



Adding an Envelope to Your Letter in Microsoft Word

A quick way to print an envelope with every letter you create in Microsoft Word is to attach the envelope to the end of the letter. Here's how:



Create your letter.

If you use Word 2002 or Word 2003, choose Tools, Letters and Mailings, Envelopes and Labels. (For Word 2000 users, choose Tools, Envelopes and Labels.) This step opens the Envelopes and Labels dialog box.

If your document has a proper address in it, Word magically locates it and places it in the Delivery address box. Ta-da!

If Word didn't automatically fill in the address, type it now. Optionally, you can also type your return address in the Return address area.

Click the Add to Document button.

The Envelopes and Labels dialog box goes away and you're returned to your document.

It may not be obvious on the screen, but the first page of your letter is now the envelope. (Choose File, Print Preview to see this wondrous thing.)

When you're ready to print the letter, the envelope prints first and then the letter. All you have to do is stuff the letter into the envelope, seal it, and apply the postage.

For more information like this, get a copy of Word 2002 for Windows For Dummies, by Dan Gookin.



Outlook Express disconnects after I receive my mail.

This is a common annoyance for outlook express users. Outlook Express by default is set to disconnect after sending and receiving email. This is usually noticeable after you receive your email and try to send a reply and get an error message stating that the server is unavailable. However you can turn this option off by following the below steps:

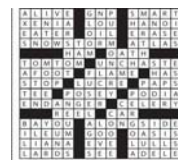
- Open Outlook Express.
- Click the Tools menu.
- Click the " Options " option.
- Click the connections tab.
- Uncheck the option labeled "Disconnect after sending or receiving mail".
- Click the apply button.
- Click the OK button.
- You are done. Outlook Express should now no longer disconnect after checking for new messages or sending new outgoing messages.

The answer to this and many other questions can be found at:

<http://support.isoc.net>.

Your Word for Today.

Phish-ing (fish'-ing)
Noun.



The act of sending an e-mail to a user falsely claiming to be a well-known Business in an attempt to scam the user into surrendering private information that could be used for identity theft.

Webster's Revised Unabridged Dictionary, © 1996, 1998

More on Phishing

By: Jon Murphy

In recent month phishing scams have began to rise, a trend that has become increasingly alarming. Phishing is when an individual tries to "fish" for sensitive and personal information from you. Normally none of us would give out our bank account numbers or social security numbers but it can happen. And the worst part is sometimes we don't even know it is happening.

An individual will send you an email that generally has something to do with verifying your account or payment receipts. The email comes in and looks legitimate. There is usually a link in the email that asks you to visit the site to verify the information. Once you click on the link it will start to ask you for personal information. Before you realize what happened, you've given up personal information.

With a little bit of precaution you can protect yourself from this happening to you. Follow some of these simple steps to protect yourself:

- Don't open an email if you don't know who it's from.

- If you do get an email that looks real asking you for your personal information such as PayPal or Ebay, don't click on the link. Instead close the email and open a new browser window and go directly to the site.
- If the email has a link in it, hover your mouse over it and it will show you the link in the bottom left corner. If it goes to an ip address it is probably not a real link.
- When in doubt - don't open the message.

As an added precaution, make sure your Internet Service Provider scans e-mail for spam. **ISOC** incorporates one of the most extensive scanning processes available on client's e-mail. Not only are they scanned several times, using multiple scanning engines, the level of scan and what happens with the messages are all within the client's control. Just one more way ISOC tries to make your internet experience as enjoyable and hassle-free as possible.

Would You Care to Comment?

The Excel Cell Comment feature enables you to attach a comment to a cell. This is useful if you need to document a particular value, or it can help you remember what a formula does. After you move the mouse pointer over a cell that has a comment, the comment appears in a small box.

To add a comment to a cell, follow these steps:

1. Select the cell.
2. Choose Insert, Comment.
Excel displays a text box that points to the cell.
3. Enter the text for the comment into the text box.
4. Click any cell after you finish.

The cell displays a small red triangle to indicate that the cell contains a comment.

For more quick help for Excel, check out *Excel 2003 For Dummies Quick Reference*, by John Walkenbach and Colin Banfield.

Employee Spotlight



Ralph Ketron III

Senior VP - Interactive Development

Ralph has joined the ISOC team as the Senior Vice President in Charge of Interactive Development. He will be responsible for growing and managing ISOC's web and interactive development team.

Prior to joining ISOC, Ralph was employed by CoActive Marketing Group where he was a Senior Web and Applications Developer for 6 years. There he managed a team of web developers, scheduled projects, and developed web sites for many fortune 500 companies.

He is certified in JavaScript, ASP/VB development, SQL, and also has years of experience in PHP, and JSP. He is currently completing his certification in ASP.net.

Ralph enjoys watching movies and spending time with his family.

Ask a Tech

Have you searched all over the web for an answer to a question that you just can't find? Well choose ISOC's [Ask-a-Tech](#) on [ISOC's Support page](#), and you can send an email to one of our Technical Support Staff. They will gladly try their best to answer your question and provide helpful insight.



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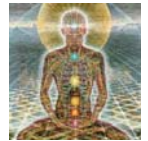
You know there may be cheaper Internet Services out there, but every time I call ISOC, I always get to talk with intelligent people. I wouldn't leave ISOC for anything and I have a buddy that feels the same way, he's not going anywhere either!

Pass it on and thanks a lot for always being there for me and for being a big help.

Jim

Wisdom to Live by.

Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.



Carl Sandburg (1878 - 1967)

Half our life is spent trying to find something to do with the time we have rushed through life trying to save.

Will Rogers (1879 - 1935)

The whole life of man is but a point of time; let us enjoy it.

Plutarch (46 AD - 120 AD)

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