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ReadyNetGo ... News

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TIP(S) OF THE MONTH

1. Quickly add a name from your inbox to your Contacts folder

If you use the Contacts folder to store information about colleagues and friends, there's an easy way to populate this folder without having to manually enter the name and email address.

1. Double click the email you wish to add.
2. Right click on the email address in the From field and choose Add To Contacts.
3. A new Contacts entry screen appears where you can simply save and close or add additional information (i.e. address, phone & company).

2. Send an email to a specific person from a link on your desktop

If you frequently send email to one individual, you can create a shortcut on your desktop that will address a new message without having to open the program, type the name manually, or search your address book. To do this:

1. Right click a blank area of your desktop, click New and then Shortcut.
2. Next to Command line, type: `mailto:<full email address>`
(**Ex:** `mailto:admin@readynetgo.net`)
3. Select Next, type in a name for your shortcut and click Finish. Double click the shortcut to open a new blank email message.

MS Outlook Customizations

MS Outlook is a great tool for sending and receiving email. If you only send and receive email though, you're missing out on many handy features that can greatly improve your efficiency and ability to communicate with others. We listed some important features last month and if you've wanted to learn more about how Outlook can assist you in your daily activities, read on ...

1. Easily locate a message sent to or received from a specific individual *(instructions for Outlook 2000 only)*

If you want to check to see if you sent a particular message to someone, you can click on the email message in your sent items folder. If you're unsuccessful this way or if the message you sent has many recipients (too numerous to scan manually), you can quickly identify all messages either sent to or received from an individual by:

1. Opening the Contacts folder and double clicking the name you want to search.
2. When the Contact entry screen appears, click on the Activities tab.
3. Outlook will automatically list all messages in all folders where this individual's email address appears.
4. If you haven't used this feature yet, you may only see two header fields: Subject and In Folder. If you want a date field to sort on, right click anywhere on this header bar and choose Field Chooser. (over)

WWW (Websites Worth Watching)

1. www.kidsdomain.com/holiday - Over 30 holidays to explore; activities, jokes, art, & links to other sites.
2. www.historychannel.com/exhibits/holidays/ - Facts and history on Christmas, Hanukkah, & Kwanzaa.
3. www.give.org - Investigate charities before you donate.
4. www.bbbonline.org - Better Business Bureau Online
5. www.igive.com - Shop and donate at the same time! Merchants will donate a percentage of your online purchase to your favorite cause.

A dialog box appears. Left click and drag the field you wish to add and release the mouse button where you want the field to appear on the header bar. (Two good choices to add would be Created and/or Received.) To sort on any field, click the header field. For example, to sort by when you sent a message, left click on Created. To sort by when you received a message, left click on Received.

5. Since all of the messages listed are from one individual, it will be much easier to scan for a particular subject or date.

2. Add some background splash to an outgoing email

If you want to add a personal touch to an occasional outgoing email, try the following procedure:

1. Open Outlook, click Tools on the main menu, scroll down to Options
2. Click the Mail Format tab
3. Under the Message Format section, select HTML in the drop down box next to the phrase Send in this message format:
4. On the same screen under Stationery and Fonts, choose your preferred style next to the phrase Use this stationery by default:
5. To preview the different choices, click the Stationery Picker button
6. By clicking the Fonts button, you can change the font and size of your default text
7. Click OK to finish
8. When you create a new email message, the body of the email will be formatted with this style. After sending your email, return your settings to text format by repeating Step 3 - choose Microsoft Outlook Rich Text or Plain Text instead of HTML.

**** IMPORTANT:** Not everyone has the capability of reading HTML documents in email. If you send a message in HTML, some recipients may not be able to read it. Also, messages sent in HTML are larger (taking up more space on your hard drive) and have a greater risk of forwarding viruses. Since hackers use HTML as one of their means of gathering information and distributing damaging code, you can decrease your chance of receiving and/or sending an infected file by keeping your format as text.

3. Create a Personal Distribution List for frequently sent emails

Personal distribution lists can save you time if you frequently send out messages to the same individuals. Creating a personal distribution list in **Outlook 2000 & 2002** is simple:

1. Open Outlook
2. On the main menu, click File, New, Distribution List
3. A screen appears in which you can enter the name of your distribution list in the Name: box.
4. To add individuals to your list, click the Select Members box to add names from your address book. If the name you want is not in your address book, click the Add New box. Enter the individuals name and email address and click OK. This information is now recorded on the previous screen.
5. When you finish adding all the names you need for this distribution list, click Save and Close.
6. To send a message to the distribution list, open your contacts folder and right click the file name you created. Choose New Message to Contact. A blank email message appears already addressed to your distribution list. Simply add text to the body of the email and click Send.

Note: In Outlook 2000 & 2002, a Distribution List is automatically created in your Contacts folder. For Outlook 97 & 98, you must specify where to create it.

For detailed instructions on creating personal distribution lists in Outlook 97 & 98, go to:
<http://www.readynetgo.net/newsletter/dec01addendum.pdf>