

**Exchange Email Tech Talk: How to Optimize the Email and Calendaring Features of Outlook Exchange (Web Access and for Windows)**

Thursday, Nov 3, 12:00-1:30

IBS Room 155A

Daniel Rosson and Lisa Deutchman, Tech Learning Analysts, Office of Informational Technology (OIT)

Sponsored by CRS

- This presentation will be geared to faculty and staff who have recently migrated their email to Exchange 2007. By now you are mostly able to access and send email, but you have questions about how to do other things that are beyond the basics. In addition, you may suspect there are capabilities that you have not yet uncovered, which might make your work more organized and efficient.
- This tech talk offers an opportunity to bring IBS personnel together to share questions and to learn more about the Exchange system. We will begin with Outlook Exchange Web Access and then cover the expanded capabilities available under Outlook Exchange for Windows. The expected result is that participants will be better educated in the best practices of email and calendar usage.