

A decorative border with black floral and scrollwork patterns on a red background, framing the central text.

# **Rudiments of Microsoft Outlook**

**(Using Microsoft Outlook Painlessly)**


**Lorrin R. Garson**

**NCTCUG**

**September 7, 2011**

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# Two Varieties of Outlook

- Outlook as a component of Microsoft Office
- Outlook Express
  - Internet Explorer 4.0 to 6.0
  - Windows 98 to Windows Server 2003
- Outlook Express has been replaced by
  - Windows Mail, then...
  - Windows Live Mail, download from 



click here

# Concerning Outlook Express...



# History of Microsoft Office

- Office for Windows (1990-1993)
- Office 4
- Office 95
- Office 97
- Office 2000
- Office 2003
- Office 2007 ← Version I'll talk about
- **Office 2010**
- Office 2012... expected mid-2012

# Components of Microsoft Office 2010


- **Word:** Word processing
- **Excel:** Spreadsheet
- **PowerPoint:** Presentations
- **OneNote:** Note-taking
- **Outlook:** E-mail, contacts, calendar
- **Access:** Database (i.e., a RDBMS)
- **Publisher:** Desktop publishing
- **Communicator, InfoPath & Sharepoint  
Workspace** (Volume purchasers)

# Buy Outlook Separately



## Microsoft Office Outlook 2007

OFFICE & BUSINESS | Microsoft

 Windows

Download Price \$29.90


Original Price \$109.90

You Save \$80.00



## Microsoft Office Outlook 2010 (32-bit)

OFFICE & BUSINESS | Microsoft

 Windows

Download Price \$32.90


Original Price \$119.90

You Save \$87.00



## Microsoft Office Outlook 2010 (64-bit)

OFFICE & BUSINESS | Microsoft

 Windows

Download Price \$32.90

Original Price \$119.90

You Save \$87.00

See  

# Microsoft Office 2010



- Need five or more licenses? Compare suites available through Volume Licensing
- At college? See if you qualify for Office Professional Academic

	Office Home and Student* Managing home and homework just got easier \$149.99 -\$40 <a href="#">Buy now</a>	Office Home and Business The freedom to do it all, virtually anywhere work happens \$279.99 -\$60 <a href="#">Buy now</a>	Office Professional Best-in-class tools to grow your business \$499.99 -\$250* <a href="#">Buy now</a>
<b>Word 2010</b> Transform your ideas into professional-looking documents.	●	●	●
<b>Excel 2010</b> Achieve valuable insights with powerful analysis tools.	●	●	●
<b>PowerPoint 2010</b> Turn your ideas into impactful presentations.	●	●	●
<b>OneNote 2010</b> Collect your information in one easy-to-find place.	●	●	●
<b>Outlook 2010</b> Stay connected to your world with our most up-to-date e-mail and calendar tools.		●	●
<b>Access 2010</b> Track and report important information with easy-to-use database tools.			●
<b>Publisher 2010</b> Create professional-quality publications and marketing materials.			●

\*Available at \$100 for students

# Platforms

- **PCs/Windows OS**
- **Macintosh/Mac OS X**
- **Linux (?)**







# Microsoft Office Diagnostics

- **Setup Diagnostic:** checks for corruption in files and Registry
- **Disk Diagnostic:** checks the hard disk
- **Memory Diagnostic:** checks the RAM
- **Update Diagnostic:** checks for patches, etc.
- **Compatibility Diagnostic:** components of different versions cause problems
- **Known Solutions:** reviews data on crashes

**For Outlook 2007:** Help → [left-click] Office Diagnostics  
→ [left-click] Run Diagnostics Again

# Personal Storage Tables (.pst)

- A Microsoft proprietary database used to store data for Outlook
- Outlook.pst, archive.pst, archive1.pst, etc.
- Extracting data from .pst files without Outlook is very challenging (see    )
- It's *important* to backup .pst files (see  )
- **Location (Outlook 2007):**  
C:\Users\USER\AppData\Local\Microsoft\Outlook





# Components of Outlook 2007






- **Mail:** send, receive and organize e-mail
- **Calendar:** create appointments, meetings
- **Contacts:** names & addresses, send e-mail
- **Tasks:** schedule & monitor things-to-do
- **Notes:** electronic version of 3M Post-its

# Components of Microsoft Office 365







## “The Cloud”


- **Exchange Online:** E-mail, calendar and contacts
- **SharePoint Online:** Sharing and editing documents
- **Lync Online:** Communicating with audio, video, IM and Web conferencing
- **Office Web Apps:** Browser-based versions of Word, Excel, OneNote, PowerPoint
- Available at \$6.00/month from 
- Competes with Google docs  (free)

# Competitors to Microsoft Office

- OpenOffice (see  )
- Corel WordPerfect (see  )
- Google Docs (see  )
- Apple iWork for Macintosh (see  )
- Mozilla Thunderbird (for e-mail; see  )

# References

- Description of Microsoft Office 2010 (Wikipedia) 
- Description of Microsoft Office 365 
- History of Microsoft Office (Wikipedia) 
- Managing .pst files (Outlook 2007 & earlier) 
- Locating .pst files on your computer  



*And now...  
For your viewing  
pleasure  
A “canned”  
demonstration of  
Outlook 2007*



# Outlook E-Mail



Mail << >> Inbox

- Favorite Folders
- Inbox
- Unread Mail (4)
- Sent Items

Mail Folders <>

- All Mail Items
- Personal Folders
  - Deleted Items
  - Drafts
  - Inbox
  - Junk E-mail
  - Junk Mail
  - Outbox
  - Personal Messages 2006-2011
    - AAA-Suspense, Awaiting Response
    - ACS Information & Staff
    - Adobe
    - Amazone.com
      - Amazon Kindle Books & Periodicals
      - Amazon Non-Books
    - American Airlines
    - American Service Center, Mercedes-Benz
    - APCUG
  - Apple
    - Apple Computers
    - Apple Other
    - iPod---iTunes, ASG
    - iPod---iTunes, LRG
  - AT&T
  - Avast Antivirus Software
  - Bounced E-Mail Messages
  - Cascades Senior Center Camera Club (CSCCC)
  - Celebrity Cruises
  - Certified Electrical Technologies
  - Consumer Reports Online
  - Express-Scripts
  - FABB
  - Fairfax County--CEAN
  - FIOS T.V.

Inbox Search Inbox

From	To	Subject	Received	Size	C...
<b>Date: Today</b>					
Lorrin R. Garson	'Susan & Bob Robinson'	Hurricane	Mon 8/29/2011 12:59 ...	10 KB	
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Cover Story

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Retardant Debate

Sparks fly over the environmental effects of fire retardants used by the U.S. Forest Service. [Page 11](#) re

NEWS OF THE WEEK

5 Expanding Modular Synthesis

Stable a-borylaldehydes could facilitate synthesis of complex organic compounds by nonexperts.

BUSINESS

16 Concentrates

18 China's Drug Start-Ups

Experienced executives find Chinese market attractive for discovering, developing new drugs.

GOVERNMENT & POLICY

26 Concentrates

28 Gender Imbalance

Despite increasing numbers of graduates and jobs in science and technology, women still lag behind men in pay, according to recent survey.

