

Newsletter

March 2023



TITLE IX TRAINING

Title IX training is required for all employees each year. In-person sessions are being offered in March as stated below. For alternate arrangements or if you have questions, email Holly Gleason at hgleason@muskingum.edu. Sessions are 60 minutes long.

- March 16 at 11:00 am, BSC 336
- March 21 at 1:00 pm, BSC 336
- March 22 at 4:00 pm, BSC 343
- March 23 at 4:00 pm, BSC 336

"Success is not final, failure is not fatal: it is the courage to continue that counts."

Winston Churchill

OUTLOOK CALENDAR TRAINING

Have you been wanting to utilize your Outlook Calendar more? Do you get frustrated when you can't view someone's calendar or schedule a meeting? Join Diane Newsome for a 30 minute overview of using your Outlook Calendar to its full potential! Training will held via **Teams** on **March 20 and March 27 at 3:00 pm**. The session will be recorded.

IMPORTANT DATES

Below you will find a visual calendar of the important dates listed throughout the newsletter.



OUTLOOK EMAIL BASICS

Interested in learning more about some of the basic functions of Outlook? Join Alaine Kay for a 30 minute overview. Training will be held via **Teams** on **March 23 at 3:30 pm** and **March 30 at 11:00 am**. The session will be recorded.

MARK YOUR CALENDAR!

Complimentary professional headshots will be offered on Tuesday, March 21 from 11:00 am-12:00 pm in the Impact Center, located in the Quad Center, TOC.



MARCH 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	X	8	9	10
11	12	13	14	15	X	16
17	X	X	X	X	23	24
19	X	20	21	22	23	25
26	X	27	28	29	30	31