

There are many functions in Office 365 that were not available in Lotus Notes. Below are our top 10 favorites:

1. **Share a picture of yourself** – Personalize your emails and let everyone connect your face with your name. In Outlook 2013 click on **File**, and click on **Change Picture**.
2. **Out of Office Display Automatically** – Office 365 lets you know before you even send an email if the person you are writing to see automatic status right above the To address line.
3. **Automatic status update** – Office 365 is constantly working for you automatically changing your “presence” status (Available, Away or Not Available) by looking at your calendar so you don’t have to worry about it.
4. **Send a file just from My Document** – Gone are the days of actually having to open an email and then attach a file. Right click on almost any type of file, select Send To → Mail Recipient. This will automatically open Outlook, attach a message and all you have to do is address it.
5. **Share your [calendar](#), [contacts](#) or [email](#)** - Click on the topic of interest to be taken to the directions.
6. **Reply to email in groups of IM with a touch of a button** – Sometimes email is not the best tool to communicate your message. Instead of replying in email reply to a person in IM and have a discussion. In Outlook 2013, click on the **Home** tab and in the **Respond** group, click the **IM** button and select how you would like to reply.
7. **Calendar notifications via cell phone** – Receive your calendar reminders right before the event as a reminder or as a text every morning. To set this up login to **Office 365**, click on the **Gears** button → **Option** → **Settings** → **Calendar** → **Text Message Notifications**.
8. **Cut and paste into email finally works** – Because Office 365, your operating system and Office applications are all built using the same technology cutting and pasting has never been easier. You no longer have to reformat documents fix spacing, bullet points and fonts after cutting and pasting, what you see in one program is truly what you get in the other program.
9. **Access email from practically any device or browser you have on hand** by going to <http://office365.berkeleycollege.edu> from your web browser.
10. **Instant Searching** – Searching is much faster with no waiting. Search using any keyword or narrow your search by using **To:** **From:** **Subject:** or **Body:** or any combinations of those commands.

