

## COMPUTER TRAINING SESSIONS FOR LEGISLATORS

### Monday, December 1

- 9:00 - 10:30 a.m. Returning legislator laptop computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computers and Legislator's Automated Work Station system (LAWS), email quota and archive, correspondence templates, printing, and remote desktop support network access.
- 9:00 - 10:30 a.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This refresher training includes application settings and features, operating system and application updates, legislative applications, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.
- 3:15 - 5:15 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Additional distribution and training sessions are available after adjournment on Wednesday. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, and remote network access. Tablet computer distribution and training for new legislators will be held separately after adjournment on Wednesday.

### Tuesday, December 2

- 12:30 - 2:00 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computer and LAWS, email quota and archive, correspondence templates, printing, and remote network access.
- 12:30 - 2:00 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This refresher training includes application settings and features, operating system and application updates, legislative applications, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.
- 2:45 - 4:15 p.m. Returning legislator laptop computer training session in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the laptop computer and LAWS, email quota and archive, correspondence templates, printing, and remote network access.
- 2:45 - 4:15 p.m. Returning legislator tablet computer training session in the Harvest Room. The session will be 90 minutes in length and is limited to 20 legislators. Signup is at the Legislative Council reception desk. This refresher training includes application settings and features, operating system and application updates, legislative applications, and other topics. For complete tablet computer training, see the training sessions scheduled after adjournment on Wednesday.

### Wednesday, December 3

- 12:00 noon - 2:00 p.m. New legislator laptop computer distribution and training session in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer

distribution, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, and remote network access. Tablet computer training for new legislators will be held separately after adjournment on Wednesday.

12:00 noon - 2:00 p.m. - New and returning legislator tablet computer distribution and training session in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

2:30 - 4:30 p.m. - New legislator laptop computer distribution and training session in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, training on software applications used by legislators, correspondence templates, printing, and remote network access. Tablet computer training for new legislators will be held separately after adjournment Wednesday.

2:30 - 4:30 p.m. - New and returning legislator tablet computer distribution and training session in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.