TIP #1: FLAG EMAILS

Toolbar of email message > Follow Up > select Custom

TIP #2: CREATE CALENDAR TASKS

- From homepage of calendar toolbar > New Items > Task.
- Subject ("Admin"), Start date, Due date.

TIP #3: DISABLE EMAIL ALERT ICON

- File > Options > Mail > Message Arrival.
- Options: disable – play a sound, briefly change the mouse pointer, show an envelope icon in the taskbar, display a desktop alert.

TIP #4: USE FAVORITES SECTION FOR FREQUENTLY ACCESSED FOLDERS

- Right-click on an existing folder and select "Show in Favorites".
- Recommendation – Outbox (to ensure no delays with sent emails).
- Examples: Students, Updates, 1720 Registration.

TIP #5: USE THE ALERT TIMES ON CALENDAR

File > Options > Calendar > default reminders (10 minutes)

TIP #6: TREAT VOICEMAILS LIKE EMAILS (VISUAL VOICEMAIL)

In wiki - Training Presentations > Visual Voicemail

TIP #7: DELETE MULTIPLE NOTIFICATIONS FROM SAME STUDENT

Note SPACMNT

TIP #8: DO NOT PICK UP A RINGING PHONE

Ignore or activate "Send All Calls" on phone

TIP #9: END APPOINTMENT 5 MINUTES EARLY

- "We have 10 minutes remaining."
- "We have 5 minutes remaining."

TIP #10: SAVE PRE-FILLED FORMS TO YOUR DESKTOP

- ICAF - Complete form > select Email icon at top of page > address to CAPP > send. Close out ICAF (do not save changes).
- CCF - Complete form > select Email icon at top of page > address to DEQC > send. Close out form (do not save changes).

TIP #11: ADD AUTO-FILL DATE

- On any Excel document – select cell.
- Select Formula tab > Date & Time drop-down box.
- Click "Today" = Function Arguments – "OK".

TIP #12: CUSTOMIZE QUICK ACCESS TOOLBAR TO ADD EMAIL OPTION

- Click on drop-down box on the top-left of form.
- Click on "Email" to add to toolbar.

TIP #13: RESERVE TIME DAILY TO PREPARE FOR THE NEXT DAY'S APPOINTMENTS

TIP #14: USE 8:30-9:00 ADMIN TIME TO PREP FOR APPOINTMENTS

TIP #15: DISABLE IM

- Click "Status" drop-down box.
- Select "Do Not Disturb".