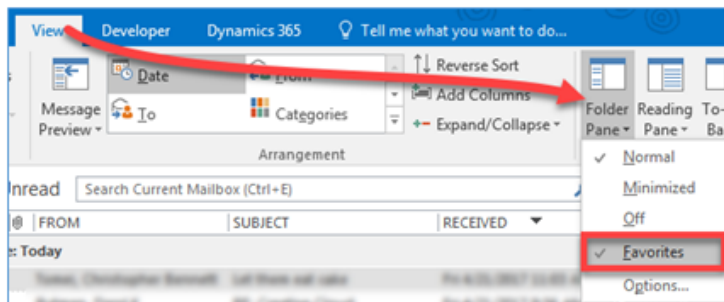


This week's Did You Know:

USING FAVORITE FOLDERS IN OUTLOOK

If you **maintain multiple mailboxes**, or if you spend a lot of time **hunting for the same folder in Outlook** to organize your mail, you can use Outlook's favorites feature to make frequently-used folders more accessible. Outlook favorites work with any folder in **any mailbox**.

If you don't already see **Favorites** on the top of your folder list on the left side of Outlook, you'll need to make it visible:



1. Click the **View** tab
2. Choose **Folder Pane**
3. Make sure **Favorites** is checked

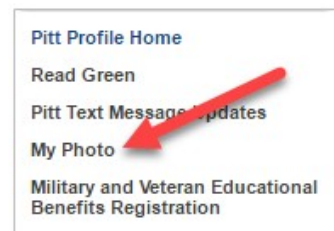
Now, add any often-used folders to the list by **right-clicking on any folder** and choosing **Show in Favorites**. Please note that favorites are **profile-specific**, meaning that they will only show up on **one computer**. If Outlook is reset or reinstalled, you'll need to organize your favorites again.

If you'd like help organizing your favorites, especially if you **monitor multiple mailboxes**, please contact Katz IT at it@katz.pitt.edu, or at 412-648-1601.

ADD A PHOTO TO YOUR EMAIL

My Pitt Email users can **add a photo to their profile** which will be displayed with your contact information and at the top of emails you send to people inside Pitt. Before you start, **prepare a photo that is less than 100KB in size** (get [help resizing a photo](#)). Once you have your resized photo, here's how to add it:

1. Log in to my.pitt.edu
2. Click the **Profile** link in the top right corner
3. Click **My Photo** on the left menu
4. Click **Change my photo** on the right
5. Wait for the next window to load
6. **Upload** your photo (or choose to use your Pitt ID photo or no photo at all)
7. Click **Save Changes**



If you have any trouble with this process, please contact Katz IT Services at it@katz.pitt.edu.

And don't forget:

Have a complicated or large printing order? Don't forget that **Pitt has its own print service, Copy Cat**. For more information, visit <http://www.copycat.pitt.edu/>.