

GHOOLING TIPS & TRICKS FOR HALLOWEEN

MTM Computer Consulting, Inc.

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Office Tip of The Month

I'll Reply to That Later

Have an email in MS Outlook that you know you need to reply to but you just don't have the time right now?

I know that you hate to just leave the email sitting there—let's face it—there's a very good chance that you'll completely forget about it.

What can you do to ensure that you address the situation on time?

Well, I can think of a couple of things. First we could set an appointment for the message.

Yep, that's right, I said appointment. You can turn that email into an appointment so that Outlook will remind you to take care of the situation before it gets too late.

To create an appointment for your message simply **drag and drop it into the Calendar** icon on the Outlook Bar (or drag it to the Calendar folder).

A new appointment will open up with the body of the message already in the appointment. Simply complete your normal steps for setting appointments (don't forget to set enough re-

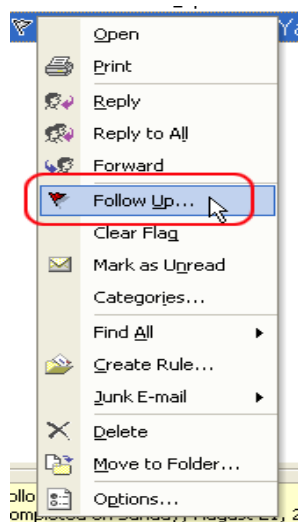
minder time to get the job done) and hit the **Close and Save button**.

With the appointment set you'll be reminded to handle the message just like you're reminded about any other appointment you've set.

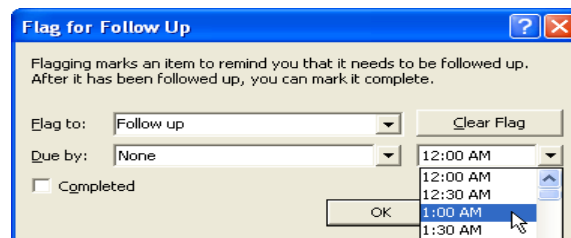
A second way to get Outlook to give you a helping hand when it comes to that message you just can't forget is to use message flags.

To flag a message **select it and right click**.

From the menu that pops open choose **Follow Up**.



The Flag for Follow Up window will open allowing you to set some basic information.



Outlook will remind you about this item if the flag has not been cleared by the due date / time that you set. (That's right—this option isn't a reminder before the time you set, it actually lets you know right after the time if was due.)

When a message has a Follow Up Flag there's a red flag displayed with the message as a visual reminder that the email needs your attention.

Once you've completed the job **right click on the message** again and choose **Flag Complete**. This will turn the flag white indicating to you that you've dealt with the situation.

To remove a Follow Up Flag completely **right click** and choose **Clear Flag** from the menu.

And there you have it—two ways to choose to deal with an email message later without it slipping your mind.

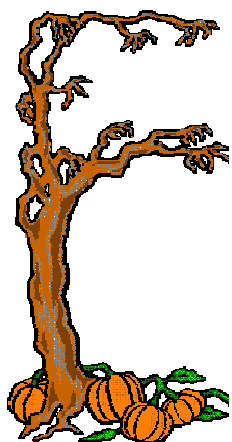
Time to be on your busy way without the worry of forgetting to respond—Outlook has got you covered!

Quick Tip

Do you send messages to several recipients using BCC?

You should. But, what do you put in the "To" field? Some mail servers require that you put in a real address, or at least what appears to be a real address. So try something

like "undisclosed@recipient.com" or "everybody@friendship.com" or "familia@amore.com" or...you get the idea. This will make the server think you have a legitimate primary recipient and all should be well.



