NUIT Tech Talk:
Tips & Tricks for E-mail & Calendar Outlook 2011 & OWA

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Presented by:
Kevin Ossler
NUIT Technology Support Services
Agenda

- Outlook 2011 Tips
- Outlook Web App (OWA) Tips
- Questions
General Tips

1. General
   a) Context Sensitive menus

2. Global Address List
   a) Finding people – Search All fields
   b) Finding Distribution Lists
   c) Searching the GAL (Global Address List)
   d) Command Ctrl C – Auto lookup

3. Keyboard Shortcuts
E-mail Tips

1. Advanced searching
2. HTML vs. plain text
3. Creating a meeting from an e-mail
Calendar Tips

1. Scheduling Assistant
2. Calendar Search – View List
3. Sending meeting replies
Lync for Mac

1. Adding contacts
2. Online Meetings
3. Joining an Online Meeting
1. Retention Policies
2. Adding an Internet calendar
3. Options, Rules, Mobile, Manage Groups
Resources

- www.it.northwestern.edu/collaborate/index.html
- www.it.northwestern.edu/collaborate/how-to/e-mail.html
- http://www.it.northwestern.edu/collaborate/lync/index.html
Questions?