



Welcome!

Below you will find the links to the sessions for the Google Workspace and Microsoft 365 training.

Sign Up

Attendees should register for their sessions at the links below.

- [Google Workspace Registration Site](#)
- [Microsoft EDU Registration Site](#)

Google Workspace Productivity Sessions

CLICK ON THE TITLE TO JOIN THE ZOOM SESSION.

Time	Date	Session	Presenter
3:30-5:00pm	October 11	Google Workspace: Chrome & Drive - Recording	Amanda Taylor
3:30-5:00pm	October 25	Google Workspace: Gmail, Calendar (tasks & reminders) & Meet	Amanda Taylor
3:30-5:00pm	November 8	Google Workspace: Forms and Spreadsheets	Katie Ecklund
3:30-5:00pm	December 6	Google Workspace: Google Docs & Keep	Amanda Taylor
3:30-5:00pm	January 10	Google Workspace: Slides	Melissa King
3:30-5:00pm	January 24	Google Workspace: Collecting, Organizing & Analyzing Information with Google Forms and Sheets	Katie Ecklund
3:30-5:00pm	February 7	Google Workspace: Effectively managing your email inbox and calendar	Amanda Taylor
3:30-5:00pm	February 21	Google Workspace: Organizing and Managing Your Google Drive	Amanda Taylor

3:30-5:00pm	March 7	Google Workspace: Communication Best Practices with Google Workspace	Amanda Taylor
3:30-5:00pm	March 21	Google Workspace: Getting Creative with Communication - Google Slides, Sites and More	Amanda Taylor

Microsoft Productivity Sessions

CLICK ON THE TITLE TO JOIN THE ZOOM SESSION.

Time	Date	Session	Presenter
3:30-5:00pm	October 13	Microsoft 365 EDU : Edge and File Management with OneDrive	Felisa Ford
3:30-5:00pm	October 27	Microsoft 365 EDU : Email and Calendar and Teams	Felisa Ford
3:30-5:00pm	November 10	Microsoft 365 EDU : Excel	Vicki Anderson
3:30-5:00pm	December 8	Microsoft 365 EDU : Microsoft Word 365	Felisa Ford
3:30-5:00pm	January 12	Microsoft 365 EDU : PowerPoint	Felisa Ford
3:30-5:00pm	January 26	Microsoft 365 EDU : Collecting, Organizing & Analyzing Information with Microsoft OneDrive	Felisa Ford
3:30-5:00pm	February 9	Microsoft 365 EDU : Effectively managing your Outlook inbox and calendar	Vicki Anderson
3:30-5:00pm	February 23	Microsoft 365 EDU : Organizing and Managing Microsoft 365	Felisa Ford
3:30-5:00pm	March 9	Microsoft 365 EDU : Communication Best Practices with Microsoft 365	Felisa Ford
3:30-5:00pm	March 23	Microsoft 365 EDU : Getting Creative with Microsoft 365	Vicki Anderson