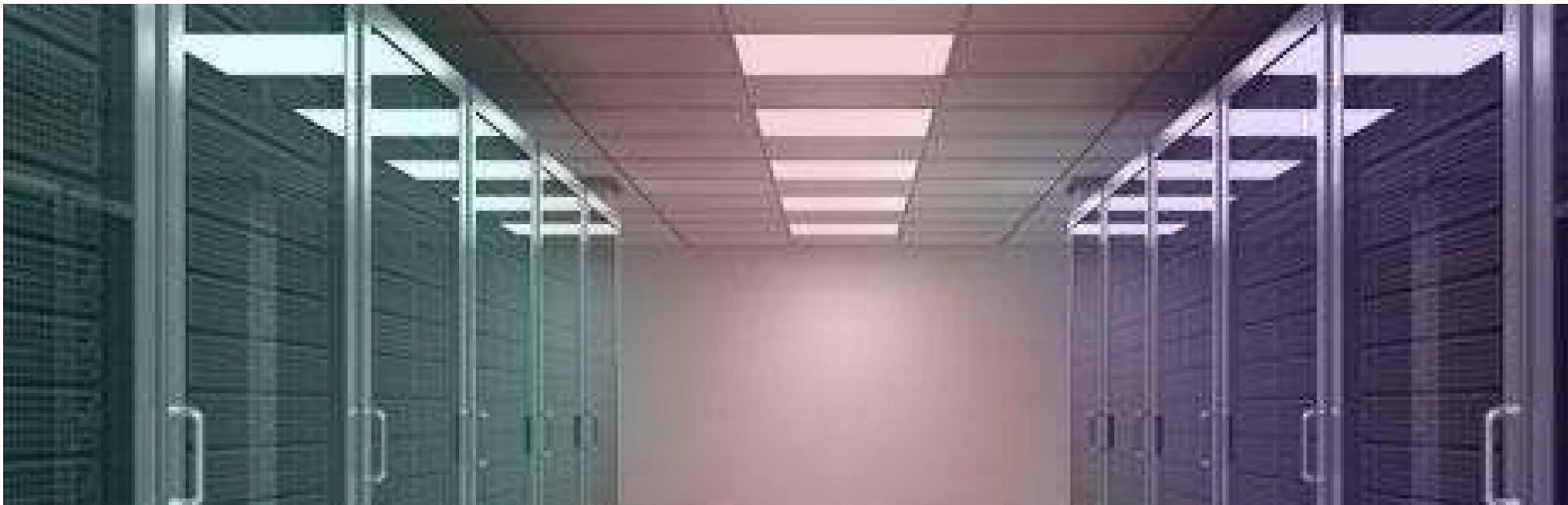# Mt. San Antonio College

Training

The Information Technology Department provides a number of training opportunities for faculty and staff. A few of the topics that we offer training in are:

- Argos Report Viewer
- Banner General Navigation
- OmniUpdate
- OnBase Unity Client

Technology Skills Quick Guide

To view and register for available training sessions, click the POD Calendar below. This calendar also provides you with prerequisites (if any), and audience restrictions for each session.

To access request forms, click below.

Banner/ IT Forms 🔗

On Demand Training:

OnBase Premium Subscription

Microsoft Outlook Training Resources

IT has developed this short informational video series to showcase Outlook's powerful but lesser known features.

Microsoft Outlook Tips #1

Microsoft Outlook Tips 1
from **Mt. San Antonio College**

This video will cover creating new items through drag-and-drop and natural language date selection.

Let us know what you think and request what you would like to see next by filling out our short feature survey.

Microsoft Outlook Tips #2

Microsoft Outlook Tips 2
from **Mt. San Antonio College**

This video will cover archiving. What is it, what are it's benefits, and how to use it.

Let us know what you think and request what you would like to see next by filling out our short feature survey.