



## Training and information session schedule – January-February 2008

For more information or to sign up for a session,  
contact Eddie Elfers at [edelfer1@wsc.edu](mailto:edelfer1@wsc.edu), phone 375-7090, or Brett Parker, [brparke1@wsc.edu](mailto:brparke1@wsc.edu), phone 375-7704.

### **Using Your Telephone – Amanda Rusch** (TRC Training Lab, LI 24)

Sure, you know how to answer it and make a call. Now learn about some of the other features your phone offers, including conferencing, forwarding and transferring calls.

Tuesday, Jan. 22, 10-11 or 3:30-4:30

Wednesday, Jan. 23, 10-11 or 2-3

### **Email archiving and junk-mail handling: Clean up your mailbox and save what's important – TRC Staff** (TRC Training Lab, LI 24)

Tuesday, Jan. 22, 9-10 or 2-3

Wednesday, Jan. 23, 9-10 or 3:30-4:30

### **Using the Groupwise Calendar – TRC Staff** (TRC Training Lab, LI 24)

Make the most of your Groupwise calendar

Thursday, Jan. 24, 9-10 or 2:30-3:30

Friday, Jan. 25, 10-11 or 2-3

### **Voicemail to Email Demo – Amanda Rusch** (TRC Training Lab, LI 24)

Your voicemail can be converted to audio files and sent to your email. Come see how.

Monday, Jan. 28, 10-11 or 2:30-3:30

Tuesday, Jan. 29, 9-10 or 3:30-4:30

### **Groupwise Webmail – TRC Staff** (TRC Training Lab, LI 24)

Thursday, Jan. 31, 9-10 or 3:30-4:30

Friday, Feb. 1, 10-11 or 2-3

### **Listserv Demo – TRC Staff** (TRC Room 24)

Several groups on campus are using listservs -- mailing list management systems that allow users to subscribe to or create, manage, and control an electronic mailing list. Come see if a listserv might be useful to you.

Tuesday, Feb. 5, 9-10 or 3:30-4:30

Wednesday, Feb. 6, 9-10 or 3:30-4:30

### **Text Messaging with Cell Phones and PDAs Demo – Amanda Rusch** (TRC Training Lab, LI 24)

Thursday, Feb. 7, 9-10 or 3:30-4:30

Friday, Feb. 8, 10-11 or 2-3

### **Desktop video conferencing – TRC Staff** (TRC Room 18)

Tuesday, Feb. 12, 10-11 or 3:30-4:30

Wednesday, Feb. 13, 9-10 or 3:30-4:30

### **Social Networking Sites Demo – NATS/TRC Staff** (TRC Training Lab, LI 24)

MySpace, Facebook – our students use them daily. Come see what they are and how they work.

Thursday, Feb. 14, 9-10 or 2-3

Friday, Feb. 15, 10-11 or 2-3

Please contact Eddie Elfers ([edelfer1@wsc.edu](mailto:edelfer1@wsc.edu), 375-7090) or Brett Parker ([brparke1@wsc.edu](mailto:brparke1@wsc.edu), 375-7704) to sign up for these sessions. All training areas are located in the Lower Level of Conn Library.