New phone system

DARREN OLSON

MSU is switching from our current phone system to Teams phones. Whether you have already started using Teams phones or are getting ready to make the switch, be sure to check out these trainings to help get all set up!

- **Teams Phone Basics**, including how to set up your voicemail. Voicemail greetings should include your name, title as applicable, and department.
- **Call Features** including how to consult so you can do a warm transfer.
- **Conference Calling** – This feature requires an extra license for an external dial-in number option.
- **Teams iPhone/Android Notifications Settings**
- **Other Teams Tips and Tricks**

If you haven't switched over yet and you are ready to do so, please send an email to helpdesk@minotstateu.edu.

The license cost for using Teams phones is covered by IT, but any hardware (webcams, speakers, headsets, etc) are the responsibility of each department. If you have an "Amcrest" brand webcam, IT recommends you replace it before moving over as they have found them to have audio issues. ◼

Updated email signature guidelines

This summer our Marketing department will be launching some updated email signature guidelines, when the time comes, you can follow the instructions and video on **this page** to get your signature up-to-date! ◼

Staying Organized

Organization can take effort. If you aren't aware of your needs and organizational style, you may be lost trying to follow other's styles. Some people need everything hidden away and others need to see everything, some use broad organizational categories and others need everything to have its own place. Trying to follow a style that doesn't meet your needs will leave you an unorganized mess, even if there isn't a thing on your desk.

You can check out this quiz to earn about your organizational style: **Clutterbug Test**

Once you know what methods of organizational work for you, you can work to organize your desk, your computer files, and more! For more detailed information about organization styles and how to work multiple styles together, the book "The Clutter Connection" by Cassandra Aarssen might be a helpful resource. The book is available from the Minot Public Library in an ebook and audio format.

Happy Organizing! ◼

Email organization

Kacey Donamaria

While trying to keep our inboxes empty of unread emails is a praise-worthy goal, for many of us it is just not realistic. Two quick ways to help prioritize emails are creating **Folders and Rules** in Outlook. These simple tools can help declutter and organize our inboxes and are especially helpful for people who receive countless emails a day, and for those who get overwhelmed by the total number of unread emails. It is also very helpful when you will be out for an extended time and will return to a massive amount of work.

Creating specific folders for different courses you teach, reports you receive, or committees you're on is a great way to keep track of relevant information without cluttering up the main inbox. **Microsoft's instructions** for creating and using folders are easy!

1. (In your email account) Right-click your name in the **Folder Pane** and select **New Folder**.

2. Type a name for the folder and press **Enter**.

3. Select the new folder to open it.

4. Click and hold an email message.

5. Drag and drop it into a folder.

    a. **Note**: To move more than one email, select an email, hold down the Ctrl key and select other messages, and then click, drag, and drop them into a folder.

Setting up Rules can work well for people who receive lots of standardized emails or who do the same things with their emails every day. You can create rules to move emails from specific people or with specific subjects to a folder. You can create
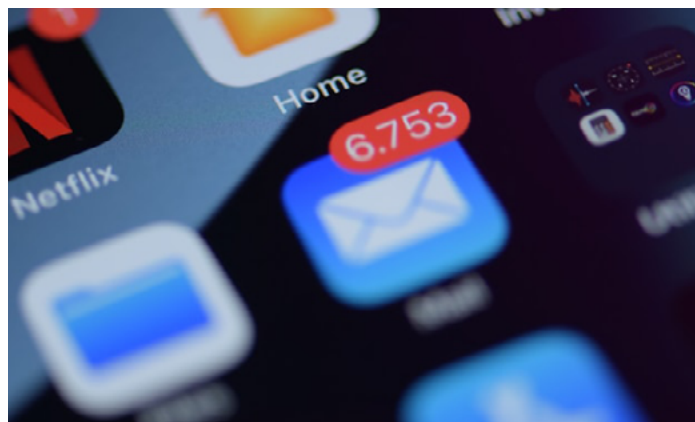
Pictured: my inbox

rules to autoreply using specific templates (different than setting up an 'Out of Office' response), or to be forwarded automatically. There are so many options for rules. Microsoft's instructions for Creating Rules are also very simple!

1. Right-click an existing message and select **Rules > Create Rule**.

2. Select a condition, and what to do with the message based on the condition.

    a. For example, to move messages with a certain title to a specific folder, select the **Subject contains** condition, select **Move the item to folder**, select or create a **New** folder, and then select **OK**.

