MAKING LIAISON DUTIES BETTER, FASTER, EASIER WITH OUTLOOK

CALENDAR TOOLS

Drag to Calendar

Creating detailed calendar entries is made faster and easier by dragging messages to your calendar. In the message view, click and hold on any message, then drag onto the calendar tab in lower left corner of your screen. This creates a new calendar entry with the body of the email in the description.

Tip: This also works for Tasks, if that is a feature you use.

Natural Language & Shortcut Dates

Outlook will autofill the dates of most holidays if you enter the name of the holiday in the date field of an appointment. It also recognizes and converts natural language phrases like “2 weeks from tomorrow.” You can also use shortcuts for this tip. For example, 3w 1d will autofill the date for 3 weeks from tomorrow.

Scheduling Assistant

This feature will help you quickly set meetings with employees anywhere on campus. You don’t need access to someone’s calendar to view their available time on the Outlook calendar.

In a new appointment box, click the scheduling assistant button in the Appointment ribbon. Enter the names of all the desired attendees. Use the check names feature if you need help finding the user. The calendar view presents availabilities visually; the right bar will give you a list of best available times. Click on another day in the calendar (top right) to see other options.

Note: this tool only works if the attendees use their calendar, but it is a great way to rule out certain dates and time, so you can make an educated guess at the best time for a meeting.

EMAIL TOOLS

Signature Lines

A good email signature line makes it easier and faster for people to respond to you. Consider using the information you include on your business card: name, email, phone number, URL, etc.

1. On the Home tab, click New Email.
2. On the Message tab, click Signature > Signatures.
3. Under Choose default signature, in the E-mail account list, click an email account to associate with the signature.
4. To create a signature, under Select signature to edit, click New and type a name for the signature. And then in the Edit signature box, add your signature.
5. In the New messages list, select the signature that you want to include.
6. If you want a signature to be included when you reply to or forward messages, in the Replies/forwards list, select the signature. Otherwise, click (none).

Quick Parts

The Quick Parts feature allows you to create reusable pieces of content that are stored in galleries.

Create a Quick Part

1. Select the content or e-mail message part that you want to store as a reusable building block.
   To store paragraph formatting with the entry, include the paragraph mark in the selection. (To view paragraph marks, on the Format Text tab, click the Paragraph button.)
2. On the Insert tab, in the Text group, click Quick Parts.
3. Click Save Selection to Gallery Name Gallery.
4. Fill out the information in the Create New Building Block dialog box.

Insert a Quick Part

1. Click where you want to insert a building block in the e-mail message.
2. On the Insert tab, in the Text group, click Quick Parts.
3. Right-click in the gallery pane, and on the shortcut menu, click Organize and Delete.
4. If you know the name of the building block, click Name to sort by name.
5. Select the building block, and then click Insert.

Delay Delivery

Delay delivery can help you manage your time and build messages in advance to send later.

1. In the message, on the Options tab, in the More Options group, click Delay Delivery button image.
2. Under Delivery options, select the Do not deliver before check box, and then click the delivery date and time that you want.
3. After you click Send, the message remains in the Outbox folder until the delivery time. NOTE: Your Outlook must be on for the message to send.
RLS TEMPLATE

The new RLS email template is designed to make it easy for you to send attractive, mobile-responsive and well-branded email messages.

1. Open the template email that has been sent to you. If you need a fresh template, ask Bonnie.
2. Forward the message to make it editable.
3. Delete all forwarding information before the template begins.
4. Begin editing by highlighting the text you wish to replace and adding your own.
5. Be sure to update the footer with your personal contact information.
6. This email design meets the current graphic and branding standards of the University. Please be care to not alter or distort the logo or images.
7. Change your subject line and enter your send to address. You’re ready to send!

RLS EDITORIAL CALENDAR

The new RLS editorial calendar (http://bit.ly/1PLV0JJ) will provide a table of contents for upcoming Library emails to all faculty. The Faculty Update from the Library is now scheduled to send during the first full week of each month.

The RLS editorial calendar will also provide sample blurbs and speaking points for key messages sent in that month’s Faculty Update from the Library. These pieces can repurposed as needed in personal messages, presentations and one-on-one visits with faculty.

If you have ideas for future Faculty Updates from the Library, send them to Bonnie and Cinthya to add to the calendar.