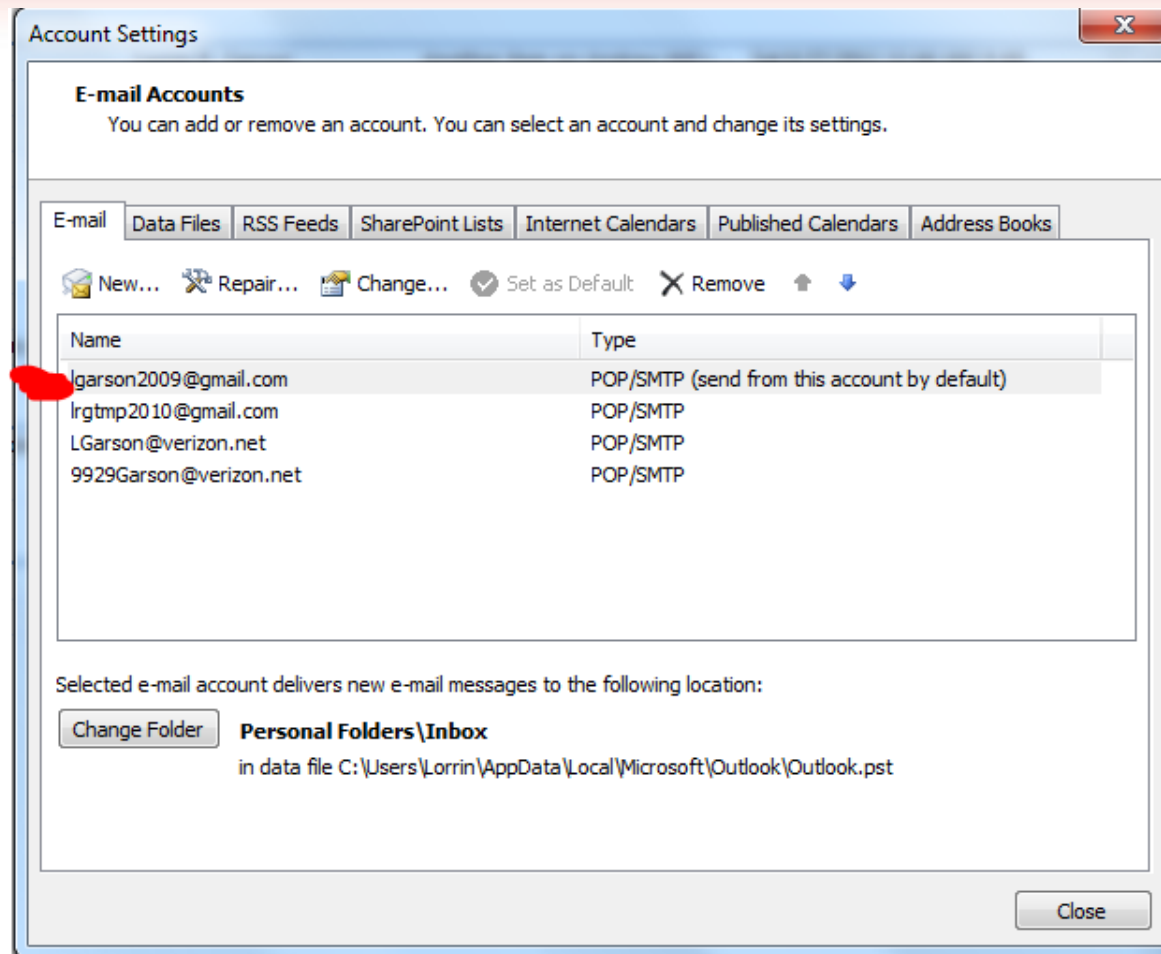
SCIENCE & TECHNOLOGY

# Establishing E-Mail Connections

- POP (**P**ost **O**ffice **P**rotocol) see 
- IMAP (**I**nternet **M**essage **A**ccess **P**rotocol) see 

Tools → Account Settings → E-mail

For more information see 



**SMTP = Simple Mail Transfer Protocol**

Change E-mail Account X

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

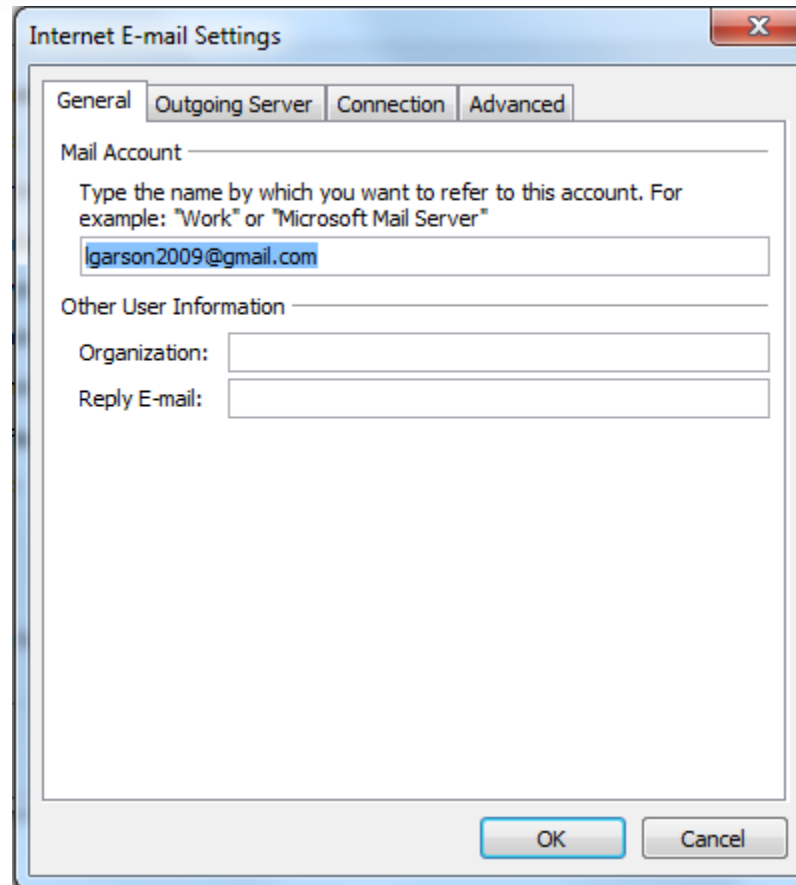
Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has a close button (X) in the top right corner. The dialog is divided into four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected. Under "Mail Account", there is a text field containing "lgarson2009@gmail.com" and a label that says "Type the name by which you want to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". Under "Other User Information", there are two text fields: "Organization:" and "Reply E-mail:". At the bottom right, there are "OK" and "Cancel" buttons.

Internet E-mail Settings

General Outgoing Server Connection Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

