

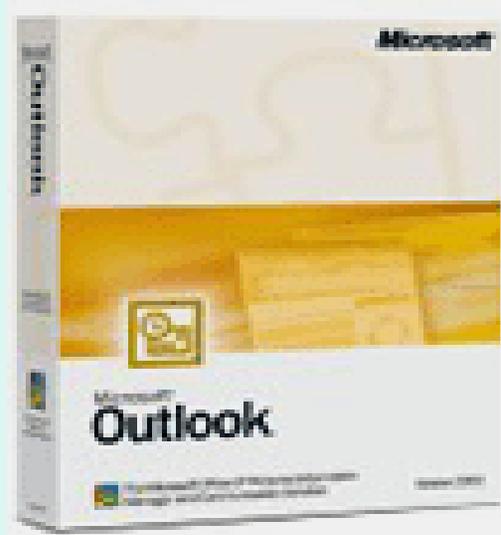
# Welcome to the Webinar

## Migrating from GroupWise 6.5 to Outlook 2002

- Press **MUTE** or \*6 to mute your telephone.
- Please **don't** put your phone on **HOLD**.
- In the '**chat**' **box** please enter and send us your name, division (i.e. Labor Exchange, Field Services, etc.) email address, and the names of everyone participating at your location.
- Thanks!! We'll get started soon!

Department of Labor & Economic Growth  
**Migrating from GroupWise 6.5 to Outlook 2002**

Configuration Information  
And  
Beginner's Guide to Using Outlook



# Topics for Today

- What Outlook looks like
- How to change the view
- Shortcuts
- Inbox: what's there
- Email Options
- Sending messages
- Distribution Lists: creating and sharing
- New Message Tool bar
- Creating a signature
- Using your calendar
- Out of Office assistant
- Outlook on the web

# Outlook Default Screen.

Outlook Shortcuts	From	Subject	Received	Size
	Billig, Joseph	Fwd: NWLB Orient - WFT 2008-04-29.ppt	Wed 4/23/2008 11:31 ...	552 KB
	Gamin, Patty (DLEG)	RE: email to all of BWT	Fri 4/18/2008 4:23 PM	110 KB
	King, Cynthia (DLEG)	FW: email to all of BWT	Fri 4/18/2008 2:21 PM	123 KB
	Strevel, Christina	Invitations Outlook	Fri 4/11/2008 2:57 PM	63 KB
	LEWIS, JOHNNIE	Webinar Announcement - Group Wise Conversion to Outlook 2002	Fri 4/11/2008 1:16 PM	52 KB
	Kryza, Richard	Selfridge and Lansing TAPS	Tue 4/8/2008 10:21 AM	116 KB
	Hubsky, Darlene (D...)	outlook files	Tue 4/8/2008 9:43 AM	1 MB
	Crow, Loretta	Letterhead, Memo, & Fax Templates w/New Bureau Name	Tue 4/8/2008 7:56 AM	246 KB
	Morado, Irene	Bureau of Workforce Transformation Information	Mon 4/7/2008 2:24 PM	27 KB
	Strevel, Christina	M/1 Migration Transcripts	Mon 3/31/2008 2:32 PM	88 KB
	Strevel, Christina	MIRSA Hospitality Promising Practices Webinar	Fri 3/28/2008 10:59 AM	54 KB
	Kryza, Richard	TAPS	Thu 3/27/2008 2:02 PM	98 KB
	Billig, Joseph	Michigan/1 - information documents	Wed 3/19/2008 8:12 AM	1 MB

Extra line breaks in this message were removed. To restore, click here.

**From:** Billig, Joseph  
**Subject:** Fwd: NWLB Orient - WFT 2008-04-29.ppt  
**Attachments:** TEXT.htm (695 B); NWLB Orient - WFT 2008-04-29.ppt (551 KB)  
**To:** Pafford, Jamie; Hubsky, Darlene (DLEG)  
**Cc:**

Per Chris's request. Thanks for looking at this.

Joe  
 >>> Joseph Billig 4/21/2008 6:14 PM >>>  
 Chris,

# Folders list has been added.

The screenshot displays the Microsoft Outlook interface. On the left, the 'Folder List' pane shows a tree view of folders under 'Outlook Today - [Mailbox - Hub:]'. The 'Inbox' folder is selected and expanded. Below the folder list are 'Outlook Shortcuts' and 'My Shortcuts' sections.

The main pane shows a list of emails with columns for 'From', 'Subject', 'Received', and 'Size'. The top email is selected and highlighted in blue.

From	Subject	Received	Size
Dan Mulhern	Your Responses Last Week Were Like Dynamite	Mon 4/21/2008 7...	13 KB
Gamin, Patty ...	RE: email to all of BWT	Fri 4/18/2008 4:2...	110 KB
King, Cynthia ...	FW: email to all of BWT	Fri 4/18/2008 2:2...	123 KB
Strevel, Christ...	Re: about that email	Tue 4/15/2008 1...	229 KB
Lehman, Kerry...	RE: BWT site	Tue 4/15/2008 1...	5 KB
Strevel, Christ...	Re: about that email	Tue 4/15/2008 1...	1 KB
Strevel, Christ...	Invitations Outlook	Fri 4/11/2008 2:5...	63 KB
LEWIS, JOHNNIE	Webinar Announcement - Group Wise Conversion to Outlook 2002	Fri 4/11/2008 1:1...	52 KB
Kryza, Richard	Selfridge and Lansing TAPS	Tue 4/8/2008 10:...	116 KB
Hubsky, Darle...	outlook files	Tue 4/8/2008 9:4...	1 MB
Crow, Loretta	Letterhead, Memo, & Fax Templates w/New Bureau Name	Tue 4/8/2008 7:5...	246 KB
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Strevel, Christ...	M/1 Migration Transcripts	Mon 3/31/2008 2...	88 KB
Strevel, Christ...	MIRSA Hospitality Promising Practices Webinar	Fri 3/28/2008 10:...	54 KB
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Billig, Joseph	Re: Making Email Groups in Outlook	Fri 3/28/2008 8:4...	6 KB
Kryza, Richard	TAPS	Thu 3/27/2008 2:...	98 KB
lehman@Exc...	BWP Training page	Thu 3/27/2008 9:...	708 B
Billig, Joseph	Michigan/1 - information documents	Wed 3/19/2008 8...	1 MB

# Outlook Shortcuts and what they mean...



## **Outlook Today** -

provides a summary of the Appointments, Tasks, and how many messages are waiting in the Inbox.

**Inbox** - contains all of the incoming messages (email, appointments, etc.)

**Calendar** - displays all Appointments and Tasks.

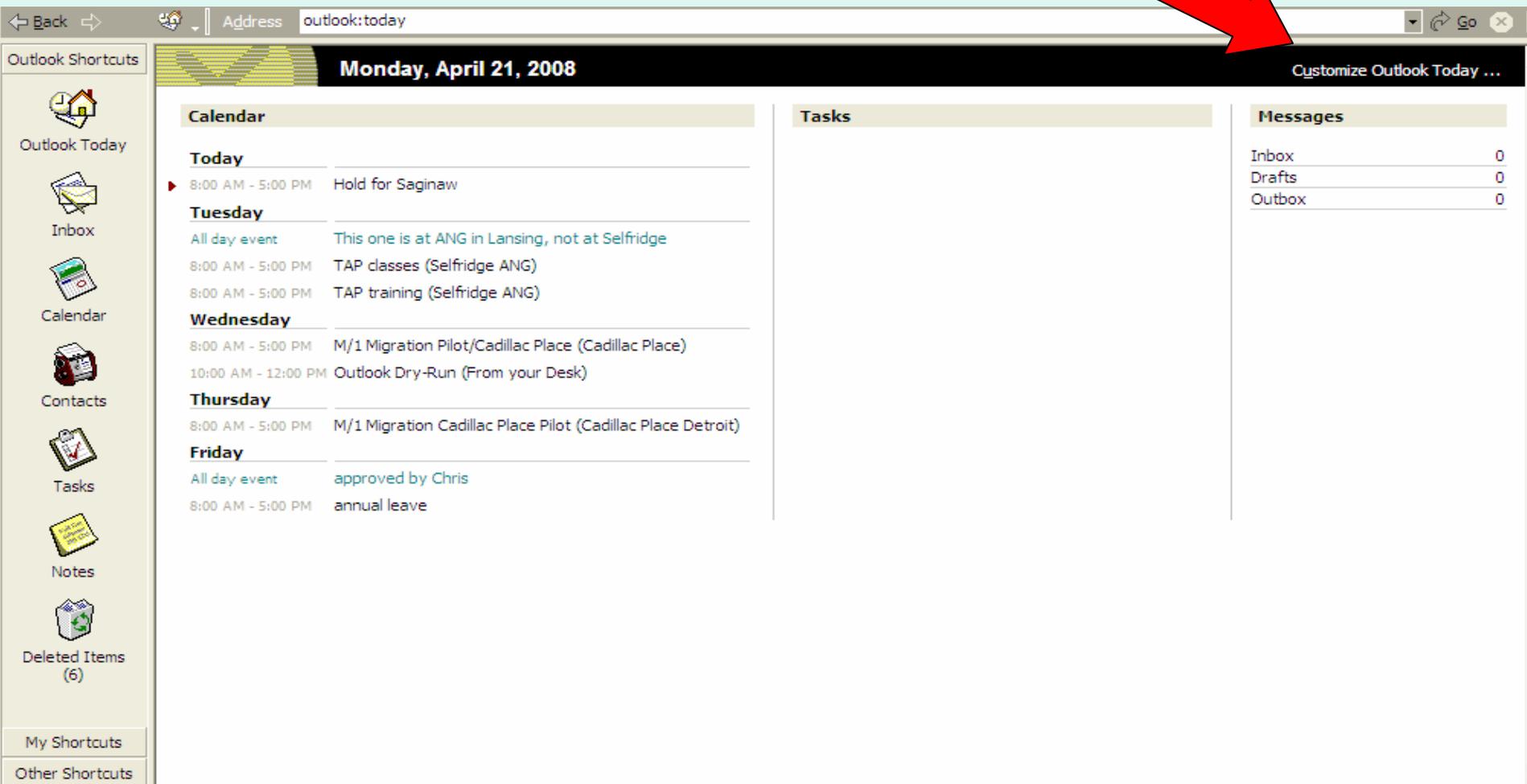
**Contacts** - allows the user to access the global exchange address book and allows for the entry of new personal address contact information.

