



IT TRAINING NEWS

WHAT'S HAPPENING IN IT TRAINING?

- ⇒ New IT Trainer
- ⇒ Click It or Phish It?
- ⇒ Computer Classes Starting June 2023!
- ⇒ Tech Tip of the Month

Click It or Phish It?

Every time you receive an email, ask yourself:

- * Is this an email I was/am expecting?
- * Is this an email intended for me?
- * Is this an email that looks suspicious?
- * Do I recognize the sender of this email?
- * Do the contents of this email look familiar to me/pertain to me?
- * Should I click it, or Phish It?

If you think something looks suspicious, do NOT click on any links or attachments in the email! Simply "phish it" - mark it as phishing in the Outlook App.

Coming Soon: New Contest - If you click on a phishing email you'll receive a ticket for the month. If you don't, you're entered into a drawing for a semi-fabulous prize!

How to Create a New Calendar &

Edit Properties in Outlook

1. Start Outlook and navigate to your Calendar view.
2. In the Folder tab, click New Calendar in the Calendar group.
3. The Create New Folder dialog box will show up.
4. Navigate to "Calendar" and type a Name for your New Calendar.
5. It will show up on the left-hand side of your Outlook calendar .
6. To change calendar properties/views/settings, right-click on the calendar and go down to "Properties".
7. Here, you can change the Permissions of this calendar by going to "Permissions" and change properties.

Computer Classes Starting June 2023!

Technology 101

This course introduces you to information technology utilized at Fond du Lac. The focus is on the processes and techniques of using information technology, basics of email messaging, and how to manage your desktop/laptop workstation.

iPhone 101

This course introduces you to your new Fond du Lac provided iPhone.

Microsoft Word 101

In this course, you will develop production pieces such as emails, social media profiles and posts, announcements, research reports, resumes, and business letters, and other professional documents such as multi-column newsletters, and other business correspondence.

Microsoft Excel 101

In this course, you will develop worksheets with formulas, functions, & charts, budgets, financial statements, team performance charts, invoices, and data-entry logs.

Microsoft Outlook 101

In this course, you will learn to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. You will enhance professional correspondence, create calendars, and schedule appointments.

Email DJ McDonald at DenisMcDonald@fdlrez.com to sign up for a class today!