

Microsoft Outlook Workshop

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11 Monday

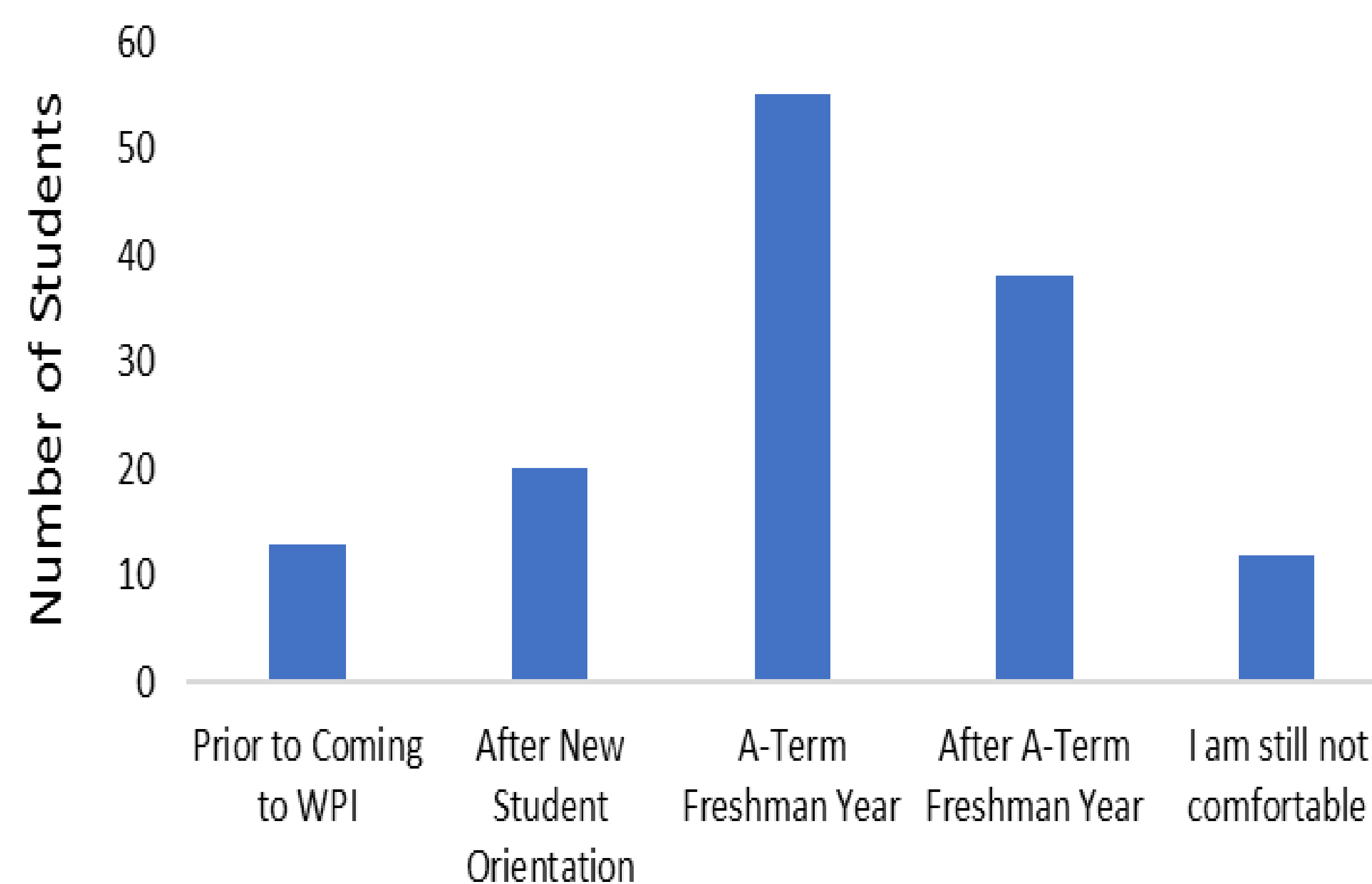
Problem

WPI students are not using all the organization and communication tools that Microsoft Outlook has to offer.

Solution

An hour long workshop during New Student Orientation to teach Microsoft Outlook

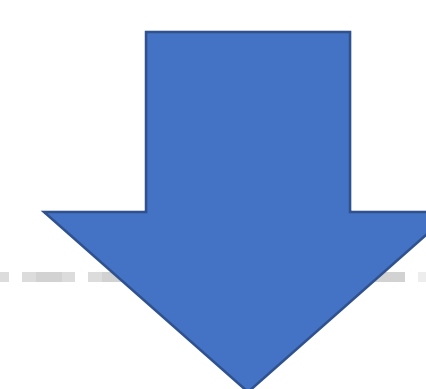
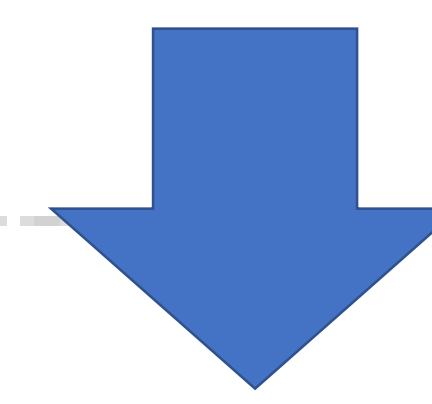
When Students Became Comfortable with Microsoft Outlook



