**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

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

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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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### Google

- **Google Contacts**
  - Consolidating/updating Contacts
  - Deleting Contacts
  - Create a Contact Group
  - Remove individuals from a Contact Group
  - Add or Delete 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

- **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

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### Google Organizing your Mailbox

- **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

- **Google Contacts**
  - How to Set Gmail as Your Browser's Default Email Client for Mailto Links

- **Google Organizing your Mailbox**
  - Macintosh - Make Gmail the default mail app in Safari, Chrome, and Firefox

- **Google Organizing your Mailbox**
  - Why can't I use Read Receipts?
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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 | UMS Listserv Policy and User Guide

**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

**OneDrive Resources**

**Perceptive Content**

(see [Image Now](#))

**PowerPoint in ZOOM**

[see ZOOM](#)

**Printers**
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

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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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Recording Your Zoom Meeting

Getting Started with ZOOM webinar (recordings)
(from Aug 7, 2018)
https://video.maine.edu/media/Getting+Started+with+ZOOM1/1_w55pd8fl/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