



# W.A.N.T.E. Labour Education Workshop

LIAISON REPS  
PLEASE POST

## “Computer Tips – Using Technology at Work”

Presented by: Mike Langtry, Division Technician with assistance of volunteer techs.

The session will include info on:



- Logging on to WSD computers;
- How to E-mail;
- How to file your documents properly;
- Getting WSD E-mail on your phone  
(for schools that already have Bring Your Own Device Wi-Fi setup);
- Keyboard shortcuts; and more!

First hour is instruction; second hour is Q & A.

There are only 20 Computers available so we might have to double up if there are more than 20 attendees.

**Tuesday, November 6, 2018**  
**5:00 p.m. – 7:00 p.m.**  
**Room 319, Tec-Voc High School, 1555 Wall St.**



Please complete and return to the W.A.N.T.E. office no later than FRIDAY, November 2, 2018

or E-mail [mlangtry@wsd1.org](mailto:mlangtry@wsd1.org) directly.

Yes, I would like to attend the “Computer Tips – Using Technology at Work” session being held on Tuesday, October 24<sup>TH</sup>, 2018

Name: \_\_\_\_\_  
(Please Print)

Workplace: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

*There are only 20 computers. Once you are registered, you will receive an E-mail to confirm registration.*

**NOTE: You must have your Novell /email username and password ...if you do not yet have this info call Sonya McWilliams at 204-789-0485 to obtain it prior to the session**

**RETURN TO: W.A.N.T.E. OFFICE**