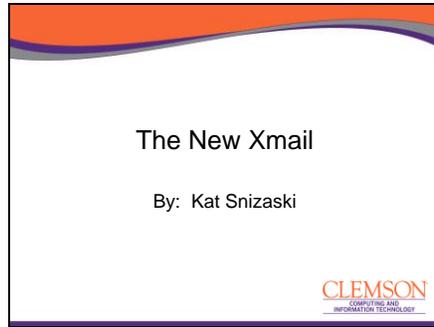
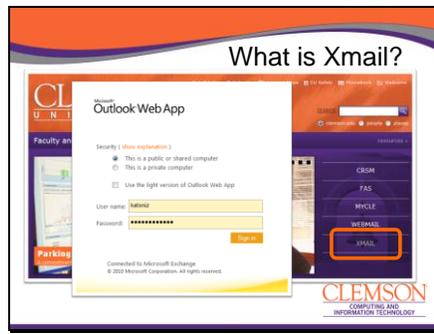


Slide 1



Slide 2



What is Xmail?

Since Clemson's Staff use Outlook to manage email, calendar, contacts & tasks; CCIT uses a sever called Microsoft Exchange.

All of our email, calendar items, contact & tasks actually live on this server.

The great thing is that we can access all the same information with only a browser.

If you go to Clemson's Faculty & Staff webpage, you will see a link called Xmail.

This takes you to Microsoft's Outlook Web Application also known as OWA. This is the window to all of your content living on the Exchange Server.

Slide 3



Xmail

- Viewing Email Using Conversations
- Searching Contacts
- Viewing Shared Calendars
- Email Options

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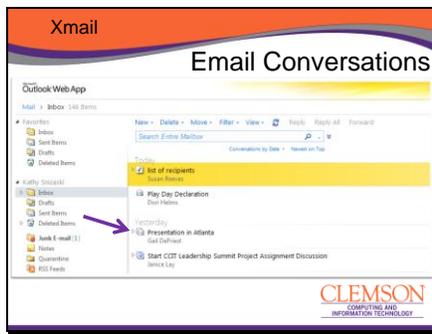
If you have been using Xmail, you have probably noticed some changes of the last few months. CCIT has upgraded the exchange server to 2010. With this there is a new look and feel and a few new features.

Today we are going to look at viewing email as conversations

Talk about searching for contacts.

Viewing Shared Calendars
& Email Options

Slide 4



Xmail

Email Conversations

Outlook Web App

Mail > Inbox 148 Items

Navigation: New, Delete, Move, Filter, View, Reply, Reply All, Forward

Search: Search Entire Mailbox

Conversations by Date | Newest on Top

list of responses: Search Results

- Play Day Declaration
- Presentation in Atlanta
- Start CCIT Leadership Summit Project Assignment Discussion

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The default view of our email with the new server is to group our email by conversation.

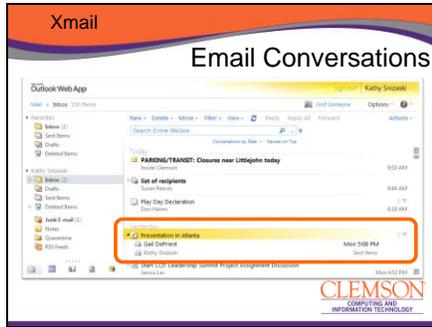
Notice a little triangle beside of some of my emails.

As we get emails then, reply, then forward, the receive again, then reply.

Sometimes it's hard to find all the emails associated with that one conversation.

Xmail will group these emails together to make it easier to catch up on the conversation.

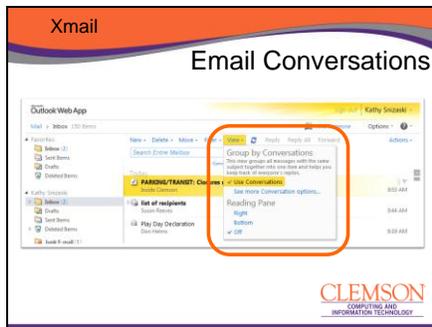
Slide 5



If you click the little arrow, you can view all the emails associated with THAT conversation.

Notice one is in italics. This means that this email lives in another folder. In this case it is in my sent items.

Slide 6

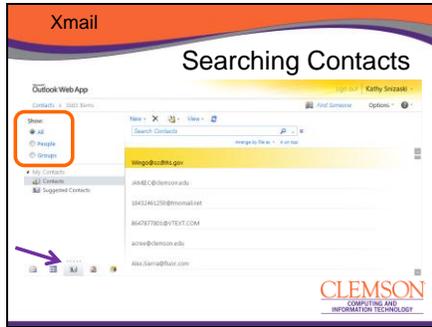


If this is something that you aren't comfortable with... I suggest slowing down and leaving it on for awhile to expand your comfort zone. It's truly nice not having to search for all email threads that are all a part of the same conversation.