**Tasks** - displays the tasks in chronological order.

**Notes** - personal notes as reminders.

**Deleted Items** – storage for messages deleted from Outlook. This allows the user one last chance to recover items.

# Outlook Today



The screenshot shows the Outlook Today interface in a web browser. The address bar at the top contains "outlook:today". A large red arrow points to the address bar. The interface is divided into three main sections: Calendar, Tasks, and Messages. The Calendar section shows events for Monday, April 21, 2008, including "Hold for Saginaw" and "annual leave". The Tasks section is empty. The Messages section shows counts for Inbox (0), Drafts (0), and Outbox (0). On the left side, there is a "Outlook Shortcuts" bar with icons for Outlook Today, Inbox, Calendar, Contacts, Tasks, Notes, and Deleted Items (6).

Outlook Shortcuts

Outlook Today

Inbox

Calendar

Contacts

Tasks

Notes

Deleted Items (6)

My Shortcuts

Other Shortcuts

Monday, April 21, 2008

Customize Outlook Today ...

**Calendar**

**Today**

8:00 AM - 5:00 PM Hold for Saginaw

**Tuesday**

All day event This one is at ANG in Lansing, not at Selfridge

8:00 AM - 5:00 PM TAP classes (Selfridge ANG)

8:00 AM - 5:00 PM TAP training (Selfridge ANG)

**Wednesday**

8:00 AM - 5:00 PM M/1 Migration Pilot/Cadillac Place (Cadillac Place)

10:00 AM - 12:00 PM Outlook Dry-Run (From your Desk)

**Thursday**

8:00 AM - 5:00 PM M/1 Migration Cadillac Place Pilot (Cadillac Place Detroit)

**Friday**

All day event approved by Chris

8:00 AM - 5:00 PM annual leave

**Tasks**

**Messages**

Inbox 0

Drafts 0

Outbox 0

*To Activate Outlook Today*  
**Click on View, Go To, Outlook Today,**  
**or click on the shortcut on the Outlook Shortcut bar.**

# Customize Outlook Today

Save Changes Cancel

Outlook Today

Inbox

Calendar

Contacts

Tasks

Notes

Deleted Items (6)

My Shortcuts

Other Shortcuts

**Startup**  When starting, go directly to Outlook Today

**Messages** Show me these folders:

**Calendar** Show this number of days in my calendar

**Tasks** In my task list, show me:  All tasks  
 Today's tasks  
 Include tasks with no due date

Sort my task list by:  then by:   
 Ascending  Ascending  
 Descending  Descending

**Styles** Show Outlook Today in this style:





Any Questions? Type them in  
chat please!!

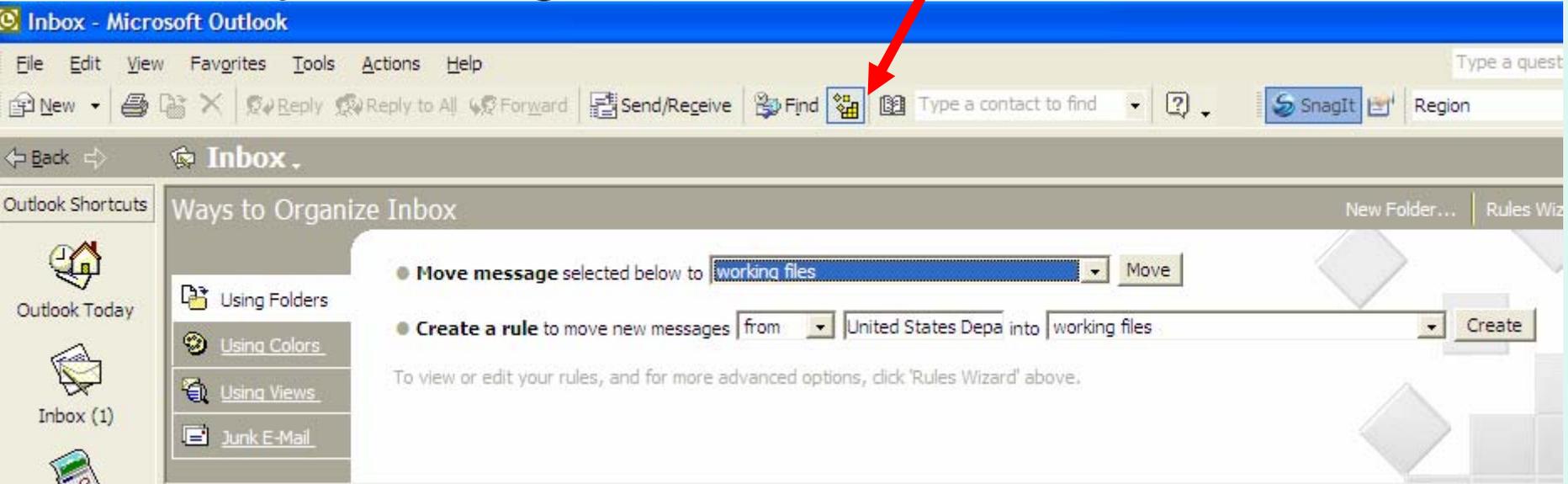
# Inbox



Back | **Inbox** | Address

Outlook Shortcuts	!	📄	🔍	👤	From	Subject	Received	Size
	📧				Dan Mulhern	Your Responses Last Week Were Like Dynamite	Mon 4/21/2008 7:42 AM	13 KB
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	📧			👤	King, Cynthia (DLEG)	FW: email to all of BWT	Fri 4/18/2008 2:21 PM	123 KB
Outlook Today	📧			👤	Strevel, Christina	Re: about that email	Tue 4/15/2008 10:55 AM	229 KB
	📧				Lehman, Kerry (DIT)	RE: BWT site	Tue 4/15/2008 10:48 AM	5 KB
	📧				Strevel, Christina	Re: about that email	Tue 4/15/2008 10:28 AM	1 KB
Inbox	📧			👤	Strevel, Christina	Invitations Outlook	Fri 4/11/2008 2:57 PM	63 KB
	📧			👤	LEWIS, JOHNNIE	Webinar Announcement - Group Wise Conversion to Outlook 2002	Fri 4/11/2008 1:16 PM	52 KB
	📧			👤	Kryza, Richard	Selfridge and Lansing TAPS	Tue 4/8/2008 10:21 AM	116 KB
Calendar	📧			👤	Hubsky, Darlene (D...	outlook files	Tue 4/8/2008 9:43 AM	1 MB
	📧			👤	Crow, Loretta	Letterhead, Memo, & Fax Templates w/New Bureau Name	Tue 4/8/2008 7:56 AM	246 KB
	📧			👤	Morado, Irene	Bureau of Workforce Transformation Information	Mon 4/7/2008 2:24 PM	27 KB
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Contacts	📧			👤	Strevel, Christina	MIRSA Hospitality Promising Practices Webinar	Fri 3/28/2008 10:59 AM	54 KB
	📧			👤	Billig, Joseph	Re: Making Email Groups in Outlook	Fri 3/28/2008 9:07 AM	8 KB
	📧			👤	Billig, Joseph	Re: Making Email Groups in Outlook	Fri 3/28/2008 8:46 AM	6 KB
Tasks	📧			👤	Kryza, Richard	TAPS	Thu 3/27/2008 2:02 PM	98 KB
	📧				lehman@Exchange...	BWP Training page	Thu 3/27/2008 9:12 AM	708 B
	📧			👤	Billig, Joseph	Michigan/1 - information documents	Wed 3/19/2008 8:12 AM	1 MB

# Two Ways to Organize Your Inbox



Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New Reply Reply to All Forward Send/Receive Find **Organize** Type a contact to find SnagIt Region

