New Tech Committee offerings

Google

Getting Started with Gmail

Do you want some help creating a Gmail account?
Do you have a Gmail account but aren't sure how to use it?
Do you want help getting your email on your mobile phone?

If you answered yes to any of those questions, this technology series of classes about using Gmail is for you! **Register for one or all three classes.**
Maximum enrollees per session: 10 Cost: $10 per session

All sessions held in the computer room #202

Registration form on back

Session 1

Get and Use a Gmail address Basics

Thursday, March 19, 10-11:30am

Learn the basics of setting up a gmail account and how to use it, including managing your privacy settings and how to customize preferences.

Session 2

What about my Contacts and my Calendar?

Thursday, March 26, 10-11:30am

Now that you have a Gmail email account you'll learn how to manage and organize your contacts with as well as how to use the calendar for meetings, appointments, to-do list and reminders.

Session 3

How do I use Gmail on my phone?
BYOD
(*Bring Your Own Device*)

Thursday, April 2, 10-11:30am

Learn how to get Gmail on your phone and see how it synchronizes with the Gmail app on your computer or other devices.

JANE ISAAC has lived in RI for over 30 years and is a Certified Salesforce Instructor, Administrator and Certified Sales Cloud Consultant. With over 20 years of experience using, managing, configuring, training or consulting, she loves helping others harness both simple and complex uses of technology in order to gain efficiencies and increase their effectiveness for individuals and organizations. She has worked with corporations and non-profits organizations of all sizes throughout the US.

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Register for one or all three classes. Maximum enrollees is 10 per session
$10 per session.

Member Name: _____

Renewal date: _____

Phone: _____ **Email:** _____

☐ SESSION 1– Thursday, March 19, 10-11:30am Get and Use a Gmail address

☐ SESSION 2– Thursday, March 26, 10-11:30am   What about my contacts and calendar:

☐ SESSION 3– Thursday, April 2, 10-11:30am How do I use Gmail on my phone?

Please use one registration form for each person registering, with **checks payable to URI**

(credit cards not accepted). Bring or mail form and payment to:

The OLLI at URI
210 Flagg Road, Room 212,
Kingston, RI 02881

Total Courses $ _____

Membership Dues if due ($65) $ _____

TOTAL PAYMENT $ _____

OFFICE USE ONLY:

☐ Check payable to URI

☐ Correct Date

☐ Check Signed

Check #_____