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](http://tinyurl.com/8oepmea)
  - 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](mailto: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 info folders, move them back into inbox before processing
- Do not accept or decline meetings on a mobile device