



## New Year Holiday History

January 2012



### Inside This Issue

- 1 **New Year Holiday History**
- 2 **Cellular Phone Rules**
- 3 **Outlook 2010: Contact List**

The romans dedicated this day to Janus, the god of gates, doors and beginnings. The month of January was named after Janus, who had two faces, one looking forward and the other looking backward. This suggests that the New Year's celebrations are founded on pagan traditions. Some have suggested this occurred in 153 BC, when it was stipulated that the two annual consuls entered into office on that day, though no consensus exists on the matter.

Dates in March, coinciding with the spring equinox or commemorating the annunciation of Jesus, along with a variety of Christian feast dates were used throughout the middle ages.

Among the 7<sup>th</sup> century pagans of Flanders and the Netherlands, it was the custom to exchange gifts at the New Year. This was a pagan custom deplored by Saint Eligius who warned the Flemings and Dutchman " (do not) make vetulaus (little figures of an old woman) at night or exchange or set table (for house elf) at night or exchange new year's gifts or supply superfluous drink."

Most countries in Western Europe officially adopted January 1<sup>st</sup> at the New Year's Day somewhat before they adopted the Gregorian calendar.

In modern times January 1<sup>st</sup> represents the fresh start of a new year after a period of remembrance of the passing year, including radio, television and in the newspapers, which starts in early December in countries around the world. Since the 1900's New Year's Day has become an occasion to celebrate the night of December 31<sup>st</sup> called New Year's Eve

## Cellular Phone Rules Reminder

It's a new year, but the same old rules apply for your cellular phones. Remember to update the software monthly and be sure to power your phone off daily to allow any software updates pushed out by your service provider to download. All cellular phones should be able dial \*228, press the call button, listen for the operator to tell you to press 2. You will hear music for a short time, and soon the operator will state that your update was successful (your device should automatically reset).

On email capable devices, you should have a software update option in your Settings. If your update is not successful, you can try again. It is possible that repeated failures will occur on older models, this may signify your device no longer can take updates and you will want to upgrade to a newer device.

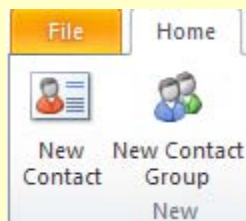
Contact your agency Communications Coordinator for upgrades/ questions or feel free to contact Norma White at 402/471-3562, [Norma.White@Nebraska.gov](mailto:Norma.White@Nebraska.gov); or Susan Dodds, 402/471-6391, [Susan.Dodds@Nebraska.gov](mailto:Susan.Dodds@Nebraska.gov) for assistance if needed.

## Outlook 2010

### Create Mail List

The Outlook contacts feature offers a group contacts feature; most of us refer to this feature as a distribution list. This type of distribution list is used to identify and capture contact information on those individuals we interact with within a group on a regular basis. The focus in this section is on the creation of the contact information for a group.

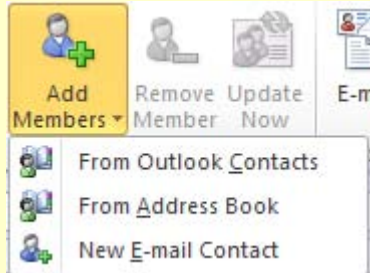
In the Contacts view on the Home tab click on **"New Contact Group"**.



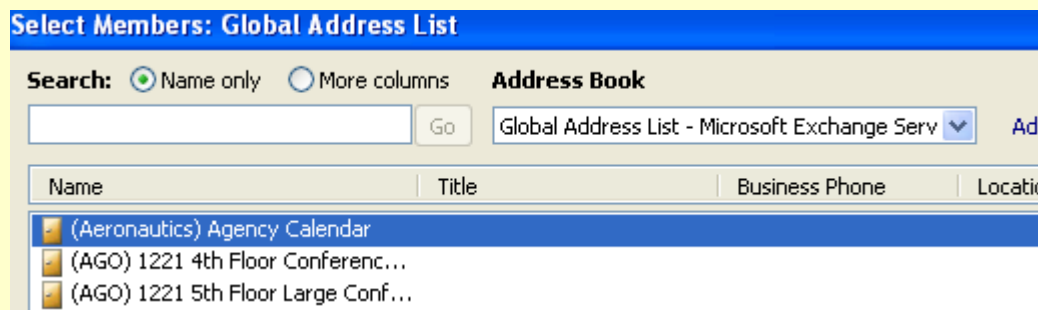
Enter the name of the list in the **"Name"** text box.

