Anticipation Builds for New E-mail and Calendar System

The Northwestern Collaboration Services newsletter is delivered monthly to keep you—the University’s faculty and staff—informed of the latest news related to upcoming changes to e-mail and calendaring services.

This month, learn more about:

- **E-mail and Calendar Storage to Increase**
- **Spring Cleaning Tips for Your Calendar and E-mail**
- **Faculty Working Group Added**
- **Training and Demonstration Happenings**

E-mail and Calendar Storage to Increase

Did you know that using Northwestern Collaboration Services’ recommended e-mail clients will provide you with an increased amount of storage (up to 8 GB) for your new University e-mail and calendar account?

Once launched, the new e-mail and calendar system will support 2 GB of active storage and up to 6 additional GB of archived storage that will most easily be accessible using the online e-mail and calendar tool called Outlook Web App (OWA) or Outlook 2010 for Windows. That’s a 300 percent increase from today’s environment. Further details are available on the e-mail client comparison matrix.

Spring Cleaning Tips for Your Calendar and E-mail

As the initial launch date for Northwestern Collaboration Services nears, what better time than now to perform a little spring cleaning on your Meeting Maker calendar and mailbox? Eliminating any unnecessary data now can clear the path for even more valuable storage in your future e-mail/calendar account.

**Cleaning Your Meeting Maker** The future transition plan for today’s Meeting Maker users is to automate the migration of nearly everything in existing accounts to new Microsoft Outlook calendars. This includes your most recently completed meetings, future meetings, to do lists, banners, and address book contacts.

With that in mind, now may be an ideal time to act on the recommended best practice to periodically purge outdated data, especially your Meeting Maker To Do List and Address Book.
contacts. Accessible from the Window menu of Meeting Maker, the To Do List and Address Book are both easily editable, and when properly maintained, can help to improve your calendar's performance.

**Cleaning Your Inbox** Are you hanging on to old e-mails with large attachments including PowerPoint files and large images? A simple way to prepare for the new e-mail system (and increase future storage) is to reduce the size and amount of your e-mail files that reside on University servers.

Visit the tip page dedicated to helping you get control of your mailbox size, and see for yourself how a few minutes of maintenance can greatly improve e-mail performance.

**Faculty Working Group Added**

In addition to the existing Collaboration Services Steering Committee and Working Groups, a new faculty-focused working group is currently being formed to best address faculty-centric e-mail and calendar needs as related to the Northwestern Collaboration Services initiative. Look for member updates and news to be posted on the project site as soon as they are finalized.

**Training and Demonstration Happenings**

- ✓ Register to attend one of the ongoing free demonstrations hosted by the University's Microsoft representative. As a reminder, the next Evanston campus session is scheduled for **tomorrow, March 16**. The first Chicago campus session is on April 27.

- ✓ Hands-on, step-by-step workshops of Microsoft software are available with the University's resident software trainer and education consultant, Cynthia Manika. Choose to focus on either Mac or PC. Course and registration details are available at computer application training.

- ✓ The fee-free lynda.com online tutorials are a great training option for learning without leaving your desk. The Microsoft-focused videos offer details for many Microsoft titles ranging from basic Outlook features to more in-depth Access functionality.

**Project Status Notes and Timeline**

Visit the comprehensive Northwestern Collaboration Services project site to view a visual timeline of the project, detailed status notes, and much more to best prepare for upcoming e-mail and calendaring changes at Northwestern.