3. When you're done creating the rule, select **OK**.

4. To use the rule right away, select the **Run this new rule now on messages already in the current folder** checkbox, and then select **OK**.

    a. The message now appears in that folder. ■

File organization

Can you see the background on your computer desktop or is your desktop covered with files?

If you need some organization for your desktop, try these desktop background organizers designed by Roxi Mathis! Set the file you like as your desktop background (instructions **here**) then move your files to the appropriate categories (and get rid of the ones you no longer need!).

If you find the files are not saved in your shared files, be sure to check out the **recording of the training** with Patti Heisler from CTS on OneDrive to get your files saved and backed up!
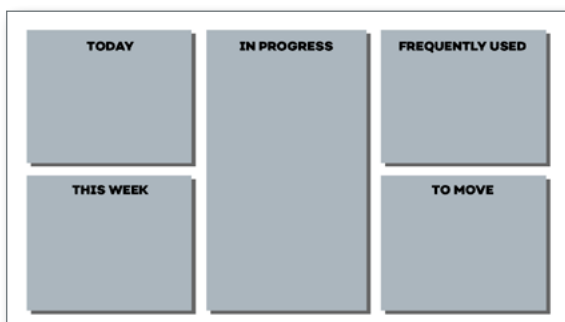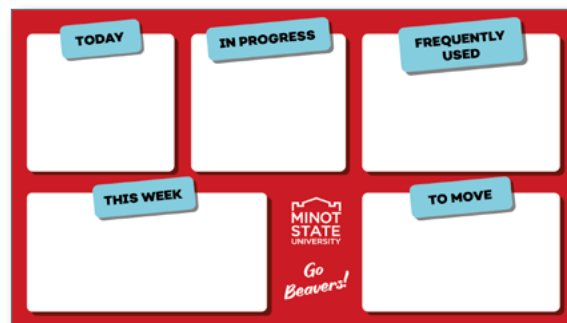
Simple tips to ensure a professional and friendly tone in your emails:
- Start all emails with a friendly greeting or salutation
  - Ex. "Hello Name," or "Hi Name,"
- If speaking to a group in an email start with a friendly greeting or salutation
  - Ex. "Greetings," or "Good morning/afternoon/evening,"
- For new outgoing emails, consider adding a friendly note
  - Ex. "I hope you're having a great week!"
- If responding to a communication, use a friendly acknowledgment
  - Ex. "Thank you for your message." or "Thank you for reaching out."
- Write your message with a friendly tone while communicating your needs or answer clearly
  - Review the body of your message thoroughly to remove grammatical errors
- Finish your email with a friendly closing line
  - Ex. "Sincerely" or "Thank you"
- Use an approved MSU email signature

Here's an example of a friendly outgoing new communication:

> Hello Mark,
> I hope you're having a great week! I'd like to meet to discuss homecoming week. Are you available on Monday between 1:00–3:00 PM?
> Thank you in advance for your help.
> Signature here.

Here's an example of a friendly response to a communication:

> Hello Mark,
> Thank you for reaching out. I look forward to meeting with you on Monday at 2:00 PM to discuss this further.
> Thanks again for your help.
> Signature here.

Book Study & Discussion Group

Dear Colleagues,

As summer approaches, we're excited to invite you to join our Student Affairs & Athletics Summer Book Study & Discussion Group centered around the insightful work, "Culture by Design" by David Friedman. This book explores the interplay between organizational culture and design, offering insights for professionals across various disciplines.

In "Culture by Design," David Friedman explores how organizational culture is not merely a byproduct but a deliberate creation. Drawing from extensive research and real-world examples, Friedman discusses the intricate mechanisms through which culture shapes the identity, performance, and sustainability of organizations. From the boardroom to the frontline, "Culture by Design" offers practical strategies for crafting and cultivating a culture that fosters innovation, resilience, and growth.

By participating in this book study, you'll have the opportunity to:

- Exchange perspectives and insights with fellow university members.
- Gain deeper insights into the book's themes through collective analysis.
- Reflect on how the principles discussed in the book resonate with your own experiences and professional endeavors.

Logistics:

- Duration: May to July
- Format: Three monthly one-hour virtual meetings via Microsoft Teams and in person to discuss assigned chapters.

If you're interested in joining our Summer Book Study & Discussion Group, please contact kevin.harmon@minotstateu.edu by May 15. Upon confirmation, you'll receive further details regarding the schedule, meeting links, and assigned reading. ■