

What's New

Here's a fresh look at the latest training content.

January-February 2024

Real World Threat Emails

These emails are based on emails flagged by Barracuda security and other real-world samples. Search for them by name in the SAT tool.

Microsoft Proficiency

Live & On-Demand

Microsoft Office Suite Proficiency
Three Sessions to Certification

(emailSendTime:'1, F j':America/Chicago'+2 Days')
[01:00 PM-ET | 12:00 PM-CT | 10:00 AM-PT | 60 Minutes

Save Your Spot

Proficiency in Microsoft Office offers numerous advantages in today's professional landscape. Firstly, it enhances productivity by streamlining tasks through efficient use of Word, Excel, and PowerPoint. Secondly, it boosts employability, as employers highly value candidates with strong Office skills, recognizing their ability to handle diverse office responsibilities effectively.

Join us for an exciting and informative webinar on mastering Microsoft Office, a must-attend event for professionals and enthusiasts alike! Whether you're looking to enhance your skills in Word, Excel, PowerPoint, or other essential Office applications, this webinar will provide valuable insights and practical tips to boost your productivity. Our expert presenters will guide you through time-saving shortcuts, collaboration features, and advanced techniques that will streamline your work and make you a Microsoft Office power user. Best of all, this webinar is completely free, offering you the opportunity to broaden your knowledge without any cost. Don't miss out on this chance to elevate your proficiency in Microsoft Office—reserve your spot now and empower yourself for success!

Key Points of Emphasis:

- Real-time Collaboration: Simultaneous editing in Word, Excel, and PowerPoint fosters teamwork.
- Cloud Accessibility: OneDrive enables access to files from any device, enhancing flexibility and reducing file transfer hassles.
- SmartArt & Visuals: PowerPoint's SmartArt and visual elements simplify complex ideas, aiding efficient presentation creation.
- Excel Formulas: Powerful Excel functions automate calculations, reducing errors in complex spreadsheets.
- Outlook Productivity Tools: Focused Inbox, Quick Steps, and Calendar features streamline email and scheduling tasks.
- Power Automate Integration: Automate repetitive tasks across Office applications, improving workflow efficiency.
- Data Visualization in Excel: Charts and graphs in Excel enhance data presentation for quick decision-making.
- Advanced Word Formatting: Word's formatting options, styles, and templates expedite professional document creation.
- SharePoint Collaboration: Centralized document management and collaboration in SharePoint enhance organization and efficiency.
- Teams Integration: Integrated communication tools in Teams/Teams streamline virtual meetings and collaboration within the Office ecosystem.

We can't wait to see you there :)

HelloFresh

HELLO FRESH

WAY TO GO!
You have free boxes* to share.

HELLO

Dear Valued Customer,

We wanted to remind you to invite your friends to try HelloFresh for FREE! Now is your chance to treat your lucky friends to a whole new way of cooking and eating. And when they try, you get \$60 off you're next box!

Send Friends FREE Boxes

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Pets in the Office Poll

To: All Employees
From: Human Resources
Date: {emailSendTime:'1, F j':America/Chicago'}

Since the pandemic senior management has considered ways to help employees cope with the stress of returning to the office or working a hybrid schedule. We've received several suggestions from employees that pets would be a great way to help alleviate that stress, so we're polling the team to get opinions.

Please click the choice below to let us know how you feel no later than {emailSendTime:'1, F j':America/Chicago'+2 Days'} to make sure your opinion counts.

[I would like pets allowed in the office](#)

[I would not like pets allowed in the office](#)

If you have further opinions or concerns about this issue, please email [here](#) to a confidential mailbox.

Thank you!

Instacart

instacart

Hi, your Kroeger order is all set.

Delivery time
Today between 11:30-3:30pm

Keep an eye out for order updates, and any messages from your shopper if replacements are needed.

Thanks, The Instacart Team

View order

Items in your order
Forgot something? You can add items until your shopper checks out.

Add items to order

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Milliman

Milliman

Important information about your retirement plan is now available. Please review this information.

Your quarterly benefits statement for your Retirement and Savings Plan is now available.

To access your statement, [Click Here](#). From your Dashboard, scroll to the bottom of the page and click on "Statement" next to the most recent date range.

Note: You will find this statement on the website until the later of one year or the date a new version becomes available online. We encourage you to print or download an save this statement for your records.