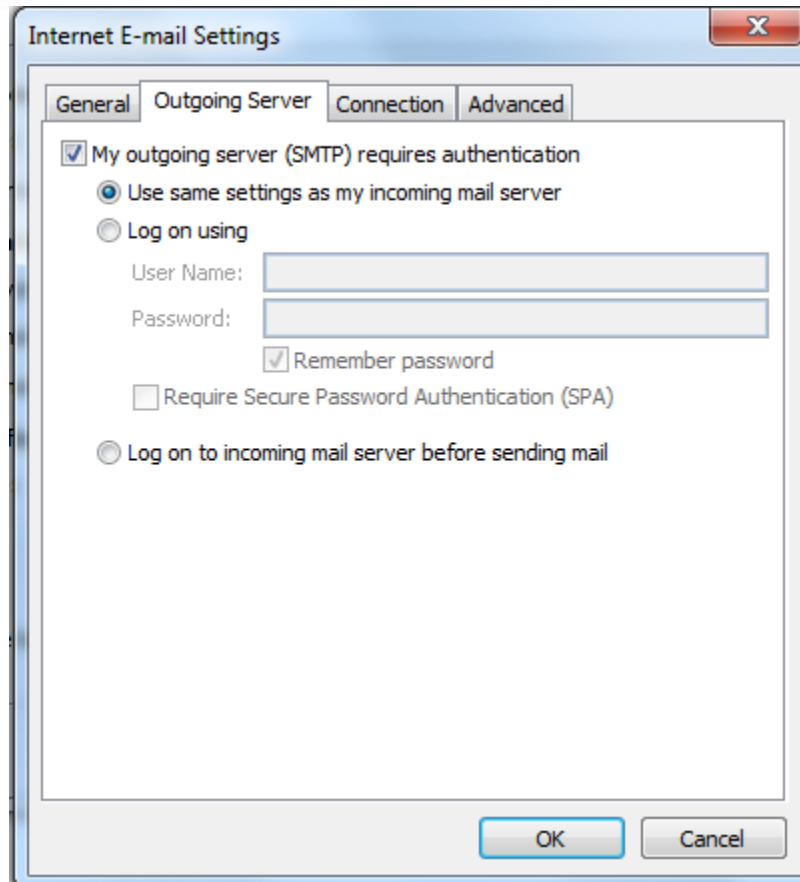
lgarson2009@gmail.com

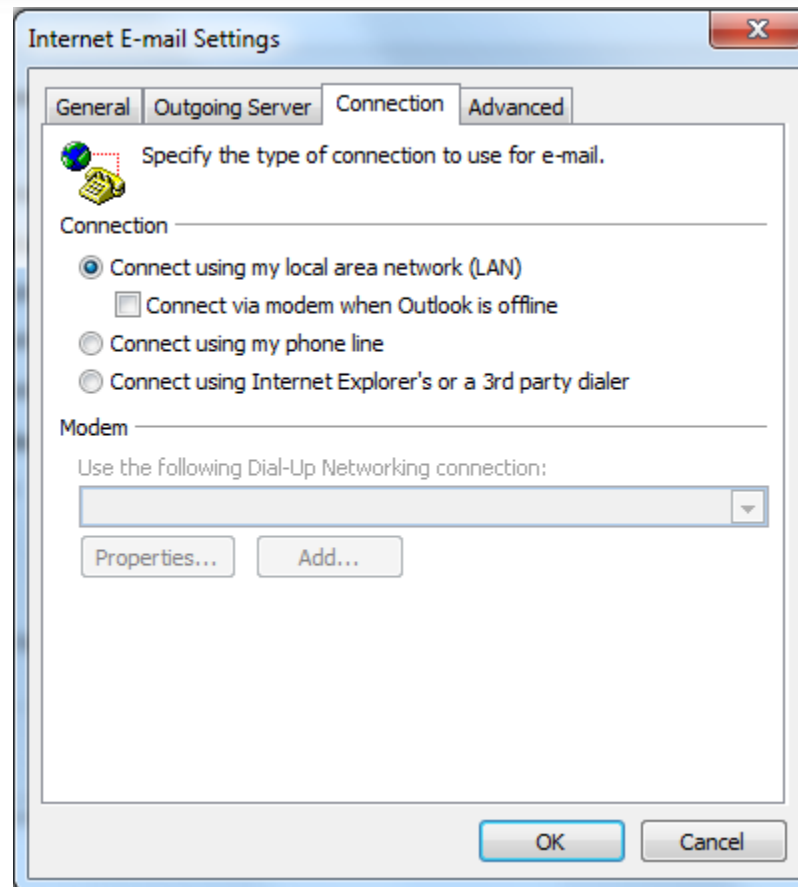
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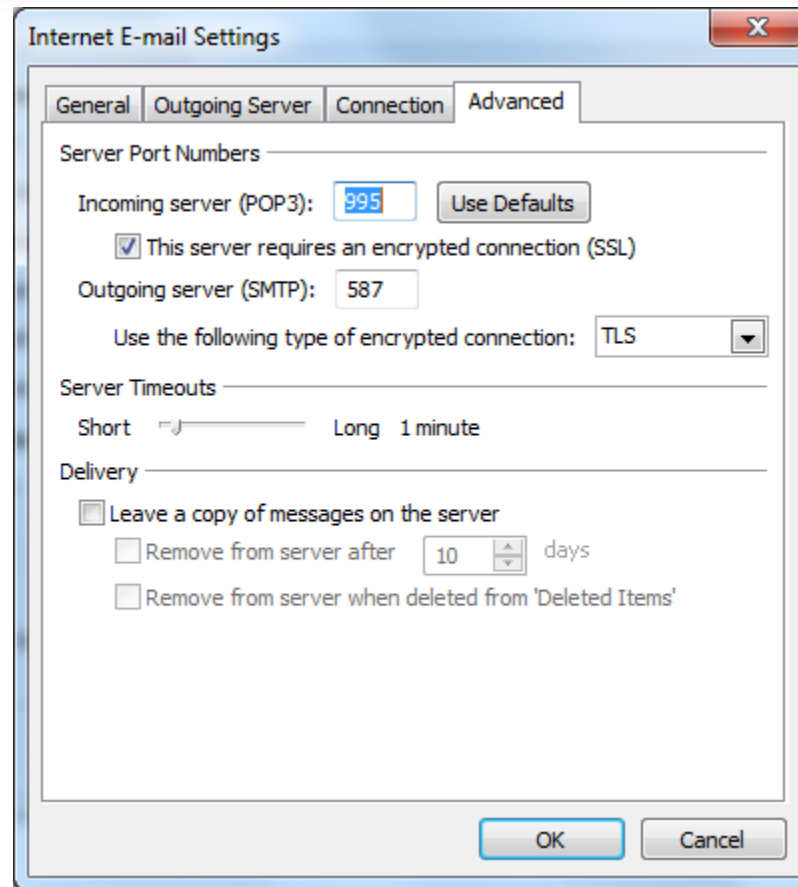
Organization:

Reply E-mail:

OK Cancel









# Other Options

**Tools → Options → Preferences, Mail Setup, etc.**

Mail << >> Inbox

- Favorite Folders
- Inbox
- Unread Mail (4)
- Sent Items

Mail Folders <>

- All Mail Items
- Personal Folders
  - Deleted Items
  - Drafts
  - Inbox
  - Junk E-mail
  - Junk Mail
  - Outbox
- Personal Messages 2006-2011
  - AAA-Suspense, Awaiting Response
  - ACS Information & Staff
  - Adobe
  - Amazone.com
    - Amazon Kindle Books & Periodicals
    - Amazon Non-Books
  - American Airlines
  - American Service Center, Mercedes-Benz
  - APCUG
  - Apple
    - Apple Computers
    - Apple Other
    - iPod---iTunes, ASG
    - iPod---iTunes, LRG
  - AT&T
  - Avast Antivirus Software
  - Bounced E-Mail Messages
  - Cascades Senior Center Camera Club (CSCCC)
  - Celebrity Cruises
  - Certified Electrical Technologies
  - Consumer Reports Online
  - Express-Scripts
  - FABB
  - Fairfax County--CEAN
  - FIOS T.V.

Inbox Search Inbox

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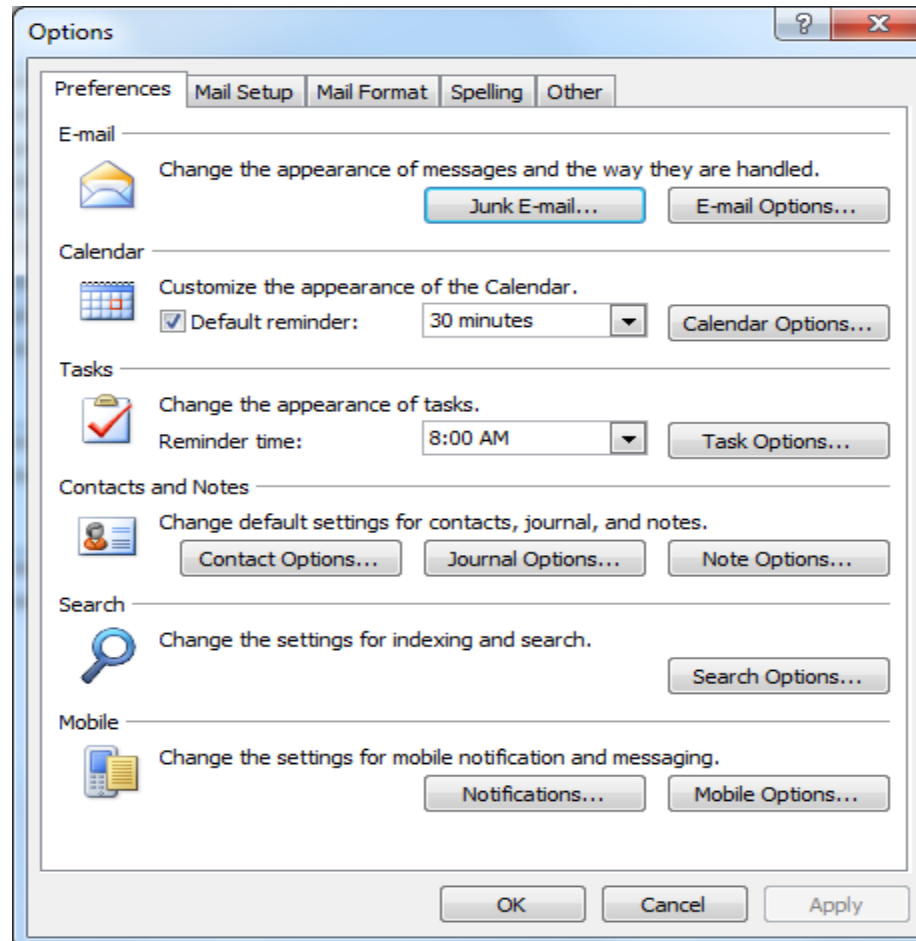
[16 Concentrates](#)  
[18 China's Drug Start-Ups](#)  
 Experienced executives find Chinese market attractive for discovering, developing new drugs.

