



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - November 2009

### New Domain

Most of our users should be migrated to the new domain CORPSRV. (We are still finishing up the Facilities and Security users.) For most of you this change will be invisible and will not change the way you logon.

There are a few exceptions to this, such as when you log onto a machine used for scanning or eOPF. If you need to log onto a different machine, make sure the domain at the bottom of the logon dialog box is CORPSRV and not the old WASC. The other exception to this is for our telework users. We have not created a new Citrix server on the CORPSRV domain yet so Homework is still on the WASC domain. If you change the password on your CORPSRV account, it does not change your old WASC account password. If you telework and need to change your password, please call the helpdesk and we will assist you in logging into Homework.

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

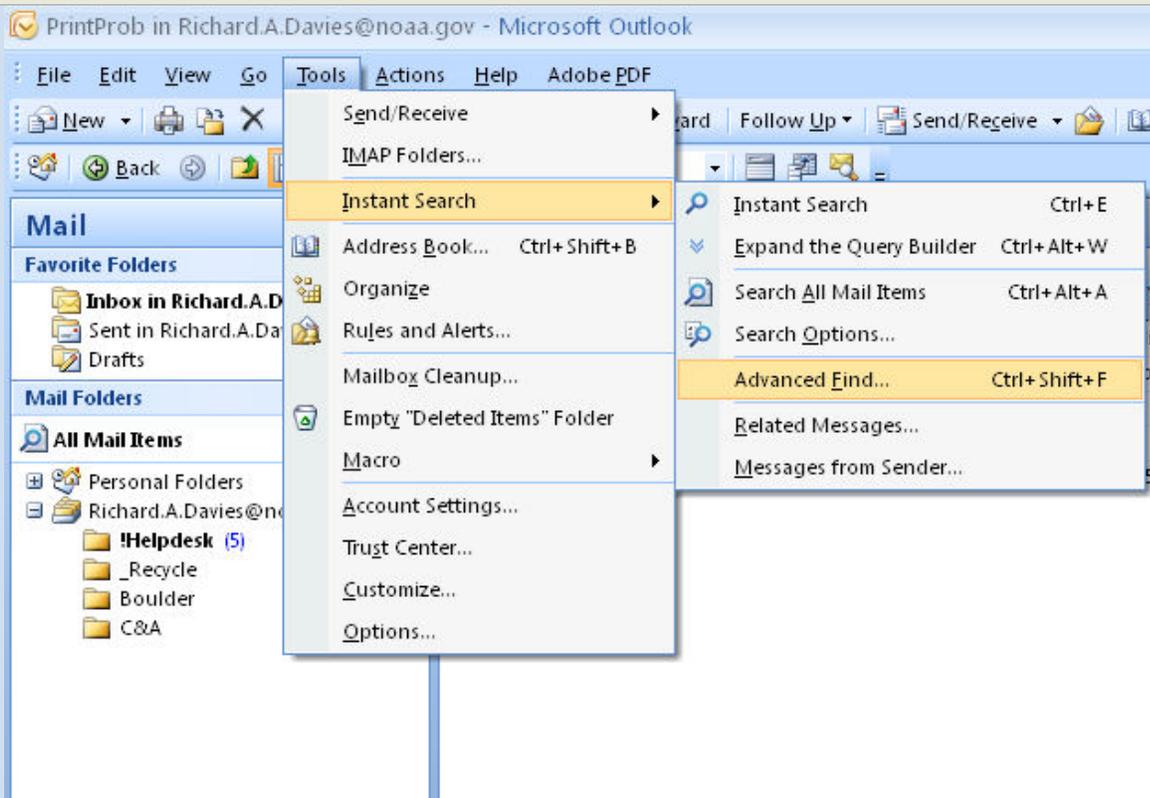
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### November Tech Tips

