



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



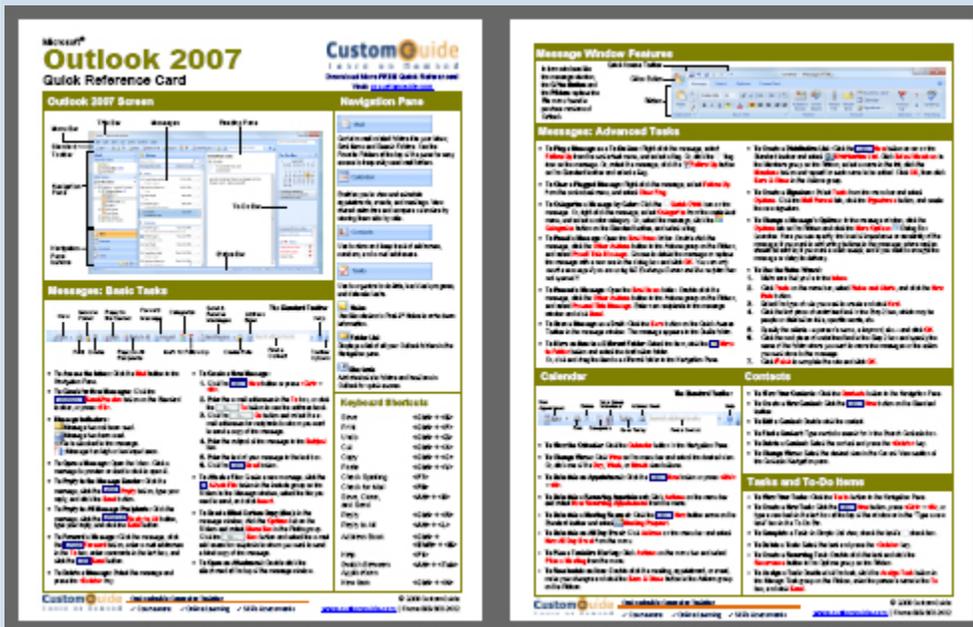
## OCIO Systems Support Seattle IT Updates - September 2009

### New computer installation

Many Divisions and Branches have received new computers. We are installing the computers as quickly as we can configure and customize them for our users. If you are scheduled for a new computer, rest assured we are working on them along with the other changes we are making.

### Quick reference guides for Microsoft, Adobe, Mac, and others.

CustomGuide Inc (no endorsement) has created a collection of [Free Quick References](#) for many popular programs including Office (Outlook, Word, Excel, PowerPoint, Project, etc), Windows, Acrobat, Photoshop, Dreamweaver, and others. These PDF quick reference guides are free to use and distribute to friends and family. You can print them and keep them close to your computer or just keep the link handy.



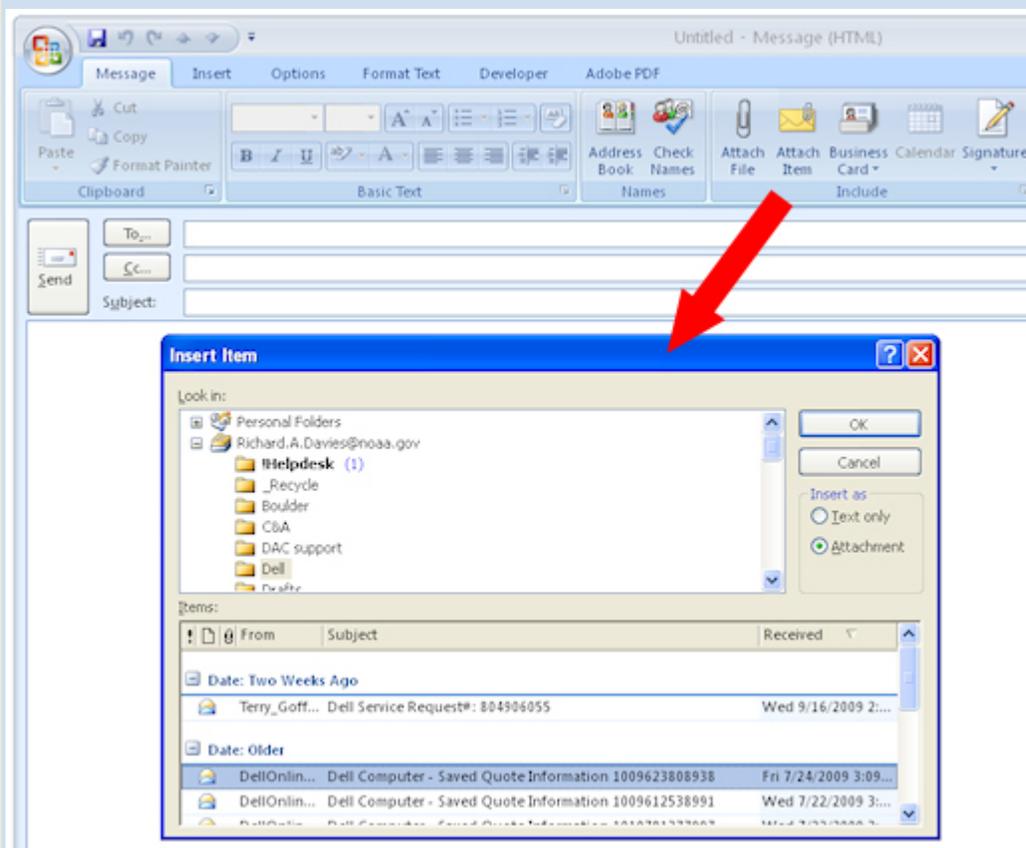
If you have any questions or concerns, please call the Computer Helpdesk at 6377.

## September Tech Tips

- **Attaching messages or other items to an email message**

Just like attaching files to email messages, you can attach items as attachments. An item is a container in Outlook that holds information such as email messages, appointments, contacts, tasks, etc. To attach an item to an email message:

- Start a new message and look at the top ribbon. In either the Message tab or the Insert Tab you can find the Attach Item button. Click on the button to open a selection box.
- In the Look In box at the top, select the item you want to include. The Personal Folders will contain Calendar items, Contacts, Notes, etc. If you are looking for email items, make sure you open your email area then select the folder containing the email you want to attach. You can select multiple messages at the same time by clicking on each selection while holding the Ctrl key, then click OK to add those emails as an attachments.



- You can also drag and drop an email message into an open new message window. Start a new email, then drag an email message onto the "Untitled - Message" tab at the bottom of your monitor, but don't release it yet. The compose window will come back to the front and you can then move up and drop the message into the new email. You can also drop multiple messages at the same time by using Ctrl + Click to select multiple items at the same time.

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