UMSL | ITS
University of Missouri–St. Louis

July 2024 ITS Newsletter

GETTING STARTED WITH MICROSOFT TEAMS
July 16, 2024 – 10:00 – 11:30 a.m.
Express Scripts Hall (ESH) 003
Audience: Faculty/Staff

If you are new to Microsoft Teams or interested in learning more about this collaborative tool, please join the Campus Relations and Communications (CRC) Team for this basic hands-on session. Participants will learn what Microsoft Teams is, the best practices for using the platform, and how to use some of its features. Some of the topics we will cover include:

- Creating a team and a channel
- How to start a chat
- Making video and audio calls and reviewing call history
- Adding a file and a folder
- Adding a new event to the calendar
- Q&A

Click here to sign up using your SSO ID and Password. Click the 'Browse Course Calendar' icon, navigate to July 16 on the calendar, and click Getting Started with Microsoft Teams to register. (Participants are welcome to arrive 10 minutes early, and please bring your phones for authentication purposes.) If you have any questions about this workshop, please contact the CRC team at **crc@umsl.edu**.

ITS REDESIGNED WEBSITE
We are excited to announce the launch of our redesigned website, providing a refreshed and visually appealing look and better reflects our commitment to advancing our outreach efforts to the campus community.
Thank you to our partners in Marketing and Communications for their help and guidance with this project. We invite you to browse the website and check out some of these new webpages:

- **ITS landing page**
- **New listing of ITS Departments**
- **New A-Z webpage of Technology Services**
- **Current and past ITS newsletters**

Tell Us What You Think! Your feedback is important to us as we continue to develop a website that is valuable to our campus community. Please submit questions, comments, or suggestions using this **feedback form**.

TIPS FOR REDUCING YOUR MAILBOX SIZE AS YOU PREPARE FOR THE FALL SEMESTER

As a reminder, if you are looking for ways to reduce your mailbox size, stay more organized, and eliminate redundant email messages, below are some tips to assist with effectively managing email. For information on the UM System email management policy, see this **link**.

For Windows Users:

- The Mailbox Cleanup tool lets you view the size of your mailbox and individual folders and search for large messages you might want to delete. For more information about the Mailbox Cleanup Tool, see **Manage my mailbox size**.

- The Conversation Clean Up feature reduces the number of messages in your folder by removing redundant messages. To learn more about this feature and how to remove redundant messages, see **Conversation Clean Up feature**.

- Sorting emails using the size column feature in your Inbox allows you to manage the size of your messages and locate the ones that are taking up space. If not already present, you can add the Size column to your Inbox view ribbon so that you know the size of each of your messages. To learn more, see **Add or Remove columns in the Inbox**.

- To help de-clutter email messages, **create folders** to organize. (In the left pane of Mail, right-click where you want to add the folder, then click New Folder. In the Name box, enter a name for the folder, and press Enter.)

- Use **advanced search options** to identify older email that should be deleted.

- Empty the Deleted Items folder and the Junk Email folder frequently to make sure you aren't keeping messages you don't need.

For Mac Users: In the Mail app on your Mac, do any of the following:

- Delete large messages or messages with attachments or move the messages to a mailbox on your Mac. Tip: To quickly identify large messages, choose View > Sort By, then choose Size. Delete attachments that you saved.

- Use **advanced search** in Outlook for Mac to identify older email that should be deleted or messages of a larger size that can be deleted. You can always remove attachments and save them to your OneDrive if you need to keep them.

- Empty your Deleted Items. To remove items in Deleted Items, first click on the Deleted Items mailbox, then go up to Edit > Delete All. You can also right-click on the mailbox and click Empty Folder.

ITS TIP OF THE MONTH
Locking your computer when you walk away can be an effective way to protect your privacy. There are a couple of ways you can lock your screen on most computers as listed below:

- Press Windows Key + L
- Press Ctrl + Alt + Delete and select Lock

IT CHUCKLE: If Apple made a car, would it have Windows?