This week’s Did You Know:

**UPCOMING KATZ SERVER MAINTENANCE**

Katz IT Services will be taking all Katz-hosted services offline for no more than two hours starting at 5:00 p.m. on Friday, March 16th for necessary maintenance. Affected services include JOE, BizNet, StudentNet, Dynamics CRM, file shares, and printer queues.

**MODIFYING THE QUICK ACCESS TOOLBAR**

The Quick Access Toolbar in Office programs like Word, Outlook, and Excel can save you a lot of time if you’d otherwise use hunting for commands in the tabs. To add buttons:

1. In any Office application, click the down arrow to the right of the quick access toolbar at the top left of the window.
2. Select a common command, or click More Commands from the list.
3. Under the Choose commands from dropdown list, choose any of the tabs, or select All Commands.
4. Highlight a command on the left side.
5. Click the Add >> button.
6. To rearrange items in your list, highlight the menu item you want to move, and use the up and down arrows on the right to reposition.

You can also add items to the Quick Access Toolbar by right-clicking on any menu item and choosing Add to Quick Access Toolbar.

When you customize the Quick Access Toolbar, you are customizing it for that program and that computer only. If you have any questions, please contact the help desk at 412-648-1601, or email it@katz.pitt.edu.

**INSTANTLY CREATE AN OUTLOOK APPOINTMENT FROM AN EMAIL**

You can create a new calendar appointment with the text of any email message in Outlook:

1. In the Outlook client, click on the email message you want to make an appointment from.
2. Hold the mouse button down.
3. Drag over to the Calendar icon.
4. Release the mouse button.

5. A new calendar appointment is created. You can edit this appointment as you normally would by changing the start and end times. To make this appointment a meeting request, click on the Invite Attendees button on the top ribbon.

6. Click Save & Close (for an appointment) or Send (for a meeting request) to save the new calendar entry.

And don’t forget:

We strongly recommend you configure as many devices as possible for multifactor authentication. Set up your desk phone, your cellular phone, your tablet at home, and get a hardware token.