The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice and does not necessarily reflect the opinion or policy position of the Municipal Association of South Carolina. Consult your attorney for advice concerning specific situations.

Information is a Click Away

Presented by Lynn Kenyon
Session #2

Assess | Improve | Manage
Information Technology

Grand Prize

Don't forget to fill out your card!

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Overview

Technology options can be overwhelming regardless of whether you're newly elected or a long-term official. Pick up easy tips for working with email, calendars and frequently visited websites.

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Email Basics

- ent communication tool
- intrusive than a phone call
- City / Town / Municipality Address provided
  - Use for business communication – not personal
  - Easy Access from Desktop or Mobile devices

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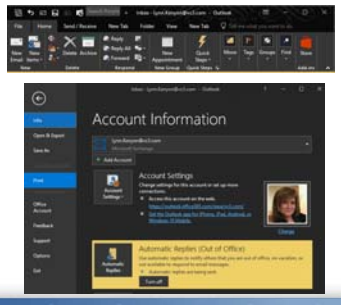
Out of Office Message



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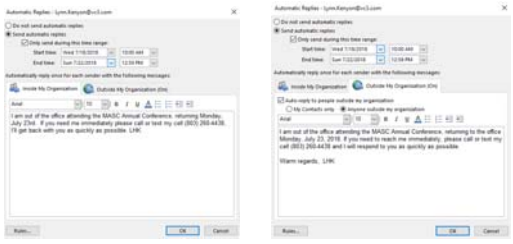
Out of Office Message



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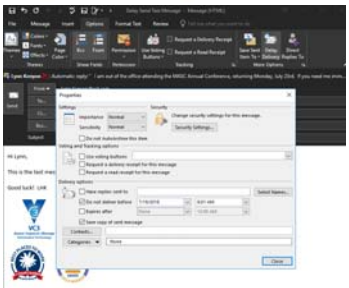
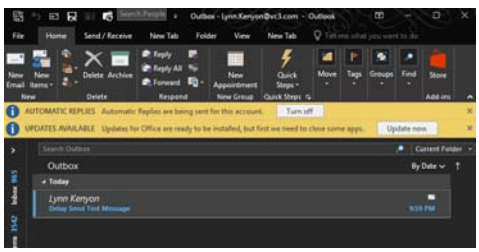
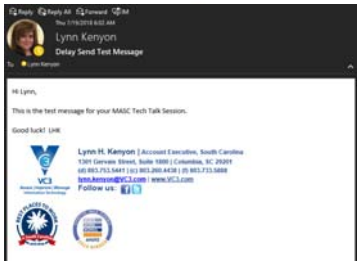
Email - Delay Delivery Feature

Email – Delay Delivery





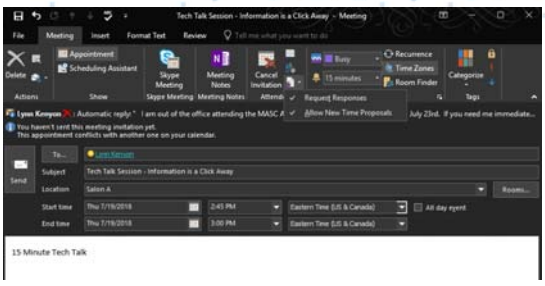
Email – Delay Delivery



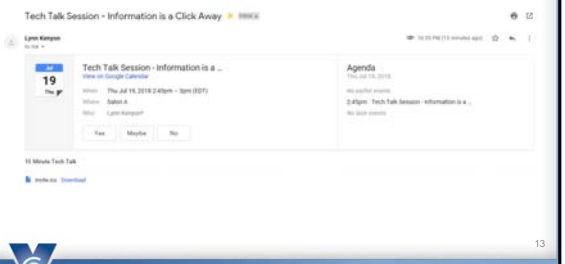
Calendars and Scheduling

- Calendar Invitations Options
  - Council Meeting, Appointment Meeting requests
- Options
  - Respond and Accept
  - Respond and Decline
  - Respond and Propose New time

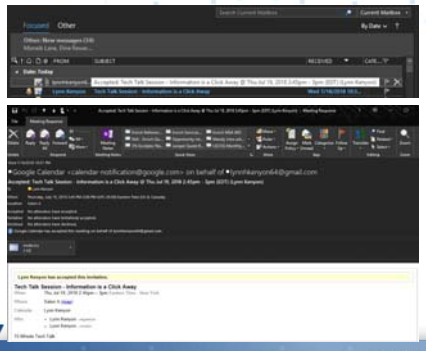
Calendar Invitations



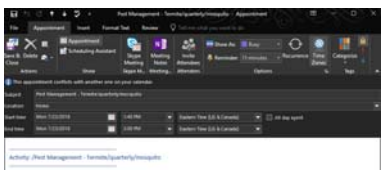
Calendar Invitation Response

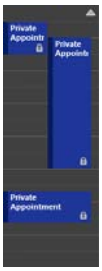


Calendar Invitations



Private Calendar Entries





Frequently Visited Websites

- Visit sites frequently
- Save to Favorites Bar or Folders

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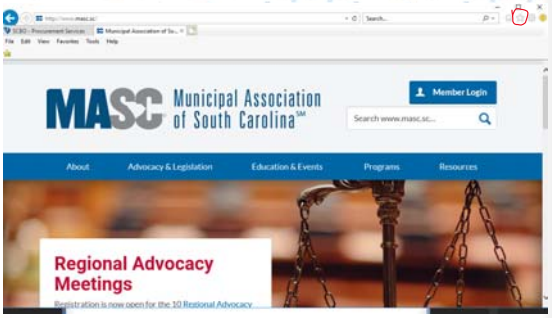
Save to Favorites Bar



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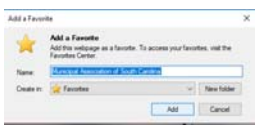
Save to Favorites Bar



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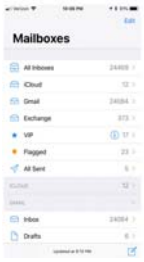
VIP – iPhone / iPad Settings



- Ensures that you don't miss messages
  - Mayor
  - Council Member
  - Boss / Co-Worker
  - Spouse
- Label Contacts as Favorites
  - Email Messages
  - Mobile Phone Text Messages
  - Mobile Phone Voice Messages

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Links to Sites for Additional Information

- Tips to Better Manage Your Email
  - https://www.entrepreneur.com/article/241423
- Microsoft Office – Outlook (Email / Calendar)
  - http://www.customguide.com/microsoft-office-training/outlook-2016-training
- Set-up VIP
  - http://www.k2e.com/tech-update/tips/482-tips-setting-up-vip-mail

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Thank You!

For more information contact Lynn Kenyon.

lynn.kenyon@vc3.com
803-753-5441

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Don't forget your card!

Suggestions and feedback?

Visit www.vc3.com/masc2018

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