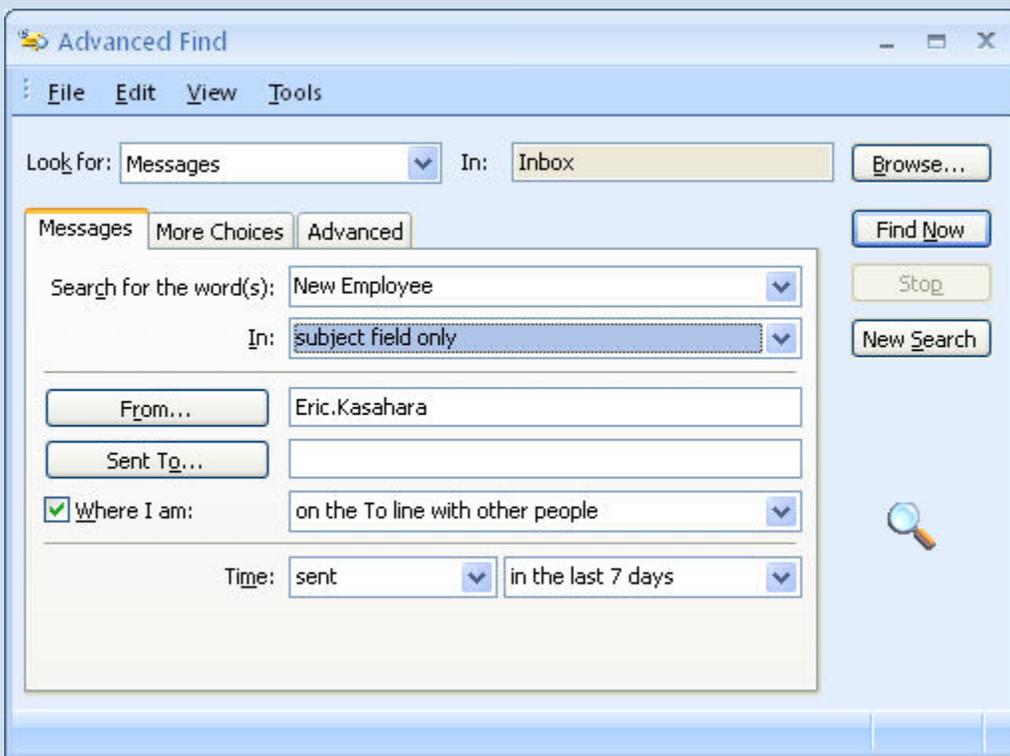
- **Searching for messages in Outlook**

The default search in Outlook does not give you as many options as the search in Thunderbird; however, there is an Advanced Find option that gives you many of the same capabilities.

