

November 24, 2009 12:29:07 PM from Andrea Lumanlan
to All Participants: Hi, I was wondering....can I move more than one e-mail from my inbox to a folder all at once if I use Outlook?

November 24, 2009 12:37:02 PM from John Otto
to All Participants: Andrea, you do it just like a regular click and drag.

November 24, 2009 12:37:31 PM from Andrea Lumanlan
to All Participants: Hi Kate, okay I'll try that. Thanks.

November 24, 2009 12:38:20 PM from Andrea Lumanlan
to All Participants: Hi John- Yes, but does the click and drag work for more than one e-mail?

November 24, 2009 12:38:45 PM from Andrea Lumanlan
to All Participants: John- I'm trying to transfer more than one e-mail into one folder.- Andrea

November 24, 2009 12:39:10 PM from Cassie Creley
to All Participants: Thanks for the tip on dragging and dropping emails into the calendar--very useful!

November 24, 2009 12:42:08 PM from John Otto
to All Participants: You do it just like selecting multiple icons and then moving them. You can hold down the ctrl key to select multiple items. You can also select a consecutive range of items by clicking on the first one, then hold down the shift key while clicking the last one.

November 24, 2009 12:42:33 PM from JoyGenea Schumer
to All Participants: I use EOM and it has been a great time saver

November 24, 2009 12:43:03 PM from Amy C
to All Participants: i've never heard of EOM before

November 24, 2009 12:43:25 PM from Andrea Lumanlan
to All Participants: Hi John- Thanks, I just tried that and it worked great! Thanks! Andrea

November 24, 2009 12:43:28 PM from Darla Brown
to All Participants: Lovely...

November 24, 2009 12:44:29 PM from Susan Reynolds
to All Participants: Depending on your situation your email be considered public record

November 24, 2009 12:44:43 PM from Cassie Creley
to All Participants: I often email my boss quick updates as messages just in the subject line. I add an asterisk to the end of the message so she knows there is no need to open it.

November 24, 2009 12:46:21 PM from Anali Perry
to All Participants: Right - if it's so formal that one uses one to refer to oneself, maybe email isn't the appropriate venue?

November 24, 2009 12:49:08 PM from Darla Brown
to All Participants: Seriously, Andrew? Who has time to do all this proof-reading? I am the only one here at a high school library?

November 24, 2009 12:50:08 PM from Andrea Lumanlan
to All Participants: John- thanks again for the tip about the dragging. It worked! Andrea

November 24, 2009 12:51:45 PM from Alyce Carmick
to All Participants: I don't mean to be rude, but my cube mates already think I'm nuts without my everything reading aloud.

November 24, 2009 12:54:04 PM from Anali Perry
to All Participants: use KeePass!

November 24, 2009 12:54:31 PM from eileen oshea
to All Participants: PPT slides, link to archive and notes will all be here: http://infopeople.org/training/webcasts/webcast_data/315/index.html

November 24, 2009 12:54:35 PM from John Otto
to All Participants: So when you lose the device containing all those passwords, however finds the device has them? No thanks.

November 24, 2009 12:54:59 PM from jocelyn stilwel
to All Participants: Following up on Katie's suggestion - I keep my work passwords in the

November 24, 2009 12:55:09 PM from Anali Perry
to All Participants: I actually save them in Firefox, but protect them with a master password

November 24, 2009 12:55:23 PM from Betsy Aldridge
to All Participants: Password Corral is another tool to consider

November 24, 2009 12:55:25 PM from jocelyn stilwel
to All Participants: "notes" function in Outlook, personal ones in the notebook function on Yahoo mail.

November 24, 2009 12:55:26 PM from Susan Pennell
to All Panelists: I keep many passwords in a memo in outlook which syncs with my Palm T|X which I take with me.

November 24, 2009 12:55:28 PM from Amy C
to All Participants: firefox is great for that!

November 24, 2009 12:55:48 PM from John Otto
to All Participants: "....WHOever finds the device has them?"