Pumpkins are a tradition of Halloween

ROASTED PUMPKIN SEEDS

Ingredients :

Pumpkin seeds

Water

Salt

Melted butter

Vegetable spray

Preparation :

Preheat oven to 350 degrees. Rinse seeds well. For every 2 cups of seeds, put 4 cups of water and 2 tbsps of salt into saucepan. Add the seeds and simmer over low heat for 10 minutes. Drain well in strainer. Place on paper towels and pat dry. Toss the seeds with melted unsalted butter in a large bowl until evenly coated. Spray cookie sheet with vegetable spray. Spread seeds over tray and bake for 30 minutes, stirring, and tossing occasionally. When seeds are golden brown they are ready. Store in airtight container in cool place.



Carving Tips

Select a pumpkin that is ripe, has no bruises, cuts or nicks. Do not carry a pumpkin by its stem; it may break, and do not bruise it as it will not last as long. For easy cleanup, place your pumpkin on several layers of newspaper before carving. Kids: have a parent or other adult cut a circle around the stem of the pumpkin for you. They should use a sharp knife with long, sturdy blade for best and safest results. Or, you can do it yourself with a safer, plastic "pumpkin carving" knife available at many supermarkets during the pumpkin season. Parents: knives are very sharp, so make sure that the proper supervision is maintained when the children carve their pumpkins.



Make sure the hole is large enough to reach in and pull out the seeds and stringy membrane. The bottom of the pumpkin could also be cut off instead, this will allow the pumpkin to sit up straight and make removing the seeds easier! When cleaning out the pumpkin, use an old soup ladle to get out the seeds. Try carving a giant pumpkin, it is easier to carve than a regular pumpkin.

Examine your pumpkin to determine the best place to carve his or her face. Draw an outline of a face on a plain sheet of white paper (use simple bold features) or you can go to www.carvingpumpkins.com (The Pumpkin Wizard) for free carving patterns. Print the pattern and tape your paper to the pumpkin where you want the face to be. Score the design onto the pumpkin by punching through the paper into the pumpkin with a large nail or pin.

Carefully cut out the design following the holes that were "punched" with your plastic knife. When you are finished cutting, simply push out the pieces to view the final results. Fix some lights inside. Now you're all set to light up your home on Halloween night! Have Fun!



The Great Pumpkin

Everything you always wanted to know about pumpkins, but were afraid to ask

- Pumpkins are fruits. A pumpkin is a type of squash and is a member of the gourd family (Cucurbitaceae), which also includes squash, cucumbers, gherkins, and melons.

- Pumpkins have been grown in North America for five thousand years. They are indigenous to the western hemisphere.

- In 1584, after French explorer Jacques Cartier explored the St. Lawrence region of North America, he reported finding "gros melons." The name was translated into English as "pompions," which has since evolved into the modern "pumpkin."

- Pumpkins are low in calories, fat, and sodium and high in fiber. They are good sources of Vitamin A, Vitamin B, potassium, protein, and iron.

- The largest pumpkin ever grown was 1,337 pounds. It was grown by Charles Houghton of New Boston, New Hampshire.

- Pumpkin seeds should be planted between the last week of May and the middle of June. They take between 90 and 120 days to grow and are picked in October when they are bright orange in color. Their seeds can be saved to grow new pumpkins the next year.

- The largest pumpkin pie ever baked was in 2003 and weighed 418 pounds.



Halloween Safety Rules

- Always use common sense
- Young children should always go trick-or-treating with an adult
- Never trick-or-Treat alone. Have at least 2 buddies go with you
- Plan your entire route and make sure your family knows what it is
- Make sure that you are wearing a flame retardant costume
- Wait until you get home and your parents check your candy before you eat it.
- Be very cautious of strangers
- Accept treats only in the doorway. Never go inside a house
- Be sure and say Thank You for your treat
- Don't play near lit Jack-O-Lanterns
- Visit only houses where the lights are on
- Walk. Don't run
- Walk on sidewalk and driveways.
- Cross the street at the corner or in a crosswalk.
- Take a cellular phone with you
- Wear a watch
- Carry a flashlight
- Have FUN :)

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