

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Outlook Extras

Microsoft Outlook has been the standard for desktop eMail, contacts and calendar for many years. It is also the preferred desktop eMail client for syncing with iPhones and other smart phones. Here are a couple of tools to help you get more out of it.

We know that we have to keep the total number of eMails down so that Outlook keeps working quickly and efficiently, however Archiving old eMails can be very slow by the time you trawl through all your saved folders, grabbing all the old eMails and moving them out to a separate datafile. Instead let the **Archive** utility do it for you, it is on the File menu. So once a year you could remove all eMail that are more than 1 year old to an Archive_2010.pst. This file is created with the same folder structure as the source folder, and if ever you have need to refer back to some information, you can search inside it for the old eMail.

Have you ever wanted to set up some perpetual reminders of meetings or birthdays etc. In the calendar section, when you create a new calendar item and after entering the basic information, click the **Recurrence** button. Here you can select it to be either a weekly, yearly or annual event. Simply fill in all the options on this screen and it will automatically propagate your reminder into the future. Give it a try, it will save you time in the end!

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