October 2014

The OfficeMax team will be hosting their second “meet and greet” on **Tuesday, October 28th, from 10:00 – 11:00 or 11:15 – 12:15**, in the **IT Training Room’s new location**.

OfficeMax will demo their web site, **introduce the new furniture representative** and distribute some giveaways and samples. Please stop by to say hello, ask any questions you may have and learn a few tips and tricks.

Please email cathy.hennessey@umb.edu to register so we can obtain a head count for the giveaways.

**This is a great chance to come visit the new training room! It’s a quick bus ride!**

**The new location for the training room is:**

Bayside Office Center (Corcoran Jennison Bldg.)
150 Mount Vernon Street, 5th floor, Suite 550

Directions:
- Take the #3 shuttle bus from either the Clark Athletic Center or the Campus Center.
- At Bayside, go to the sidewalk, turn left and walk to the brick Corcoran Jennison building.
- You will come to a covered walkway with a CAPS sign.
- Enter the building, turn left and go through a set of doors to the main entrance and elevators.
- Tell the security guard that you want to go to the 5th floor. (The elevator requires a key card.)
- When you get off the elevator, turn right, and then turn right again.
- Walk down the corridor until you reach the door to IT on the left.
- If you have any problems, please call 617-287-5207.