

Tuesday, June 14

Noon – 1 pm

Copper Lounge

TECH TIPS

SKYPE: **Kathy Stevens**, Distance Learning Coordinator, will demonstrate Skype and Skype for Business.

Manage your Email: **Jennifer Simon**, Information Services Director, will share tips for effectively Learn tips about organizing and dealing with your email.

Office 365: **Andrew Young**, Tech Help Desk, will offer Office 365 tips.