



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - December 2008

Migrating to Outlook

- **EMAIL Client Migration – Thunderbird to Outlook** - Within the next month and a half, Systems will begin configuring Outlook to be your new email client. Mozilla Thunderbird will no longer be used. Most of the features you are familiar with will work the same in Outlook, plus there are several new items such as calendars and task lists.

Some of the features, such as shared calendars, will not be available until we change to a Exchange mail server. We will provide more information as we transition to the new Outlook client.

There are several sites that you can go for online training for Outlook. We encourage everyone to review the courses if you are not familiar with Outlook.

Training Sites:

1. Microsoft: A Roadmap to Outlook Training
<http://office.microsoft.com/en-us/outlook/HA011161381033.aspx>
2. Microsoft Office Test Drive
<http://office.microsoft.com/enus/products/HA101687261033.aspx>
3. Commerce Learning Center
<http://learning.doc.gov>

December Tech Tips

- **Archiving files**

At the end of the year, it is a good time to move files pertaining to 2008 into a separate folder so they don't get confused with new files for 2009. Some examples might be Time and Attendance files, weekly or bi-weekly status reports, and workload summary reports. Creating a new folder for 2008 and moving the files into that folder will make it easier to

find the files in the future. You can also compress the files for 2007 and earlier into Zip files to reduce the amount of storage space needed for these files.

- **Archiving email**

Another good thing to do at the end of the year is to clean up your inbox. Move all the files from that you need but don't read on a daily basis into a different folder and out of your inbox. Some people have thousands of files in their inbox and this slows down the email program significantly. Now is also a good time to review your Trash and Sent folders and delete any messages that you don't need to keep.

- **Happy New Year !!!**

This email authorized by OCIO Systems Support Seattle