IT Training Resources

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

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User Guide

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How to access your network files

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Box Help

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

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

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#### 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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**Google Organizing your Mailbox**

- 2019: View, Group, Share Contacts
- 10/2017 GSuite's NEW Calendar Interface

**Google Groups**

- Add a video call to a meeting
- Add an additional email account/Send mail FROM other account
- Canned Responses (templates)

**Google Other**

- Adding Gmail to your Android device
- Keyboard Shortcuts for Hangouts (Windows or Mac)
- Macintosh - Make Gmail the default mail app in Safari, Chrome, and Firefox

**Google Drive**

- Start a hangout (chat)
- Schedule a meeting with a Hangout
- Get Started

**Google Sites**

- Share folders
- Record a Meeting
- Getting Started
What can I store in Google Drive (file size and type)?

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Using Google Chat (detailed)

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

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 Sessions

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

MaineStreet

visit Strategic Procurement's Webinar Channel  Strategic Procurement's This Week's webinars

- Excel Downloads workarounds
- Campus Solutions
- Entering Grades
- Peoplesoft Printing
- WorkCenters
Microsoft Office 365
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

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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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