

# Microsoft 365 2nd Quarter | 2024



## News, Features, & Updates

### Teams - Updates

- Where is My Meeting Recording?
- New Meeting Notes Feature

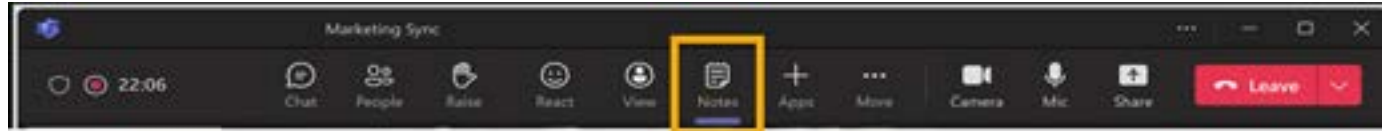
### Outlook - Managing Promotions & Junk Email Folders

- Drag-and-Drop It
- Pin or Reposition Folders
- Move Unread Mail Folders to Favorites Section
- Manage Spam Mail

## Teams - Updates

**Where is My Meeting Recording?** Coming in mid-to-late June, Microsoft will change where non-channel Teams meeting recordings are stored. Regardless of who starts a meeting recording, it will be saved to the meeting organizer's Microsoft OneDrive account. Recordings will remain accessible to meeting attendees from the recording link in the meeting Chat or Channel until it expires. Learn more about Recording options at [Record a meeting in Microsoft Teams - Microsoft Support](#).

**New Meeting Notes Feature:** Microsoft Teams Meetings will introduce a new collaborative meeting notes feature in mid-to-late June.

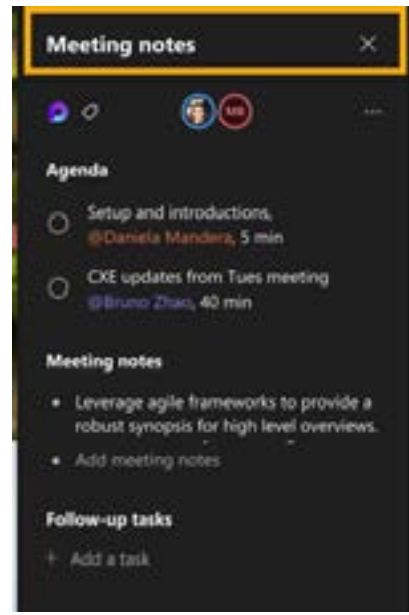


Once available, you will see a Notes button in the Teams meetings menu (see image above and to the right). When selected, meeting notes will be displayed on the right pane of the meeting window.

Meeting notes will enable participants to collaborate on notes with others during Teams meetings. With Wiki support being phased out, Microsoft Collaborative Notes will offer a richer alternative. Teams Collaborative Notes will provide tracking for what you want to discuss (Agenda), what you discussed/decided (Notes), and what you need to follow up on (Follow-up Tasks).

To learn more about the New Notes feature, select the link below:

[Collaborative meeting notes in Teams meetings \(microsoft365.com\)](#)



## Outlook: Managing Email Promotions & Junk Folders

The Department of Technology and Information (DTI) has been actively upgrading email security protocols, focusing on modernizing its approach to filtering Spam and Graymail. Last year, on July 31, 2023, DTI rolled out functionality to identify Graymail messages and direct them to the "Promotions" folder, helping streamline your inbox. Meanwhile, any detected Spam messages are routed to your "Junk" folder.

But what distinguishes Graymail from Spam?

Spam typically refers to unsolicited emails sent in bulk, often without consent, intending to deceive or scam recipients. These messages are commonly associated with phishing and social engineering schemes.

On the other hand, Graymail involves emails that recipients have consented to receive, albeit sometimes inadvertently. These emails usually pertain to promotional or marketing content from legitimate businesses. The value of Graymail varies for each user, as they may have signed up for newsletters or requested more information about retail products.

*It's crucial to regularly review both your "Promotions" and "Junk" folders, as there's a possibility of emails being incorrectly categorized.*

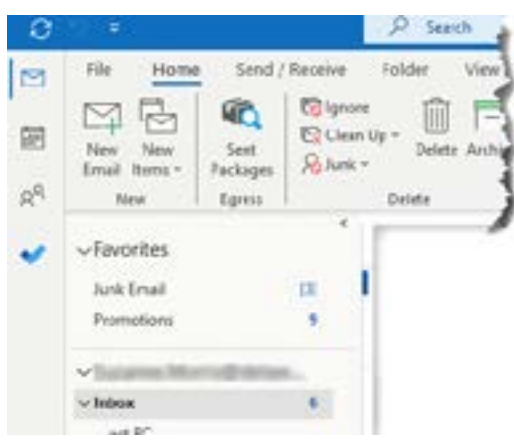
Below are several options to help you effectively manage these folders....

### Drag-and-Drop to Teach the System:

If a message is incorrectly identified by the system, you can easily teach the system to identify such messages correctly by dragging and dropping the message into the appropriate folder.

For instance, if an important email is mistakenly placed in the Promotions folder, drag and drop it into your Inbox. On the other hand, if an email lands in your Inbox and it should be categorized as Graymail, drag and drop it into the Promotions folder.

