

# Brigidine IT Service Desk Knowledge base

Welcome to the Brigidine IT Knowledge base. To begin, start searching for the product or function you need help with.

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## Frequently asked questions

- Add links to popular how-to and troubleshooting articles.
- Highlight important documentation.

## Need more help?

Contact Us  
Email: [support@brigidine.qld.edu.au](mailto:support@brigidine.qld.edu.au)  
Phone Extension: 666

## Where are we?

- Our office is located in the Erin Rooms, near the bookroom and uniform shop.
  - We are open on school days from 8:00am-4:00pm.
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## Recently updated articles

[Room Booking System - Make a booking](#)  
Sep 07, 2022 • updated by [Jayden Smith](#) • [view change](#)  
[Edit purchase period](#)  
Aug 25, 2022 • updated by [Jayden Smith](#) • [view change](#)  
[Edit purchase period](#)  
Aug 25, 2022 • created by [Ella McHugh](#)  
[My Monitor](#)  
Aug 25, 2022 • updated by [Ella McHugh](#) • [view change](#)  
[Adding Items to MyMonitor store](#)  
Aug 25, 2022 • created by [Ella McHugh](#)  
[Scan to OneDrive](#)  
Aug 12, 2022 • updated by [Ella McHugh](#) • [view change](#)  
[Set up Skype Meetings](#)  
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[Setting Date and Time](#)  
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[Adding the Staff Calendar](#)  
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[Email Signatures in Outlook](#)  
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[Creating a Shared Folder in Outlook](#)  
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[Outlook Send from another email](#)  
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[Replacing Documents in BrighHub Document Repository](#)  
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