

Are you Ready for the First Day of Classes?

Technology Training Center - August Training Events Applications that promote Collaboration

Register for August Training –

Please use our [Registration page](#) to register for any training sessions below.

We look forward to working with you,
Doriann



Monday	Tuesday	Wednesday	Thursday	Friday
	1 Lightning Sessions – Improve Productivity – Create distribution lists in Outlook 365. 1:30 pm – 1:40 pm	2 MS Forms? Create surveys and self-grading quizzes. 3:00 pm – 4:00 pm	3 Virtual Office Hour – There’s No Such Thing as a Stupid Question – Join and ask your questions! 11:00 am – 12:00 pm	4 College Closed
7 Dropbox Store & Share documents. 3:00 pm – 4:00 pm	8 Lightning Sessions – Improve Productivity – Turn a graphic into a hyperlink in MS Office. 1:30 pm – 1:40 pm	9 MS OneDrive Store and share documents within M365. 3:00 pm – 4:00 pm	10 Virtual Office Hour – There’s No Such Thing as a Stupid Question – Join and ask your questions! 11:00 am – 12:00 pm	11 College Closed
14 Zoom? Claiming & Customizing your CUNY Zoom account. 3:00 pm – 4:00 pm	15 Lightning Sessions – Improve Productivity – Convert an MS Office document to a PDF. 1:30 pm – 1:40 pm	16 Zoom? What’s new in your CUNY Zoom account? 3:00 pm – 4:00 pm	17 Virtual Office Hour – There’s No Such Thing as a Stupid Question – Join and ask your questions! 11:00 am – 12:00 pm	18
21 OneNote Using OneNote to store meeting and class notes. 3:00 pm – 4:00 pm	22 Lightning Sessions – Improve Productivity – Create a signature in Adobe 1:30 pm – 1:40 pm	23 MS Teams? Using MS Teams for video conferencing. 3:00 pm – 4:00 pm	24 Virtual Office Hour – There’s No Such Thing as a Stupid Question – Join and ask your questions! 11:00 am – 12:00 pm	25 First Day of Classes