



President's Remarks

Happy New Year! Hopefully you have not yet given up on your resolution(s). Is staying current on your technical knowledge one of them? We hope our newsletter assists you with that.

Please let us know if there are any specific topics you would like to see covered this year!

Maria Barnes
President



Service Pack Support Ending for Windows 8

Microsoft has ended its Service Pack support as of January 12, 2016 for most Windows 8 versions. You can find more specific details in this [article](#). We encourage you to switch to Windows 8.1 or Windows 10.

Write New Emails Instantly

Did you know that an Outlook shortcut is available by right clicking on your Outlook icon on your taskbar or start menu? You can create new emails, appointments, meetings, contacts, and tasks regardless of what is on your screen. Find other tips to increase productivity with Outlook [here](#).

Hey Cortana!

Windows now has a feature similar to Siri and Google Now. Simply talk to your computer to find documents, start tasks, or get your questions answered! This [article](#) has a great step by step guide on setting up this feature. Asking Cortana for advice is great, but we're here to help too. If you need to talk to a live person [contact us](#) to set up a meeting.

OneDrive for Business Updates

Most OneDrive plans will be getting an update on storage by the end of March 2016. Users will automatically be updated from 1T to 5T of storage with the option to increase as needed. To see if you qualify check [here](#).

Access Lunchtime

Join us on January 26th at noon CT for the next Access Lunchtime meeting which will cover Creating Split Forms. For registration and more information go to the access user groups [website](#).

