

# Training Opportunities For Employees

## Training Opportunities For Employees

IT Services offers several opportunities to receive training on various software programs we support. Contact Chris Villamil at C.Villamil@ptsem.edu for more information about training sessions.

### Current Training Opportunities

<b>Office 365 Collaboration with OneDrive</b>	<b>Confluence &amp; The seminary handbook &amp; Catalogue</b>
Learn what makes Office 365 different from Microsoft Office in the past	General operation of confluence
How to enable Collaboration within Applications	Understanding spaces (personal vs public)
How to connect to each other via OneDrive	How to edit and create spaces
Introduction To planner, how to, and personalize	How confluence integrates with the community portal inside PTS

### Times

#### Confluence & the Seminary Handbook & Catalogue Refresher

Tuesday, June 23 2pm

Tuesday, June 30, 2 pm

Thursday, July 7, 2pm

**To sign up for any of the training's above, please [click this link](#). A webex meeting link will be sent once the training time is confirmed.**