This Week’s Did You Know:

CHECK YOUR DELEGATE LIST AND CALENDAR VIEWERS IN OUTLOOK

In Outlook, your delegates can send emails on your behalf, even without any permissions. We recommend you check your delegate list periodically to clear out anyone who no longer needs to be there. To do so:

1. Open Outlook
2. Click the File tab in the top left
3. Click the Account Settings button
4. Click Delegate Access

If anyone in this list does not belong, click on their name and then the Remove button.

GIVE CALENDAR VIEW ACCESS WITHOUT DELEGATION

So what if you just want to allow someone to view your calendar, without giving that person the right to send emails on your behalf? There is a separate setting for that. To add calendar access only:

1. In Outlook, click Calendar in the bottom left
2. Click the Folder tab at the top of the page
3. Click Calendar Permissions
4. Add or remove people to this list, as necessary

Please note that Pitt’s default setting allows others at Pitt to see when you are free or busy. We recommend keeping this as your default setting, as it allows others to send you effective meeting requests.

CLASSROOM SOFTWARE REQUESTS

Are you planning to use a new software title in your classroom next year? Please tell the KITS desk as soon as possible for Pitt Business classroom computer requests. Also be aware that, due to university software licensing policies, some new titles must be vetted by Pitt’s purchasing and legal departments before they can be installed on our computers. This process can take some time, so please let us know ASAP by emailing it@katz.pitt.edu.

And don't forget

Trying to reach an individual Katz IT staff member for support? It’s best to email our help desk at it@katz.pitt.edu, or to call 8-1601. Contacting the desk instead of an individual IT staff member allows us to give you faster, more efficient service.