

This email is being sent to Official Faculty & Official Staff.

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## Technology Training and Tidbits

Technology training information, updates, and tips for  
Goucher faculty and staff.

Volume 3  
Issue 1

### Welcome to 2025!



We hope your reflection of 2024 concluded with the satisfaction of knowing that your contributions to Goucher were noticed and appreciated!

Each year we promise ourselves we'll do better with this or that or start something new. Most of us aim to improve our overall well-being by starting or enhancing a wellness routine. In today's constantly connected world, digital well-being has become an essential part of that effort playing a key role in maintaining productivity and mental health.

Digital well-being refers to using technology in ways that support balance, reduce stress, and improve focus. In the workplace, this can mean setting boundaries on tech usage, using productivity tools wisely, and avoiding digital burnout. Let's begin the new year by fostering healthier tech habits to help us stay focused, minimize distractions, and create a sustainable relationship with the technology we rely on daily.



Start by managing notifications. Mute unnecessary alerts and prioritize tools that align with your workflow.



Schedule regular breaks away from screens to reset your focus. Take a short walk, a few minutes of stretching, or simply focusing on an offline activity. These breaks help reduce eye strain, prevent fatigue, and improve overall focus and productivity.



Consider time management strategies such as blocking specific times for deep work and limiting multitasking, which can often reduce efficiency.



Lastly, encourage workplace discussions about healthy tech habits to foster a balanced culture.

By practicing digital well-being, you can create a healthier relationship with technology, improve productivity, and reduce workplace stress.

To view these and other informative editions of the Technology Training & Tidbits newsletters, [click here](#).

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## Quick Tip

### Add an Email Message as a Calendar Event

Did you know you can save an email directly to your Outlook calendar? This feature allows you to create tasks, appointments, or calendar events with all the details from your email, making it easier to set reminders, track deadlines, or plan meetings - and with just a few clicks! There are two options to save an email to your Outlook calendar.

#### Option 1 – Save an Outlook email as a meeting and invite others.

	Desktop	Web
PC	<ol style="list-style-type: none"><li>1. Select or open the email.</li><li>2. From the Ribbon, click <b>Meeting</b> in the Respond group.</li><li>3. Complete the invite form and hit <b>Send</b>.</li></ol>	
Mac	<ol style="list-style-type: none"><li>1. Select the email.</li><li>2. From the top menu, click <b>Message</b>, then <b>Create</b>, then <b>Meeting</b>.</li><li>3. Complete the meeting invite form and hit <b>Send</b>.</li></ol>	<ol style="list-style-type: none"><li>1. Select the email.</li><li>2. From the ellipsis on the far right, click <b>Meeting</b> under Respond.</li><li>3. Complete the event form and hit <b>Send</b>.</li></ol>

## Option 2 – Save an Outlook email as a task, reminder or appointment.

	Desktop	Web
<b>PC</b>	1. Click and drag the email to the calendar icon on the left navigation pane. 2. Complete the appointment form. 3. If using the Outlook desktop, hit <b>Save &amp; Close</b> . If using Outlook on the web, hit <b>Save</b> .	
<b>Mac</b>	1. Follow steps 1-2 in Option 1 or drag the email to the calendar icon. 2. Complete the event form, remove attendees, and hit <b>Save</b> .	

Give it a try and make scheduling simpler by dragging your email directly to your Outlook calendar to keep your plans organized and on track!

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## IT Training Events

This spring, we're excited to bring back our popular workshops, offering valuable opportunities to enhance your skills. Meanwhile, we are actively designing and preparing new workshops aimed at equipping you with advanced professional tools and techniques to help take your expertise to the next level. So, stay tuned for advanced workshops being added in the coming months.

Feel free to register for all that interests you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

### Basics - Workshops for getting started.

#### *Introduction to OneNote*

March 3, 2025 / 2:00 – 3:00 p.m. / Online

### Beyond the Basics - Workshops that build on foundational training.

#### *Teams Interactive Features for Online Meetings*

March 13, 2025 / 10:00 – 11:00 a.m. / Online

***Excel PivotTables***

April 1, 2025 / 2:00 – 3:00 p.m. / Online

**Design and Deliver – Workshops to enhance content delivery.**

***Enhancing Visual Presentations***

March 18, 2025 / 11:00 – 12:00 p.m. / Online

***Creating Short Instructional Videos***

February 18, 2025 / 11:00 – 12:00 p.m. / Online

**Productivity Pros – Workshops geared toward adding new skills for productivity.**

***Getting Started with Microsoft Forms***

February 10, 2025 / 10:00 – 11:00 a.m. / Online

April 11, 2025 / 1:00 – 2:00 p.m. / Online

***Process Mapping with Flowcharts***

February 27, 2025 / 1:00 – 2:00 p.m. / Online

April 15, 2025 / 9:00 – 10:00 a.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

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To make a training request for yourself or your department, please contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).