**PACE meeting - Wednesday 2 May - Tips and Tricks Session**

**General tips**

* A tip that comes from our PACE website - the Working Smart pdf on our own PACE website from last year's forum. While it's an 84 page pdf, from page 54 there's a whole section with super easy to follow instructions for making your Outlook work smarter for you! Here's the link - <http://pace.org.nz/professional-development>

**Outlook tips**

* Dragging email to calendar creates a calendar appointment.
* Copy a meeting invite to your own calendar from your boss’ calendar. Invite goes from boss’ calendar but responses come to yours.
* Right click on invite email to quick click response.
* Adding comments to emails without having to reply ‘edit message’, click into message and make notes in it (e.g. to make notes for your boss)
	+ Open Outlook.
	+ Double-click the email to open in a new window.
	+ In Outlook 2013/2010, Select Actions > Edit Message from the Move section on the ribbon.
	+ Make the changes to the Body and Subject of the email.
	+ Press CTRL+S on the keyboard to save the changes to the email.
* Emails - this may be a job for your IT department but worth asking.... Some email systems have a setting to make the default reply option Reply - rather than Reply All. That way people have to choose to reply all, so might help reduce the inbox overload!
* Emails made easy, use MADE:
	+ Main (main point of email)
	+ Action (action required)
	+ Details (full details/apart from main points above)
	+ Extra (anything extra)
* Colour coding emails that come in from certain people to attract your attention (or delete them!) To do this, use the Rules function in Outlook > File > Manage Rules and Alerts.
* When the Chief Executive is travelling, provide a summary of the week’s activities in one email on a Friday.
* Print email and all attachments at once without having to open all attachments separately.
	+ To do this, first ensure that the Print attached files option is selected. After this setting is turned on, it remains on until you turn it off.
		- In the message list, click the message that has attachments that you want to print.
		- Click the File tab.
		- Click Print.
		- Under Printer, click Print Options.
		- In the Print dialog box, under Print Options, select the Print attached files check box.
* Conversation Clean Up evaluates the contents of each message in an email conversation. If a message is completely contained within one of the replies, the previous message is deleted.
	+ On the Home tab, in the Delete group, click Clean Up. Click one of the following:
		- *Clean Up Conversation* - The current Conversation is reviewed, and redundant messages are deleted.
		- *Clean Up Folder* - All Conversations in the selected folder are reviewed, and redundant messages are deleted.
		- *Clean Up Folder & Subfolders* - All Conversations in the selected folder and any folder that it contains are reviewed, and redundant messages are deleted.
* If you need to find an email address in a directory, start typing the name into the ‘To’ section and click the ‘Ctrl’ and ‘K buttons – this will bring up all options that name and so is a shortcut through the directory. Particularly helpful if you know someone’s first name but forgot the surname!
* When you reply to someone the default text will be in dark blue. To change go to File > Options > Stationery > Customise.
* SimplyFile is an add-on for Microsoft Office 365. SimplyFile includes an advanced algorithm, which quickly learns about your filing habits and then starts to predict where you will want to move every message. After you have used SimplyFile for a bit, filing a message to the right folder becomes literally one click.
* Deleting an old email address for someone that auto-populates when you type their name (i.e. when a new staff member starts and you need to start emailing their work rather than personal email address).
	+ Start typing their name, hover over the one you wish to remove and click the small black ‘x’ at the end of their email address. This address will no longer come up.



**IPhone tips**

* Double click caps key twice for caps lock.
* Shake iPhone to undo text.
* Slide texts to the left to discover time sent.
* Emails - slide email to right to mark as unread Emails - slide email to left to delete.

 **Apps to make your life easier**

* Text grabber ($7.49) (take a picture of some typed text (no handwriting yet), and it automatically translates it into editable text that you can email and send.
* WAZE - Navigation app that includes the most up to date traffic information and police camera information. Gives you the fastest route always.
* Rome to Rio - travel app that gives you all the information you could ever need. Type in a start and end location. Tells you all the ways you can get there, the cost, how long it will take you, it has maps. It’s amazing.
* Note taking app – Mind Magnets (for quick notes on the go).
* App - Android Auto (reads out texts for you (possibly emails too) and you can reply verbally!!)
* Te reo app (by NZQA) – Te Puawai. This app helps with pronunciation and meaning of different words in te reo. It can be downloaded in the Apple App Store or Google Play so will work on both iPhones and Android.

**Apps for health and wellbeing**

* A tip for those of us that don't get (or make!) time to get out for a spot a shopping ... here's a link to an online shopping site - you enter in your details and it will give you recommendations for outfits for various occasions ... apparently there is a simple and easy to use returns process too: <https://www.birdsnest.com.au/>
* Insight Timer – a free meditation app.
* Calm – app for mindfulness and meditation to bring clarity, joy and peace to your daily life.
* Sleep Cycle - tracks the quality of your sleep. Particularly good with an Apple Watch. Can help you stop snoring to improve your sleep quality. Can wake you using light rather than sound. Learns when to wake you (when you’re sleeping lighter).

**Useful programmes**

* Use OneNote for an office procedures manual (or anything - it’s like a virtual ring binder). Shareable. Like a mini-intranet. *(Note - Philippa is a whiz with OneNote).*

**The email charter**