GOVERNMENT & POLICY

[26 Concentrates](#)  
[28 Gender Imbalance](#)  
 Despite increasing numbers of graduates and jobs in science and technology, women still lag behind men in pay, according to recent survey.

SCIENCE & TECHNOLOGY

# Other Options



**Mail**

Favorite Folders

- Inbox
- Unread Mail
- Sent Items

Mail Folders

All Mail Items

Personal Folders

- Deleted Items
- Drafts
- Inbox
- Junk E-mail
- Junk Mail
- Outbox
- Personal Messages 2006-2011
  - AAA-Suspense, Awaiting Response
  - ACS Information & Staff
  - Adobe
  - Amazon.com
    - Amazon Kindle Books & Periodicals
    - Amazon Non-Books
  - American Airlines
  - American Service Center, Mercedes-Benz
  - APCUG
  - Apple
    - Apple Computers
    - Apple Other
    - iPod---iTunes, ASG
    - iPod---iTunes, LRG
  - AT&T
  - Avast Antivirus Software
  - Bikes at Vienna
  - Bounced E-Mail Messages
  - Cascades Senior Center Camera Club (CSCCC)
  - Celebrity Cruises
  - Certified Electrical Technologies
  - Consumer Reports Online
  - Express-Scripts
  - FABB
  - Fairfax County--CEAN

Calendar

Contacts

Tasks

Notes

Folder List

**Inbox** Search Inbox

From	To	Subject	Received	Size
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**FW: Hi**

Ann G, [silver9929@gmail.com]

Sent: Wed 8/31/2011 7:30 AM

To: 'Lorrin R. Garson'

Lorrin,

Here is the message from Martin.

Ann

**From:** Martin GRAY [mailto:Martin.Gray@det.wa.edu.au]  
**Sent:** Wednesday, August 31, 2011 3:15 AM  
**To:** silver9929@gmail.com  
**Cc:** Sandy Gray  
**Subject:** Hi

Hi Ann and Lorrin

We are glad that there was minimal or no damage for you after the storm and earthquake which has affected many people and "holidays" as per the cruise. I suppose Lorrin was a bit put out you were not available to clean up the garden after the storm as you seem to be the major green finger around and head gardener. Anyway being in the collar for another 4 weeks does not sound good and we are prying for a quicker recovery. I suppose it brings a whole new meaning to having a "stiff neck" or being stiff necked. You are right the older we get the longer it takes to get over those little bumps and bruises we used to take for granted when in our teens and early twenties..

As for our trip it seems a distant memory even though we got back on Sunday. Sandy has been very busy back at work and we are needing to sort out a few problems with tennants in one of our properties. We have realised after doing a fair bit of walking on this trip that it is better to do some types of holidays while you are younger.

We had originally thought that Milan would not be all that good after we had had reports from friends that they had not had such a good time, however we were surprised and enjoyed ourselves there and thought the Duomo ( a great big cathedral) was great. It took 500 years to build. We can let you know more later and maybe send a couple of pictures as we had great hotel rooms in some places that had wonderful views.

As for Caiden we have had a lot of people comment that they think they are talking to me when in fact he is on the phone. I think Sandy had said he had received a number of "Indian" calls touting for business about PC's and telephones. It is quite bad here and many Australian businesses





# Outlook Calendar

Calendar

Day **Week** Month Show work week Show full week

August 28 - September 03, 2011 Search Calendar

August 2011							September 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

October 2011							November 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31						4	5	6	7	8	9	10

- All Calendar Items
- My Calendars
- Calendar
  - Calendar in Archive Folders
  - Calendar
  - Calendar
- Other Calendars
- How to Share Calendars
- Send a Calendar via E-mail...
  - Publish My Calendar...
  - Add New Group

- Mail
- Calendar**
- Contacts
- Tasks
- Notes
- Folder List

28	Sunday	29	Monday	30	Tuesday	31	Wednesday	1	Thursday	2	Friday	3	Saturday
Heather & family on cruise; !													
8 am													
9:00													
10:00	Sunday School Parkwood Baptist Church												
11:00	DON'T ATTEND Church; SEE NOTE Parkwood Baptist Church												
12 pm													
1:00	Ann has doctor appointment; SEE NOTE The Anderson Orthopaedic												
2:00	Take Trike to Bikes @ Vienna; SEE NOTE												
3:00													
4:00													
5:00													
6:00													
7:00													
8:00													

Show tasks on: Due Date

Check weight	Clean computers; SEE ...	Scan photo of the two ...	Change Apple passwor...
Work on photos from ...	Clean up Verizon ...	Give a presentatio...	SECURITY; get Micr...
	Check car tire pres...	Waterproof our ba...	Check Reliability M...
	Refrigerator---clea...	John Demakis' "Recent ...	Wind clocks; chan...
		Send e-mail to Cheryl S...	Check weight
		SECURITY; run Secu...	SECURITY; backup t...
			Take blood pressure

### Calendar

August 2011      September 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

October 2011      November 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1		1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31						4	5	6	7	8	9	10

**All Calendar Items**

**My Calendars**

- Calendar
- Calendar in Archive Folders
- Calendar
- Calendar

**Other Calendars**

[How to Share Calendars](#)

[Send a Calendar via E-mail...](#)

[Publish My Calendar...](#)

[Add New Group](#)

---

**Mail**

**Calendar**

**Contacts**

**Tasks**

**Notes**

**Folder List**

Day    Week    Month
August 30, 2011
Search Calendar

30      Tuesday

9 am

10:00

11:00

12 pm

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

**Ann has doctor appointment; SEE NOTE**  
The Anderson Orthopaedic Clinic, 2445 Army Navy Drive, Arlington, Virginia 22206-2905

**Take Trike to Bikes @ Vienna; SEE NOTE**

**Tasks**

Show tasks on: Due Date	Start Date	Due Date	Reminder Time	In Folder	
Clean computers; SEE NOTE	Tue 8/30/2011	Tue 8/30/2011	Tue 8/30/2011 12:00 PM	Tasks	<input type="checkbox"/>
Clean up Verizon & GMU e-mail; SEE NOTE	Tue 8/30/2011	Tue 8/30/2011	Tue 8/30/2011 8:00 AM	Tasks	<input type="checkbox"/>
Check car tire pressure; SEE NOTE	Sun 8/28/2011	Tue 8/30/2011	Tue 8/30/2011 9:00 AM	Tasks	<input type="checkbox"/>
Refrigerator---clean out back; SEE NOTE	Tue 8/30/2011	Tue 8/30/2011	Tue 8/30/2011 3:00 PM	Tasks	<input type="checkbox"/>

Calendar

August 2011							September 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

October 2011							November 2011								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1					1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28	29	30	1	2	3		
30	31						4	5	6	7	8	9	10		

- All Calendar Items
- My Calendars
- Calendar
  - Calendar in Archive Folders
  - Calendar
  - Calendar
- Other Calendars

How to Share Calendars

Send a Calendar via E-mail...

