New Training

IT273 Outlook Email QuickR

7 Tools get YOU thru Your InBox

Rules

AutoCorrect

QuickParts

Conditional Formatting

AutoText

Templates

QuickSteps

Clues to ITT Classes

IT200 Computing at JMU is for new and current employees who want to learn more about how Technology is used at JMU.

Learn PivotTables and PivotCharts in Excel Basic (IT364)

Learn about the Quick Access Toolbar in Word Basic (IT461)

Use the Scheduling Assistant in Outlook Calendar (IT276)

IT560 Managing ListServ is required for those who want to have and maintain email addresses for a group.

Sign up for all classes in MyMadison.

'An investment in knowledge pays the best interest.'   *Benjamin Franklin*

Outlook shortcuts --
for key people

⇒ **Ctrl+Shift+K** creates a Task

⇒ **Ctrl+Shift+A** creates an Appointment

⇒ **Ctrl+Shift+Q** creates a Meeting

⇒ **Ctrl+Shift+M** creates an Message

⇒ **Ctrl+G** go to a date opens if you are in calendar view (not in an appointment)

⇒ **Ctrl+R** reply to a meeting request with a message

⇒ **Ctrl+F** forward an appointment or a meeting to someone

⇒ **Ctrl+1** to switch to Mail

Credit Card

December's SPCC bill reconciliation period is extended until 5pm January 7th.

JMU pays December's bill out of a general fund allowing you additional time during the break to reconcile.

Remember when you look at your budget report all December SPCC charges will show JMU DISBURSEMENTS as the vendor not Bank of America and will not post to your budget until January 12th.

JMU IT Training TechTips

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