**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:

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Topics (in alphabetical order):

**Accessibility**
see itaccessibility.maine.edu

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**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**
Camtasia Studio 8.5 Help, Record, Edit, Share, Transitions & Animations & Effects, Editing Audio
## Google Contacts
- Consolidating/updating Contacts
- Deleting Contacts
- Create a Contact Group
- Remove individuals from a Contact Group
- Add or Delete Contacts
- Send someone your Contact Group(s)
- 2019: View, Group, Share Contacts

## Google Calendar
- Set up calendar delegation
- Perform a Busy Search
- Add a meeting to your calendar
- Archiving messages in Gmail
- Invite people to a meeting
- Add a video call to a meeting
- Add a new calendar
- Add or Save Attachments
- 10/2017 GSuite's NEW Calendar Interface

## Google Gmail
- Where do I access my maine.edu Gmail?
- Searches in Gmail
- Keyboard Shortcuts for Gmail
- Change my Email Forwarding
- Add or Save Attachments
- Add an additional email account/Send mail FROM other account
- Canned Responses (templates)

## Google Organizing your Mailbox
- Decide whether to Delete or Archive in Gmail
- Create a filter for incoming mail
- Filter your forwarded email
- Using Labels to organize your email

## Google Groups
- Google Group or Listserv?
- Using Google Groups
- Manage Google Group Members
- Macintosh - Make Gmail the default mail app in Safari, Chrome, and Firefox

## Why can't I use Read Receipts?
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**

**Google Hangouts/Meet**

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

**Google Classroom**

Moving email to another account

(maine.edu to gmail.com)

**Google Sites**

8 Ways to Find Almost Anything in Google Drive

Livestreaming a Meeting

Getting Started

Tips for Sharing Files and Folders

Record a Meeting

Getting Started

Google Drive FileStream

Record a Meeting

Google Chat

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

Using Google Chat (detailed)

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**GSuite**

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**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**

Just the Basics of Getting Started  Student Guide to Using Kaltura on Blackboard

Uploading Media  Using Kaltura Capture

**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 |  
| --- | --- |
| 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**
(print) What’s new? (video) Why You Should Upgrade to 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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Windows 10

Differences between Win 7 and Win 10 for the New User

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Windows Presentation Mode

Presentation Mode

University College Tutorials

UTSC

University Tech Support Center Home Page

ZOOM

NEW 4/9/2020 Zoom meeting password requirement

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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