Publish My Calendar...

Add New Group

- Mail
- Calendar**
- Contacts
- Tasks
- Notes
- Folder List

August 2011 Search Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 31 - Aug 6	<b>Jul 31</b> 9:30am 10:30am Sunday Sch 11:00am 12:15pm Church; Parl	<b>Aug 1</b> 3:30pm 4:30pm Check on Jo	2 10:00am 11:30am Eye exam: D	3 7:00pm 9:00pm NCTCUG Ge	4	5 Birthday, Paul Jensen: 1950	6 6:30pm 10:00pm Claire at ou
Aug 7 - 13	7 4:00pm 5:00pm Take down I	8	9 10:30am 11:30am Ann has MR	10 7:00pm 9:00pm NCTCUG We	11 2:30pm 6:30pm Bobby & Sa	12	13 John & Katherine Demakis away at the beach; SEE NOTE; August 7-13 David Rosoff's birthday; SEE N 1:00pm 4:00pm Birthday pai
Aug 14 - 20	14 9:30am 10:30am Sunday Sch 11:00am 12:15pm Church; Parl	15 7:00pm 9:00pm NCTCUG Bo	16 1:30pm 3:30pm Set up Mary	17	18 10:00am 12:00pm Lois Amling	19 8:00am 10:00am Cleaning se 12:00pm 1:30pm Lunch with	20 Heather & family on cruise; SEE 12:30pm 3:00pm Give presen 12:30pm 3:00pm Joint meetir 7:00pm 9:00pm Dinner with
Aug 21 - 27	21 9:30am 10:30am Sunday Sch 11:00am 12:15pm Church; Parl	22	23 8:00am 8:30am Mark Vincer 11:00am 12:00pm Ann has apj 12:00pm 1:00pm Ann has apj	24 7:00pm 9:00pm NCTCUG Int	25	26 9:30am 11:30am OLLI Photo 1:00pm 3:00pm Fix up Mary	27
Aug 28 - Sep 3	28 Heather & family on cruise; SEE 9:30am 10:30am Sunday Sch 11:00am 12:15pm DONT ATTEI	29	30 10:00am 11:00am Ann has do 1:00pm 2:30pm Take Trike tc	31	Sep 1	2	3



### Calendar

Day **Week** Month Show work week Show full week

August 2011							September 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

October 2011							November 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31						4	5	6	7	8	9	10

## August 28 - September 03, 2011

Search Calendar

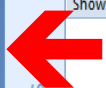
8 am	28 Sunday	29 Monday	30 Tuesday	31 Wednesday	1 Thursday	2 Friday	3 Saturday
	Heather & family on cruise; !						
9:00	Sunday School Parkwood Baptist Church						
10:00	DON'T ATTEND Church; SEE NOTE Parkwood Baptist Church		Ann has doctor appointment; SEE NOTE The Anderson Orthopaedic				
11:00							
12:00 pm							
1:00			Take Trike to Bikes @ Vienna; SEE NOTE				
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							

- All Calendar Items
- My Calendars
  - Calendar
  - Calendar in Archive Folders
  - Calendar
  - Calendar
- Other Calendars
- How to Share Calendars
- Send a Calendar via E-mail...
- Publish My Calendar...
- Add New Group

- Mail
- Calendar**
- Contacts
- Tasks
- Notes
- Folder List

Show tasks on: Due Date

Check weight	Clean computers; SEE ...	Scan photo of the two ...	Change Apple passwor...
Work on photos from ...	Clean up Verizon ...	Give a presentatio...	SECURITY; get Micr...
	Check car tire pres...	Waterproof our ba...	Check Reliability M...
	Refrigerator---clea...	John Demakis' "Recent ...	Wind clocks; chan...
		Send e-mail to Cheryl S...	Check weight
		SECURITY; run Secu...	SECURITY; backup t...
			Take blood pressure





# Outlook Contacts

### Contacts

- All Contact Items
- My Contacts
  - Contacts
  - Contacts--Old Professional
  - Contacts
  - Contacts, Superannuated
- Current View
  - Business Cards
  - Address Cards
  - Detailed Address Cards
  - Phone List
  - By Category
  - By Company
  - By Location
  - Outlook Data Files

Add New Group  
Customize Current View...

- Mail
- Calendar
- Contacts
- Tasks
- Notes
- Folder List

### Contacts

Abo - And

Search Contacts

**Aboulaayad, Meriem**

**Meriem Aboulaayad**

0033648646382 cell Mobile  
meriemaboulaayad@gmail.com

Casablanca, Morocco

**Access America**

**Access America**

Access America

1-800-334-7525 Work  
claimsinquiry@accessamerica.com

Access America  
Attn: Travel Claims Dept.  
P.O. Box 72031  
Richmond, Virginia 23255-2031

**Achenbach, June**

**June Achenbach**

Achenbach's Pastries, Inc.

(717) 656-6671 Work  
achenbachs@desupernet.net

Achenbach's Pastries, Inc.  
375 East Main Street  
Leola, Pennsylvania 17540  
http://www.achenbachs.com

**Adams, Harold & Dorothy**

**Harold & Dorothy Adams**

(818) 883-6188 Home  
hadams8746@att.net

20006 Archwood Street,  
Winnetka, California 91306

**Adly, Nadia**

**Nadia Adly**

First Vice President Assistant and Branc...  
Stocks, bonds, investments

(703) 838-8600 Work  
nadia.adly@morganstanley.com  
Morgan Stanley  
1737 King St  
Alexandria, VA 22314-2727  
http://www.morganstanleyindividual.c...

**Adrienne's Casa del Sol**

**Adrienne's Casa del Sol**

Adrienne's Casa del Sol  
hotel, B&B

+1 (800) 395-2272 (from mainland)  
(808) 326-2272 Work

Bread-and-Breakfast Inn  
77-6335 Alii Drive  
Kailua-Kona, Hawaii 96740

**Ah-Chong, Papalii Carol**

**Papalii Carol Ah-Chong**

(685) 21-607 Work  
(685) 777-1914 Mobile  
carolines@lesamoa.net

Cemetery Road  
Vaivase-Uta, Apia  
Samoa

**Alamo Car Rental**

**Alamo Car Rental**

1-800-462-5266 Reservations Work  
1-800-462-5266 Customer Service Work

**Albrigo, John L.**

**John L. Albrigo**

Anderson Orthopaedic Clinic  
Physician, Doctor, Orthopaedics

(703) 892-6500 Work

The Anderson Orthopaedic Clinic, Inc.  
2445 Army Navy Drive  
Arlington, Virginia 22206  
http://www.andersonclinic.com/

**Aldhizer, Jay & Peggy**

**Jay & Peggy Aldhizer**

Tough Love, FBI

4053 Doveville Lane  
Fairfax, Virginia 22032-1483  
4053 Doveville Lane  
Fairfax, Virginia 22032-1483

**Aldo's Italian Steakhouse, Restaurant**

**Aldo's Italian Steakhouse, R...**

Aldo's Italian Steakhouse, Restaurant

(703) 560-1210 Work  
al@AldosItalianSteakhouse.com

7630 Lee Highway  
Falls Church, Virginia 22042

**Alert Shirt Company**

**Alert Shirt Company**

Alert Shirt Company

1 888 636-8822 Work

Alert Shirt Company  
36 Miriam Street  
Valley Stream, New York 11581-1321

http://www.alertshirt.com

**Allen, Ron & Eileen**

**Ron & Eileen Allen**

(317) 826-1711 Home  
eileen.allen@gmail.com

8213 Kentallen Court  
Indianapolis, Indiana 46236-8380  
509 Barcelona Dr.  
Sebring, Florida 33875-5792

**Amanda, Jan & John**

**Jan & John Amanda**

Bed & Breakfast Sydney Harbour

9 011 61 292 471 130 Work  
info@bbsydneyharbour.com.au

Bed & Breakfast Sydney Harbour  
142 Cumberland Street  
The Rocks, NSW, 2000  
Australia

