

Info Sessions

ILR Staff Association in Conjunction With ILR Technology Services

- | <u>TOPIC</u> | <u>PRESENTOR</u> | <u>DATE/TIME</u> | <u>LOCATION</u> |
|---|------------------------------|-------------------------|------------------------------------|
| 1. <u>Security/Backup</u> | Jeff Bishop | 10/24/08 9-10am | Room 525 ILR CC |
| <p>Discussion on how backups work, where to store your files, suggestions for managing email and attachments, options for remote access and security of data. While technical in nature, every effort will be made to present the material in an understandable and actionable manner.</p> | | | |
| 2. <u>Smart Phones</u> | Jeff Bishop | 11/7/08 9-10am | Room 225 ILR CC |
| <p>Tips, tricks and traps to avoid when using a Windows Mobile Smartphone. The focus will be on the Samsung i760, but the information is relevant to other Windows Mobile devices. Topics include: email configuration and management, Wi-Fi, Bluetooth, battery management and security.</p> | | | |
| 3. <u>Office 2007</u> | Christina Homrighouse | 11/12/08 9-10am | Room 118 (ILR Teaching Lab) |
| <p>Overview and tips and tricks on using Office 2007.</p> | | | |
| 4. <u>Oracle Calendar</u> | Lorrie Tily | 11/14/08 9-10am | Room 225 ILR CC |
| <p>Overview and tips and tricks on the use of Oracle Calendar.</p> | | | |
| 5. <u>SharePoint/Web Folders</u> | Jeff Bishop | 12/5/08 9-10am | Room 225 ILR CC |
| <p>In this introduction to using SharePoint at ILR we will discuss how this tool is useful for collaboration. Topics include: MS Office integration, document versioning, check in/out, notifications, discussion lists, custom lists.</p> | | | |
| 6. <u>Identyfinder</u> | Jeff Bishop | 12/12/08 9-10am | Room 229 ILR CC |
| <p>TS will demonstrate the use of a new application, Identity Finder, that everyone will be required to use on their computers in order to remove sensitive data. (Sensitive Data = Credit Card, Drivers Licenses and Social Security numbers). This is a University requirement and participating in this meeting will help you understand how this will impact you and your department.</p> | | | |
| 7. <u>Sustainable Computing</u> | Laura Robinson | 12/19/08 9-10am | Room 225 ILR CC |
| <p>Making it easy to be green</p> | | | |