



Western Regional Center

National Oceanic & Atmospheric Administration

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OCIO Systems Support Seattle IT Updates - August 2009

Computers turned on when you arrive?

Do you wonder why your machine is sometimes turned on when you get to work in the morning and you KNOW you turned it off the night before?

We'll don't be alarmed. It's just Systems installing updates or running vulnerability scans to assure your PC's are healthy and protected against all the bad stuff out there. At times we need to turn on your machines remotely to run these updates and scans, so thank you for your understanding in this matter. And remember to continue turning your PC's off at night to conserve power. We can always turn them on when we need to.

Outlook email program status

More than half our users have now been converted from Thunderbird to Outlook as their email program. If you have not been converted yet, you will be soon.

The tips below are designed to show you a few of the features of Outlook that you might not be familiar with.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

August Tech Tips

- **Using Categories in Outlook**

Some advantages to using categories include being able to group, sort, or filter by category. If you have assigned a category of "Fisheries" to several emails, you can group them together to find them easier. You can also filter your emails to show only the "Fisheries" emails, or sort them to put Fisheries first, followed by Weather, etc.

1. In order to use Categories in Outlook, you must first turn on the Category column. This is done by selecting **View | Current View | Customize Current View** from the top menu. This shows the different settings for the layout of this folder.
2. To add the Categories column, select the button labeled **Fields...** This shows all the different fields (columns) that can be shown for the email messages. Find **Categories** in the list on the left side and click **Add ->** to move it to the right column. Click OK twice to close the dialog box.
3. The Category column will now show on the right side of your email list. You can right-click in

the Categories column and select **All Categories...** You can now rename any of the categories, change their color, and add new categories. Click OK to close and save your choices.

4. You can right-click in the categories column and select **Set Quick click...** This will set the default category that will be assigned if you just click in the column.
5. You can also right-click in the categories column and select **Clear All Categories** This will remove any categories assigned to that email message.

Many of the settings you change are *only for the folder you are currently viewing*. If you would like to see the Categories in a different folder, you will need to customize the view for that folder the same way.

- **Archiving email using Acrobat**

Microsoft Outlook has a fast and easy method for archiving email using **Adobe Acrobat**.

1. Select either the mail messages or folders you would like to archive.
 2. In the Outlook Mail view, click on **Adobe PDF** in the top menu.
 3. Select **Convert to Adobe PDF**, then choose either Selected Messages or Selected Folders
 4. You will be prompted to choose a location to save the new PDF file, normally you can select your U: drive. You might want to create a folder named something like E-Mail Archive, where you can save your email archives.
 5. Give the file a meaningful name like InBox 2009. Click Save.
 6. The Creating Adobe PDF status window appears. It may take a little while if there are many documents to convert.
 7. When the conversion is complete, the PDF will be created and Adobe Acrobat will open, showing the archive and the content of the first document. Any attachments that are in each email will still be there. You can click on the paper-clip icon on the left side menu to view the attachments.
 8. You can close the Status window in Outlook after the PDF is created.
 9. Note: This is an effective way to archive mail you have received. It does **not** work so well with mail you have **sent** since the Index does not have a To field.
- To archive sent mail it might be a good idea to sort the mail by recipient and create separate folders for each person.
 - Alternatively, you can Search for the person's e-mail address by clicking the Edit drop down menu and selecting Search. This will give you a list of the messages containing that person's information, making it easier to locate the message in the .pdf document.

Tip: These Acrobat documents are easier to use if they aren't too big. Instead of putting a whole year's worth of Inbox mail in one file, it might be better to divide it up by quarters or months--whatever makes sense to you.

When you archive e-mail this way, you have the peace of mind of knowing that you will always be able to read it, no matter what e-mail client you are using. All you need is Adobe Acrobat.

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