**AmericINN Motel**

**AmericINN Motel**

hotel, pickering

(218) 741-7839 Work  
+1 (800) 634-3444 (reservations) Work

5480 18th Avenue W.  
Virginia, Minnesota 55792

**Amling, Anne M.**

**Anne M. Amling**

(661) 250-0461 Work  
(661) 714-2835 cell Mobile  
smilenanne@sbcglobal.net

26711 Cynthia Court  
Santa Clarita, California 91351-4829

**Amling, Marc & Karen**

**Marc & Karen Amling**

(805) 708-0558 Marc's cell Mobile  
(805) 967-0477 Home  
mamling@verizon.net

516 Lira Place  
Santa Barbara, California 93111-1605

**Amling, Rich & Lois**

**Rich & Lois Amling**

(818) 606-0845 Lois Mobile  
(661) 296-6892 Home  
(949) 675-3021 (Balboa house) Home  
(661) 309-5372 Rich Other  
rwmaling@sbcglobal.net  
loisga@sbcglobal.net  
28207 River Trail Lane  
Valencia, California 91354-1892

**Amling, Scott & Marianne**

**Scott & Marianne Amling**

(949) 650-1510 Home  
theamlings@gmail.com

2805 Broad Street  
Newport Beach, California 92663-4833

**Anderson, Jim and Pat**

**Jim and Pat Anderson**

(218) 865-4656 Home

6393 Eshquaguma Road  
Gilbert, Minnesota 55741  
6393 Eshquaguma Road  
Gilbert, Minnesota 55741

To-Do Bar

Tue 10:00 AM: Ann has doctor appointment. SEE N...

Today: 0 Tasks

123  
a  
b  
c  
d  
e  
f  
g  
h  
i  
j  
k  
l  
m  
n  
o  
p  
q  
r  
s  
t  
u  
v  
w  
x  
y  
z

Contact Insert Format Text

Save & New  
Save & Close  
Send  
Delete  
Actions

General  
Details  
All Fields  
Show

E-mail Meeting Call  
Assign Task  
Web Page  
Map  
Communicate

Business Card  
Picture  
Categorize  
Follow Up  
Options  
Private  
Address Book  
Check Names

Spelling  
Proofing

B

Full Name... Lorrin & Ann Garson  
Company:  
Job title:  
File as: Garson, Lorrin & Ann

**Lorrin & Ann Garson**

ACS, ISDN  
(703) 220-5451 Lorrin's Cell Mobile  
(703) 938-7907 Home  
(571) 249-1831 Google Voice Home  
(703) 220-7071 Ann's Cell Other  
lgarson2009@gmail.com  
garson9929@yahoo.com  
garsonaway@gmail.com

## Internet

E-mail... lgarson2009@gmail.com  
Display as: lgarson2009@gmail.com  
Web page address:  
IM address:

## Phone numbers

Home... (703) 938-7907  
Home 2... (571) 249-1831 Google Voice  
Mobile... (703) 220-5451 Lorrin's Cell  
Other... (703) 220-7071 Ann's Cell

## Addresses

Home... 9929 Bickley Court  
Vienna, Virginia 22181-5933  
 This is the mailing address

## Notes

We live in the 11<sup>th</sup> Congressional District.

My Skype Name: [lorrin.garson](#)

Ann' Gmail Address: [silver9929@gmail.com](#)

The location of our house is as follows:

38° 52.636' N (38.87727°)  
77° 17.340' W (77.28900°)

According to Google Earth:

38° 52.637' N (38.87728°)  
77° 17.341' W (77.28902°)

Record updated August 29, 2011

**Contacts**

All Contact Items

My Contacts

- Contacts
- Contacts--Old Professional
- Contacts
- Contacts, Superannuated

Current View

Business Cards

Address Cards

Detailed Address Cards

Phone List

By Category

By Company

By Location

Outlook Data Files

Add New Group

Customize Current View...

Mail

Calendar

**Contacts**

Tasks

Notes

Folder List

**Contacts** Search Contacts

**Aboulaayad, Meriem**  
Casablanca, Morocco  
Mobile: 0033648646382 cell  
E-mail: meriemaboulaayad@...

**Access America**  
Access America  
Attn: Travel Claims Dept.  
P.O. Box 72031  
Richmond, Virginia 23255-2031  
Business: 1-800-334-7525  
Business Fax: (804) 673-1469  
E-mail: claimsinquiry@access...

**Achenbach, June**  
Achenbach's Pastries, Inc.  
375 East Main Street  
Leola, Pennsylvania 17540  
Business: (717) 656-6671  
E-mail: achenbachs@desupe...

**Adams, Harold & Dorothy**  
20006 Archwood Street,  
Winnetka, California 91306  
Home: (818) 883-6188  
E-mail: hadams8746@att.net

**Adly, Nadia**  
Morgan Stanley  
1737 King St  
Alexandria, VA 22314-2727  
Business: (703) 838-8600  
E-mail: nadia.adly@morganst...

**Adrienne's Casa del Sol**  
Bread-and-Breakfast Inn  
77-6335 Alii Drive  
Kailua-Kona, Hawaii 96740  
Business: +1 (800) 395-2272 (fro...

**Ah-Chong, Papalii Carol**  
Cemetery Road  
Vaivase-Uta, Apia  
Samoa  
Business: (685) 21-607  
Mobile: (685) 777-1914  
Business Fax: (685) 23-788  
E-mail: carolines@lesamoa.net

**Avis Car Rental**  
Business: 1-800-462-5266 Reser...

**Albrigo, John L.**  
The Anderson Orthopaedic Clinic, Inc.  
2445 Army Navy Drive  
Arlington, Virginia 22206  
Business: (703) 892-6500  
Business Fax: (703) 920-1724

**Aldhizer, Jay & Peggy**  
4053 Doveville Lane  
Fairfax, Virginia 22032-1483

**Aldo's Italian Steakhouse, Restaurant**  
7630 Lee Highway  
Falls Church, Virginia 22042  
Business: (703) 560-1210  
Business Fax: (703) 560-0331  
E-mail: al@AldosItalianSteak...

**Alert Shirt Company**  
Alert Shirt Company  
36 Miriam Street  
Valley Stream, New York 11581-1321  
Business: 1 888 636-8822

**Allen, Ron & Eileen**  
8213 Kentallen Court  
Indianapolis, Indiana 46236-8380  
Home: (317) 826-1711  
E-mail: eileen.allen@gmail.com

**Amanda, Jan & John**  
Bed & Breakfast Sydney Harbour  
142 Cumberland Street  
The Rocks, NSW, 2000  
Australia  
Business: 9 011 61 292 471 130  
Business Fax: 9 011 61 292 471 148  
E-mail: info@bbsydneyharbo...

**AmericNN Motel**  
5480 18th Avenue W.  
Virginia, Minnesota 55792  
Business: (218) 741-7839

**Amling, Anne M.**  
26711 Cynthia Court  
Santa Clarita, California 91351-4829  
Business: (661) 250-0461  
Mobile: (661) 714-2835 cell  
E-mail: smilennanne@sbcglob...

