

Using Shortcuts to Set Outlook Appointments

To define a new appointment in Calendar view in Outlook, you could choose File, New, Appointment from the menu bar. However, Outlook offers a couple of nifty keyboard shortcuts to making appointments.

- If you press Ctrl + N in any section of Outlook, a dialog box appears to let you create a new item in that section. If you're in the Inbox, Ctrl + N creates a new e-mail message. However, if you're in the Calendar module, Ctrl + N creates a new appointment.
- If you don't want to switch to the Calendar view, press Ctrl + Shift + A from any section of Outlook to create a new appointment. The catch is that you won't see the appointment on the calendar until you switch to Calendar view.

Always fill in the Subject box to help you remember what the appointment is about. Adjust the Start time and End time to make sure they're what you want. Everything else is optional; though you may want to be sure you can live with the defaults.

For more information like this, get a copy of Outlook 2002 For Dummies, by Bill Dyszel.

How to Reach us:

73 Cavalier Boulevard - Suite # 219
 Florence, KY 41042-5182
 KY: (859) 525-8730
 Fax: (859) 525-8737
 OH: (513) 528-8730
 Toll Free: (888) 292-1719
<http://www.isoc.net> editor@isoc.net
sales@isoc.net



Celebrate your Independence!

Adding Pictures to Outlook Contacts

With Outlook 2007, you can include a picture with the contact information you collect -- and not just for decoration. Now that many cell phones and other mobile devices synchronize with the Outlook Contacts List, you can make someone's picture appear on your cell phone screen every time they call or send you a text message. Those pictures will also appear when you pick the Business Cards view of your Outlook contacts.

Add a picture to a contact record:

- With the Contacts screen open, double-click a contact to which you want to add a picture.

The contact record you chose opens.

- Double-click the picture icon at the top center of the contact record.

The Add Picture dialog box opens.

- Double-click the picture you want to add.

The picture you chose appears in the contact record.

- Click Save and Close.

Another smiling face now adorns your world. If you're likely to be sending out your own business card, it's probably worthwhile to add a nice-looking picture to help make a good impression.

For more information like this, get a copy of Outlook 2007 For Dummies, by Bill Dyszel.

Don't Become Part of the Spam Problem

Internet hoaxes hurt. Sometimes when real worms hit, so much e-mail traffic is generated from warning people to avoid the worm that the well-intentioned watchdogs do more damage than the worm itself!

Do yourself a favor. (And your friends, too.) If somebody sends you a message that contains any of the following examples, just delete it.

- A horrible virus is going to bring down the Internet.
- Send a copy of this message to ten of your best friends, and for every copy that's forwarded, [pick your favorite charity] gets \$10.
- Your eyelids will fall off if you don't forward this message.
- Microsoft (Intel, McAfee, Norton, Compaq, whatever) says you need to download something, not download something, go to a specific place, avoid a specific place, and on and on.

If you think you've stumbled on the world's most important virus alert, keep these three important points in mind:

- Chances are very good that you're looking at a half-baked hoax that's

documented on Symantec's hoax page or McAfee's hoax page. Check it out before you click the Forward button.

- If it's a real virus, all the major news agencies will carry reports that (even if they're inaccurate!) are far, far more reliable than anything you get through e-mail. Check out CNN or your favorite news site before you go way off the deep end.
- If the Internet world is about to collapse, clogged with gazillions of e-mail worms, the worst possible way to notify friends and family is via e-mail. Pick up the phone, walk over to the water cooler, send out a carrier pigeon, instead.

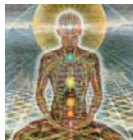
Try hard to be part of the solution, not part of the problem. And if a friend forwards you a virus warning in an e-mail, do everyone a big favor. Shoot him a copy of the preceding bullet points, ask him to tape it to the side of his computer, and beg him to refer to it the next time he gets the forwarding urge.

Windows Vista All-in-One Desk Reference For Dummies, by Woody Leonhard, is your key to Vista survival.

Wisdom to Live by:

The man who has confidence in himself gains the confidence of others.

Hasidic Saying



It seems to me that people have vast potential. Most people can do extraordinary things if they have the confidence or take the risks. Yet most people don't. They sit in front of the telly and treat life as if it goes on forever.

Philip Adams

Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy

Norman Vincent Peale (1898 - 1993)

ISOCNET Customers say it best:

I have been with ISOCNET for over 2 years. I previously had service with Roadrunner and Cincinnati Bell. I now have high speed Zoomtown service through ISOCNET, which is much more reliable. I could go with the local server here in Williamstown, but I am very happy with the service with ISOCNET. Whenever I have had a question or a problem, the people have always come through for me. I would highly recommend ISOCNET to anyone looking for internet service.

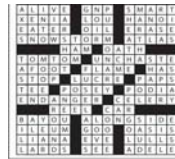


Susan

Your Word for Today

Co-location

a.k.a. colo



A server located at a dedicated facility designed with special resources, such as a secure cage, regulated power, a dedicated Internet connection, online security, and online technical support. Co-location facilities offer customers a secure place to physically house their hardware and equipment (as opposed to keeping it in their offices or warehouse, where the potential for fire, theft, or vandalism is much greater).

Taken from netlingo.com

Did You Know...

The ISOCNET Design and Development Team have been creating custom web applications since 1996. Our experts specialize in learning your business and goals to create a results-driven web strategy to meet your needs.

Making a Folder Private

You can only make your own My Documents folder Private. You can't do it to any other folder; nobody else with an Administrator account can do it to you. After you make your My Documents folder Private, you can't make any subfolders "un"private. It's an all-or-nothing deal.

If you make My Documents Private, you'd better put a password on your account. Otherwise, anybody who walks up to the machine can get into the folder.

To make My Documents Private, follow these steps:

1. Choose Start, My Documents. Explorer takes you into the My Documents folder.
2. On the Standard toolbar, click the up arrow. Explorer takes you up one level so you can see the My Documents folder.
3. Right-click the My Documents folder and choose Properties. You see the My Documents Properties dialog box.
4. Click the Sharing tab. Windows shows you the Sharing settings.
5. Check the Make This Folder Private box and click OK. Windows encrypts all the data in My Documents. That can take a long time. When it's done, Windows returns to the My Documents Properties dialog box.
6. Click OK to clear the My Documents Properties dialog box.

If you have an Administrator account and you add a password to it by using the Control Panel's User Accounts dialog box, you're asked if you want to make your My Documents folder Private. It's the same setting as the Make This Folder Private setting.

Find over 70 techniques to expedite things in Windows XP Timesaving Techniques For Dummies, by Woody Leonhard.