12 Tuesday

Interest Survey

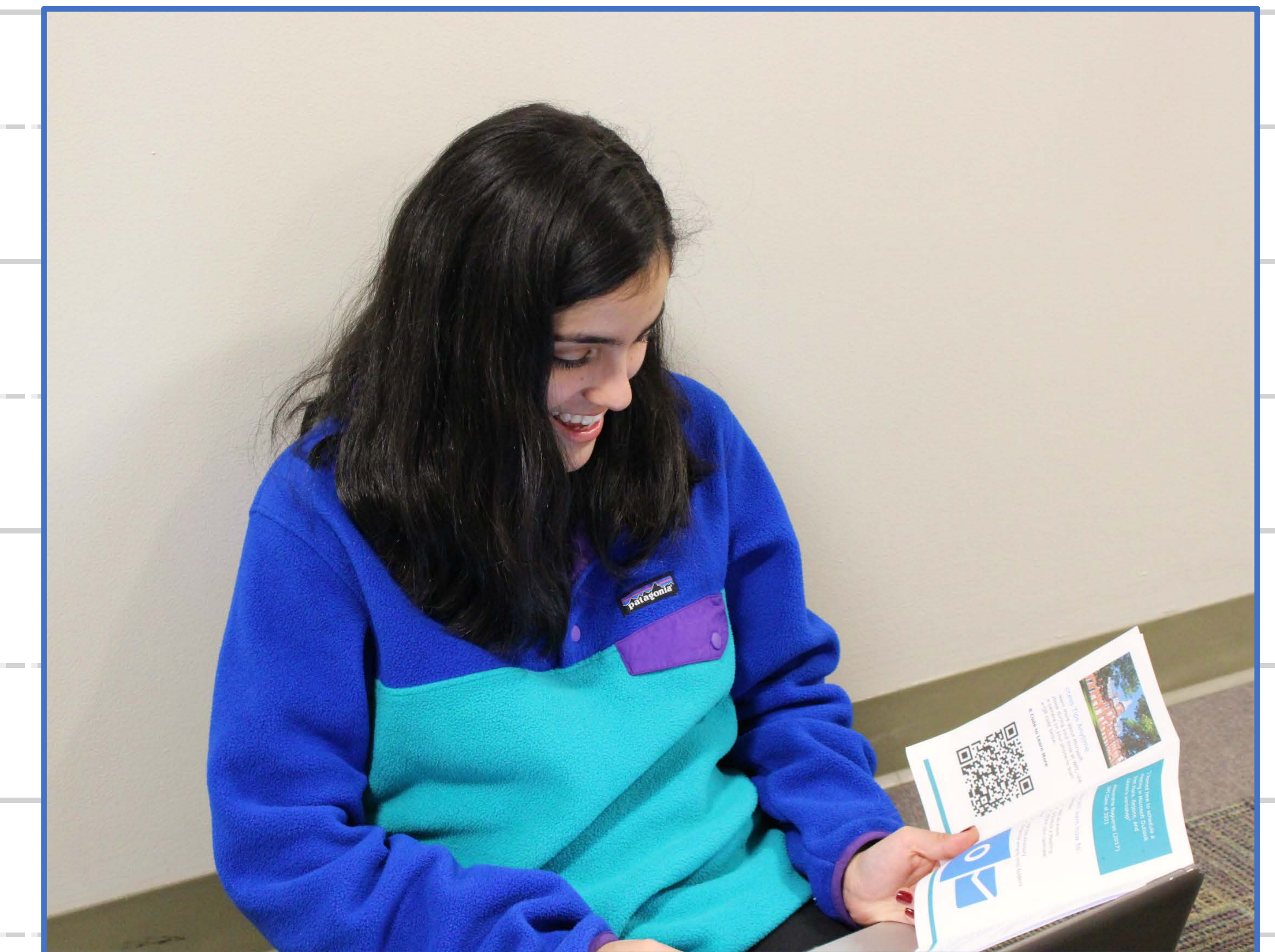
- Proves workshop is necessary
- 139 responses from WPI students
- 50 students expressed interest in attending



Plan B

- A pamphlet to be distributed during New Student Orientation - also available online
- Targets students at a better time to learn
- Includes graphics and easy instructions

13 Wednesday



Conclusion

Students were able to learn new skills during the workshop. Although, interest in learning about Microsoft Outlook peaks earlier in the school year.

Acknowledgements

Thank you to Deborah Dexter, Harsh Rana, and the students who participated in our workshop.

References

Putnam, Adam L. "Optimizing Learning in College." Perspectives on Psychological Science, 29 Sept. 2016.
 Snyder, C. R. (2002). "Hope and academic success in college." Journal of educational psychology (0022-0663), 94(4), p. 820 We requested an ILLiad Interlibrary Loan through the WPI Gordon Library
 Michelle Eichelberger, Bonnie Brubaker Imler, (2015) "How do I send an Email?": Technology Challenges for First-Year Students in the College Library", Library IH Tech, Vol. 33 Issue: 3, pp.329-339