For help, please contact Milliman in one of the following ways:
Email [Support](#)
Use the [Web Chat](#) feature

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Monday.com

monday.com

Update Required
Please update to the newest version to keep access

We wanted to inform you about an upcoming update to the **Monday.com** platform that will bring exciting new features and enhancements. To ensure you continue to have seamless access to our platform, we kindly request you to **sign in and upgrade to the latest version**.

The upgrade process is quick and straightforward. Simply log in to your **Monday.com** account and follow the prompts to complete the update. This will not only ensure that you benefit from the latest features but also help maintain uninterrupted access to your account.

Thank you for being a valued member of the **Monday.com** community.

[Upgrade Now](#)

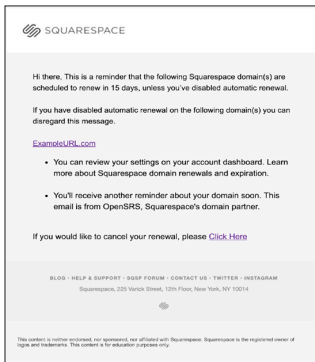
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More on the next page ➡

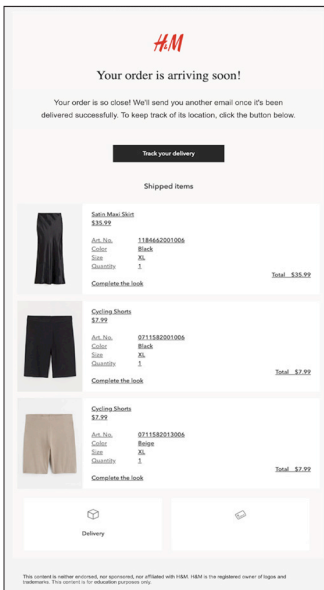
January-February 2024

Real World Threat Emails

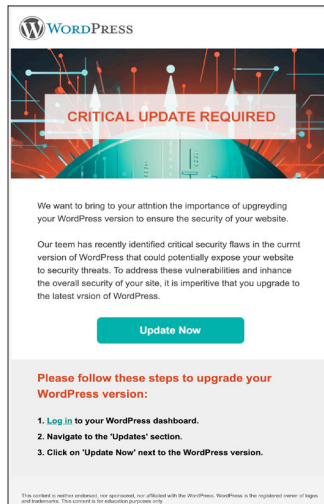
Squarespace Renewal



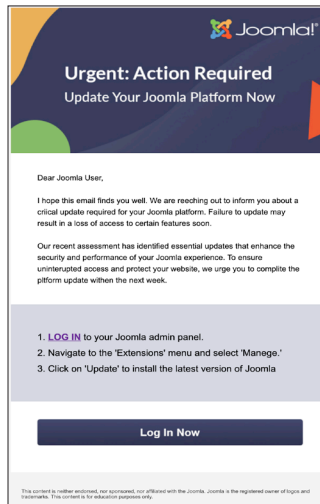
H&M Notification



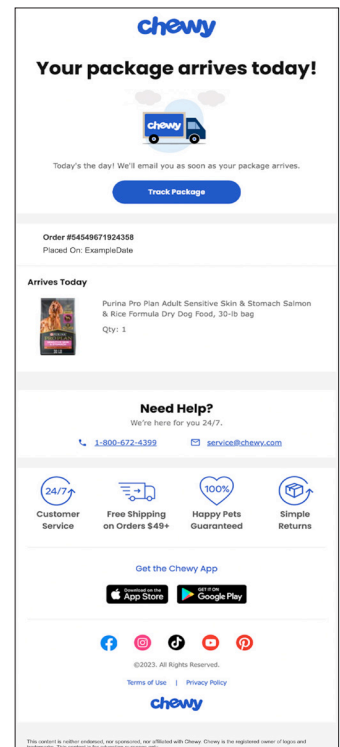
Wordpress Update



Joomla Update

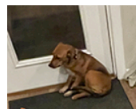


Chewy Notification



Hi all,

Some of you may have seen a stray dog hanging around the building. Earlier this week, our owner found it sitting in the parking lot and brought it home.



It's worked out so well, the dog is going to stay, but it needs a name, so we're having a naming contest! Send your suggestions [here](#). The employee who's name is chosen will get a \$25 gift card.

Please send your ideas in by the end of the week.

Click Thinking Animated Training—QR Code Safety

Outlines risks of using QR codes and how to spot and avoid them.

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