Outlook Calendar

Training and Support

Training and support to prepare you for the migration from MeetingMaker to Outlook Calendar is underway!

The Center for Workplace Development has created a comprehensive training program that includes in-depth work instructions, an online course, and instructor-led trainings. See below on how to access CWD’s training and support offerings.

Work Instructions

A complete set of detailed work instructions along with quick reference documents are available on the Eureka Learning Management System.

To access these instructions, do the following:
1. Go to http://eureka.harvard.edu
2. Choose Desktop from the top dropdown menu (left side)
3. On the Job Aid tab, go to the folder menu and select Microsoft Outlook Calendar folder.
4. Choose a category (task), and then click on any of the links on the right side to view a detailed work instruction.
**Online Course**

The online course is designed to prepare employees for the changes that will occur due to the migration to Microsoft Outlook 2003 Calendar, Notes and Tasks via the Exchange Server. The course uses simulations to provide learners with hands-on experience in navigating throughout Outlook and its features.

To access these instructions, do the following (first two steps are the same as previously described):

1. Go to [http://eureka.harvard.edu](http://eureka.harvard.edu)
2. Choose **Desktop** from the top dropdown menu (left side)

3. On the **Online Course** tab, go to the folder menu and select **Microsoft Outlook Calendar** folder.
4. Click on the **Launch Course** button to start the online course.

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**Instructor-Led Classes:**

There are still a few seats available. Please check **HARVie** for the latest class listing by going to:

[http://harvie.harvard.edu/courses/display.do?value(application_id)=2](http://harvie.harvard.edu/courses/display.do?value(application_id)=2)

**NOTE:** If you have registered for a class but CANNOT attend, please contact the CWD to cancel your enrollment. **Most of classes have a wait list and not canceling your enrollment prevents CWD from filling your spot.**