Back Inbox

Outlook Shortcuts

Outlook Today

Inbox (1)

Using Folders

Using Colors

Using Views

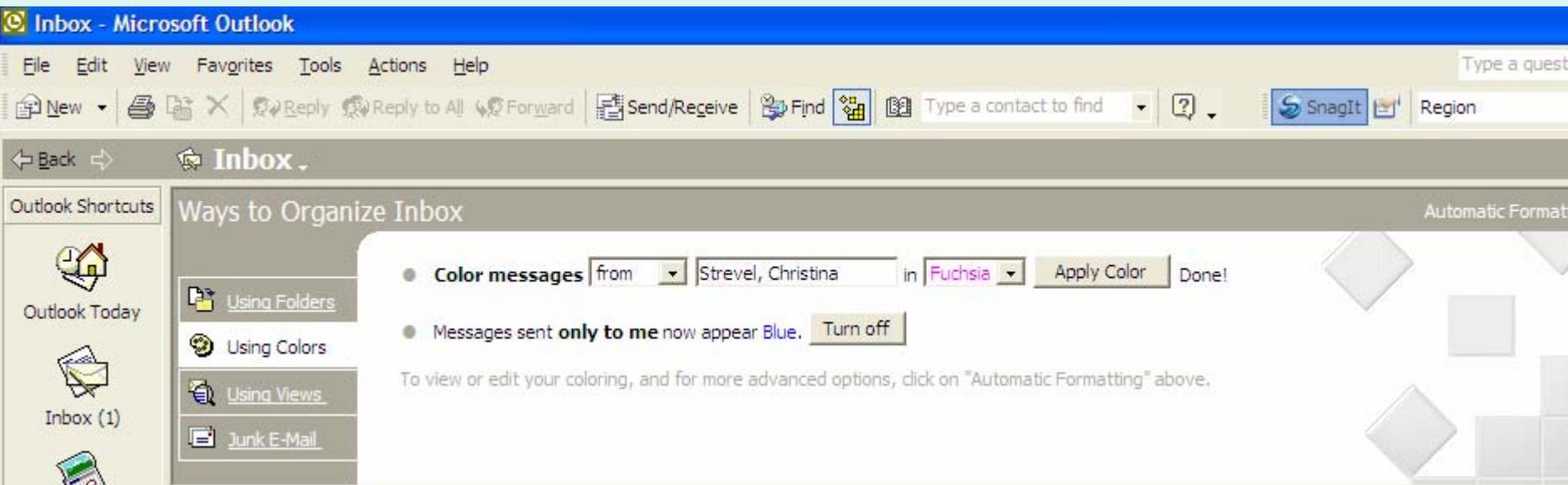
Junk E-Mail

Ways to Organize Inbox

New Folder... Rules Wizard

- **Move message** selected below to
- **Create a rule** to move new messages from  into

To view or edit your rules, and for more advanced options, click 'Rules Wizard' above.



Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New Reply Reply to All Forward Send/Receive Find **Organize** Type a contact to find SnagIt Region

Back Inbox

Outlook Shortcuts

Outlook Today

Inbox (1)

Using Folders

Using Colors

Using Views

Junk E-Mail

Ways to Organize Inbox

Automatic Formatting

- **Color messages** from  in   Done!
- Messages sent **only to me** now appear **Blue**.

To view or edit your coloring, and for more advanced options, click on "Automatic Formatting" above.

**Use Organize Icon or Go to Tools>Organize**

# Options within open emails:

✉ Your Responses Last Week Were Like Dynamite - Message (HTML) Type a question for help

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Forward SnagIt Region

From: Dan Mulhern [readingforleading@danmulhern.com] Sent: Mon 4/21/2008 7:41 AM  
To: Hubsy, Darlene (DLEG)  
Cc: |  
Subject: Your Responses Last Week Were Like Dynamite



April 21st, 2008 *A weekly stimulant for those who lead - From Dan Mulhern*

[Click here for Dan Mulhern Blog](#)  
[Visit danmulhern.com](#)  
[First Gentleman's website](#)

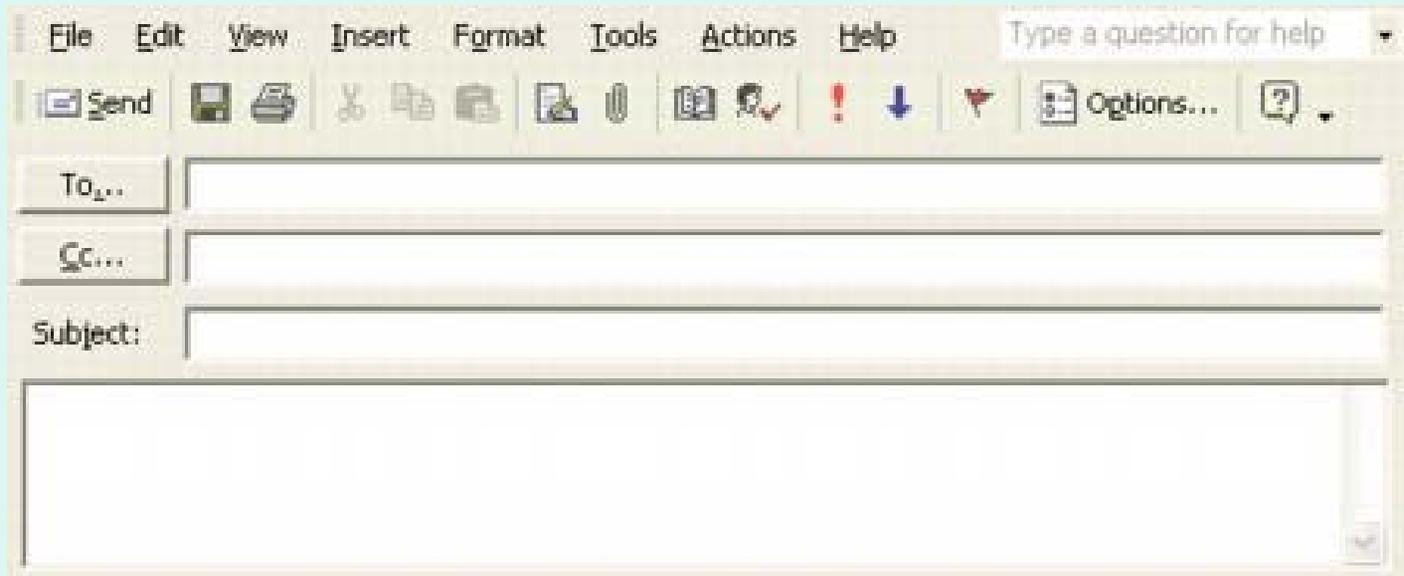
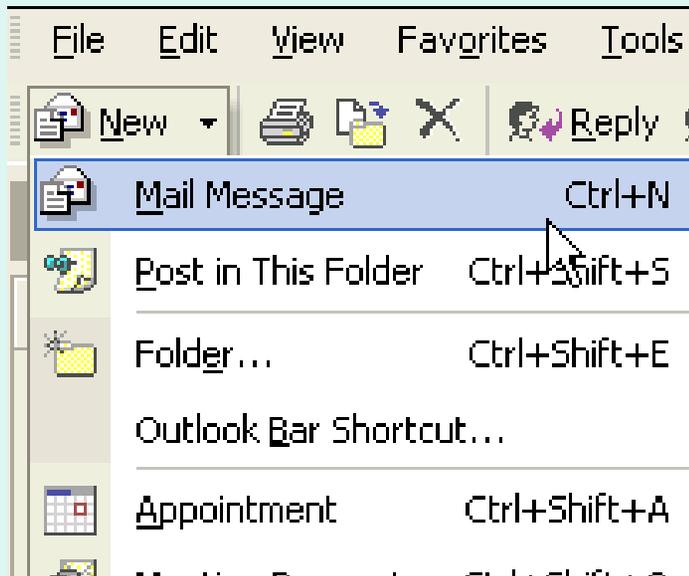
Daniel Granholm Mulhern  
[mulhern@danmulhern.com](mailto:mulhern@danmulhern.com)  
You can hear the audio version of the file by clicking on the link below:

 **Your Responses Last Week Were Like Dynamite**

Friends,

Note: the audio file is large and

# Creating and Sending Email Messages



# During Migration...

- ❖ If you send an email to someone and it comes back undeliverable, it could be that they have been migrated to Outlook and your system tried to send them to their GroupWise address. They look the same but act differently. IF this happens, go to the address book, find their name again from the list, and use it from there. This should fix the problem.