It is important to keep in mind that the drag-and-drop method is only effective for emails that are no older than 7 days. If you try to teach the system to direct an email to your inbox by dragging it there, and the email is 10 days old, the system will not learn from it.



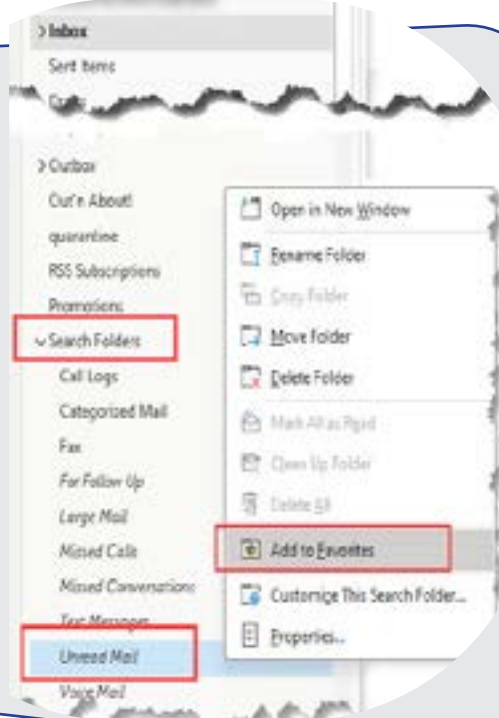
### Pin or Reposition the Promotions and Junk Email folders:

By default, both the Promotions and Junk folders are located below your Inbox. When at the bottom of a long list of subfolders, they can easily be overlooked or forgotten. To easily access those folders, click on the folder and drag it to be pinned (positioned) directly above your Inbox folder. Or, move the folders to your "Favorites" section (as pictured to the left) of your Outlook mailbox; right-click on the folder and select "Add to Favorites."

### Display the "Unread Mail" folder under the Favorites section:

The Unread Mail folder displays all unread messages housed in your Inbox and Promotion folders. (Note: It does not include unread messages delivered to the Junk folder or other shared or resource mailboxes.)

Initially, you will find the Unread Mail folder under the Search Folders section of your Outlook list. Make it easier to access. Simply right-click on the "Unread Mail" folder and select "Add to Favorites." (as pictured in the graphic to the right)

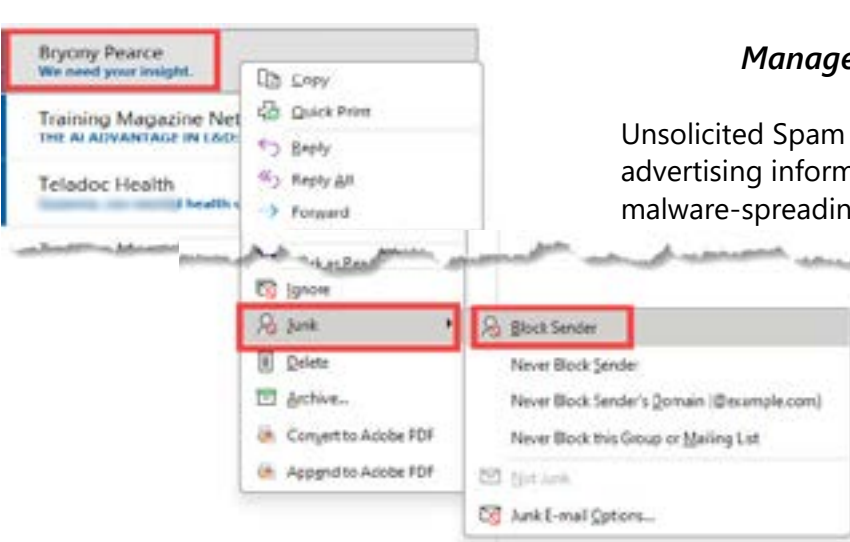


### Manage Spam Mail:

Unsolicited Spam messages often contain promotional or advertising information and may also contain phishing, malware-spreading, or fake links or attachments.

If Spam mail happens to reach your Inbox or Promotions folder, you can block the sender.

- Right-click on the email message.
  - Select "Junk" from the pop-up menu.
  - Select "Block Sender."
- (Note: See graphic to the left displays)



Messages from a Blocked Sender will still be received, but will be routed to your Junk Email folder.

If an email is incorrectly categorized as Spam, and a valid sender's message ends up in the Junk folder, you can add that Sender to the "Safe Senders List." Select the menu item "Junk E-mail Options" from the pop-up. Learn more about this feature by visiting: [Overview of the Junk Email Filter - Microsoft Support](#).

The managing mail tips mentioned in this Bulletin are geared for use in the desktop Outlook Application. For tips when using Outlook on the web:

[Get help with Outlook on the web - Microsoft Support](#)

For Android or iPhone:

[Add Folders to Favorites](#)

## O365 Resources and Learning Links

[Launch the Delaware Learning Center \(DLC\)](#)

Note: While our M365 licenses are a governmental (GCC) version, the Microsoft commercial-based courses found on the DLC, produced by CyberU, provide relevant and valuable training.

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Pathways

Training  
Resources

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[M365\\_Notification@delaware.gov](mailto:M365_Notification@delaware.gov) (formerly known as Project\_O365@delaware.gov)

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