

Top 10 Tech Tips of 2024 ^[1]

January 27, 2025 by [ES and UIS Communications](#) ^[2]

We're shining a light on the top 10 most visited tips in 2024 by CU staff, faculty and larger community!

1. [Select your default browser for links in Outlook](#) ^[3]. 25,106 page views

All links in Microsoft Outlook automatically open in Microsoft Edge. You can disable this setting to open links in your designated preferred browser.

2. [Improve laptop performance by deleting temporary files](#) ^[4]. 21,484 page views

Temporary files accumulate over time and impact the memory available for your computer to run core processes. If you're running low on storage space, you should consider deleting your temp files to free up space that you can use for other files and data.

3. [Create polls in Teams channels and chats](#) ^[5]. 16,125 page views

You may have used a poll during a Zoom or Teams meeting, but did you know you can also add a poll in a Teams channel or chat?

4. [Change Word's default save location](#) ^[6]. 15,944 page views

CU System's default file-saving location for Word changed to the cloud. While this default is the safest backup location, if you use the S drive, it can be more advantageous for Word to save there by default.

5. [Joining a Zoom meeting with the meeting ID](#) ^[7]. 15,039 page views

If you encounter a Zoom meeting link that doesn't work, or you're unable to log in to your Zoom account, you can join a meeting with the Meeting ID.

6. [Transcribe audio recordings automatically in Word](#) ^[8]. 8,549 page views

Word's transcribe feature allows users to convert audio recordings or live speech to a text transcript. Each speaker is automatically separated and after your conversation, interview or meeting, you can revisit parts of the recording and edit the transcription to make corrections.

7. [Using Task View in Windows](#) ^[9]. 7,122 page views

Task View is a feature that allows you to manage your opened applications and virtual

desktops, as well as a history of recently opened files. Task View is a powerful tool for organizing your work and increasing productivity. It allows you to alternate between various desktops and create personalized workflows.

8. [Adding a second or third time zone to your Outlook Calendar](#) ^[10]. 6,547 page views

If you or someone on your team works in a different time zone, it can be helpful to display that time in your Outlook Calendar. The newest version of Microsoft 365 allows up to three time zones to be displayed.

9. [How to copy text from an image using OneNote](#) ^[11]. 6,407 page views

OneNote supports Optical Character Recognition (OCR), a tool that recognizes text in an image and even lets you copy the text.

10. [Create an Outlook calendar appointment from an email](#) ^[12]. 6,336 page views

Have a request that you need to complete by a certain day? Microsoft Outlook allows you to convert email messages into appointments.

[tech tips](#) ^[13]

Display Title:

Top 10 Tech Tips of 2024

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/tech-tips/top-10-tech-tips-2024>

Links

[1] <https://www.cu.edu/blog/tech-tips/top-10-tech-tips-2024> [2] <https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/blog/tech-tips/select-your-default-browser-links-outlook> [4] <https://www.cu.edu/blog/tech-tips/improve-laptop-performance-deleting-temporary-files> [5] <https://www.cu.edu/blog/tech-tips/create-polls-teams-channels-and-chats> [6] <https://www.cu.edu/blog/tech-tips/change-word%E2%80%99s-default-save-location> [7] <https://www.cu.edu/blog/tech-tips/joining-zoom-meeting-meeting-id> [8] <https://www.cu.edu/blog/tech-tips/transcribe-audio-recordings-automatically-word> [9] <https://www.cu.edu/blog/tech-tips/using-task-view-windows> [10] <https://www.cu.edu/blog/tech-tips/adding-second-or-third-time-zone-your-outlook-calendar> [11] <https://www.cu.edu/blog/tech-tips/how-copy-text-image-using-onenote> [12] <https://www.cu.edu/blog/tech-tips/create-outlook-calendar-appointment-email> [13] <https://www.cu.edu/blog/tech-tips/tag/tech-tips>