Northwestern University Collaboration Services
Communication Report for August 11, 2011

Collaboration Services communications and training outreach efforts for August 5-11 are as follows.

**Distributed Communications (newsletters, e-mails, handouts, etc.)**

- Newsletters
  - The August Northwestern Collaboration Services e-newsletter for University staff was delivered on 8/11; statistics as of 8/12 (one day later) include:
    - Number of staff newsletter message sent to: 6,471
    - Number of newsletter messages opened: 3,363
    - Number of clicks on all links in newsletter message: 293
  - The August 2011 HR Review newsletter included a mention about the ongoing availability of Microsoft workshops
  - The Fall Learning & Organization Development catalog also included information about the ongoing availability of Microsoft workshops

**Collaboration Services Top Ten Web Page Views for August 5-11**

Northwestern Collaboration Services Initiative Project Site:

- 431 - Collaboration Services/NUIT Index
- 247 - Project Overview
- 204 - E-mail Support Tools
- 197 - Online Training (Lynda.com)
- 194 - Calendar Support Tools
- 115 - Set Up Outlook 2010
- 73 - Create Vacation Message
- 73 - Log in to OWA
- 73 - Automatic Set Up Tool
- 71 - E-mail Client Comparison Matrix

Total views of Collaboration Services project site for August 5-11: 2,847