

January 2024 ITS Newsletter

Happy New Year and Welcome to Spring Semester 2024!

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MICROSOFT TEAMS NEW VERSION

Microsoft released a newly redesigned version of Teams in October 2023, focused on speed, performance, and flexibility. From a user perspective, there are a few changes, mostly behind the scenes. The new version is available for both Windows and Apple computers. Mobile devices will continue to get updates from the Apple and Android app stores. Some notable highlights include:

- Higher overall performance, up to two times faster while using 50% less memory.
- Enhanced cross-tenant communication and collaboration through the new **multi-tenant organizations (MTO) capability**.

Please make note of these important dates:

- **January 5, 2024** – All UM System employees now have a "Toggle" in the top left corner of Teams to switch to the new version. You can switch back and forth between the current and new versions as needed. We recommend giving the new version a try. There are no problems communicating with others who are on different versions of Teams.
- **March 25, 2024** – All UM System employees will switch from Classic Teams to the new version of Teams automatically.
- **March 31, 2024** – All remaining users of Classic Teams will be automatically updated to New Teams and cannot move back to Classic Teams. This date is determined by Microsoft and is not something we can control.

To learn more about the new version of Microsoft Teams, below are a few helpful resources:

- **[What's changing in Teams](#)**
- **[New Microsoft Teams for Education Blog](#)**
- **[Announcing general availability of the new Microsoft Teams app](#)**
- **[Known issues for New Microsoft Teams](#)**

TIPS FOR REDUCING YOUR MAILBOX SIZE AS YOU START THE NEW YEAR

As a reminder, if you are looking for ways to reduce your mailbox size, stay more organized, and eliminate redundant email messages, below are some tips to assist with effectively managing email. For information on the UM System email management policy, see this **[link](#)**.

For Windows Users:

- The Mailbox Cleanup tool lets you view the size of your mailbox and individual folders and search for large messages you might want to delete. For more information about the Mailbox Cleanup Tool, see **[Manage my mailbox size](#)**.
- The Conversation Clean Up feature reduces the number of messages in your folder by removing redundant messages. To learn more about this feature and how to remove redundant messages, see **[Conversation Clean Up feature](#)**.

- Sorting emails using the size column feature in your Inbox allows you to manage the size of your messages and locate the ones that are taking up space. If not already present, you can add the Size column to your Inbox view ribbon so that you know the size of each of your messages. To learn more, see [Add or Remove columns in the Inbox](#).
- To help de-clutter email messages, [create folders](#) to organize. (In the left pane of Mail, right-click where you want to add the folder, then click New Folder. In the Name box, enter a name for the folder, and press Enter.)
- Use [advanced search options](#) to identify older email that should be deleted.
- Empty the Deleted Items folder and the Junk Email folder frequently to make sure you aren't keeping messages you don't need.

For Mac Users: In the Mail app on your Mac, do any of the following:

- Delete large messages or messages with attachments or move the messages to a mailbox on your Mac.
Tip: To quickly identify large messages, choose View > Sort By, then choose Size. Delete attachments that you saved.
- Use [advanced search](#) in Outlook for Mac to identify older email that should be deleted or messages of a larger size that can be deleted. You can always remove attachments and save them to your OneDrive if you need to keep them.
- Empty your Deleted Items. To remove items in Deleted Items, first click on the Deleted Items mailbox, then go up to Edit > Delete All. You can also right-click on the mailbox and click Empty Folder.

NEW SEMESTER REMINDER – DOWNLOAD THE RAVE GUARDIAN SAFETY APP

UMSL students, faculty, and staff have an added layer of security with a free mobile app that turns any smartphone into a personal safety device. The Rave Guardian Safety App is free to download, offering speed dial functionality to reach campus police (or 911 when off campus), a safety timer that allows friends and family to act as a virtual safety escort, and a call directory of university support services.

The safety timer allows you to invite friends and family, even if they don't have the Rave Guardian App, to join your network of "guardians." When needed, users can request one or more of their guardians to monitor their walk on or off campus ensuring they get to their destination safely. During the timed trip, Rave Guardian will share your approximate location and route with the selected guardian, and they can follow along using GPS. Once you reach your destination, your guardian will know you arrived safely. Should an issue arise during a trip, the user can dial their guardian, campus police, or 911 with one-touch dialing.

Additional information can be provided via your Rave Guardian profile and real-time location, helping facilitate a quicker emergency response.

Other features include:

- My Profile: Stored personal and, if necessary, medical information which can be shared with emergency responders.
- Inbox: Another method in which you may receive emergency notifications from the campus.
- Call Directory: Speed dial access to campus support services.
- Content Directory: Quick web links to campus support services.
- Text UMSL Police: A portal for texting a crime tip or, in an extreme emergency, texting for help. The preference is always to call the police when possible.

All students, faculty, and staff are encouraged to enhance their personal safety by downloading Rave Guardian Safety App. To learn more about the Rave Guardian Safety app, please visit

<https://www.umsl.edu/safety/police/safety/rave.html>

ITS TIP OF THE MONTH: [See 20 Top Tips for PowerPoint](#)

IT CHUCKLE: Question: What do you call a ride sharing app that serves breakfast? Answer: Eggs Uber Easy.