

MS 365 Alert #003

MS 365
ALERT

003- 02/08/2021

TITLE:

0365 Outlook OME (Office Message Encrypt Button)

ALERT:

When using OME (Encrypt Button) functionality to send an 0365 Outlook email, the email becomes stuck in-route and stops all future email messages from being delivered.

A temporary fix is being deployed that will remove the **Encrypt** button from the Outlook client on most State computers. If your Outlook still shows the Encrypt button **DO NOT USE IT**. Use of the Encrypt button functionality will stop your outgoing email messages from being delivered.



ACTION:

If you have used the Outlook encrypt email feature (as shown above) in the past two weeks, you may be unaware that your emails are not being delivered. To determine whether you are affected, craft a regular non-encrypted email to yourself and send it. **If you do not receive that email, you will need to call the Service Desk for assistance.** If the email is received, you are not affected by this issue. If the Encrypt button remains in your Outlook client **DO NOT USE IT.**

DTI Service Desk: 302-739-4DTI (4384)

Egress is the State's secure email standard for sending emails requiring encryption/security. When you need to send an encrypted email, you must use egress.

Egress Instructions:

[How Do I? – Department of Technology & Information \(DTI\) – State of Delaware](#)

NTK.365: #0004 – MS Outlook Permissions

NTK.365

#0004 – Outlook Calendar Permissions and Delegate Access

Title:

When is the last time you reviewed your Outlook calendar permissions or your Outlook delegates? You may be surprised! Take some time today to review and update.

Available:

Now

Calendar permissions only provide view or edit access to your calendar. Delegate Access provides permission to view your mailbox and can provide send-on-behalf-of capabilities to those you authorize. Ensure permissions are properly established for both your calendar and mail, follow these directions:

Calendar Permissions:

Calendar permissions provide the ability to establish view or edit access to your calendar. To review, update or remove calendar permission:

1. Open your Outlook Calendar. From the Home Menu, select the Share Calendar option, from the dropdown select calendar.



2. The Calendar Properties dialogue box will display, select the Permissions tab.



3. On the Permissions tab, review each Name and their Permission Level. Update, Add or remove as needed. A "Custom" Permission Level indicates the individual is also identified as a delegate.

Message:

Delegate Access:

To review and update Delegates and their access to your Outlook account, follow these directions:

1. Open Outlook, select File. Then select Account Settings, Delegate Access.



2. The Delegates dialogue box will open. If you have delegates identified, their names will appear. If you have no delegates the field will be blank. You can choose to Add or Remove Delegates from this dialogue box.



3. To Review Delegates Permissions, click on the individual's name to highlight it, select Permissions, the Delegate Permissions dialogue box will appear. [Additionally, you can Add or Remove Delegates.]



4. Review and Update permissions as needed. Select OK

**Additional
Information:**

- Calendar Permissions – [Share an Outlook calendar with other people – Office Support \(microsoft.com\)](#)
 - Delegate Access – [Allow someone else to manage your mail and calendar – Office Support \(microsoft.com\)](#)
- (Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)*

Posted:

February 04, 2021

MS 365 Alert #002

**MS 365
ALERT**

002- 01/25/2021

TITLE:

Attaching files in Outlook (email)
"Share as a Link" or "Attach as a Copy"

ALERT:

There have been reports that email recipients were unable to open email attachments. When attaching files in Outlook, it is important to know where the file resides and the appropriate manner to attach it.

When drafting an email and attaching a file, you will note that some of the items displayed show a small cloud overlaying the file icon (ex. Word below).

That cloud indicates the file is stored in OneDrive, Teams, or SharePoint Online. When you choose to attach a file with the cloud icon, the recipient will receive a sharing link to the file, but not a copy of the file itself.



ACTION:

Cloud files are accessible by internal State of Delaware (@delaware.gov) staff, but not accessible by external email addresses. When attaching a cloud file, you may be prompted to choose "Share as a Link" or "Attach as a Copy." When the recipient's address is external to the State or when you don't want to send a sharing link internally, choose "Attach as Copy."



If that prompt is not displayed, then once the file is showing as attached in the email, select the down arrow (\/) and choose "Attach as copy" before Sending.



1st Quarter 2021 – Office 365 Update

Here is the 1st Quarter 2021 – Office 365 Update (click on link below) – Learn about the three forms of written communications available, check out upcoming Microsoft Live Events, and the bulletin even offers a couple of tips for you to try out when using the Teams app.

