

Fall 2009 MSOutlook Training Sessions

Classes are in B05, Uris Library Electronic Classroom unless noted otherwise

Fifteen beginner training sessions have been organized for CUL staff. Each session has been timed to coincide with planned roll-out dates for each unit/department. CUL staff should register to attend a session for their designated unit/department.

Staff may attend more than one session.

Day	Date	Class Time	Target Group	Veplan Registration Link
R	Oct 8	1:00-2:30pm	DLIT	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7484
M	Oct 12	1:30-3:00pm	LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7485
T	Oct 13	1:30-3:00pm	LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7485
F	Oct 16	1:00-2:30pm	LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7485
M	Oct 19	3:00-4:30pm	LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7485
T	Oct 20	2:00-3:30pm	LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7485
W	Oct 21	9:00-10:30am	FAL, AFRLIB, ENGLIB, MATHLIB, PSL, LTS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7486
W	Oct 28	3:00-4:30pm	Maps & Media, OKU Access SVCS, RLS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7519
R	Oct 29	1:30-3:00pm	FAL, AFRLIB, ENGLIB, MATHLIB, PSL, RLS, Maps & Media, OKU ACCESS SVCS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7487
T	Nov 10	10:00-11:30am	LIBADMIN, LIB-ADMOPS, Library Communications, RAU, RLS, Maps & Media, OKU ACCESS SVCS, Scholarly Resources	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7488
W	Nov 11	1:30-3:00pm	LIBADMIN, LIB-ADMOPS, Library Communications, RAU, Scholarly Resources	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7488
T	Dec 1	10:00-11:30am	PRESCONS, COLMNT, LIBANNEX, ILS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7489
W	Dec 2	1:30-3:00pm	PRESCONS, COLMNT, LIBANNEX, ILS	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7489
W	Jan 6	10:30am-noon	RMC, ASIA ECHOLS/SA, WASONLIB	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7490
R	Jan 7	1:30-3:00pm	RMC, ASIA ECHOLS/SA, WASONLIB	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7490

The following Q&A sessions are open to all CUL staff. They are designed to provide staff an opportunity to get specific questions answered.

Each Q & A session will be held in room 106; the Olin Library Training Room.

F	Oct 16	10:00-11:30am	all CUL staff	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7491
W	Dec 2	10:30am-noon	all CUL staff	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7491

The following "Power User" sessions are open to all CUL staff. They are designed to provide intermediate/advanced instruction for using MSOutlook.

W	Nov 4	10:30-11:30am	all CUL staff	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7492
R	Nov 19	1:30-2:30pm	all CUL staff, ACCEL Green Rm, Engineering Lib	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7492
R	Dec 1	2:30-3:30pm	all CUL staff, ACCEL Green Rm, Engineering Lib	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7492
T	Jan 12	10:00-11:00am	all CUL staff	http://cornell.veplan.net/Education/course.aspx?sched=1&c=7492