

Outlook Calendaring and Email Best Practices

- ▣ Use recent version of Outlook
 - Outlook 2013 or Outlook 2010 Windows, Outlook 2011 Mac
 - May need IT Staff assistance to install
- ▣ Install most recent Outlook patches
 - Windows, <http://tinyurl.com/8oepmea>
 - Mac, <http://www.microsoft.com/mac/downloads>
 - May need IT Staff assistance to install
- ▣ Update mobile device software
 - For advice or questions on mobile devices email the team at, mobilityservices@jhu.edu
- ▣ Disable iCloud Calendar Sync
 - For iPhones and iPads disable calendar sync
- ▣ Run same version of Outlook on all of your computers
 - Your Home | Second Office | Virtual Desktop | Vacation Home | ...etc
- ▣ What if I can't run same version?
 - Use Outlook Web Access
- ▣ Always accept or decline meetings
 - Do not just delete them
 - Propose new time if needed
- ▣ Do not accept, decline or update meetings on mobile devices
 - Use Outlook Web Access
 - Use mobile devices as a read only device
- ▣ Delegates do not manage calendars on mobile devices
 - Use Outlook Web Access
- ▣ Do not drag and drop to reschedule meetings and appointments
 - Instead open meeting or appointment and change the date and time
- ▣ Do not use meetings to store notes
 - Changes will be lost if organizer changes the meeting or if the meeting becomes corrupt
- ▣ Only have one person manage a calendar
 - Not possible, try to have ONE delegate with Editor Permissions
 - Still not possible, use smallest possible and BE CAREFUL to avoid conflicts, confusion and other issues
- ▣ Disable rules to automatically process mail or calendar items
 - Instead process ALL request as they arrive
- ▣ Limit number of clients used
 - Try to use the same computer to accept, decline and change meetings
 - If you accept meeting on one computer, try to not modify it on another computer
- ▣ Avoid recurring meetings when possible
 - Only use if consistent day of week, start and end time
 - Avoid all complex recurring meetings

- ▣ Always set recurring meetings end date
 - Set end dates less than 12 months
 - Ideally 6 months
- ▣ Avoid changes to recurring meetings
 - Instead, create a new meeting and include all changes then delete old meeting
- ▣ Process meetings in the inbox
 - If you have rules to sort meetings into folders, move them back into inbox before processing
- ▣ Do not accept or decline meetings on a mobile device