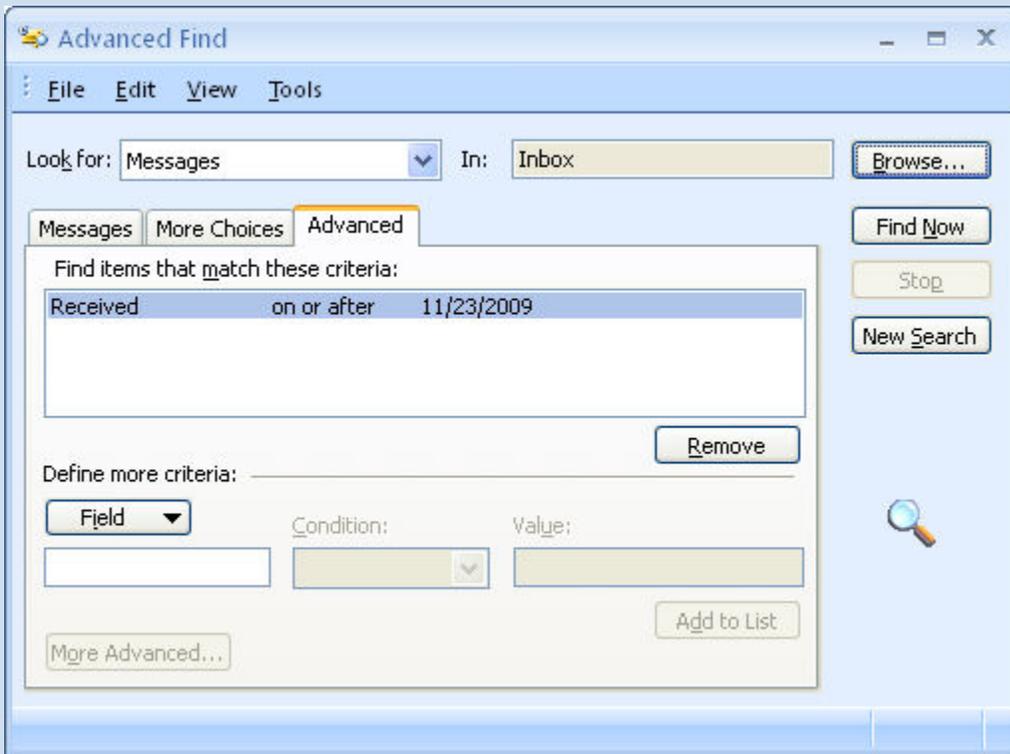
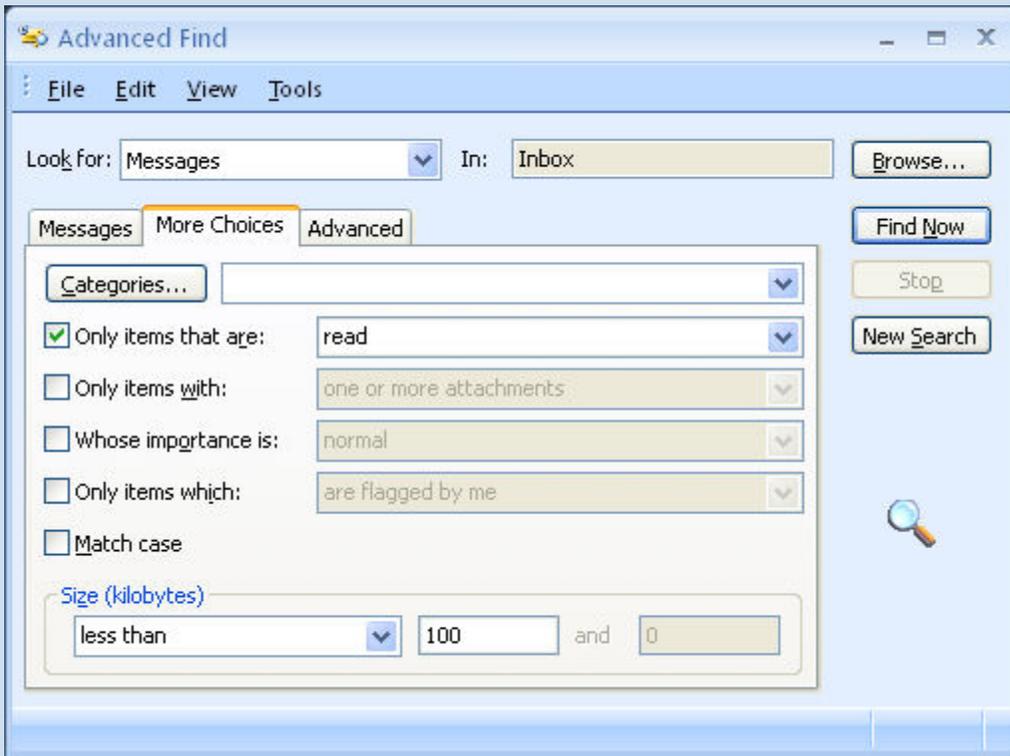
- To find the Advance Find goto **Tools -> Instant Search -> Advanced Find** or press **Ctrl + Shift + F**.



- This brings up the Advanced Find dialog box where you can search a specific folder or all your email messages. **Note:** Because we do not have Outlook create an index of every message, searching your entire email account can take a long time. Try to search just a folder and the folders below it, not the entire account.



- There are two other tabs that allow you to input other criteria to search for. You can experiment with these options to see what values help you find the specific message you are searching for.



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