NUIIT Tech Talk:
More Tips & Tricks for E-mail & Calendar

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Presented by:
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Agenda

- General Tips
- E-mail Tips
- Calendar Tips
- Resources
General Tips

1. General
   a) Context Sensitive menus

2. Global Address List
   a) Finding people – More Columns
   b) Finding Distribution Lists
   c) Searching the GAL (Global Address List)
   d) Adding Contact Cards from the GAL
   e) Ctrl-K – Auto lookup

3. Quota Check
E-mail Tips

1. Advanced Searching
2. Resend or Recall a Message
3. Voting buttons
4. Rich Text vs. Plain Text
5. Creating Meeting from an e-mail
6. Close Original after fwd/reply
Calendar Tips

1. Scheduling Assistant
2. Room Finder & Room Lists
3. Calendar Search
4. Sending Meeting replies
5. Calendar Rules/Auto Color
6. Shortcuts
   a) Alt 0-9 or 1-0 Number of days to display in Calendar
   b) Date Display Navigator Ctrl & Click multiple days
   c) Display two time zones
7. Adding Meeting Invitees & Meeting Notes
Resources

- [www.it.northwestern.edu/collaborate/index.html](http://www.it.northwestern.edu/collaborate/index.html)
- [www.it.northwestern.edu/collaborate/how-to/e-mail.html](http://www.it.northwestern.edu/collaborate/how-to/e-mail.html)
Questions