

*The Office of Human Resources is pleased to collaborate with  
campus departments and organizations to present*

# Training Tuesdays

**April 2016**

## April 5

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**THE FOLLOWING SESSION ARE SONORED BY INFORMATION TECHNOLOGY SERVICES – PLEASE NOTE THAT THERE ARE TWO SESSION OF EACH SESSION.**

### **ONENOTE FEATURES FOR EVERYONE**

Session #1: 9:00 a.m.-10:00 a.m.

Session #2: 12:30 p.m.-1:30 p.m.

*Miller Center, Room 122*

Learn several “beyond the basics” features in OneNote that you can start using immediately. You will also see how OneNote notebooks are being integrated into the Office 365 platform.

### **SKYPE FOR BUSINESS: INSTANT MESSAGING AND MORE**

Session #1: 10:30 a.m.-11:30 a.m.

Session #2: 2:00 p.m.-3:00 p.m.

*Miller Center, Room 122*

Watch an overview of Skype for Business and see other collaboration features Skype for Business has to offer. Share screens, conduct instant polls, hold web meetings and more.

**PRESENTER: Holly Petersen**, Training and Development Specialist, Virteva

## April 12

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### **HISTORIC CAPMUS TOUR – PART 2**

12:30 p.m. – 1:30 p.m.

*Meet on the South side of Stearns Hall*

#### **Sponsored by University Archives**

Join University Archivist Tom Steman and professor emeritus Bill Morgan for another historic campus tour, rain or shine. Beginning at the south side of Stearns Hall, the tour will discuss the residence hall complex built in the 1960s and then make stops at Ervin House, Mitchell Hall, Kiehle, Lawrence Hall, and Riverview, as well as discuss the now demolished Stearns House and Old Model School building. The tour does cover some from the first historic tour given last year, but does explore other areas of campus.

**PRESENTERS: Thomas Steman**, CA University Archivist/Professor and **Bill Morgan**, Emeritus

## April 26

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### **2016 RETIREMENT AND YEARS OF SERVICE RECOGNITION PROGRAM**

2:30 P.M. – 3:30 p.m.

*Atwood Memorial Center, Ballroom*

#### **Sponsored by Human Resources**

Come celebrate the retirement and years of service of several colleagues being recognized at the 2016 recognition program.

**Pre-registration is not necessary and there is no fee to attend.**