Name:

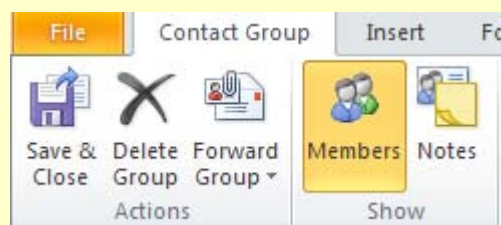
To create the distribution list click on **"Add Members"** button on the ribbon. From the drop down menu select the location you wish to pull member information from. In our example we used the "Address Book".



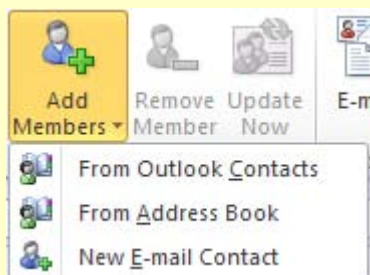
Use the Address Book menu to select the mail list. In the Search box enter the name/s to locate the individual's address. Click on the **"Members"** button to add the name to the new list. Repeat as needed. Click **"OK"** when all members have been selected.



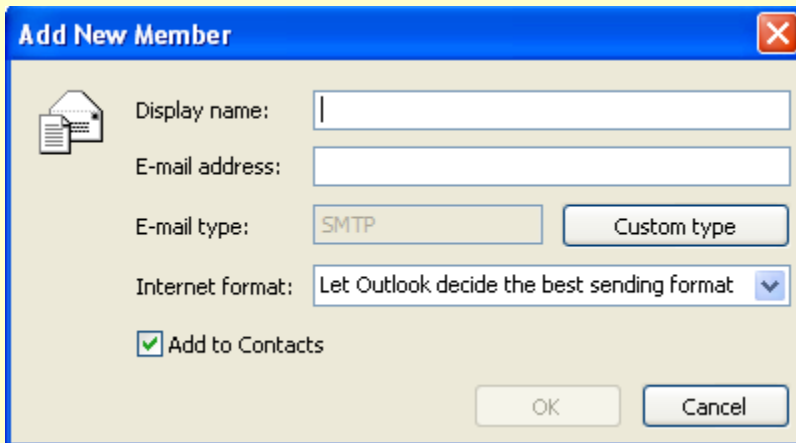
Click on **"Save & Close."** The group contact is displayed in the **"Contact"** view in the format you have selected.



If individuals who are not on the State address lists need to be added to the new distribution use the **"New E-mail Contact"** option on the **"Add Members"** drop down menu.

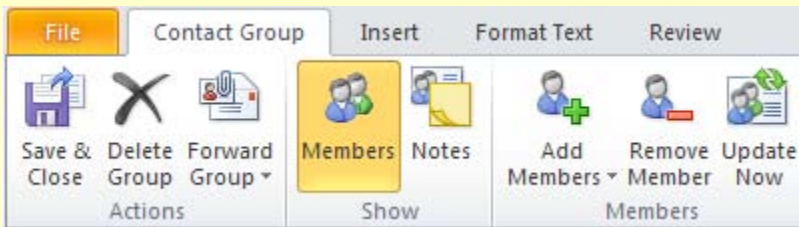


Enter the person’s name and email address. The check box is available to create a contacts entry for the individual’s information in the contacts view. Click “OK.”



### Edit Contacts List

Once a distribution list is created it can be edited using the “Add Members” and “Remove Members” buttons on the ribbon. Always click “Save & Close” after making changes.



To delete the entire list with the list open click the “Delete” button on the ribbon.

