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**Sent:** Tuesday, August 13, 2019 4:19 PM  
**Subject:** COMTS - Tech Support and Training

Hello Class of 2023,

A quick follow up from yesterday's Laptop hand out.

If you are experiencing any trouble with your laptop, mobile device, or account, please come to the help desk at the LCOM service center located in the Dana Medical Library. We are open Monday – Friday 7:30 – 5:00, and will have extra staff on hand **Thursday from 8:00am – 9:30am** to assist you. We want to make sure everyone is configured correctly prior to the Friday morning Technology session.

We highly recommend you go through the “**Introduction to Outlook**” training found in your Microsoft TEAMS group, under “**Orientation Day 1c and 1d**”. This short tutorial goes beyond the basics of Outlook, and will show you how to navigate the calendar and address book in our enterprise email system. Email will be your primary means of communication with faculty and staff, and you will need to know how to use it fully.

**Please remember to bring your computer, and all accessories, (including the Pen) to orientation on Friday.**

Thank you,  
Gordon

Quick Tips:

- Password Reset: <https://accounts.med.uvm.edu> – your PIN is the last FIVE digits of your SSN
- Microsoft Teams and other Office 365 Apps are available on MOBILE, check your app store
- Need a Mouse? Come by the help desk, we have some.



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