

Training Schedule – Semester 1
Computer Lab – East London/ Gqeberha

Topic	Topic	Date	Time	Venue	Registration
Intro to myUnisa	How to claim myUnisa How do I log in to myUnisa How do I view myModules and announcements How to download study material	23 February 2023	14h00 – 15h00	MS Teams	Click on link to register
Intro to myLife email	How do I access myMylife email account How to send emails How to forward email Creating a new email	28 February 2023	10h00 – 11h00	MS Teams	Click on link to register
Intro to Office365	Using Ms. Office 365 login for storage.	2 March 2023	14h00 – 15h00	MS Teams	Click on link to register
EUP1501	College will confirm	7 March 2023	14h00 – 15h00	MS Teams	Click on link to register
Basic Computer Literacy	Intro to computers	9 March 2023	14h00 – 15h00	MS Teams	Click on link to register
Intro to myUnisa	myAdmin	14 March 2023	10h00 – 11h00	MS Teams	Click on link to register