

Top 10 Tech Tips of 2025 ^[1]

January 5, 2026 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 the larger community!

1. [Improve laptop performance by deleting temporary files](#) ^[3]. 9,870 views

Too many temporary files can consume valuable storage space. These files accumulate over time and reduce the memory available for your computer to run core processes.

If you're running low on storage space, consider deleting your temp files to free up space for other files and data.

2. [Select your default browser for links in Outlook](#) ^[4]. 9,630 views

As of November 2023, all links opened in Microsoft Outlook automatically open in Microsoft Edge. Although this doesn't override your default browser in Windows, links will open only in Edge until the setting is disabled.

3. [Transcribe audio recordings automatically in Word](#) ^[5]. 8,334 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 by playing back the timestamped audio and editing the transcription to make corrections. You can save the full transcript as a Word document or insert snippets of it into existing documents.

4. [Joining a Zoom meeting with the meeting ID](#) ^[6]. 6,910 views

In an instance where a Zoom meeting link does not work, or you are unable to log in to your Zoom account, you can join a meeting by entering the meeting ID.

5. [Create polls in Teams channels and chats](#) ^[7]. 6,718 views

Polls are useful for scheduling or finding a group consensus. Learn how to use Teams to create polls.

6. [Create an Outlook calendar appointment from an email](#) ^[8]. 6,712 views

Converting email messages into calendar appointments in Outlook is a great way to keep your tasks and schedule organized.

7. [Adding a second or third time zone to your Outlook Calendar](#) ^[9]. 6,264 views

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

8. [Pin it once — use it forever with Windows Clipboard](#) ^[10]. 5,580 views

Windows Clipboard can help you work more efficiently and save you time. This built-in tool allows you to copy frequently used text, code or images and access them anytime after you've pinned them to your Clipboard.

9. [Change Word's default save location](#) ^[11]. 5,314 views

CU System's default file-saving location for Microsoft Word changed to the cloud. While this default is the safest backup location, if you use the S drive for collaborative work, it can be more advantageous for Word to save there. Switch your default file-saving location in Word with these quick steps.

10. [Assign an alternative host to a Zoom meeting](#) ^[12]. 2,683 views

Assigning an alternative host for standing Zoom meetings allows meetings to continue if the host is away.

Have an idea for a future Tech Tip? Found a tip that helped you in 2025? Share it with us!

What tips did you find most helpful this year? What helpful tricks and tips do you use in your day-to-day work? We want to know! Share your feedback and suggestions by sending an email to [ES and UIS Communications](#) ^[13] or by clicking the button below.

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