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

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Cookies
Change your cookie settings

Concur
Get Started with Concur

Confluence

Eduroam
Eduroam Onboarding Process

Ergonomics
USM: VDT Training  UMS: Basic Safety Training

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

Google
“New” Gmail Tips June 2018

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Google Organizing your Mailbox
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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

Google Communities

Adding Gmail to your Android device

Keyboard Shortcuts for Hangouts (Windows or Mac)

Creating a Google Community

Google Drive

Start a hangout (chat)

Google Classroom

Using Google Forms

Schedule a meeting with a Hangout

Getting Started

8 Ways to Find Almost Anything in Google Drive

Get Started with Google Meet

Google Sites

Tips for Sharing Files and Folders

Livestreaming a Meeting

Getting Started

Google Drive FileStream

Record a Meeting

Google Chat

Force Copy when sharing a doc

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

Using Google Chat (detailed)

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

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**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

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