Up Your Productivity Using the new Features of Gmail, Google Calendar and Google Keep

Originally aired Thursday, November 14, 2019 at 7:00 PM EST

View the recording:
http://neaorg.adobeconnect.com/pmj1phfgky4q/

Are you looking for ways to make your life easier through the power of Google? This workshop will introduce three Google tools that support improved organization and productivity. Participants will learn about the new features and tips of Gmail to make their emails more manageable. Additionally, they will learn how to customize Google calendars and learn how to keep track of notes and ideas with Google Keep.

Presenter(s): Sabina Ellis, Technology Integration Trainer Essex County EA

INTENDED AUDIENCE:
NEA affiliate leaders, staff, members and partners. All interested parties are welcome. You are encouraged to forward this invite to your partners, leaders and other team members.

FACILITATORS:
Jessica Brinkley, NEA Sr. Program/Policy Analyst
Lisa Connor, NEA Sr. Program/Policy Analyst

Questions? Contact Jessica Brinkley at jdbrinkley@nea.org.
For more ESP professional development opportunities visit www.nea.org/esppd.