**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*

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Topics (in alphabetical order):

#### Accessibility

see [itaccessibility.maine.edu](http://itaccessibility.maine.edu)

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User Guide

Aurora Remote Access

How to access your network files

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- Getting Started with Blackboard Connect
- Send a Message
- Create a Message Template
- Tutorials

- How to send a file
- How to set up a discussion board
- How to use Blackboard Connect

Box.com

Box Help

Cache

*How to clear* (Chrome, Internet Explorer, Firefox, Safari)

Camtasia

- Camtasia Studio 8.5 Help
- Record, Edit, Share
- Transitions & Annotations
- Produce & Share
- Animations & Effects
- Editing Audio

| Camtasia 2018, 9 for Windows, 3 for Mac TUTORIALS |
|---------------------|---------------------|---------------------|

Cookies

*Change your cookie settings*

Concur

Get Started with Concur

Eduroam

Eduroam Onboarding Process

Ergonomics
### 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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2019: View, Group, Share Contacts

- Add a video call to a meeting
- Add an additional email account/Send mail FROM other account
- 10/2017 GSuite's NEW Calendar Interface
- Canned Responses (templates)

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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](http://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

**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

- New List Owners Instructions  
- List Owner Responsibilities

- Bulk Subscriber Management Process  
- List Management in 3 Easy Steps

- Form for LIST request  
- UMS Listserv Policy and User Guide

**IT Lunch&Learn Sessions**

Current Schedule and Descriptions  
Google Calendar Link  
Recordings of Past Sessions  
Suggested Topics

**MaineStreet**

visit Strategic Procurement’s [Webinar Channel](http://www.strategyprocurement.com/webinars)  
Strategic Procurement’s [This Week’s webinars](http://www.strategyprocurement.com/)

**Campus Solutions**

- Excel Downloads workarounds
- Campus Solutions
- Entering Grades
- Peoplesoft Printing
- WorkCenters
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**Getting Started**

**OneDrive Resources**

**Perceptive Content**

*(see Image Now)*

**PowerPoint in ZOOM**

*see ZOOM*

**Printers**

Canon

**Remote Access using Aurora (see VPN)**

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)

**Training**

**Group Training Request Form**

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**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

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Contact ittraining@maine.edu