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DATA & TECHNOLOGY SOLUTIONS FOR SMALL BUSINESS

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Tepato Systems offers software consulting services to help you, the small business owner. If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

Tips for Outlook Users

Since many of us use Outlook on a regular basis, we thought we would try to give you a little more insight into how to use Outlook more efficiently. This article focuses on mail and your inbox.

Send a message to multiple people without revealing other recipients' identities
*To send a message to someone without other recipients of the message knowing, use the **Bcc** line in the message. **Bcc** stands for blind carbon copy. If you add someone's name to the **Bcc** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.*

Find related messages
*To find related messages, right-click the message, and then on the shortcut menu, point to **Find All** and then click **Related Messages**. The **Advanced Find** dialog box appears with a list of related messages.*

Jog your memory with a follow-up flag
*Create a follow-up flag as a reminder to follow up on a message. On the **Actions** menu, click **Follow Up** and click the flag color of your choice.*

Search for and move items or files to different folders
*On the **Tools** menu, point to **Find** and then click **Advanced Find**. In the **Advanced Find** dialog box, specify your search criteria and click **Find Now**. After the results are displayed in the search results window, move them to the folder of your choice.*

Sort messages alphabetically by sender name
*To sort, click **Arranged By** and then click **From**. To reverse the alphabetical order, click **From** again. To sort by **Subject** line, click **Subject**. You can sort this way in any table in Outlook.*

Product Spotlight - Winning the War Against Spam
A Good Tool - Try it FREE for 30 days

If your email account gets as much spam as mine does, you should check out SpamArrest.com. It's an online service that can protect all of your email addresses:

- *You give it a list of "authorized" people who are allowed to send you email.*
- *All others are challenged to reply to a verification message.*
- *You can access your email on their website or set it up in an email program such as Outlook (or others).*

You can try it free for 30 days. After that, it's subscription based at less than $50/year. I've been using it for several months and it blocks almost everything. It's been a huge improvement for me. Tepato Systems is available to assist you with setting up this tool, so if you're interested or would like more information, use the link below.

- **Spam Arrest**

email: crt@tepatosystems.com
phone: 248-225-2915
web: http://tepatosystems.com

Help with your data or with use of the internet is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

Forward email

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