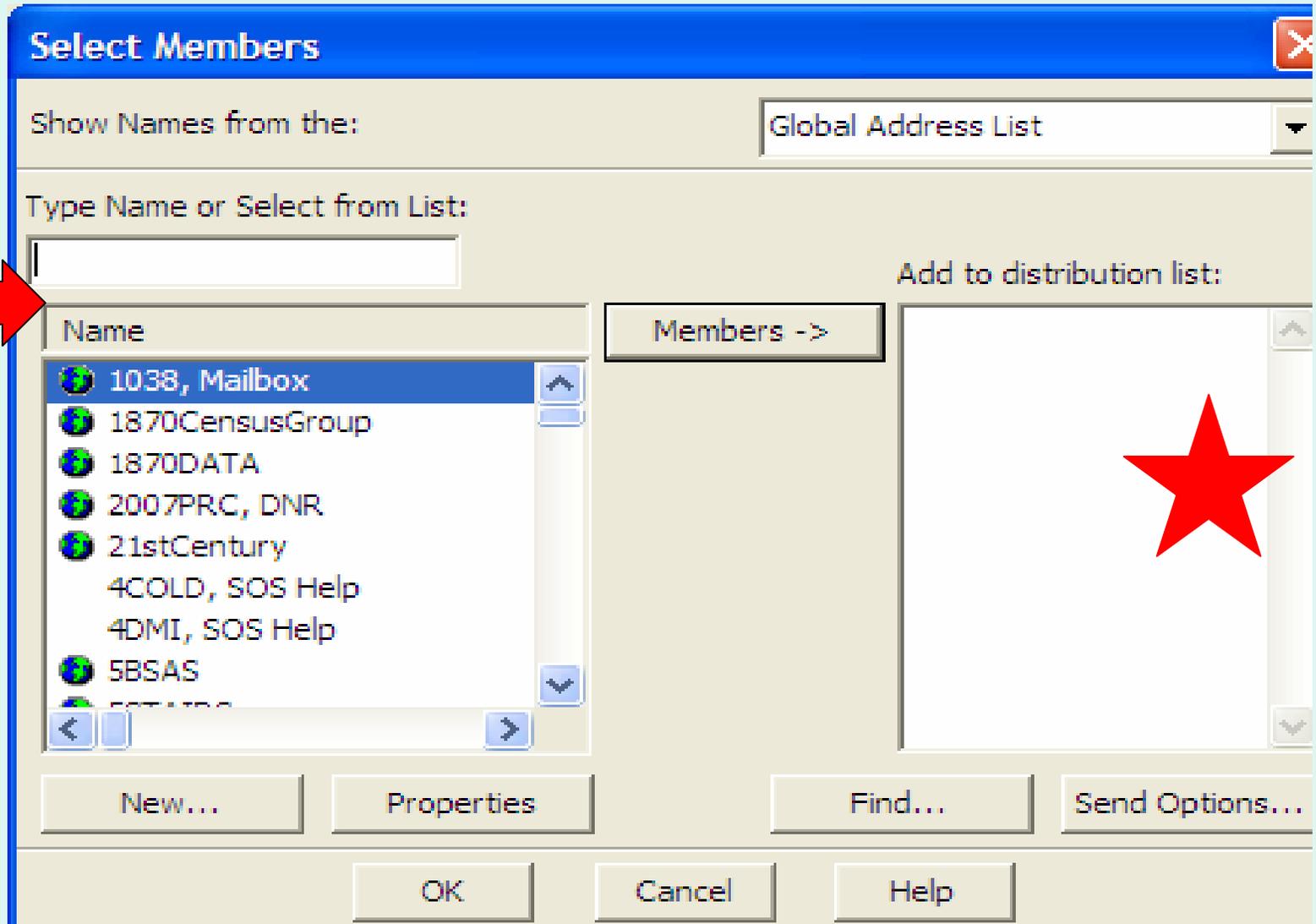
# New Message Tool Bar



- Send
- Save
- Print
- Cut, Copy, Paste
- Insert signature
- Attach file
- Address book
- Check Names
- Importance
  - High or Low
- Flag
- Options
  - Importance,
  - Voting and tracking
  - Delivery Options
- Font Size
- Outlook Help

# Creating Distribution Lists

- New>Distribution Lists>Select Members



Mail groups from GroupWise may already be saved in your Outlook

Check your **Contacts folder** for mail groups that you used in GroupWise.

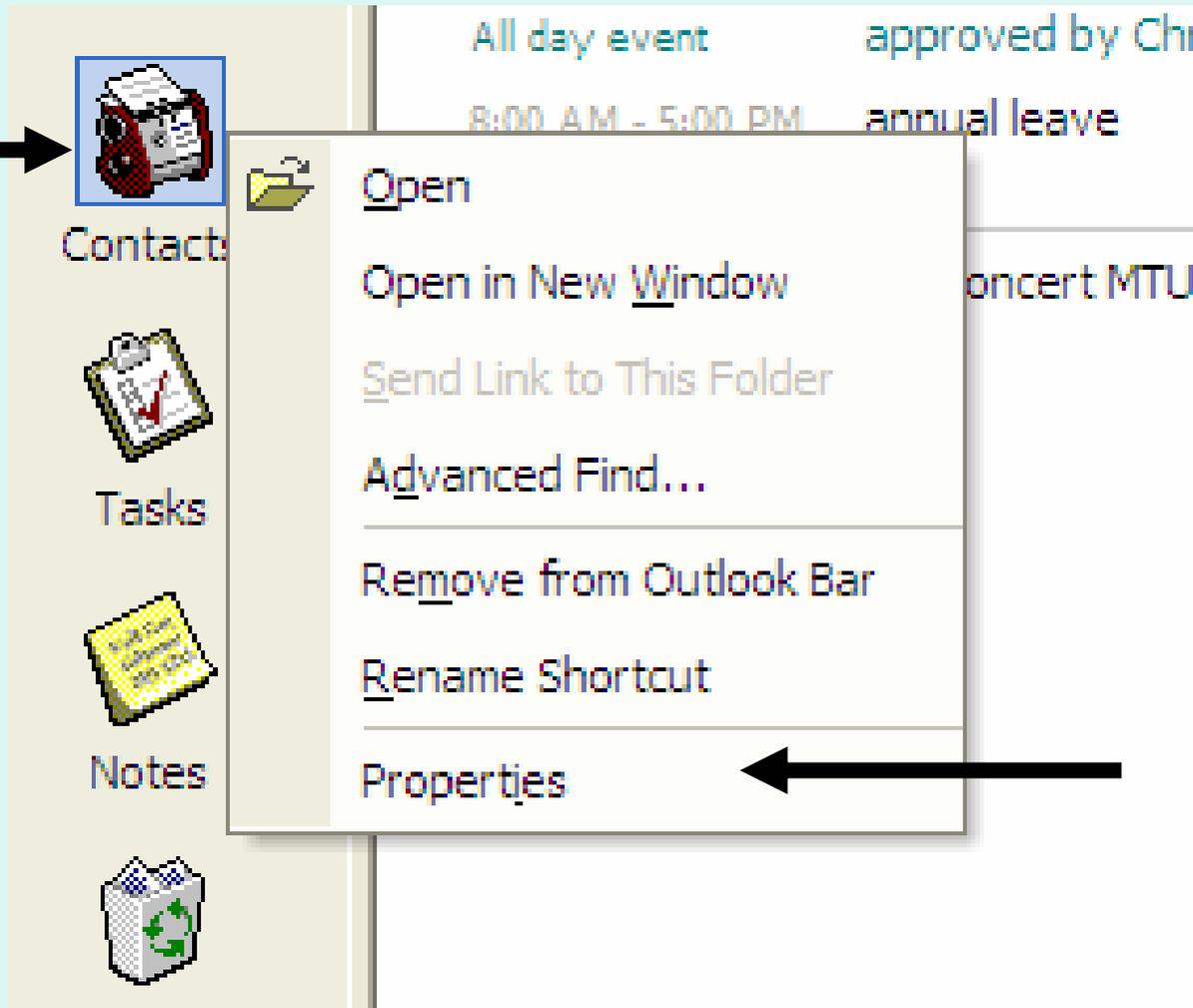
Look elsewhere in the **Folders list** for mail groups that other had shared with you.