If you decide you don't like it, you can turn it off by clicking View on the menu bar at the top and clicking Use Conversations to remove the check mark on the right.

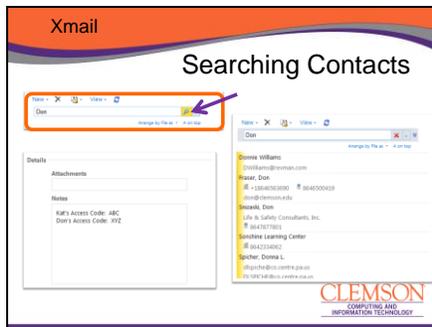
This will list the emails in the order they were received or however you choose to sort them if you choose to do so.

Slide 7



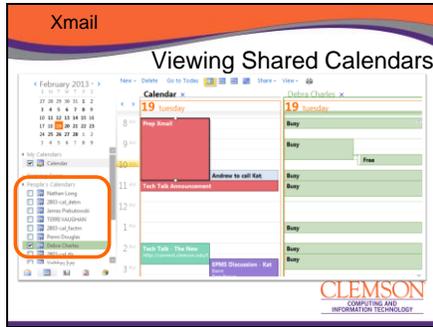
You can view your contacts by clicking the little business card at the bottom left corner of the window. You can view all the contacts at the same time, only the individuals or only the groups or distribution list. But what I like to do is just search for who I want.

Slide 8



Searching is easy!
Click in the Search Contact box at the top and type who you are looking for then click the little magnifying glass. Check out my search results. It found Donnie, Don, Donna: any variation of the word Don. It also found something called Sonshine Learning Center
The great thing about using this search box is that it even searches the notes section of the contact.
All I have to remember is SOMETHING about the person I'm looking for 😊
Keep in mind this works on all items in Xmail. Not just contacts.

Slide 9

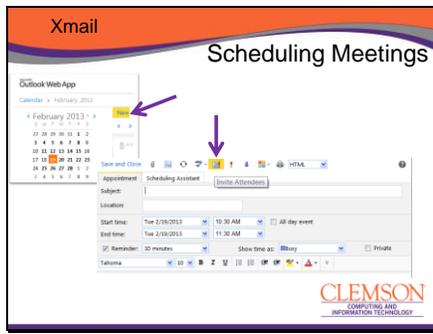


Lets take a look at the Calendars in Xmail.

If you have calendars that are already shared with you, they will show up on the left.

To view that particular calendar, simply click the box to put a check next to it.

Slide 10



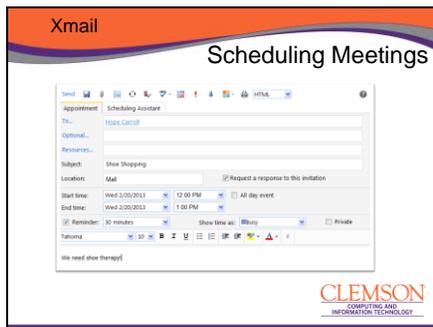
This isn't new with Exchange 2010 but when worth talking about.

I want to walk through the steps of creating a meeting request.

First click the New Button on the top left. This creates an appointment.

But I want to invite someone so I'm going to click the little envelop on the top.

Slide 11

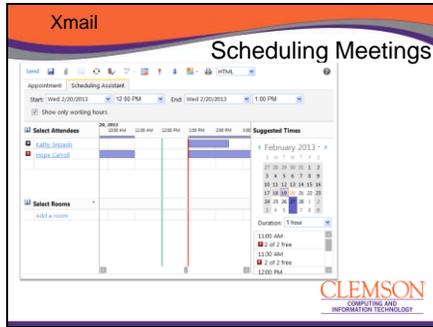


Now it looks more like an email.

Fill out your info: Who you are inviting, subject, location, date, time, show time as: & notes.

But the tricky part is finding out if she is busy or not....

Slide 12



Click the Scheduling Assistant tab at the top. This where I can see how her time is marked on her calendar.

Each appointment can either be marked as busy, which is blue, free, which doesn't show up here, blue line which is something that is tentative or dark purple, which means she is out of the office.

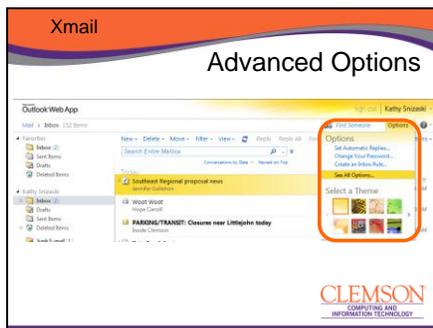
I can tell that her next appointment is at 1:00 so shoe shopping from 12 – 1 might be cutting it close for her.

