

Vault Outlook Basics Sessions

Description:

These one-hour sessions will cover the basics and are intended to familiarize end-users with how the Vault service functions with Outlook. We will view the Outlook Client with the Vault options installed and offer a “hands-on” opportunity. (Records policy discussions will be conducted in follow-up conversations with the agencies.)

Registration:

To register, contact Kris Chromey of DIS by phone (360.902.3506) or email (kristenc@dis.wa.gov).

Times:

Generally, every 2nd & 4th Wednesday of the month

Session #1 - 1:00 – 2:00 pm

Session #2 - 2:00 – 3:00 pm

Location *(subject to change with move to new 1500 Jefferson Bldg – please be sure to confirm location prior to attendance):*

Adams Building

1310 Jefferson Street SE

Olympia WA, 98504-2452

Click [here for a map and directions](#).

NOTE: There is no reception at the Adams Building. Someone will be at the door to let you in 10 minutes prior to the meeting. Please notify either Michelle Tuscher or your client liaison by email if you will be late.

Cancellations/Reschedule:

Please contact Kris Chromey if you need to cancel or reschedule your attendance.