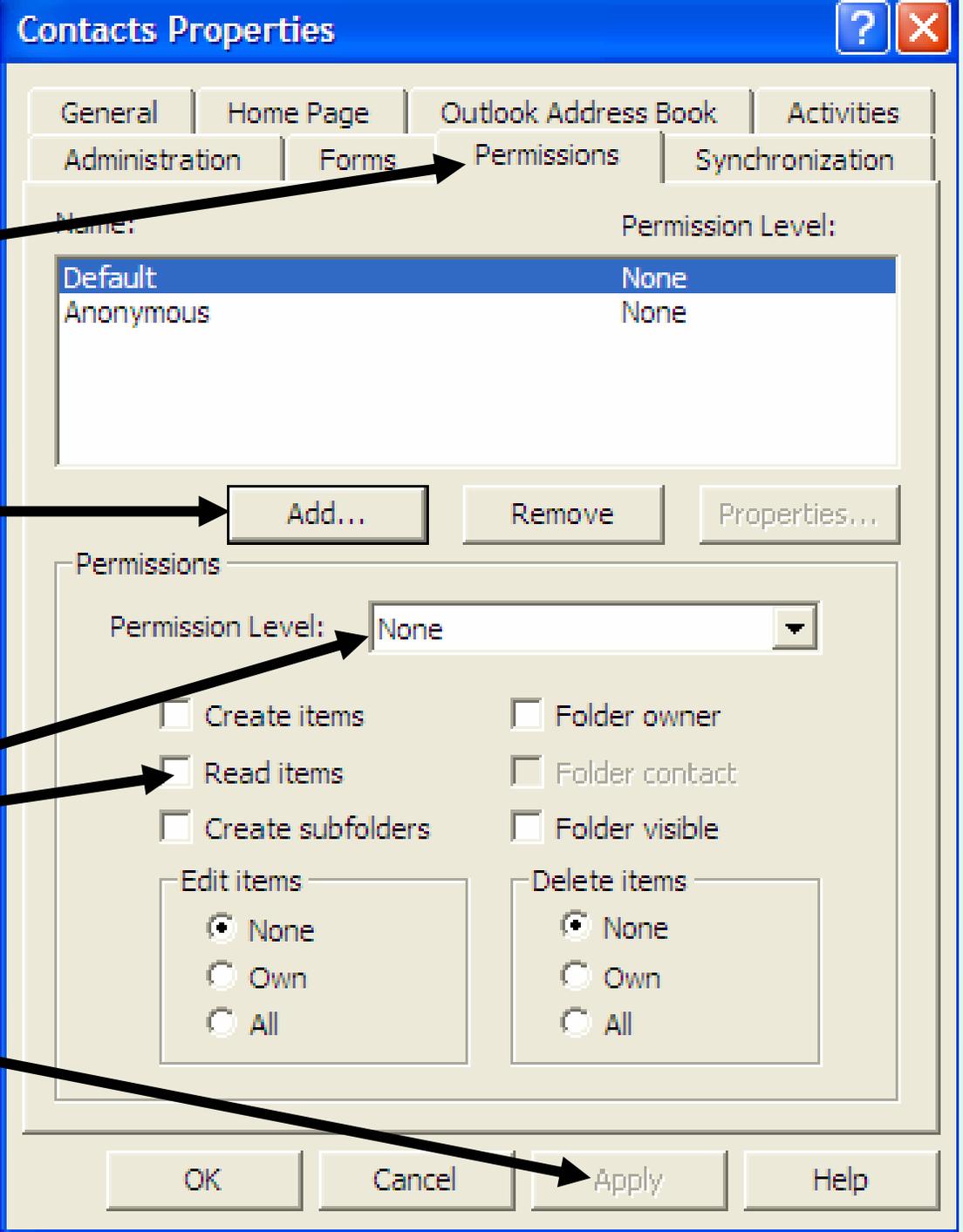
New contact groups that you create will be listed under the Contacts item in Folders.

# Sharing Contacts – Step One

## Give Permission to view Contacts

Right click on this





Choose Permission Tab

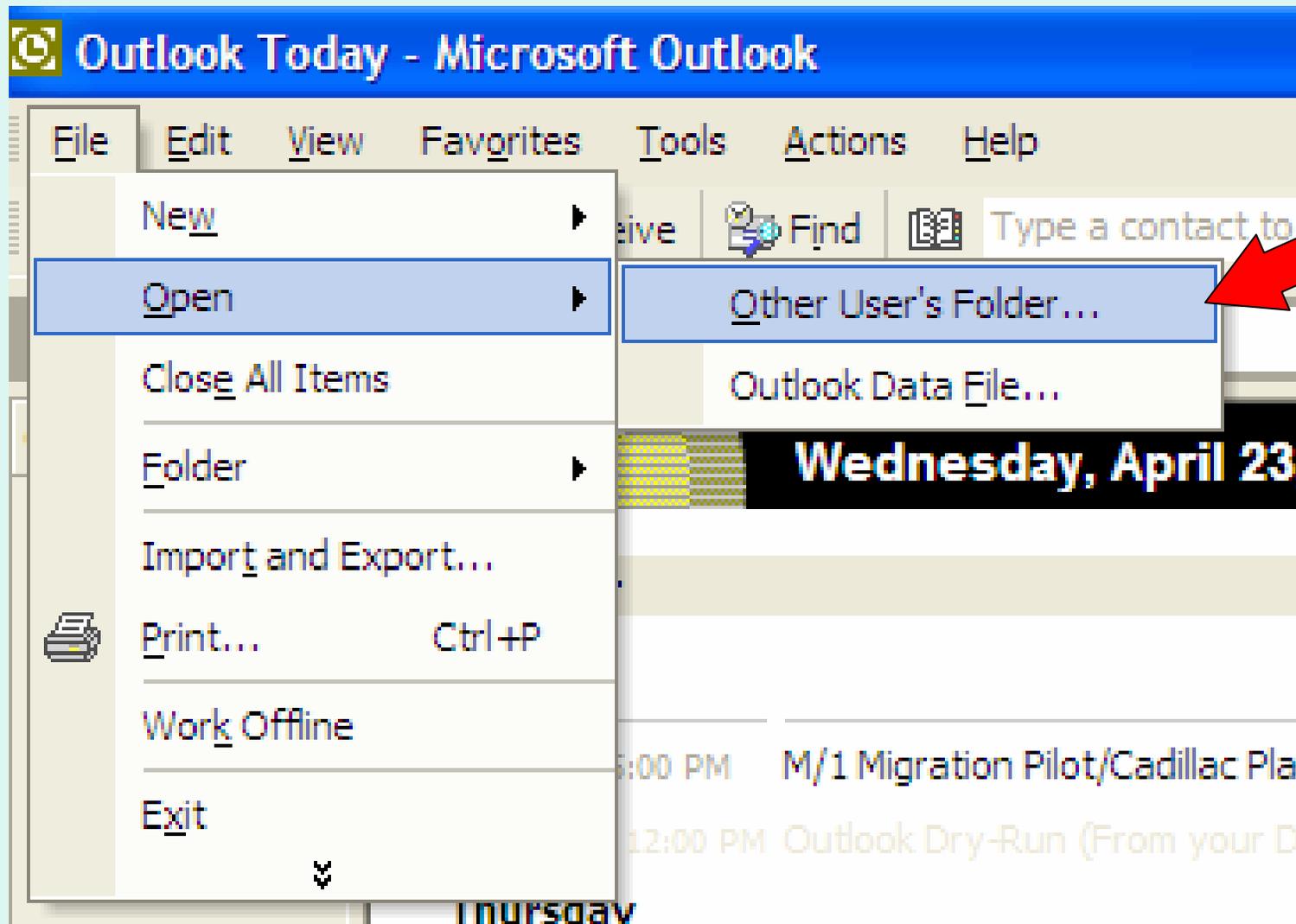
Add to find name

REVIEWER is read only permission

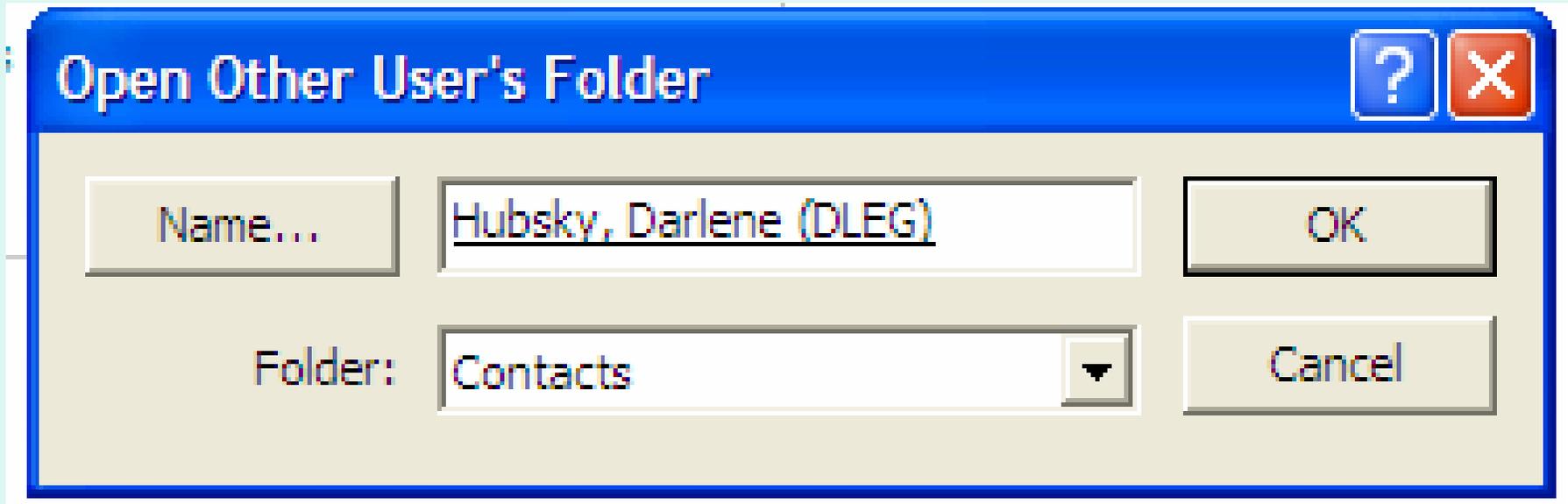
Finally, click on APPLY

# Sharing Contacts –Step Two

For those who received permission:



# Shared Contacts, Step Three: Saving them to your Contact List.



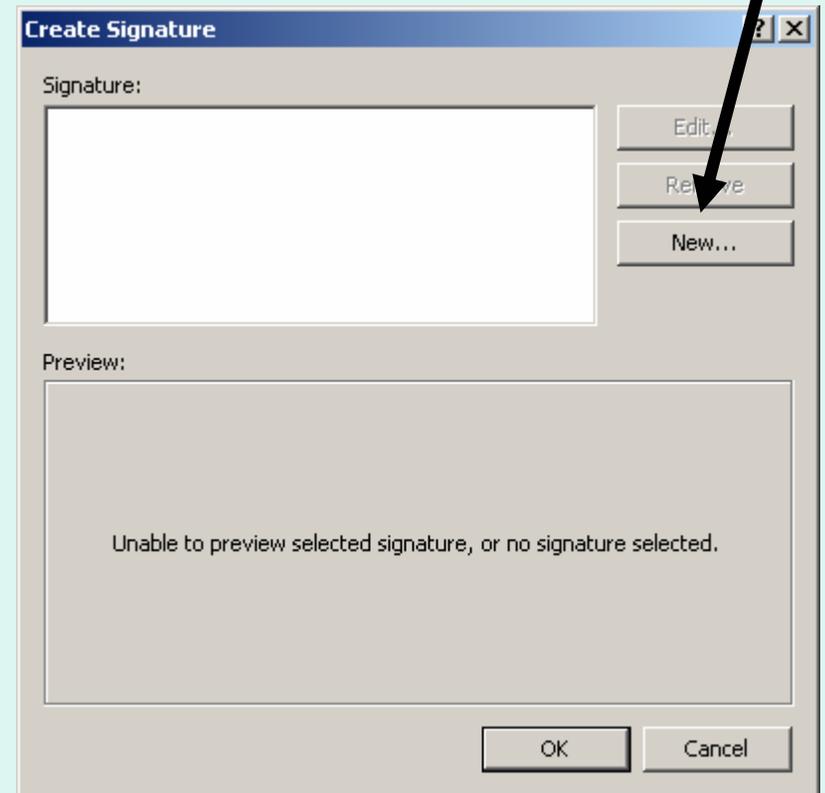
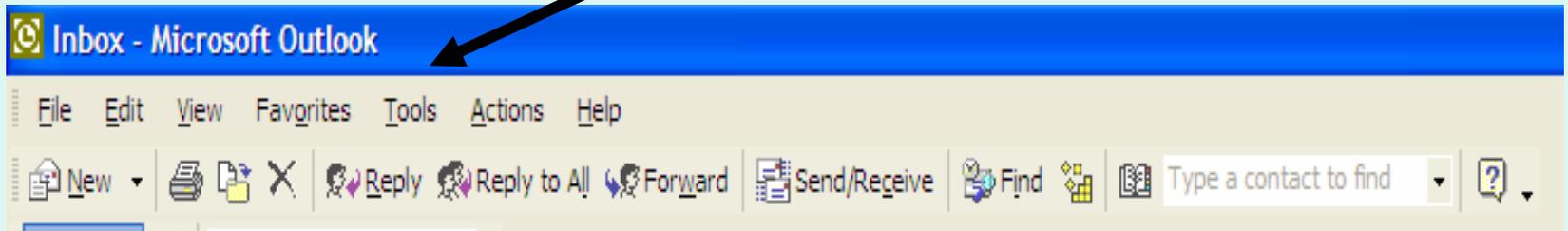
Click OK. Double click the desired list. Click on FILE>COPY TO FOLDER>Select CONTACTS >click OK.



Any Questions? Type them in  
chat please!!

# Creating a Signature

**Tools>Options>Mail  
Format>Signature Section**



### Create New Signature

1. Enter a name for your new signature:

Untitled

2. Choose how to create your signature:

Start with a blank signature

Use this existing signature as a template:

Use this file as a template:

Browse...

Next > Cancel

### Edit Signature - [Signature1]

Signature text

This text will be included in outgoing mail messages:

Darlene R. Hubsy  
Human Resource Developer  
DLEG - BWT  
614 Johnson  
Saginaw, MI 48607

Font... Paragraph... Clear Advanced Edit...

vCard options

Attach this business card (vCard) to this signature:

<None>

New vCard from Contact...

OK Cancel

# Using Your Calendar



Calendar - July 24, 2006

Monday, July 24

Time	Event
8 <sup>am</sup>	
9 <sup>00</sup>	
10 <sup>00</sup>	
11 <sup>00</sup>	
12 <sup>pm</sup>	
1 <sup>00</sup>	Lunch (Lunch)
2 <sup>00</sup>	test meeting (test meeting)

July 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2006

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TaskPad

[Click here to add a new Task](#)

Test

# Creating a Personal Appointment

The screenshot displays the Outlook Calendar interface. The main window title is "Calendar" with a dropdown arrow, followed by "November 02" and "Address outlook:Calendar". The calendar view is for "Friday, November 02". The time slots range from 8 am to 8 pm. An appointment titled "JET Data (MDCD Victor 4thFl Conf Rm 1)" is scheduled from 10:00 to 11:00. A text box at 1:00 contains the text "type your appointment information directly on the calendar...".

On the right side, there is a monthly calendar for "November 2007". The days of the week are S, M, T, W, T, F, S. The dates are arranged in a grid. The date "2" is highlighted with a red box, indicating the current day.

Below the monthly calendar is a "TaskPad" window. It has a checkbox for "TaskPad" which is checked. Below it is a link "Click here to add a new Task". There is a list of tasks with checkboxes:

- Electronic Delivery of Service...
- Stack Printing
- New Proposal for Ticket Han...
- Fwd: AWARE 'bad news' letters
- RSA 113

# Creating an Appointment: Alternate method



Untitled Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation...

Appointment | Scheduling

Invitations have not been sent for this meeting.

To:

Subject:

Location:  This is an online meeting using: Microsoft NetMeeting

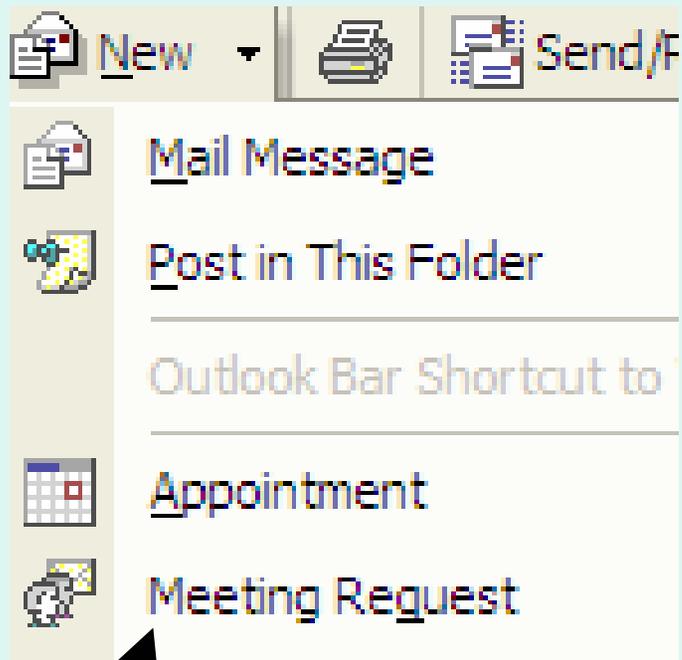
Start time: Wed 7/26/2006 9:00 AM  All day event

End time: Wed 7/26/2006 9:30 AM

Reminder:  15 minutes Show time as: Busy Label: None

Contacts... Categories... Private

# Scheduling Meetings



# Scheduling Meeting Details

The image displays the Microsoft Outlook meeting scheduling interface. The main window, titled "Untitled Meeting", shows a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with buttons for Send, Recurrence, and Cancel Invitation. A yellow warning bar states "Invitations have not been sent for this meeting.". Below this are fields for To, Subject, Location, Start time (Wed 7/26/2006, 9:00 AM), End time (Wed 7/26/2006, 9:30 AM), and a Reminder set to 15 minutes. A "Contacts..." button is visible at the bottom left.

Overlaid on the main window is the "Select Attendees and Resources" dialog box. It features a dropdown for "Show Names from the:" set to "Global Address List". The "Type Name or Select from List:" field contains "Warren, R". A list of names is shown, with "Warren, Ron (DIT)" selected. To the right, the "Required ->" list contains "Lewis, David;", "Vincent, Steve:", and "Warren, Ron (DIT)". The "Optional ->" and "Resources ->" lists are currently empty. At the bottom of the dialog are buttons for "New...", "Properties", "Find...", "Send Options...", "OK", "Cancel", and "Help".

