

# IT Now Newsletter

August 2011

## CELLULAR PHONE SOFTWARE UPDATE



Please take this opportunity to update your wireless phones roaming software. There have been a lot of updates to towers in Nebraska between wireless carriers.

Dial \*228  
Press SND to call that number  
Listen for the operator  
Press 2 to update your service roaming profile.

This update follows best phone practices. If you have been experiencing dropped calls, missed calls, you can't hear the caller or can't get a signal to place a call..... this fixes the issue 90% of the time. Sometimes just removing the battery and reinstalling will fix issues such as phone locking up.

### Inside This Issue

- 1    **Cellular Software Update**
- 2    **Directory Listing Close Dates**
- 2    **Outlook 2010 Online Training**

If you have any questions about this update or any other cellular phone issues, please don't hesitate to contact our office for assistance.

Thank you,

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## Directory Listing Closing Dates

City / Location	Date
Falls City	September 15 <sup>th</sup>
Nebraska City	September 15 <sup>th</sup>
Alliance/Chadron	November 15 <sup>th</sup>
Kearney	October 15 <sup>th</sup>
Nebraska Panhandle	November 1 <sup>st</sup>
Ord	October 15 <sup>th</sup>
York	November 15 <sup>th</sup>

## Outlook

Agencies and divisions across the state are beginning to convert to Office Suite 2010. I have provided below an URL for free online training on Outlook 2010 and the other Office 2010 applications. The courses I have outlined below provide some good information on the new features of 2010 Outlook.

### *Make the Switch to Outlook 2010*

This course is especially informative for those moving from 2003 to 2010. It focused on some of the new features such as the ribbon, clean up, ignore, Backstage, calendar and search. I rate it helpful.

URL: <http://office.microsoft.com/en-us/outlook-help/make-the-switch-to-outlook-2010-RZ101809884.aspx?>

### *Getting Started with Outlook*

This course focused on views, ribbon, social conatcts, and Backstage features. I rate it helpful.

URL: <http://office.microsoft.com/en-us/outlook-help/getting-started-with-outlook-2010-HA010370219.aspx>

### *Getting Familiar with Outlook Calendar*

This course focused on the ribbon, views, time scale, today button, appointments, meetings, all day events, and task features. I rate it kind of helpful.

URL: <http://office.microsoft.com/en-us/outlook-help/get-familiar-with-the-outlook-calendar-RZ101863385.aspx>