



simplifying **IT**



HOW DO I GET THAT E-MAIL BACK?!

You send an e-mail message, asking your co-workers to review the sales figures for this year. After you send the message, the flood begins - "What attachment?" "Nothing attached??"

How can you undo your error?

In Outlook, click Sent Items. Open the message you want to recall or replace.

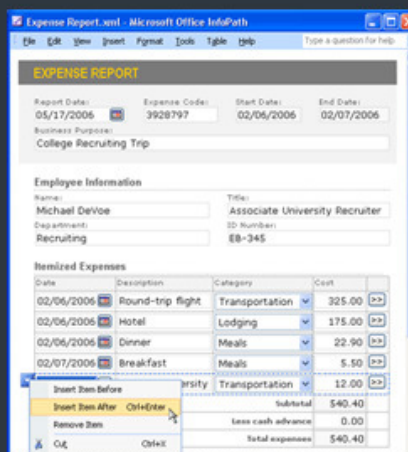
On the Actions menu, click "Recall This Message".

Click 'Delete Unread Copies' and replace with a new message. Click OK, and then type a new message - include the attachment!

Click Send!
(only works for internal, Exchange-based e-mails)

have you tried... **MICROSOFT INFOPATH?**

Like most people, you probably fill out business forms on a regular basis, including expense reports, time cards, surveys, or insurance forms. You may even be responsible for designing, distributing, and maintaining these forms in your organization. You can use Microsoft Office InfoPath 2007, which is part of the 2007 Microsoft Office system, to both design and fill out electronic forms.



You can use InfoPath to collect business data from the people whom you work with, including your colleagues, partners, suppliers, and customers.

For example, you can use InfoPath to create a form template for expense reports for the people in your organization.

ISL (Computers) Ltd
0845 600 2526



sales@isl-computers.co.uk
www.isl-computers.co.uk

ISL (Computers) Ltd - 0845 600 2526 www.isl-computers.co.uk