[Office 365 Q1 2021 Bulletin](#)

NTK.365: #0003 – Teams (Meeting Recordings)

NTK.365	#0003 – Teams (Meeting Recordings)
Title:	Meeting recordings to be stored in OneDrive for Business or Teams channels (SharePoint Online).
Available:	March 1, 2021

Currently, meeting recordings are found in the meeting's "Chat" section and must be downloaded and saved locally as they are only available for 20 days. Beginning March 1, 2021, meeting recordings will be saved to OneDrive for Business or in the Teams Channel (SharePoint Online) from which the meeting was launched.

Message:

The recording of a meeting scheduled through Outlook, Teams, or when "Meet Now" is started from the Teams Calendar app, will be stored in a folder titled "Recordings" in the OneDrive folder of the person who starts the recording. The recording will also post in the meeting chat feed. One exception is meeting attendees outside the State of Delaware tenant will not be able to access the recording.

A (Teams) Channel "Meet Now" recording will be stored in the Files section of the Channel, in a folder titled "Recordings." The recording will also be accessible in the meeting chat feed. All members of that Teams Channel will have access to the recording regardless of their attendance. You will need to use the Share Files feature to share the recording with others.

- [Record a meeting in Teams](#)

Additional Information:

(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)

Posted:

January 20, 2021

NTK.365: #0002 – Breakout

Rooms in Teams Meetings

NTK.365	#0002 – Breakout Rooms (Teams Meetings)
Title:	Breakout Rooms available in Teams Meetings
Available:	January 2021
Message:	<p>Breakout rooms allow the organizer of a Teams meeting to create sub-meetings for smaller groups of participants to collaborate and have discussions. Breakout Rooms will only work if the meeting organizer maintains a presence in the meeting. Up to 50 Breakout rooms can be created for a single meeting.</p> <p>This new feature is especially useful in online classes, board meetings with committee breakouts, and organizational retreats with brainstorming breakouts.</p>
Additional Information:	<p>Visit our Delaware Learning Pathways website, Recommended playlists, Getting Started with Teams Calls, Chat, and Meetings, to view the short video on How to use Breakout Rooms in Microsoft Teams.</p> <p>or view YouTube – jumpto365 – (8) How to use the new breakout rooms in Microsoft Teams – YouTube</p> <p><i>(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)</i></p>
Posted:	January 20, 2021

NTK.365: #0001 – Teams (Channels)

NTK.365	#0001 – Teams (Channels)
Title:	Add a shared calendar to a Teams channel
Available:	Mid-to-Late February 2021
Message:	<p>With this feature, users can add the Channel calendar app to a Teams Channel when using the Teams desktop app.</p> <p>This feature makes it easy for members to see scheduled channel meetings.</p> <ul style="list-style-type: none">• Select new tab+ at the top of the channel• Find and add Channel calendar from available apps <p>Teams automatically creates a new post when a channel meeting is created. It will appear in the activity feed and/or in a banner notification depending on user notification settings. Any user who has notifications turned off will see the event only when they open the channel calendar.</p> <p>Note: the channel calendar is available only to team members, guest users cannot access the channel calendar app.</p> <ul style="list-style-type: none">• YouTube video – “New way to add shared calendars to Teams – Channel Calendars (2021)”
Additional Information:	<p><i>(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)</i></p>

Posted:

January 12. 2021

4th Quarter 2020 – Office 365 Update

Review the 4th Quarter 2020 – Office 365 Update (click on link below) – Review the current project rollout status, learn about new tools that are now available and see what webinar training sessions are coming.

[4th Quarter Office 365 news for you](#)

MS 365 ALERT #001

MS 365
ALERT

001- 11/04/2020

TITLE:

MS Teams Web App no longer supports IE 11 browser

ALERT:

Many state employees are working outside of the office and using a web browser or navigating to <https://www.office.com> to launch Microsoft Teams. This alert is specific to the MS Teams Web App (web browser accessed), it does not affect the MS Teams desktop client application.

Microsoft has announced beginning November 30, 2020, the MS Teams Web App will no longer support Internet Explorer 11 (IE 11). Additionally, by the end of August 2021, all Microsoft 365 apps and services will stop supporting IE 11.



ACTION:

Users may use the new Microsoft Edge (Chromium), Google Chrome, or Mozilla Firefox to launch the WebApp version of Teams.

3rd Quarter 2020 – Office 365 Update

Review the 3rd Quarter 2020 – Office 365 Update:

- Moving Forward with Office 365 Phase II
- 365 MFA changes to ID.Delaware.gov
- Live Webinars Hosted Weekly by Microsoft
- 365 Resources and Learning Links

Select the image below to open and read the Q3 2020 Office 365 Update:

