

TOILET



TRAINING

Did you know...

You can use "FIND A TIME" in Google Calendar to choose an available meeting time for all parties

1. In Google Calendar, find an existing event or create one.
2. Click the "Find a Time" tab.
3. Enter the email addresses of guests in the box on the right.
4. Your guests' calendars will appear, and you can pick a time that works for everyone. (You can compare up to 20 schedules at a time)

Too much to remember?

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