"Lync" in to Phase Two of Collaboration Services

The Northwestern Collaboration Services newsletter is delivered to keep the University community informed of the latest news related to the new e-mail, calendar, instant messaging, web conferencing and document sharing service for faculty and staff. This month, read more about:

- **IM, Web Conferencing, and More on February 23**
- **View Lync for Yourself—Sign Up for a Demo Today**
- **Meeting Invites: Always Send a Response**
- **Register for Upcoming NUIT Tech Talks**
- **Stay Up-to-Date with New Project Timelines**

**IM, Web Conferencing, and More on February 23**

Editing a presentation with a colleague on a different campus and tired of sending files back and forth? Have a quick question for a contact in another department and aren't near your phone? Get ready for some solutions to these dilemmas when Microsoft Lync, the second phase of Northwestern Collaboration Services, becomes available on February 23.

Much more than just an instant messaging tool, Lync offers features like basic audio chat, desktop videoconferencing, screen sharing, presence, and integration with current calendar and e-mail tools to make it easy to communicate and collaborate from anywhere with just about anyone at the University.

You'll receive an e-mail with more details about Lync soon, so stay tuned!

**View Lync for Yourself—Sign Up for a Demo Today**

Interested to learn more about Lync and how it can save you time and resources in your day-to-day work? Sign up today for a one-hour demonstration on the Evanston or Chicago campus.

- **Evanston Campus**
  - February 28, 2-3 p.m.
  - March 1, 11 a.m.-noon
  - March 13, 2-3 p.m.
- **Chicago Campus**
  - March 1, 3-4 p.m.
  - March 15, 3-4 p.m.

These events will cover a range of topics including finding and adding contacts, adding audio or desktop videoconferencing to IM conversations, online meetings (Web conferencing), screen sharing, and presence.
Meeting Invites: Always Send a Response

Did you know that by clicking "Do Not Send a Response" to a meeting invitation, the person who invited you will never know you plan to attend? In fact, the calendar sees your "Do Not Send a Response" and does just what it says—sends no response at all, even though the meeting appears on your calendar.

You may think "Do Not Send a Response" lets your colleague know you accepted without cluttering their inbox with an e-mail notification. The truth is that the value of knowing that you plan to attend far outweighs a single e-mail, according to the many faculty and staff who have called the NUIT Support Center to ask why they aren't getting responses to meetings they propose.

The best option is to choose "Send the Response Now" (or "Respond Without Comments" in Outlook 2011 for Mac). This will ensure the meeting organizer will know you've accepted the meeting and plan to attend.

Not sure if you'll be able to attend a meeting and aren't sure how to respond? Select "Tentative" or include a note about your availability with "Edit the Response Before Sending" (or "Respond With Comments" for Mac users).

Register for Upcoming NUIT Tech Talks

This quarter, NUIT is presenting two Tech Talk Webinars on Northwestern Collaboration Services. Sign up today for these events, which you can attend right from your desk:

February 28 - More Tips and Tricks for NU Calendaring and E-mail

- Shortcuts and other quick tips for using popular features like the address book
- Managing storage to improve performance
- Where to find helpful resources and training tools

Time: 11 - 11:45 a.m.
Location: Your desktop or laptop computer
Register now

March 6 - “Lync” in to Northwestern Collaboration Services

- An overview of new services and how they integrate with e-mail and calendar
- Special demo of select features
- Tips and tricks on using the new tools to maximize productivity

Time: 11 - 11:45 a.m.
Location: Your desktop or laptop computer
Register now

Stay Up-to-Date with New Project Timelines

Looking for the latest news on Northwestern Collaboration Services? Remember to check out the Project Status page on the IT Strategic Plan and Projects site to view project timelines, major accomplishments, and project milestones.