

Day	Date	Time	Class
Monday	11/9/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Monday	11/9/2020	10:30am - 11:00am	Outlook - (Tips & Tricks for working remotely.)
Monday	11/9/2020	12:00pm - 12:30pm	Zoom - (Learn how to secure your Zoom meetings.)
Monday	11/9/2020	2:00pm - 3:00pm	Office 365 Overview – (Learn how to use Office 365 to collaborate on Office documents.)
Monday	11/9/2020	3:00pm - 4:00pm	Zoom - (Learn how to conduct polls in meetings.)
Monday	11/9/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Tuesday	11/10/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Tuesday	11/10/2020	11:00am - 12:00pm	Zoom - NEW*** (Learn how to enable close captioning and transcriptions for Zoom meetings.)
Tuesday	11/10/2020	1:00pm - 1:30pm	Using your Phone to Scan Documents
Tuesday	11/10/2020	2:30pm - 4:30pm	Zoom - (Learn how to conduct virtual meetings. Overview of Zoom settings and command toolbar while hosting a meeting)
Tuesday	11/10/2020	4:30pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Wednesday	11/11/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Wednesday	11/11/2020	10:30am - 11:30am	Office 365 - Teams (Learn how to collaborate with coworkers.)
Wednesday	11/11/2020	11:30am - 12:30pm	Zoom - (Learn how to create breakout rooms.)
Wednesday	11/11/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Thursday	11/12/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Thursday	11/12/2020	10:30am - 11:00am	RAVE - (Learn how to use the system to text message students.)
Thursday	11/12/2020	3:00pm - 4:00pm	MS Excel Basics - (Introduction to formulas & functions.)
Thursday	11/12/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Friday	11/13/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Friday	11/13/2020	11:00am - 12:00pm	Zoom - (Screen sharing and showing videos.)
Friday	11/6/2020	12:30pm - 1:00pm	Google Voice - (Learn how to mask your personal phone number.)
Friday	11/13/2020	2:00pm - 3:00pm	Cloud Storage- (Learn how to upload documents and recordings to One Drive & Dropbox.)
Friday	11/13/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour