



Google™ Apps Workshops

Each 45 minute presentation is followed by an optional 30 minute lab for trying things out and asking questions.

Location: Digital Training Lab
Barnard College Library 1st floor

gBear Mail Workshop

The basics and beyond: Maximize your time and the potential of your inbox with nested labels, filtering, folders, shortcuts, and more.

- Wednesday, February 22nd @ 10am
- Friday, February 24th @ Noon
- Thursday, March 1st @ 3pm

gBear Calendar Workshop

Create and share events and appointments, invite others to meetings and track their responses, create group calendars. Special topics for staff include delegating management of your calendar and setting up online office hours that students can book.

- Thursday, February 23th @ 3:00 pm
- Wednesday, February 29th @ 10:00 am
- Friday, March 2 @ noon

Sign up at <http://library.barnard.edu> or just show up!

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