

- d. Enrollment: **Signup required.** Send e-mail to Kari Elliott (elliottkari@fhda.edu) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
- e. One hour
- f. How the Outlook Calendar Works
- g. Moving your Appointments to Outlook
- h. Schedule:

Wed. 6/27	10-11 AM	Foothill
Fri. 6/29	12-1 PM	De Anza

4. Setting up my Mobile Device

- a. Method: hands on in computer lab
- b. Audience: Post-conversion end users
- c. Frequency: Once weekly on each campus, first week in June through the end of June
- d. Enrollment: **Signup required.** Send e-mail to Kari Elliott (elliottkari@fhda.edu) to request class. You will receive a meeting maker to confirm your enrollment and telling you where the class will be held.
- e. One Hour
- f. Covers iPhone, Android, Blackberry and Windows.
- g. Schedule:

Wed. 6/27	11-12 AM	Foothill
Fri. 6/29	1-2 PM	De Anza

5. Open Lab - Question & Answer Session

- a. Method: hands on in computer lab
- b. Audience: Post-conversion end users
- c. Frequency: Once on each campus first week of Summer and Fall quarters
- d. Enrollment: No signup required – just show up
- e. Two to three hours
- f. Participants come prepared with Questions.
- g. Schedule:

Mon. 6/25	1-3:30 PM	Foothill	D270
Tues. 6/26	1-3:30 PM	De Anza	LCW-16

Training Materials – posted on [Exchange - Outlook Guides webpage.](#)

Microsoft Videos

- a. Search Mailbox
 - b. Set up Redirect Rule
 - c. Calendar
 - d. Setting up Mobile Device
2. Brockport College Videos (8 total)
 3. FAQ
 4. Getting Started with OWA
 - a. Email Quick Start Guide
 - b. Calendar Quick Start Guide
 - c. Mobile Device Setup Guide
 - d. Contacts Quick Start Guide (coming soon)
 - e. Crosswalk – moving from Eudora/Thunderbird to Outlook (coming soon)
 5. Microsoft OWA training links
 - a. E-Mail
 - i. Creating a Message
 - ii. Basic Tasks in Outlook
 - iii. Inbox Rules
 - iv. Searching
 - b. Calendar
 - c. Contacts
 - d. Options
 6. Mobile Device Setup

Chien Shih
Director of IT and Operations
Foothill-De Anza Community College District
Sent from Outlook Web Application (OWA)
Go live July, 2012
Email: shihchien@fhda.edu
mail calendar project web site: <http://ets.fhda.edu/exchange>