Email and Calendaring

Includes information related to Cornell-specific email and calendar tools. Tips, issues, etc.

Calendaring

Includes information related to Cornell-specific calendar tools. Tips, issues, etc.

- Calendar — Links to resources to learn how to more effectively use calendars, including Cornell's Exchange calendar service.
- Calendar conventions use by Chemistry IT staff — Noting time off in effective ways.
- Calendar harmony tips — Outlook Calendar sometimes behaves in unwelcome, surprising ways. Learn to recognize them, and learn the work-arounds possible for for many aggravations. It's not you; it's the software.

Email

Includes information related to Cornell-specific email and calendar tools. Tips, issues, etc.

- Cornell's email forwarding service, LDAP — Look up where email goes when you send an email to someone's Cornell email address. Change or add where you forward your Cornell-based email. Mail routing.
  - Email forwarding look-up instructions, LDAP — Host: query.directory.cornell.edu http://query.directory.cornell.edu Path: o=cornell university,c=us Attributes: cornellEduMailDelivery mailRoutingAddress
- CU's Gmail (CMail) service, direct send — Send an email directly to Cmail, bypassing O365 (and likely also Cornell's main email infrastructure): <NetID@g.cornell.edu>
- Email Message Size Limits — CU's Exchange (Office 365, Outlook) system limits the size of email messages, including their attachments, to 25 MB. CU's e-lists limit full message size to 1MB.
- Improving Cornell's central SPAM filter — Cornell's central email delivery service uses filters from Sophos to block or rate spam. The filters get better with real-world samples submitted by us. Here's a link to the page explaining how to do so.
- On Macs, Microsoft Outlook is often better than Apple Mail — ChemIT notes on specific situations where we have noticed Outlook outperforming Mail.
  - CU IT Directors Mtg notes on Apple Mail problems — More evidence, in Sept'13, that Apple Mail is not performing as well as Outlook in Cornell's email environment.
- Outlook message's folder — In Windows, Alt-Enter to pull up legacy info box showing message's folder (location).

Outlook info related to both email and calendar functions

Please also see info on Outlook within the Email and Calendar sections.

- Outlook message limits per folder and calendar entries limits — Performance degrades in almost all mail clients when there are many, many emails in one folder. Here are MS Outlook's limitations.
- Storage limits with Outlook — 50GB total storage.

Shared mailboxes and calendars, mostly for staff

Exchange Group Accounts (EGA's) can help two or more people share management of incoming mail, and provide a non-person, functional email address. And for shared calendared resources.

- Sharing Room Calendars — Chemistry IT assists the Chemistry department in properly configuring and authorizing access to room calendars. This page contains relevant notes.
- Viewing different mailboxes within Outlook, Windows — Staff and others using EGAs will want ready access to those email mailboxes within their Outlook client to both read messages and "send as" those mailbox EGA address. There are two ways to do that.