

Training for New Volunteers

+ HIPPA

+ Computer set-up

- Password rules:
 - 8 character minimum
 - Include three of the following:
 - 1 upper case
 - 1 lower case
 - 1 number
 - 1 symbol

+ Plexis password assigned by Michelle if needed

+ e-Clinical Works password assigned by Shera if needed

+ Microsoft items for Task Bar (if helpful)

- Disconnect button
- Outlook
- Word
- Excel
- e-Clinical Works

+ Email

- Signature set up
- Folder creation
- Write and Send

+ Calendars

- Your calendar – reminders and invitations to meetings
- Reception Calendar for staff appointments
- Adding additional calendars to view