However if I look at the suggested times on the right, I can see that we are both free at 11 & 11:30.

This allows me to make better decisions when doing a meeting request and may prevent a dozen emails going back and forth while trying to find a time for everyone.

To return to the normal view – I would simply click the Appointment tab or once I'm finished, click send.

Slide 13



When navigating in Xmail you may want to customize your experience or change your default settings to help you managing your outlook items better.

I want to talk about a few options that I think are super important when managing your email through Xmail.

While looking at your email, contacts or calendar you will see an options button on the top right.

This is where you can set Automatic Replies if you are going to be away from the office, Change your password, create a rule to have messages

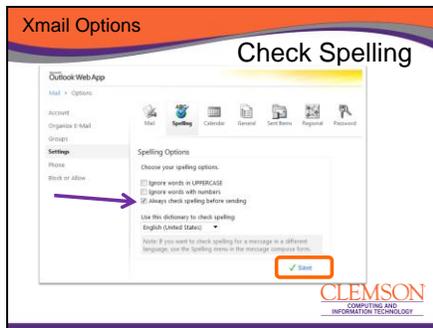
forwarded to folders if you like, even change the look and feel of your Xmail by selecting a Theme. I'm going to select See All Options...

Slide 14



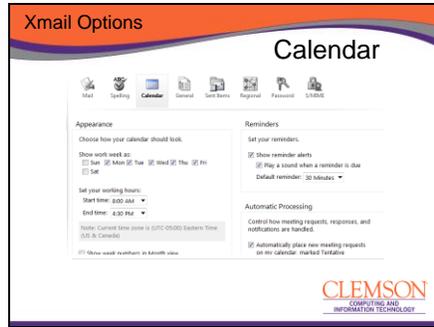
If you click on setting on the left, you will see a series of different options you can change at the top. The first is Mail. This is where you can change your email options. I recommend adding an E-Mail Signature to be automatically placed at the bottom of each email you send.

Slide 15



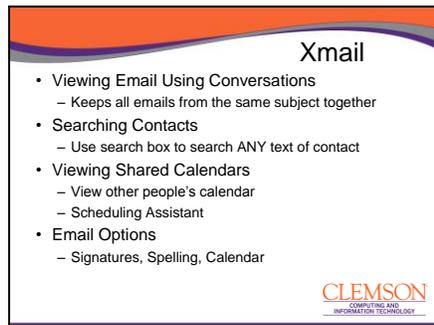
If you click on setting on the left, you will see a series of different options you can change at the top. By clicking on Spelling at the top, you will see the Always check spelling before sending option – TURN THIS ONE ON! - Don't forget to Save.

Slide 16



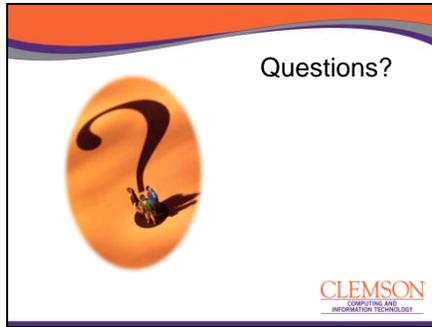
If you click on setting on the left, you will see a series of different options you can change at the top. By clicking on Calendar you can change the way your work week shows up and your default working hours, default reminders, or how Outlook automatically adds meeting invitation to your calendar but marks them as tentative until you accept or decline. Options is a great place to hang out to review all the different ways you can change your Xmail experience.

Slide 17



If you have been using Xmail, you have probably noticed some changes of the last few months. CCIT has upgraded the exchange server to 2010. With this there is a new look and feel and a few new features. Today we are going to look at viewing email as conversations. Talk about searching for contacts. Viewing Shared Calendars & Email Options

Slide 18



Questions?



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Recorded Tech Talks



CLEMSON UNIVERSITY

Prospective Students Students Faculty/Staff Parents/Families Corporations Visitors Alumni

- http://www.clemson.edu/ccit/learning_tech/computer_training/tech_talks/index.html

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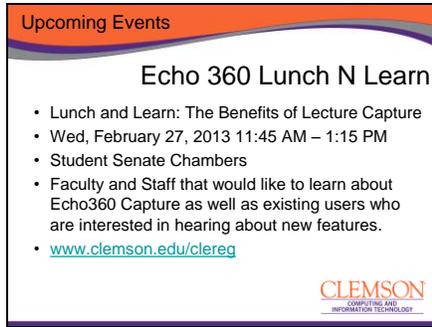


