

April 20, 2022 Coffee Chat Nuggets

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Theme- Office 365 tips and tricks

Calendar-

- Synching calendar not happening, don't use actual app use web-based app when synching calendars
- Color coding specific items so that you can pull them as a report, is this possible? Jenn Barnhart working on this query. Seems that web based office 365 provides best access instead of stand alone apps
- Beth suggests on your own calendar labeling appointments and meetings with keywords, ie diversity, training, etc. Then you can use search bar in calendar to pull a list of those appointments and meetings that have that keyword in the title. Make sure you are only searching on one calendar at a time

Not Office365 but Computer Monitor Tip:

- If you (or a coworker) are experiencing the top portion of your screen disappearing, where it looks like a blank black strip, and you can't access the top controls of your open apps - you need to reset your video card by doing the following: WIN+CTRL+SHIFT+B

Out of focus monitor:

- In your settings: Click on Advanced scaling settings under Display. Toggle the switch that reads Let Windows try to fix apps so they're not blurry. Restart your computer and see if that fixes it

You can also try that tip I stated above, because that still sounds like a video card issue

Using Read Aloud:

- to double check email content and message-listen to it before sending. Read aloud found on Tool Bar at top of email home screen

Add ins;

- can be found on email home page. You can use this to add many different kinds of functions. Like zoom, emojis. When using the zoom addin use settings to add meeting hosts, found in advanced settings, remember to click update at the top of the settings box

Email Templates:

- Using office 365 you can create reusable templates, start a new email then the templates option appears on the toolbar. From here you can create reusable templates.