Are you the ultimate Outlook champion yet?

Whether you've already migrated your email to Outlook or you are preparing for the big day, it's important to know where you can find the resources you need when you need them. OICT has got you covered! Visit the Unite Mail site to learn about the migration, get answers to your questions, download tips and tricks and find training programmes and user guides.

Check out these resources and become an Outlook pro!

Lynda.com video of the month: Efficient Email Management

Learn to organize your inbox with tips, strategies and techniques for reviewing and organizing mail. Get Course shows how to use views to rearrange and sort email, organize email with folders and categories, and use rules and Quick Steps to automate many common tasks.

WATCH VIDEO | Duration: 3h 6 min

Would you like to learn more tips and tricks? Check out the Tips and Tricks playlist!

No time to complete a course? Check out this short video: Mark Messages

For questions and more information, contact learning@un.org

GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT IN JANUARY

PROGRAMMES WITH SCHEDULED SESSIONS

<table>
<thead>
<tr>
<th>Programme</th>
<th>Language(s)</th>
<th>Duration</th>
<th>Weekly Sessions</th>
<th>Start Date</th>
<th>Time (New York)</th>
<th>Time (Geneva)</th>
<th>Time (Bangkok)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Chinese Grammar (LMS-2733-3)</td>
<td>Chinese</td>
<td>1h</td>
<td>WebEx</td>
<td>Fridays between 12 Jan and 30 Mar</td>
<td>8:30 am</td>
<td>2:30 pm</td>
<td>1:00 am</td>
</tr>
<tr>
<td>Basic Chinese Working Conversation Skills (LMS-2665-2)</td>
<td>Chinese</td>
<td>1h</td>
<td>WebEx</td>
<td>Monday/Wednesday between 8 Jan and 30 Mar</td>
<td>1:00 pm</td>
<td>7:00 pm</td>
<td>1:00 am</td>
</tr>
<tr>
<td>Unconscious Bias for CBI panel members (LMS-2679)</td>
<td>English</td>
<td>1h 30 min</td>
<td>WebEx</td>
<td>30 January, 31 January</td>
<td>4:30 am</td>
<td>10:30 am</td>
<td>4:30 pm</td>
</tr>
</tbody>
</table>

OPEN REGISTRATIONS FOR FUTURE COURSES

<table>
<thead>
<tr>
<th>Programme</th>
<th>Language(s)</th>
<th>Duration</th>
<th>Weekly Sessions</th>
<th>Start Date</th>
<th>Time (New York)</th>
<th>Time (Geneva)</th>
<th>Time (Bangkok)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Chinese Pronunciation (LMS-2425-3)</td>
<td>Chinese</td>
<td>1h</td>
<td>WebEx</td>
<td>Fridays between 23 Feb and 30 Mar</td>
<td>9:30 am</td>
<td>3:30 pm</td>
<td>9:30 pm</td>
</tr>
</tbody>
</table>

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ARABIC • CHINESE • ENGLISH • FRENCH • RUSSIAN • SPANISH

Registration will open in January for all online language courses taking place in the Winter 2018 term (January to March 2018). Look at the offer for each language by clicking below the language you want to learn and consider the list of online courses.

Why are you learning Spanish?

We've heard that you’d like to hear more about cultural events, news and stories related to language learning, so we thought you'd enjoy this video about the Spanish programme, where some UN colleagues tell us why they are learning Spanish

WATCH VIDEO | Duration: 3 min

New online course on Environmental Security & Sustaining Peace

Supported by Deputy Secretary-General Amina J. Mohammed, this new Massive Open Online Course (MOOC) aims to promote better understanding of the role of the environment and natural resource in promoting peace and progress for all on a healthy planet. The course is being offered from 1 March to 10 May 2018 on the SDG Platform.

Enrollment is possible via this webpage.

Have you missed past Newsletters? You can now view all the issues on the HR portal. Click here to access them.

For questions and more information, contact learning@un.org