# Doing a BUSY SEARCH , called SCHEDULING

The screenshot shows a software interface for scheduling a meeting. The window title is "Blackberry Training - Meeting". The menu bar includes File, Edit, View, Insert, Format, Tools, Actions, and Help. The toolbar contains icons for Send, Recurrence, Cancel Invitation, and other actions. The "Scheduling" tab is selected and circled. The interface displays a calendar grid for Wednesday, July 26, 2006, with time slots from 8:00 to 4:00. A legend at the bottom identifies status colors: Blue for Busy, Green for Tentative, Purple for Out of Office, and Grey for No Information. The meeting start time is set to 1:00 PM and the end time to 2:30 PM. Attendee status bars are shown for David Lewis, Steve Vincent, Ron Warren, and Brenda Nijwal.

Blackberry Training - Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation...

Appointment | **Scheduling**

Zoom: 100% (Day View)

Wednesday, July 26, 2006

8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00

Attendee	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
All Attendees	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Lewis, David	Blue								
Lewis, David	Blue								
Vincent, Steve									Blue
Warren, Ron (DIT)									
Nijwal, Brenda		Blue	Blue	Blue	Blue	Blue	Blue		

Click here to add a name

Add Others Options

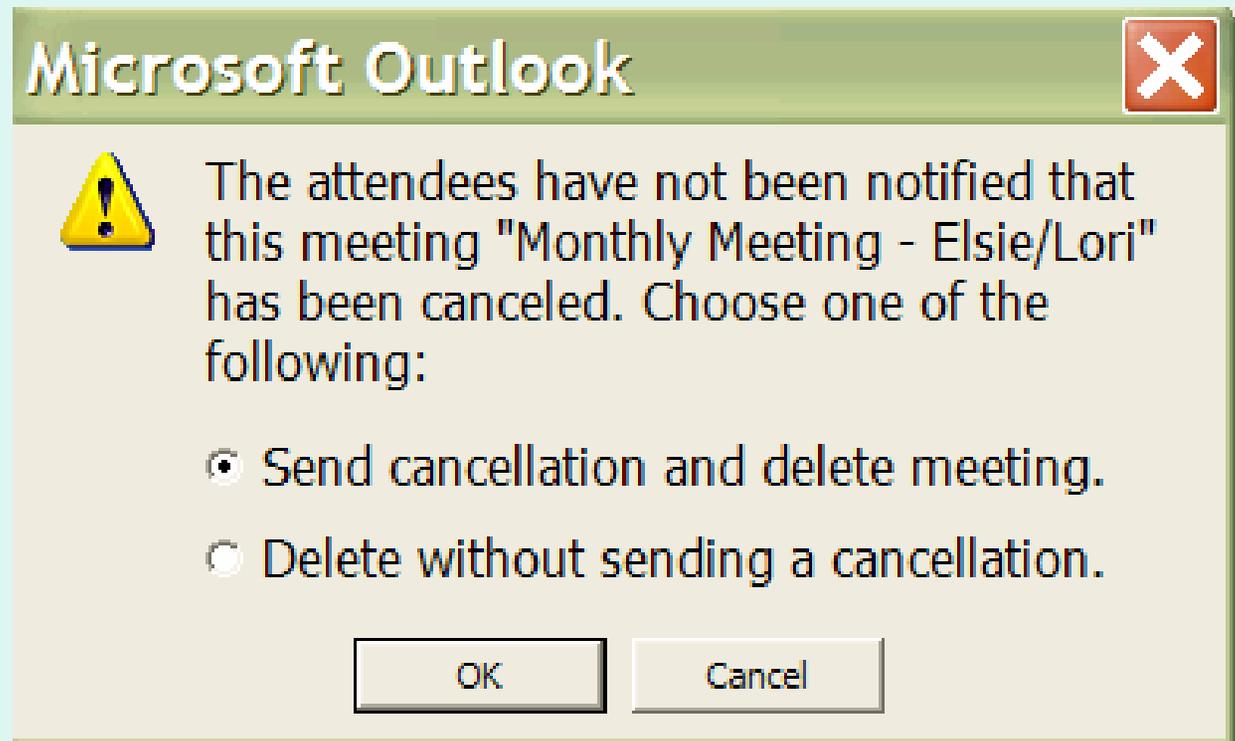
Meeting start time: Wed 7/26/2006 1:00 PM

Meeting end time: Wed 7/26/2006 2:30 PM

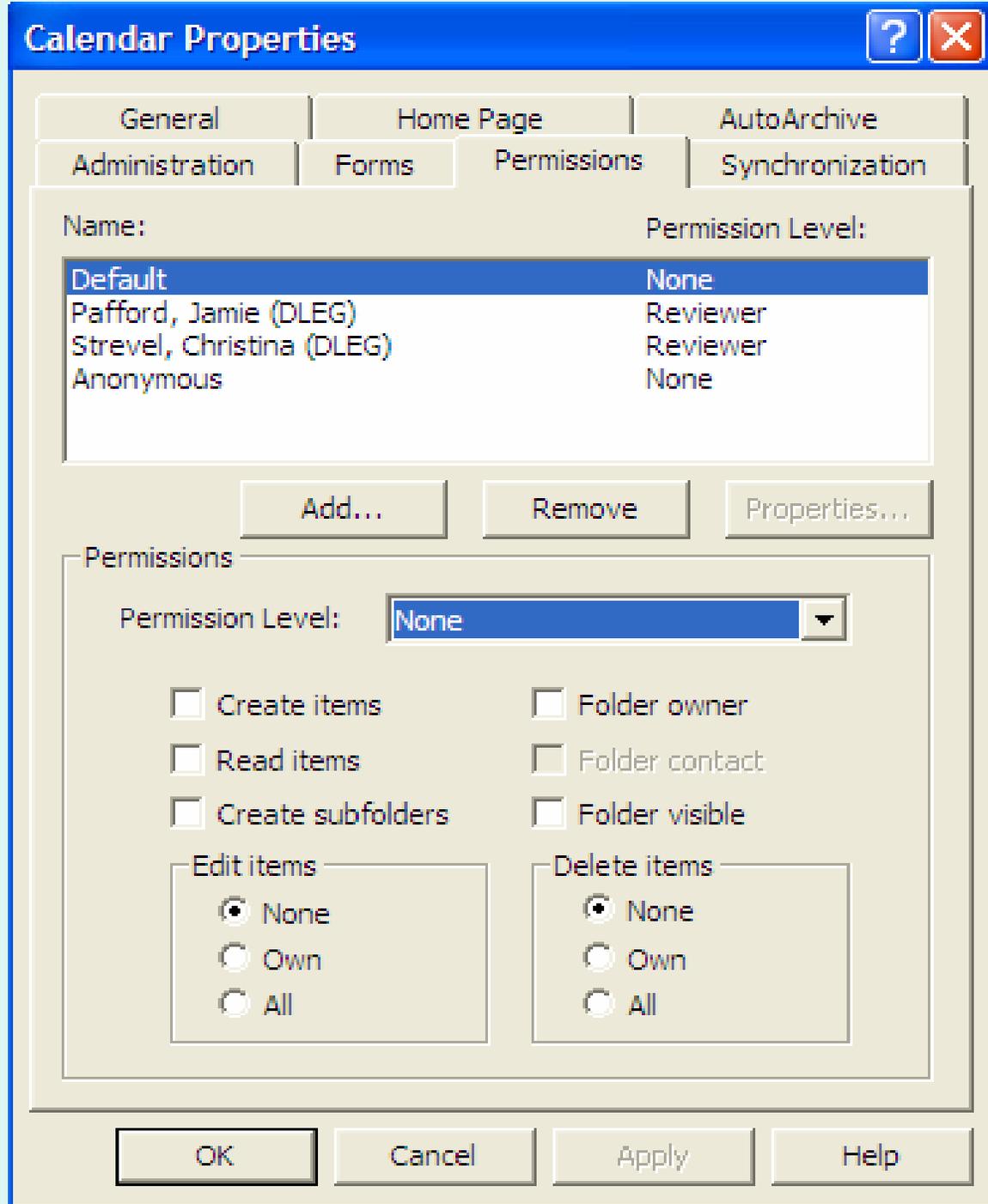
■ Busy ■ Tentative ■ Out of Office ■ No Information

# Canceling a Meeting

Open the appointment with Double Click,  
Select Actions>Cancel Meeting.

