Periodically the Information Technology (IT) Division will provide items of interest to inform and assist college personnel with IT matters.

1. Turning Off Compressed Weekend Days

By default, the Outlook Calendar in Day/Week/Month view combines Saturday and Sunday in one cell. If you want you may disable this by right clicking anywhere on the calendar and choose Other Settings. Uncheck the option to Compress weekend days.

2. How much Storage am I using in Outlook?

Right click on "Mailbox- (Your Name)" in the folder list. Select "Properties for Mailbox - Your Name..."

On the "General" tab select Folder Size.

A list will appear showing your subfolders and how much memory each item is taking.

You can do the same thing for PERSONAL FOLDERS & ARCHIVE FOLDERS.

If you are receive messages saying you are over your limit, try deleting messages from your SENT folder & your DELETED folder under 'Mailbox - Your Name'.

Also, you can move messages to your PERSONAL FOLDERS. They then reside on YOUR hard drive and not the mail server. This will speed up access to Outlook. This is especially good for messages that have attachments, as many of these attachments may be very large.

3. Long Distance!

The following comes from the OWC personnel handbook: (http://www.owc.edu/HR/forms/PersonnelHandbook.pdf) "Personal long distance calls shall not be charged to the college. Should any such charges occur, the individual will be required to reimburse the college for the call. A copy of the charges should be presented to the Business Office for payment." This could include toll calls to and from Crestview, Defuniak Springs, Baker, Freeport, Santa Rosa Beach, Seagrove Beach and others.

4. Sending Email:

Before transmitting email to someone, especially large groups of people, check the following:

(a) Spelling (If your email doesn't automatically run spell check when you send it, and you want it to, please send an email to helpdesk@owc.edu),
(b) Did you answer Who, What, Where, When, and How, when appropriate?,

(c) Are all of the addressees within your intended community of interest? You may want to build your own distribution list,

(d) Have you made the message readable and presentable? Remove previous, unneeded FROM/TO information and extraneous punctuation from REPLIES and FORWARDS (like >), include your name and email address in the body (some email systems strip the FROM address), check the size of the font and avoid using all capitals.

(e) Did you include any attachments that you mentioned in the body of the message?

For more productivity and security tips concerning email see: http://www.itsecurity.com/features/99-email-security-tips-112006/

Helpdesk, extension 6396 (or dial HELP) - helpdesk@owc.edu