



Western Regional Center

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OCIO Systems Support Seattle IT Updates - January 2009

Outlook Update

The schedule for full deployment of the Outlook email client software is being pushed out to allow more time for resolving compatibility issues between Outlook and our current messaging server. Microsoft's Exchange Server is the default backend messaging server for Outlook and there is a push to accelerate its deployment but for now, migration to it is not anticipated until later this year. While some of you may want to move to Outlook now, please bear in mind that not all of its capabilities will be available. For example, the calendar function will be for LOCAL use only and will not connect to any other employee's Outlook calendar. Oracle calendar will continue to be used for that function until further notice.

If you would like to go ahead and move to Outlook for your email and local calendar now, please let us know via your local supervisor. If you prefer to wait, you may continue using Thunderbird until we are ready to make the change for everyone. In the meantime, everyone should start reducing the size of their Inbox now by filing or deleting mail to prepare for the transition to Outlook. An Inbox with fewer than 250 messages seems to work much better than a larger Inbox. We also encourage everyone to reduce their storage of messages in the Sent and Trash folders as well as move messages stored in local folders on the hard drive to folders stored on the email server.

Any questions or concerns about Outlook or message storage, please call our HelpDesk at x-6377.

January Tech Tips

- **Making the Font Size Bigger in Internet Explorer**

Is the font size too small on some of the websites for you to see? Usually it is easy to enlarge the type.

In IE, on the bottom right corner of the browser window you will see a magnifying glass with 100% next to it. Clicking on this will increase the text and images on a web page to 125%, 150%, and back to 100%.

Another way is to use CTRL + (hold the control key and press the + key either at the top row or on

the key pad). CTRL + will make the text and images larger and CTRL - will make everything smaller. Pressing CTRL 0 (zero) will restore everything back to 100%.

The last method is to use the scroll wheel on your mouse. Holding the CTRL key and rolling the scroll wheel will make the text and images larger and smaller also. Pressing CTRL 0 will restore everything to 100%.

The CTRL key and scroll wheel technique works in Acrobat, IE, Firefox, Word, Excel, PowerPoint, and Paint.NET. It is an easy way to get a better view of what you are working on.

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