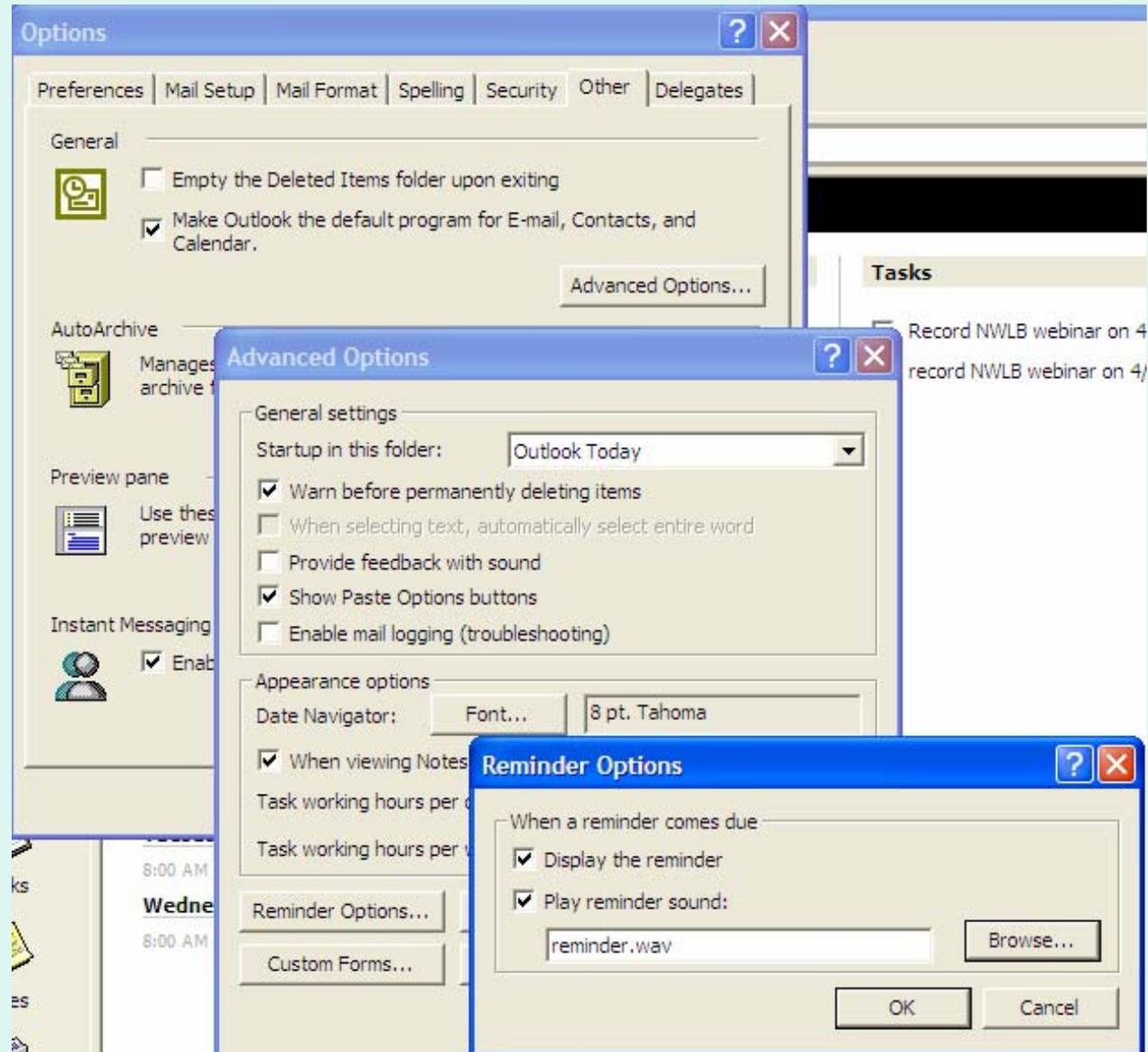


# Making Your Calendar Accessible to Others



# Calendar Reminders

- Tools>
- Options>
- Other>
- General –
- Advance
- Options>
- Reminder
- Options>
- Display

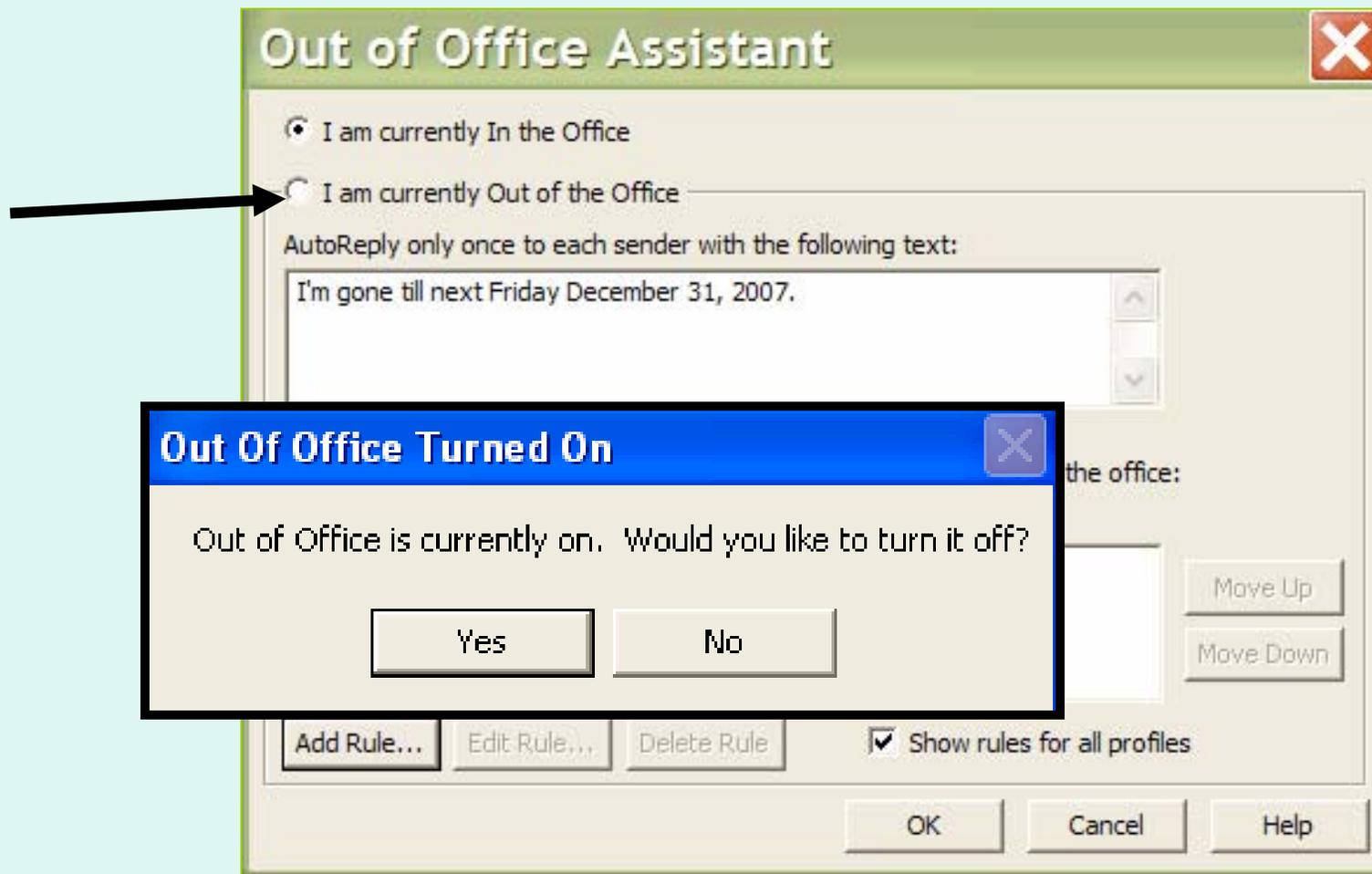




Any Questions? Type them in  
chat please!!

# Using the Out of Office Assistant

Inbox folder>tools>out of office Assistant



# Accessing Outlook Via the Internet

<https://owae2k.state.mi.us/exchange>

If you cannot get into the State server, you can still access Outlook through this link.



- Folders
- Hubsby, Darlene (DLEG)
    - Cabinet
    - Calendar
    - Checklist
    - Common Measures
    - Contacts
    - Deleted Items (8)
    - Documents
    - Drafts
    - Field Services Group
    - Inbox
    - Journal
    - Junk E-mail
    - Junk E-mail1
    - leadership academy
    - managment institute
    - Notes
    - Outbox
    - Sent Items

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Kryza, Richard	TAPS	Thu 3/27/2008 2:01 PM	98 KB

**Fwd: NWLB Orient - WFT 2008-04-29.ppt**

Billig, Joseph

Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

To: Pafford, Jamie; Hubsby, Darlene (DLEG)

Cc:

Attachments: [TEXT.htm\(695B\)](#) [NWLB Orient - WFT 2008-04-29.ppt\(551KB\)](#)

Per Chris's request. Thanks for looking at this.

Joe

>>> Joseph Billig 4/21/2008 6:14 PM >>>

Chris,

# Web Resources

- Go to Help Button while in Outlook and select Office on the Web
- In the Search box type in **Office 2002**
- Select Outlook 2002 Help and How-to or Outlook 2002 Support Center

# Internal Resources

For additional assistance after you have been Migrated to Michigan 1, please contact:

- Joe Billig, [billigj@michigan.gov](mailto:billigj@michigan.gov),  
517-241-8614
- Brian Waters, [watersb@michigan.gov](mailto:watersb@michigan.gov),  
517-373-3625



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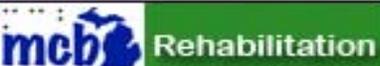
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Welcome to the Department of Labor and Economic Growth-Bureau of Workforce Transformation (DLEG-BWT) training site. This Website offers training and information on programs that support BWT's vision to develop and retain a skilled Michigan workforce, competitive in the global economy.

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