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NS nicholson solutions

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Welcome

Welcome to our new-look newsletter, and many thanks to those who contributed to the new design including Fresh Ideas and Debbie Rennie, our resident marketing expert. This month we are taking a look at Microsoft Outlook, which is the hub of the working day for many people in terms of email correspondence and time and contact management.

[Try out our tips](#)
[View our courses](#)
[Emailing to many addresses](#)

We have an Outlook 2007 course running in October, and would also be happy to arrange Outlook 2003 training if you require it.

[Click](#) to see this month's news on our website.

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.

Tip of the month...

From email to calendar in one move

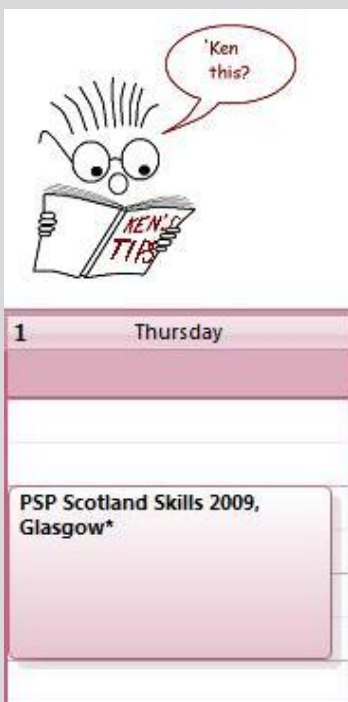
When you receive an email containing details of something you want to put on your calendar, e.g. an event you want to attend, you can put the event onto your calendar using drag and drop.

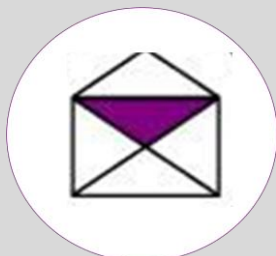
From your Inbox, click and drag the event message onto the button you use to switch to the Calendar (or onto the Calendar folder in your folder list).

A new Calendar Appointment opens, with all your message details in the body. You can set the date and time fields to schedule the event according to the details.

Now you can delete the email, keeping all the event information in a useful place. If you think you would forget that the information is inside the appointment, why not add a * to the subject field, as a reminder to look inside.

You can use the same principle of dragging from the Inbox to create new Contacts or Tasks.





[More outlook tips](#)

[See our full training diary](#)

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use Outlook.

Emailing a group of contacts

When you need to send an email to a group of contacts, there are a number of reasons why you really should not put all their addresses in the To box, or even the CC box.

So how do you distribute a message to a large group of contacts?

We use Outlook Mail Merge, and this is our favoured approach:

- Prepare the message you want to send in Word and save the file. We like to save it as Single File Web Page (or .mht), but you can also use Word document format.
- In Outlook, go to your Contacts list and select all the people who should receive the message. We like to use Categories for this, since you can filter your Contacts to show just the required category, then select them all (for details see [our tip](#)).
- Now select **Tools, Mail Merge**. In the dialog box, select the option for **Only selected contacts**, then select the document you prepared, then in the **Merge options**, select **Form Letters** and **Email**, then give your message an appropriate title.
- When you click OK, you should see your document displayed in Word, with the Mail Merge tools visible. You are ready to complete the merge to email. When you click this button, and OK the confirmation box, the messages will go to your Outbox.

Need help or want to know more? Give us a call on 01224 330560

Next month's featured course

Our featured course is **Outlook 2007**. This is for you if you need to be more effective in managing email, or need to explore Outlook beyond email. It's also an excellent opportunity to get a group of staff together and develop your use of Outlook as a group.

You will learn how to

- work efficiently and effectively with Email
- understand the many uses of the Contacts list
- learn the full power of the Task list
- make effective use of the Calendar

[Click](#) to view the full course content.

Date: **Wednesday 21st October**

Venue: **ACS, Balnagask Road**

Time: **9:00 to 16:00**



Cost: **£210 plus VAT per person**

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

Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.

Free training!

Come and try our new drop in sessions...

Once a month on a **Wednesday** between **4 & 5** or **7 & 8** pm you have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.

This month the topic is **Outlook** (any level and any version), and the sessions are on **Wednesday 28th October**.

Booking is strongly recommended for reasons of space, so [click here](#) to book your place. Call 01224 330560 for further information or visit our [website](#).

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in October for **Word, Sage, Project, Excel, PowerPoint** and Dreamweaver.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Sage**. Call us to discuss your requirements.

We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.



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