Making Your Tech Work For You

Josh Anderson ATP
Manager of Clinical Assistive Technology
Easter Seals Crossroads
September 29, 2016
Who is this guy....... 

Josh Anderson ATP  
Manager of Clinical Assistive Technology  
Easter Seals Crossroads  
janderson@eastersealscrossroads.org  
317-466-2001 Ext 2524  
eastersealstech.com
A little too much of this:
And not nearly enough of this:
What are we going to learn today

• Outlook features and customization for increased productivity

• iPhone tips and tricks to help you in your daily lives

• How to utilize LYNC/Skype for Business for productive remote meetings
Microsoft Outlook

How to make a boring email program do some of the work for you and other fun stuff to keep you uber productive in a busy world.
A Brief Note on Keystrokes

• Office shortcuts can save you a lot of time and effort; keeps you from searching with the mouse.

• Many keystrokes work on all Office applications: Word, Excel and Outlook.

• Can assist with everything from formatting text, printing, saving and creating and sending emails.

• A list of keystrokes is available at: https://support.office.com/en-us/article/Keyboard-shortcuts-for-Outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1efd
• Ctrl+R: reply to email
• Alt+R: reply to all in email or switch to the work week calendar view
• Alt+W: forward email or switch to the weekly calendar view
• Ctrl+M: F9 to Send/Receive all
• Alt+S: Send email
• Ctrl+G: open the "Go to date" dialog to jump to any date in the calendar

• Ctrl+B: Bold
• Ctrl+U: Underline
• Ctrl+I: Italics
• Ctrl+N: new email
• Ctrl+P: print
• Ctrl+D: delete email
• Ctrl+A: select all emails
• Ctrl+Y: Bring up the "Go To Folder" box
Folders

Folders Can be utilized to organize your emails for any number of reasons
Creating a new folder

- Right Click on the folder where you wish to create a new folder
- Click on New Folder
- Name the Folder
Rules

• Rules are an easy and quick way to make Outlook do some of the work for you as emails come to your inbox.

• This can help with keeping your inbox clean and pretty.
• Rules can be set to automatically move emails to folders

• Can be organized by sender, group of senders, subject, and many other factors

• Helps to keep your inbox organized and ensure that the most important emails end up in your inbox
How to Add a Rule

First – Click on the Rules Icon under the Home Tab
This will allow you to see all of your current rules in order. From here, you can create new rules, change current rules, copy and delete.
Clicking on New Rule will open the Rules Wizard. This has a full list of choices for you to choose from.
The next pane will allow you to set up the conditions of the Rule.
After clicking on the chosen Rule, it will move into the **Step 2** area. Click on the Blue words to manage the Rule.
This will bring up a text search box where you can enter the value that you are looking for.
Enter the value that you wish to use and click the Add button.
The value will appear in the Search List. You can now add more values or click OK to move on to the next step.
The rule is now changed in **Step 2** with the selected value. From here you can add more rules or click **Next** to move on to the next step.
This brings up the next step in the Rule: *What do you want Outlook to do with this type of email?*
The Rule will be added to **Step 2**. From here, click on the Blue text to change the value in the Rule.
This brings up a list of folders (for this example) to choose from. Click on the desired value and Click OK.
The rule is now changed in **Step 2** with the selected value. From here you can add more rules or click **Finish** to finalize the Rule.
The Rule is now ready to go. Click on **Apply** and start saving time and effort by automatically sorting your mail.
Calendar

More on this later.....First, let’s talk about.....
Tasks
Make some reminders so that you don’t forget to get some things done.
Tasks in Outlook are a little more useful than Post-It Notes – and a better organizational tool
This will open your To-Do-List. From here we can make new tasks, alter old tasks and organize our busy, crazy lives.
This will open up a whole new task to begin the long journey of organization! Now we can name the task, set up dates for it, set its priority and many other fun fun things!
First we have to give our task a name
Next, we will give our task a start date
Just click the date on the calendar that drops down
Repeat the process for the Due Date
Then you can give your new Task a **Status** based on how much of the Task you have already completed.
Set the **Priority** level from **Low** to **High** depending on how much you care about actually accomplishing the Task.
Now that we have set up a new Task, let’s see what else we can do.
Now your task is made and ready for you to complete whenever you get around to it. It will appear in these two spots.
Calendar

Back to the Calendar, organizational tool since the age of the Mayans
Setting up the Calendar

First you will need to adjust your settings to make everything look right.
This will bring up the Outlook Options Pane where you can change most of the settings in your calendar.
From here we can set up what the work day looks like. We can set Start time, End time and what days we work during the week.
This is now what our calendar looks like with our work time settings adjusted.

