka Atomic Learning) **Jan 2018** This is now a part of UMS Academy, and is accessed from the Launchpad of the portal (mycampus.maine.edu)

Note: this site utilizes 3rd party cookies, which must be enabled in your browser to afford a seamless use. See Cookies (above).

ImageNow

(also known as Perceptive Content)

| Upgrade to 7.1.5 | Client Download | Getting Started |

Information Security

ISO Portal Employee Protect of Data APL

IP Phones

Kaltura

<table>
<thead>
<tr>
<th>Just the Basics of Getting Started</th>
<th>Student Guide to Using Kaltura on Blackboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uploading Media</td>
<td>Using Kaltura Capture</td>
</tr>
</tbody>
</table>

Listserv

| Requesting a new list (LISTSERV) via LISTS.MAINE.EDU | Joining (subscribing to) a List | Google Group or Listserv? |
New List Owners Instructions | List Owner Responsibilities | List Management in 3 Easy Steps
---|---|---
Bulk Subscriber Management Process | Form for LIST request |  

**IT Lunch&Learn 2018-19 Sessions**
Schedule and Descriptions | Google Calendar Link |  

**IT Lunch&Learn 2019-20 Sessions**
Schedule and Descriptions | Google Calendar Link |  

**MaineStreet**
visit Strategic Procurement’s [Webinar Channel](#) Strategic Procurement’s [This Week’s webinars](#)  

| Campus Solutions | Campus Solutions |  
|---|---|---
| Customizing MaineStreet | Excel Downloads workarounds | Queries (CS, FIN, HR) |

| Concur |  
|---|---|---|
| Introduction to Concur for Staff |  

| Financials |  
|---|---|---|
| Financials |  

| MarketPlace |  
|---|---|---|
| MarketPlace | Essentials for Shoppers | Introduction to MaineStreet MarketPlace |
| Tips & Tricks in MarketPlace |  

**Microsoft Office 2016**
Add Accessibility Checker to the Quick Access ToolBar  
Add Accessibility Checker to the Ribbon  

**Microsoft Office 365**
Getting Started  

**Perceptive Content**
(see Image Now)  

**PowerPoint in ZOOM**
see ZOOM  

**Printers**
Canon
Remote Access using Aurora

How to access your network files

Remote Desktop Access to a Windows PC

Remote Desktop Access

Security

https://mycampus.maine.edu/group/mycampus/iso-training-and-services

Service Catalog

UMS IT Services

Suggested Reading

2020 Suggested Reading Booklist

Tempest

Connecting to UMS Wireless Network (Tempest)

UMS Academy

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Note: this site utilizes 3rd party cookies, which must be enabled in your browser to afford a seamless use. See Cookies (above).

Windows 10

Differences between Win 7 and Win 10 for the New User

<table>
<thead>
<tr>
<th>Find my file storage</th>
<th>Start Menu features</th>
<th>Find Printers and Devices</th>
<th>Set up a screen saver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change my wallpaper</td>
<td>Change my display settings</td>
<td>Uninstall a program</td>
<td>Install printers</td>
</tr>
<tr>
<td>Input a copier code</td>
<td>Change my power options</td>
<td>Connect to a projector</td>
<td>Software Center (install apps)</td>
</tr>
</tbody>
</table>

Windows Presentation Mode

Presentation Mode

University College Tutorials

UTSC

University Tech Support Center Home Page

ZOOM

NEW 4/9/2020 Zoom meeting password requirement

<table>
<thead>
<tr>
<th>UMS ZOOM Training and Support Resources page</th>
<th>Getting Started</th>
<th>Zoom Video Tutorials</th>
<th>Using PowerPoint in a ZOOM mtg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording Your Zoom Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Getting Started with ZOOM webinar (recordings)
(from Aug 7, 2018)
https://video.maine.edu/media/Getting+Started+with+ZOOM1/1_w55pd8ff/85027501
(from Aug 23, 2018)
https://video.maine.edu/media/Getting+Started+with+Zoom2/1_8nhpngcp/85027501
(from Sept 12, 2018)
https://video.maine.edu/media/Getting+Started+with+Zoom+3/1_qmgle2oy/85027501
Contact ittraining@maine.edu