

News

At Nicholson Solutions we always aim to help people get the best possible return on their investment in IT. This month we are focusing on **Outlook**, and offering you the chance to enhance your skills to use Outlook to your best advantage. See course details [below](#).

Outlook underpins the communications for many businesses, and we have recently resolved email issues for many of our clients. We have extended our support services to respond to this demand, see this month's [news](#) entry.

You are receiving this because you have previously purchased from [Nicholson Solutions](#), or have expressed an interest in our services. If you don't wish to receive this newsletter in future, just [email](#) and let us know.



User tip of the month:

Create an automatic email signature

Since 1st January, business e-mails have been subject to the same requirements as business letters regarding display of company registration number, address and VAT number.

To set up details which will appear on each message created in Outlook, select **Tools, Options, Mail Format**. In the **Signature** section click on **Signatures**, then **New**. Follow the steps to create your signature, and click **Finish**. Your new signature will appear on the list. Click **OK**, and use the drop-down to select where your signature should appear, e.g. on New Messages and/or on Replies and Forwards. Click **OK** and try creating a new email.

Next month's special offer

Our featured course is **Outlook Standard**. In this course you will learn how to use Outlook to your best advantage by

- Managing your Email effectively
- Making full use of the Contacts list
- Using the Calendar as an enhanced diary
- Scheduling and organising Tasks

[Click here](#) to view the full course content. If you need more advanced Outlook skills, please [contact](#) us.

Date: **Wednesday 7th March 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

[Book now](#) as there are only 4 places available.

Special offer! When you book a place on this

Keeping the email monster at bay

If the majority of your correspondence happens by email, as is the case at Nicholson Solutions, then effective management of email traffic has an impact on your business performance.

Small matters like taking a moment to add a persistent sender who is of no interest to your **Junk Senders** list can relieve a bit of aggravation. However you can also tackle the bigger issue of the distraction of email. Do you need to be alerted as soon as any message arrives? In fact, do you need to allow messages into your Inbox automatically?

By default, Outlook is set to perform an automatic **Send and Receive** every 5 minutes. Turning off this option allows you to read mail only when you choose, and puts you back in control. If you have spam to deal with, you can deal with it in blocks with minimal effort.

Tactics like this help to keep the email monster at bay, and maintain email as a hugely effective means of communication.

To alter this setting in Outlook, select **Tools**,

course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique, worth £33.

Options, then the **Mail Setup** tab. Click the **Send/Receive** button. Uncheck the box which says **Schedule an automatic Send/Receive every 5 minutes**. Click **Close** then **OK**.

To learn more about smart ways to use Outlook, why not join our [course](#) in March, or arrange one for a group of your staff.

Other scheduled courses

Microsoft Access Basic: an introduction to databases. View the course content [here](#).

Date: **Tuesday 6th March 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

This course currently has 3 places remaining.

Click here to [book](#) a place.

Creating and distributing email newsletters (using Outlook and Word)

View the course content [here](#).


Date: **Tuesday 13th March 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 12:30**
 Cost: **£95 plus VAT per person**

This course currently has 4 places remaining.

Click here to [book](#) a place.

You can contact us for training in **Word, Access, PowerPoint, Outlook, Excel, Project, Sage** and **Adobe Acrobat**.

Why not arrange a course for a group of your staff?

All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service 

Recommend us to your friends and get a free training session worth £33

(one free session per referral following confirmation of a course booking).

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