

WaSERV (aka VAULT) Outlook Basics Meeting

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 Toni Backstrom of CTS by phone (360.407.8919) or email ctscawaserv@cts.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:

1500 Jefferson Building – Conference Room 2330

1500 Jefferson Street SE

Olympia, WA 98501

See below for driving and parking directions. DASH is also available in front of the building.

Cancellations/Reschedule:

Please contact Toni Backstrom if you need to cancel or reschedule your attendance.

Directions to the 1500 Jefferson Building

Physical Address

1500 Jefferson St. SE
Olympia, WA 98501

From I-5 Southbound:

Take I-5 Exit 105A. Where traffic merges, change to the left-hand lane. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

From I-5 Northbound:

Take I-5 Exit 105A and stay left. Using the roundabout, turn left onto Jefferson St. The building is immediately on your left.

Parking:

The 1500 Jefferson visitor lot has a two-hour limit. The entrance is the first left turn after you exit the roundabout. Follow the driveway toward the building entrance, then turn right to access the visitor lot.

Additional visitor parking can be accessed by taking the first right turn onto Maple Park and taking an immediate right. Metered street parking is available on a first-come, first-served basis on Maple Park Ave and on 14th Ave. Capitol Campus parking costs \$1.50/hr. weekdays from 8 a.m. to 5 p.m., but is free on evenings and weekends. Parking fees can be paid by credit/debit card, \$1 bills or coins.

Visitors:

Visitors to the Office Building must sign in at the security desk in the front lobby to receive a visitor badge, and will need an escort to their meeting location. Visitors to the Conference Center (Floors 1 and 2) must sign in at the security desk in the front lobby to receive a visitor badge, but do not require an escort. Visitors to the Training Center (Floor 3) do not require a badge or escort, but are encouraged to wear an ID badge if they have one.