Upcoming Tech Talks

- 2/26 – Introduction to Clemson Box - New Cloud Storage available to all Clemson users
- 3/5 – Accessing the Library Resources from your Home or Office
- 3/12 – Meeting Online with Google Hangouts
- 3/19 – Spring Break

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Upcoming Events

Echo 360 Lunch N Learn

- Lunch and Learn: The Benefits of Lecture Capture
- Wed, February 27, 2013 11:45 AM – 1:15 PM
- Student Senate Chambers
- Faculty and Staff that would like to learn about Echo360 Capture as well as existing users who are interested in hearing about new features.
- www.clemson.edu/clereg

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Echo 360 Lunch N Learn

The Learning Technologies Group in partnership with Echo360 invites you to a “Lunch and Learn” on the benefits of lecture capture with Echo360. Clemson Faculty will show us how they use lecture capture to enhance their on campus and distance education courses. An Echo360 representative will provide an overview of the Echo360, and the benefits for faculty and students. A brief demo will also be provided.

What: Lunch and Learn: The Benefits of Lecture Capture

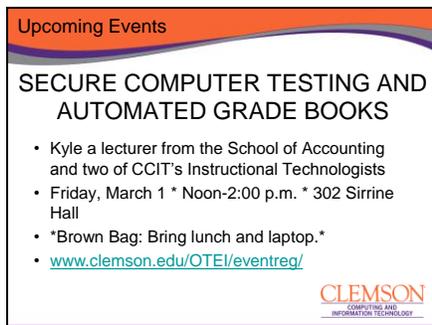
Lunch will be provided by Echo360.

When: Wednesday, February 27, 2013
11:45 AM – 1:15 PM

Where: Student Senate Chambers

Who Should Attend: Faculty and Staff that would like to learn about Echo360 Capture as well as existing users who are interested in hearing about new features.

Slide 22



Upcoming Events

SECURE COMPUTER TESTING AND AUTOMATED GRADE BOOKS

- Kyle a lecturer from the School of Accounting and two of CCIT's Instructional Technologists
- Friday, March 1 * Noon-2:00 p.m. * 302 Serrine Hall
- *Brown Bag: Bring lunch and laptop.*
- www.clemson.edu/OTEL/eventreg/

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SECURE COMPUTER TESTING AND AUTOMATED GRADE BOOKS USING RESPONDUS® AND BLACKBOARD®

Facilitated by H. Kyle Anderson, CGMA, CMA, CPA, Lecturer, School of Accounting & Finance, and Suzanne Smith and Yahong Xu, Instructional Technologists and Trainers, CCIT
Friday, March 1 * Noon-2:00 p.m. * 302 Serrine Hall

Brown Bag: Bring lunch and laptop.

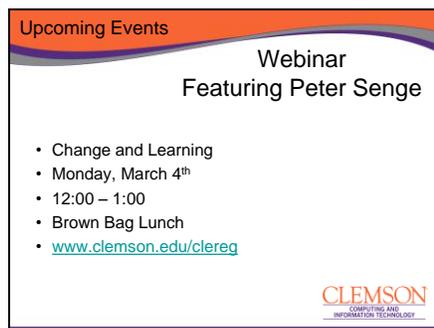
Are you ready for an alternative to Scantron® sheets and manual grading? Tired of creating Excel® grade books that have to be imported to Blackboard®? Ready to go paperless

with your tests? See the Respondus Lockdown Browser® in action and preview the Respondus® 4.0 test generating software. Learn how to create and administer secure computer tests with automated grading and automatic grade books in Blackboard. You can adopt these tools in stages or go completely paperless, your choice. Laptops are required for this hands-on training class. Respondus® is a PC-based software, currently it is not compatible with Mac OS. Mac users will need Boot Camp® or Parallels® to run Windows on their laptop to install the program.

Click below to register:

<http://www.clemson.edu/OTEI/eventreg/>

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Upcoming Events

Webinar
Featuring Peter Senge

- Change and Learning
- Monday, March 4th
- 12:00 – 1:00
- Brown Bag Lunch
- www.clemson.edu/clereg

CLEMSON
COMPUTING AND
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Webinar - Featuring Peter Senge on Change and Learning

In this gripping discussion, Peter Senge illuminates the crucial role of learning in any successful organizational change effort and helps us understand ways to get beyond frustrating barriers to learning. He underscores the importance of focusing on the human dimension in the workplace and the remarkable capacity of inspired people to work together in service of a larger goal. Perhaps most important, he dispels the illusion that leaders can spearhead organizational change without being ready to change themselves.

Course Length: 1 hour total

Instructor: Kathy Snizaski

This course is restricted to members of the following groups: All Employees;
All Students

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