November 24, 2009 12:56:58 PM from Anali Perry
to All Participants: I use the Quick Parts function in Outlook - works like a
Quotes Template

November 24, 2009 12:57:06 PM from Anali Perry
to All Participants: canned response to a public email folder...

November 24, 2009 12:57:44 PM from Susan Pennell
to All Panelists: John, this is true...don't feel that cloud saving is any
safer.

November 24, 2009 12:57:54 PM from Anali Perry
to All Participants: lol, don't we all

November 24, 2009 12:58:40 PM from Andrea Lumanlan
to All Participants: Thanks everyone-I've got to go. Take care!

November 24, 2009 12:59:11 PM from Cassie Creley
to All Participants: Where is the Quick Parts function?

November 24, 2009 12:59:45 PM from Anali Perry
to All Participants: in Outlook 2007, it's in the Insert part of the ribbon

November 24, 2009 1:00:16 PM from Anali Perry
to All Participants: there may be something similar in 2003 - I don't
remember...

November 24, 2009 1:00:36 PM from Anali Perry
to All Participants: some librarian googling would probably bring up the
answer :-)

November 24, 2009 1:02:38 PM from Cassie Creley
to All Participants: Thank you, Anali, found it!

November 24, 2009 1:02:59 PM from Anali Perry
to All Participants: cool - I love it!

November 24, 2009 1:03:57 PM from Darla Brown
to All Participants: Andrew--I missed the audio portion on the "4 Ds." Can you
go over that quickly, please?

November 24, 2009 1:04:36 PM from Anali Perry
to All Participants: You can set up filters - in outlook they call them Rules

November 24, 2009 1:04:38 PM from Antonio Ng
to All Participants: You can setup rules

November 24, 2009 1:05:10 PM from Anali Perry
to All Participants: e.g. I put everything that has "fw:" in the subject line
directly in a "Read Later" folder

November 24, 2009 1:05:25 PM from Cassie Creley
to All Participants: That helps--thank you, I'll check into the rules, too!

November 24, 2009 1:05:37 PM from Darla Brown
to All Participants: Yes.

November 24, 2009 1:05:42 PM from Antonio Ng
to All Participants: Rules don't always work

November 24, 2009 1:07:09 PM from eileen oshea
to All Participants: Hi Katy! You'll see the eval when you exit

November 24, 2009 1:07:09 PM from John Otto
to All Participants: Fedback: her audio is much better than his audio.

November 24, 2009 1:07:09 PM from Darla Brown
to All Participants: thanks.

November 24, 2009 1:07:14 PM from Susan Pennell
to All Panelists: If I delete a message while reading it in the preview pane in Outlook, i.e. it still looks like it's not read in the inbox, is a message saying I deleted it without reading it sent to the sender if this is requested by the sender in their Outlook setup?

November 24, 2009 1:08:01 PM from Susan Pennell
to All Panelists: No to worry. I'll test it with colleagues.

November 24, 2009 1:08:05 PM from Anali Perry
to All Participants: I think you can customize that in the settings, actually

November 24, 2009 1:08:09 PM from Kate Holmes
to All Participants: Gotta go now. Bye, all! Thanks!

November 24, 2009 1:08:19 PM from Anali Perry
to All Participants: like when you just click on the message to mark it as read

November 24, 2009 1:09:23 PM from Anali Perry
to All Participants: Thanks Andrew, and everyone!

November 24, 2009 1:09:30 PM from Darla Brown
to All Participants: Great! Look forward to the notes. Thanks for all the great info. Happy Tgiving!

November 24, 2009 1:09:31 PM from Susan Pennell
to All Panelists: Thanks so much!

November 24, 2009 1:09:42 PM from kathie olds
to All Participants: Thank you.

November 24, 2009 1:09:59 PM from Cassie Creley
to All Participants: Thank you!

November 24, 2009 1:10:06 PM from JoyGenea Schumer
to All Participants: thanks