**Amling, Marc & Karen**  
516 Lira Place  
Santa Barbara, California 93111-1605  
Home: (805) 967-0477  
Mobile: (805) 708-0558 Marc's ...  
E-mail: mamling@verizon.net

**Amling, Rich & Lois**  
28207 River Trail Lane  
Valencia, California 91354-1892  
Home: (661) 296-6892  
Mobile: (818) 606-0845 Lois  
Other: (661) 309-5372 Rich  
Home Fax: (661) 296-6892  
E-mail: rwmaling@sbcgloba...  
E-mail 2: loisga@sbcgloba.net

**Amling, Scott & Marianne**  
2805 Broad Street  
Newport Beach, California 92663-4833  
Home: (949) 650-1510  
E-mail: theamlings@gmail.com

**Anderson, Jim and Pat**  
6393 Eshquaguma Road  
Gilbert, Minnesota 55741  
Home: (218) 865-4656

**Angelina's of Baltimore Restaurant**  
Angelina's Restaurant  
7135 Harford Rd  
Parkville, Maryland 21234-7705  
Business: (410) 444-5545

**Apple Store Tysons Corner**  
Apple Store Tysons Corner  
1961 Chainbridge Road  
McLean, Virginia 22102-4501  
Business: (703) 893-5055

**AppleCare**  
Business: 1 800 275-2273

**Aragon, Valerie**  
E-mail: aragonvalerie@hotmail...

**Arlington Hospital Cener**  
1701 George Mason Drive  
Arlington, Virginia 22205-3698  
Business: (703) 558-5000

**Armstrong, Diane**  
181 Military Road  
Dover Heights  
Sydney 2030  
Australia  
Home: 61 2 9371 5098  
Mobile: 0410 618 739 Diane's ...  
Other: 0416 020 935 Michael ...  
E-mail: diwriter@pacific.net.au  
E-mail 2: diane@dianearmstro...

**Arnawa, Putu**  
Tanggayuda, kedewatan  
Ubud, 80571, Bali  
Indonesia  
Business: +62 (361) 976597  
Mobile: +62 (81) 2360-8079  
E-mail: putuarnawa@aol.com

**Ashton, Judy**  
4300 Farm District Road  
Fernley, Nevada 89408-8626

**Audette, Michael**  
New England Seafarers Mission  
1 Black Falcon Avenue  
Boston, Massachusetts 02210  
Business: (617) 443-0282  
Business Fax: (617) 443-0435  
E-mail: mjnesm@neseafarers....

**Authority, Northern Virginia Regional ...**  
Northern Virginia Regional Park Authority  
5400 Ox Road  
Fairfax Station, Virginia 22039  
Business: (703) 352-5900  
Business Fax: (703) 273-0905  
E-mail: Info@NVRPA.org

**Avis Car Rental**  
Business: 1-800-331-1212 Reser...

**Aykurt, Karçiçeği**  
Business: +90 (216) 368.4915  
Business Fax: +90 (536) 717.4444  
E-mail: aykurtk@gmail.com

**Baby's Choice Dairy Center**  
395 Dairy Road  
Kahului, Hawaii 96732  
Business: (808) 877-6022

**Backus, David**  
5462 S. 5th Street  
Arlington, Virginia 22204  
Business: (703) 528-8148  
E-mail: ltcdavid@gmail.com

**Baker, Stephen**  
Georgetown University Hospital  
3833 N. Fairfax Dr.  
Suite 440  
Arlington, Virginia 22203-1773  
Business: (202) 444-9302  
Business Fax: (202) 444-2130

**Bakery, Amphora**  
Amphora Bakery  
403 Maple Avenue, West  
Vienna, Virginia 22180-4222  
Business: (703) 281-5631

**Ball, Michael F.**  
3299 Woodburn Road  
Suite 450  
Annandale, Virginia 22003  
Business: (703) 849-8440 in Ann.  
Business Fax: (703) 790-0050

**Balloons Unlimited, Inc.**  
P.O. Box 3190  
Oakton, Virginia 22124-3005  
Business: (703) 281-2300  
Business Fax: (703) 281-2305

**Bard, Allen J.**  
The University of Texas at Austin  
WEL 2.426  
Chemistry & Biochemistry Deptment  
1 University Station Stop A5300  
Austin, Texas 78712  
Business: (512) 471-3761  
Home: (512) 453-3743  
Business Fax: (512) 471-0088  
E-mail: ajbard@mail.utexas.e...

**Barker, Carolyn Burkhardt**  
E-mail: carolynb15@yahoo.c...

**Barker, Doug & Donna**  
1408 Pinyon Drive  
Castle Rock, Colorado 80104-2810  
Home: (303) 660-4957  
E-mail: doug@barkermail.net  
E-mail 2: donna@barkermail.net

To-Do Bar

Tue 10:00 AM: Ann has doctor appointment; SEE N...

Today: 0 Tasks

123  
a  
b  
c  
d  
e  
f  
g  
h  
i  
j  
k  
l  
m  
n  
o  
p  
q  
r  
s  
t  
u  
v  
w  
x  
y  
z



# Outlook Tasks\*

\*All components of Outlook can be transferred to an iPod Touch or iPhone except Tasks

**Tasks**

**All Task Items**

**My Tasks**

- To-Do List
- Tasks
- Tasks in Archive Folders
- Tasks
- Tasks

**Current View**

- Simple List
- Detailed List**
- Active Tasks
- Next Seven Days
- Overdue Tasks
- By Category
- Assignment
- By Person Responsible
- Completed Tasks
- Task Timeline
- Server Tasks
- Outlook Data Files
- To-Do List

[Add New Group](#)  
[Customize Current View...](#)

**Mail**

**Calendar**

**Contacts**

**Tasks**

**Notes**

**Folder List**

**To-Do List** Search To-Do List

Task Subject	Status	Due Date	% Complete	Categories	In Folder
Click here to add a new Task					
Clean up Verizon & GMU e-mail; SEE NOTE	Not Started	Tue 8/30/2011	0%		Tasks
Check car tire pressure; SEE NOTE	Not Started	Tue 8/30/2011	0%		Tasks
Scan photo of the two of us and the girls; SEE N...	Not Started	Wed 8/31/2011	0%		Tasks
Give a presentation at PrimeTimers; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
Waterproof our back packs	Not Started	Wed 8/31/2011	0%		Tasks
John Demakis' "Recent Items" problem; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
Send e-mail to Cheryl Shanks; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
SECURITY; run Secunia PSI as Administrator; SEE ...	Not Started	Wed 8/31/2011	0%		Tasks
Change Apple passwords	Not Started	Thu 9/1/2011	0%		Tasks
Work on photos from partial world cruise	Not Started	Thu 9/1/2011	0%		Tasks
Clean computers; SEE NOTE	Not Started	Fri 9/2/2011	0%		Tasks
Refrigerator---clean out back; SEE NOTE	Not Started	Fri 9/2/2011	0%		Tasks
SECURITY; get Microsoft Security Essentials updat...	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Check Reliability Monitor; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Wind clocks; change ice; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Check weight	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
SECURITY; backup the Home Server itself; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Take blood pressure	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Work on Ann's Verizon e-mail; SEE NOTE	Not Started	Mon 9/5/2011	0%		Tasks
Create a Restore Point; SEE NOTE	Not Started	Tue 9/6/2011	0%	Very Important	Tasks
Update Roboform data on laptop; SEE NOTE	Not Started	Tue 9/6/2011	0%		Tasks
Convert vinyl records to MP3 for iPod; SEE NOTE	Not Started	Wed 9/7/2011	0%		Tasks
Look into do-not-track for browsers; SEE NOTE	Not Started	Fri 9/9/2011	0%		Tasks
Getting boarding passes on ships; SEE NOTE	Not Started	Fri 9/9/2011	0%		Tasks
Backup Firefox bookmarks; SEE NOTE	Not Started	Sat 9/10/2011	0%	Very Important	Tasks
SECURITY; Run Ad-Aware; SEE NOTE	Not Started	Sat 9/10/2011	0%	Very Important	Tasks
Work on serial numbers document	Not Started	Sat 9/10/2011	0%		Tasks
IMPORTANT. Purchase OsmoPrep; SEE NOTE	Not Started	Mon 9/12/2011	0%	Very Important	Tasks
Microsoft Patch Tuesday	Not Started	Tue 9/13/2011	0%		Tasks
Evaluate LP to Digital turntables/systems	Not Started	Thu 9/15/2011	0%		Tasks
TrueCrypt/RoboForm: Print and set aside list of p...	Not Started	Thu 9/15/2011	0%	Very Important	Tasks
IMPORTANT. Do not take aspirin until after July 2...	Not Started	Fri 9/16/2011	0%	Very Important	Tasks
Get & record mileage of cars; SEE NOTE	Not Started	Sun 9/18/2011	0%		Tasks
Change BIOS to boot from CD/DVD	Not Started	Sun 9/18/2011	0%		Tasks
VERY IMPORTANT; See dietary restrictions; SEE N...	Not Started	Mon 9/19/2011	0%	Very Important	Tasks
Schedule 6-month appointment with Dr. Masri-Fr...	Not Started	Sat 9/24/2011	0%		Tasks
Backup Outlook files; SEE NOTE	Not Started	Sun 9/25/2011	0%		Tasks
Backup Outlook files; SEE NOTE	Not Started	Sun 9/25/2011	0%		Tasks
Combine .pst files	Not Started	Wed 9/28/2011	0%		Tasks
Paint the ceiling in the living room; SEE NOTE	Not Started	Thu 9/29/2011	0%		Tasks
Work on Ann's "silver9929" Gmail account: SEE N...	Not Started	Thu 9/29/2011	0%		Tasks
Change oil & filter in the Toyota? SEE NOTE	Not Started	Thu 9/29/2011	0%		Tasks
Change oil & filter in the Mercedes? SEE NOTE	Not Started	Tue 10/11/2011	0%		Tasks
SECURITY: Check Systems Security; SEE NOTE	Not Started	Wed 10/12/2011	0%		Tasks

