



Office of
Integrated Information
Technology Services

TIPS & TRICKS

MS Office Apps



Dear SMU Community,

We want to share some tips about Microsoft applications that you may find helpful in this edition.



Outlook – Use natural language to schedule a meeting

When schedule for a meeting in Outlook, instead of scrolling through the calendar dates drop down list for a date, you can use natural language to book your Outlook Calendar too. What you need to do is just type in some phrase like “*first tue of feb*”, “*3 days after christmas*”, etc.

Eg.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Title Meeting demo</p> <p>Start time first tue of feb 8:30 am ▼</p> <p>End time Tue 1/11/2022 9:00 am ▼</p> </div>	➔	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Title Meeting demo</p> <p>Start time Tue 7/2/2023 8:30 am ▼</p> <p>End time Tue 7/2/2023 9:00 am ▼</p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Title Meeting demo</p> <p>Start time 3 days after christmas 8:30 am ▼</p> <p>End time Sun 30/10/2022 9:00 am ▼</p> </div>	➔	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Title Meeting demo</p> <p>Start time Wed 28/12/2022 8:30 am ▼</p> <p>End time Wed 28/12/2022 9:00 am ▼</p> </div>



What is OneDrive for Business?

We often get the question, what is OneDrive and OneDrive for business?

OneDrive and OneDrive for Business may share the same name, but they are different when it comes to functionality. To sum things up, we are presenting it in a table of summary.

	OneDrive	OneDrive for Business
What is?	It is personal cloud storage that syncs and stores your personal files.	It is cloud storage for business that enable users to sync, store, share and collaborate on documents with other co-workers and is managed by the organization (e.g., SMU).
How much is the storage?	If you sign up for a free Microsoft account, you get 5GB of storage.	Each user in SMU has personal storage of 1TB.
How to log in (authentication)?	Sign in using your personal Microsoft account, e.g., @hotmail.com.	Sign in using your SMU email address, xyz@smu.edu.sg with MFA.
How does it look in Windows Explorer after signing into using the OneDrive app?		
Can it be used for organization data?	No, this personal account does not comply with the organization's security requirements.	Yes, this has complied with the organization's security requirements. Please adhere to SMU AIP process - https://smu.sg/aipul
Who can I reach out for support?	This is your personal account, please contact Microsoft for support.	You may contact the IT Help Centre at helpdesk@smu.edu.sg
What are the similarities of OneDrive and OneDrive for Business?	<ul style="list-style-type: none"> You can use the same OneDrive app to access your personal and organization accounts, e.g., SMU. Therefore, it is common we call it OneDrive. Both have the purpose of file sharing with others. Both versions have versioning controls; thus, you can restore previous file versions if needed (up to 25 versioning). 	

You may read more about OneDrive - <https://support.microsoft.com/en-us/onedrive>



TEAMS – Monitor call and meeting quality in Teams

You may wonder what is the Call health of the Team meeting or call is considered of good quality.

You may visit this webpage to understand the call health stats

<https://support.microsoft.com/en-us/office/monitor-call-and-meeting-quality-in-teams-7bb1747c-d91a-4fbb-84f6-ad3f48e73511>

We hope the above information is useful to you.

Feel free to contact us at Email: helpdesk@smu.edu.sg / Tel: 6828 0123, should you need any clarifications and assistance.

Thank you.

Best regards,
Alex Goh
Integrated Information Technology Services