Now the Work Day is in another color and easy to distinguish.
From here we can set up Default Reminders, Meeting Responses, and add Holidays to the calendar.
How to Wrangle in a Wild Calendar

• You are already good at scheduling appointments, you made it here!

• The problem is that we do not leave time to stay ahead of the game.

• You need to set aside time each day to get caught up on the things that fell through the cracks from the day before (catching up emails, writing reports, cleaning up task lists, booking that cruise to the Caribbean, other stuff that piles up)
Timing of this will change from person to person. Depends on when you are more productive and when time is available.
Start by double clicking on the time that you wish to set up your time, this will bring up a new appointment. Name the appointment and set the time. Then click on Recurrence and set it all up.
This brings up the Recurrence window.
Change your meeting to every weekday, with no end date and click OK.
Now your daily catchup is scheduled for every work day for the rest of the year….it is up to you to ignore it or actually get it done.
WordExpander

• Third Party Free Software to make writing emails and documents a little easier

• https://www.youtube.com/watch?v=6ULIQAvYKHk
iPhone
How to make your pocket technology work for you
Speech

Speech features will allow you to have the phone read content to you saving your eyes for more important tasks.
Settings
- Notifications
- Control Center
- Do Not Disturb
- General
- Display & Brightness
- Wallpaper
- Sounds
- Touch ID & Passcode
- Battery

General
- About
- Software Update
- Siri
- Spotlight Search
- Handoff & Suggested Apps
- CarPlay
- Accessibility

Accessibility
- VISION
  - VoiceOver: Off
  - Zoom: Off
  - Invert Colors
  - Grayscale
  - Speech
    - Enabling Invert Colors or Grayscale will automatically disable Night Shift.
- Larger Text: On
Speak Selection

A Speak button will appear when you select text.

Speak Screen

Swipe down with two fingers from the top of the screen to hear the content of the screen.

Voices

SPEAKING RATE
Josh is the best presenter ever and I am having a great time!!!
Speech toolbar

https://youtu.be/CcxTRAfpPOA?t=37s
Search

Easily find what you are looking for without looking all over the iPhone
Two different ways to access the search feature on iPhone

Swipe Down with one finger

Swipe Right with one finger
Things that you can search for:

- Apps
- Contacts
- Emails
- Messages
- Anything on the Phone

Top Hits will appear at the top, scroll down for more options and information.
Just have Siri do it for You!
Siri Commands

• Read my emails
• Send a text message to ..... 
• Call ......
• Remind me to grab some groceries on the way home
• Get directions to the Kokomo Vocational Rehabilitation office.

• What is zero divided by zero?

• What is the weather going to be like tomorrow.
• Schedule a meeting with Josh for next Tuesday at 1pm.
• Send a new email to Steve.
• What is the fastest land mammal?
Dictate Emails and Text Messages

Use your voice to quickly dictate any message and keep your eyes free, also saves from looking for those tiny little keys.
To: Josh Anderson

Cc/Bcc, From: janders@easters...

Subject: Dictation test

Send

Josh Anderson ATP
Hello there! This is a test of dictation on the iPhone.

I hope this presentation is going well!

I hope this presentation is going well!
Tips and Tricks for Dictation

• Dictate Punctuation (period, exclamation point, comma, etc)
• Say “new line” to press enter
• You have to have internet access (WiFi or cellular) for dictation to work
• ALWAYS, I mean **ALWAYS** read your message before hitting send. It is not a perfect science and can send some embarrassing messages!!!
Lync or Skype for Business

Secure, Remote Meeting Format

https://products.office.com/en-us/skype-for-business/online-meeting-solutions
Features of Skype for Business

- Easily Add Participants from Contacts
- Multiple Device Integration
  - Join meetings using PC, tablet or Smartphone
- Share Audio, Video and Media
  - Show your face, share your screen and speak with others
- Single Touch Join
  - Join a meeting with a touch or click from the calendar or meeting reminder
Thank you for your time and enjoy the rest of your day!

Josh Anderson ATP  
Manager of Clinical Assistive Technology  
Easter Seals Crossroads