Task Insert Format Text

Save &  
Close

Delete



Task



Details

Actions

Show

Assign  
TaskSend Status  
ReportMark  
Complete

Manage Task

Reply

Reply to All

Forward



Recurrence

Skip  
Occurrence

Categorize

Follow  
Up

Private

Options



Spelling

Proofing

Due in 5 days.  
Starts every 4 weeks on Saturday effective 1/22/2011.

Very Important

Subject: SECURITY; backup the Home Server itself; SEE NOTE

Start date: Sat 9/3/2011 Status: Not Started

Due date: Sat 9/3/2011 Priority: Normal % Complete: 0%

 Reminder: Sat 9/3/2011 8:00 AM Owner: Lorrin R. Garson

**NOTE:** This is backing up the Home Sever itself to an external disk drive which is stored in a fire-proof vault.

**NOTE:** For instructions on backing up the home server, see the document C:\Users\Lorrin\Documents\Logs, Personal\2010 Backup Windows Home Server Itself.docx



**Tasks**

**All Task Items**

**My Tasks**

- To-Do List
- Tasks
- Tasks in Archive Folders
- Tasks
- Tasks

**Current View**

- Simple List
- Detailed List**
- Active Tasks
- Next Seven Days
- Overdue Tasks
- By Category
- Assignment
- By Person Responsible
- Completed Tasks
- Task Timeline
- Server Tasks
- Outlook Data Files
- To-Do List

Add New Group  
Customize Current View...

**To-Do List** Search To-Do List

Task Subject	Status	Due Date	% Complete	Categories	In Folder
Click here to add a new Task					
Clean up Verizon & GMU e-mail; SEE NOTE	Not Started	Tue 8/30/2011	0%		Tasks
Check car tire pressure; SEE NOTE	Not Started	Tue 8/30/2011	0%		Tasks
Scan photo of the two of us and the girls; SEE N...	Not Started	Wed 8/31/2011	0%		Tasks
Give a presentation at PrimeTimers; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
Waterproof our back packs	Not Started	Wed 8/31/2011	0%		Tasks
John Demakis' "Recent Items" problem; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
Send e-mail to Cheryl Shanks; SEE NOTE	Not Started	Wed 8/31/2011	0%		Tasks
SECURITY; run Secunia PSI as Administrator; SEE ...	Not Started	Wed 8/31/2011	0%		Tasks
Change Apple passwords	Not Started	Thu 9/1/2011	0%		Tasks
Work on photos from partial world cruise	Not Started	Thu 9/1/2011	0%		Tasks
Clean computers; SEE NOTE	Not Started	Fri 9/2/2011	0%		Tasks
Refrigerator--clean out back; SEE NOTE	Not Started	Fri 9/2/2011	0%		Tasks
SECURITY; get Microsoft Security Essentials updat...	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Check Reliability Monitor; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Wind clocks; change ice; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Check weight	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
SECURITY; backup the Home Server itself; SEE NOTE	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Take blood pressure	Not Started	Sat 9/3/2011	0%	Very Important	Tasks
Work on Ann's Verizon e-mail; SEE NOTE	Not Started	Mon 9/5/2011	0%		Tasks
Create a Restore Point; SEE NOTE	Not Started	Tue 9/6/2011	0%	Very Important	Tasks
Update Roboform data on laptop; SEE NOTE	Not Started	Tue 9/6/2011	0%		Tasks
Convert vinyl records to MP3 for iPod; SEE NOTE	Not Started	Wed 9/7/2011	0%		Tasks
Look into do-not-track for browsers; SEE NOTE	Not Started	Fri 9/9/2011	0%		Tasks
Getting boarding passes on ships; SEE NOTE	Not Started	Fri 9/9/2011	0%		Tasks
Backup Firefox bookmarks; SEE NOTE	Not Started	Sat 9/10/2011	0%	Very Important	Tasks
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SECURITY: Check Systems Security; SEE NOTE	Not Started	Wed 10/12/2011	0%		Tasks

To-Do Bar

Tue 10:00 AM: Ann has doctor appointment; SEE N...

Today: 0 Tasks





# Outlook Notes

Notes

All Note Items

My Notes

- Notes
- Handheld Synchronization
- PocketMirror
- PocketMirror
- PocketMirror1
- Archives
- Conflicts
- Notes
- Notes
- Archives
- Notes

Current View

- Icons
- Notes List
- Last Seven Days
- By Category
- Outlook Data Files

Add New Group  
Customize Current View...

Mail

Calendar

Contacts

Tasks

Notes

Folder List

Notes Search Notes

- (L/100 km) X MPG = 235.21457
- 1 Carat = 200 mg (or 0.007054792 oz) for measuring weight of jewels
- 1 km = 0.621371192 miles
- 1 nautical mile = 1.15077945 miles
- Cell Phone Numbers
- Common Linear Measurements; nautical, metric, English
- Horse Power\_Kilowatts
- NCTCUG--Arlington
- Retired January 16, 2004.
- Stop CD/DVD autoplaying

To-Do Bar

Tue 10:00 AM: Ann has doctor...

Today: 0 Tasks



Common Linear Measurements; nautical, metric,  
English

|  
1 nautical mile = 1.15077945 statute miles  
= 6 076.11549 feet 00[U.S.]  
= 1.852 kilometer

1 statute mile = 1.609344 kilometer  
1 kilometer = 0.6213712 statute miles  
100 km = 62.1371192 miles  
1 inch = 2.5400 cm  
1 Meter = 3.2808399 feet  
1 Foot = 0.3048 meters = 30.48 cm

# What Was Covered? (Outlook 2007)

- **Description of Microsoft Office**
- **Components & functions of Office Outlook**
  - **How to set up e-mail**
  - **Mail:** send, receive and organize e-mail
  - **Calendar:** create appointments, meetings
  - **Contacts:** names & addresses, send e-mail
  - **Tasks:** schedule & monitor things-to-do
  - **Notes:** electronic version of 3M Post-its

*The*



Microsoft  
Office 2010

*End*