

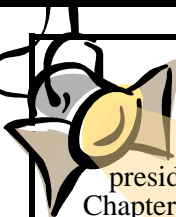
Sequoyah Chapter



Tinker Air Force Base, Oklahoma

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President's Message...

Donna Curtis is currently the chief of the accounting liaison office in the 72d Comptroller Squadron at Tinker AFB. She is also our current Chapter president and agreed to be interviewed about her involvement in the ASMC Sequoyah Chapter. She shares her experiences and insight here with Chapter members...

- ⌘ How long have you been a member of ASMC?
Since 2003.
- ⌘ Why did you decide to join ASMC?
I came into the organization as an accountant—with face and name unknown. I wanted to advance in my career so I sought to be mentored and to network within my peer group.
- ⌘ What do you expect by being an ASMC member?
I expect the opportunity to network, to learn more about the FM world by picking up information from others, and to make a difference. The Chapter is not an entity of its own—the people make it what it is. I expect to better myself from my association, as well, as making it better for others.
- ⌘ What inspired you to become a Chapter officer?
First, I was Vice-President before becoming President. It was an opportunity to contribute and become more involved in the Chapter. As only a member, my voice didn't carry much weight. I am honored and was surprised to have been nominated for this opportunity by my peers.
- ⌘ As President of the Sequoyah Chapter, how do you hope to make a significant contribution?
Since I've been President, the Chapter is planning to hold its first fundraiser and first holiday party ever. I want to make it fun and enjoy being a part of it—it's more than just luncheons. I'd like to raise more funds to increase scholarships. I would also like to institute a member mentoring program—not just for journeyman-level members, but for lower grade members to promote more career development.
- ⌘ Is there anything else you'd like to tell Sequoyah Chapter members?
When I'm not the Chapter President, I am a wife, a mother, and a grandmother of three (with two more on the way). I have been certified as a defense financial manager and have earned a master degree in Human Relations. I am honored to be a part of this Chapter and to serve as its President for 2009-10.



Results of CGWI Back-to-School Pack Drive

The donations of 21 backpacks full of supplies and \$455 in cash by members of the Sequoyah Chapter were presented to Loretta Jackson, with the CG Wells Institute, by Donna Curtis, our Chapter President. Because of this, their organization exceeded their goal of 200 backpacks. Ms Jackson said that nearby schools are calling her for assistance now—ones that never have before because they previously didn't know she provided this kind of assistance.

A big party was held at the Joe B. Barnes Regional Park, in Midwest City, where the backpacks were given out to the kids, along with hot dogs and other treats.

"Thanks" to everyone who contributed to this effort and making a positive difference in these children's futures.





TICKET MONITORS

72CPTF	Bldg 1	Susan Staudt	884-8520
AWACS	Bldg 280	Loretta McCoy	884-1598
72CES	Bldg 400	Paul Dean	884-3022
AFAA	Bldg 510	Anthony Buck	884-8172
507ABW	Bldg 1043	Lee Ann Morrison	884-7207
76MXW	Bldg 3001	Jennifer Goodridge	336-2132
327ASW	Bldg 3001	Judy Crespo	339-2041
448SCMW	Bldg 3001	Donna Conover	336-2514
OC-ALC	Bldg 3001	Patricia Lindley	339-7370
OC-ALC	Bldg 3001	Libby Curry	339-5226
CLS	Bldg 3001	Dean Coleman	336-2928
38EIG	Bldg 4029	Darlene Tharp	339-4069

Our biggest event of the year is right around the corner! If you are interested in serving on a committee for the next Chapter Mini-PDI, please contact Carolyn Hamilton at 884-5726 or carolyn.hamilton@tinker.af.mil.

TREASURER REPORT

Month	Checking	Savings
Aug 09	\$10,524.80	\$750.34
Sep 09	\$11,094.76	\$752.36
Oct 09	\$10,881.18	\$752.36

MEMBERSHIP REPORT

Month	General	Corporate
Aug 09	163	2
Sep 09	163	2
Oct 09	163	2

www.asmcsequoyah.org

Chapter Luncheons

Recent Luncheons...

Mr Dan Gaston, Deputy Director of Contracting, in the Oklahoma City Air Logistics Center, at Tinker Air Force Base was our speaker at the Chapter luncheon held on Wednesday, 19 Aug 09, in the ballroom at the Tinker Club. Mr Gaston provided attendees with PK's perspective on fiscal year closeout.



Mr Gaston described the numerous responsibilities of the contracting organization, at every level, as well as, their several closeout processes.

Mr Gaston explained that some of their challenges are sole source contractors, decreased manpower, etc. He stressed that fiscal year closeout is all year around—not just at yearend. Success is not reliant on databases or metrics, but on relationships.



Two representatives from the Ronald McDonald House Charities came to our October luncheon to provide Chapter members with an overview on how RMHC helps families as we continue our collections throughout the year.

On Wednesday, 21 Oct 09, Mr Phil Davidson, senior instructor and Subject Matter Expert with Management Concepts, Inc., Financial Management Programs, provided a refresher briefing on the Anti-Deficiency Act for attendees, held in the Building 3001 Oklahoma Room.

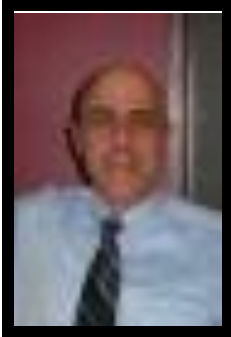
Mr Davidson briefed attendees on the history, statutes, and components of the ADA, then discussed real case scenarios, reminding members of ADA rules.





Chapter Luncheons (Continued)

Upcoming Luncheons...



On Tuesday, 17 Nov 09, Mr John Gioeli, Manager of Government Programs, for Becker Professional Education, will be speaking at our Chapter luncheon. Mr Gioeli has over 20 years experience working with Federal Government in the area of training and development and information resources. He is a member of the Association of Government Accountants (AGA), as well, as ASMC.

Mr Gioeli will be providing members with information of the requirements necessary to obtain certification as a public accountant (CPA) in the state of Oklahoma. The luncheon will be held in the ballroom at the Tinker Club, from 1130 to 1230 hours.



On Thursday, 17 Dec 09, we will welcome Ms Jimmie Nolen, co-owner with husband, Jim, of Nolen's Accounting & Tax Service, Inc., located in Del City, Oklahoma, since 1978. Ms Nolen is a member of the Oklahoma Chapter of the National Society of Accountants, Del City Chamber of Commerce, Education Coalition Task Force, Mid-Del School Board, and Midwest City-Del City Public Schools Foundation. Ms Nolen will be presenting the topic of ethics based upon Cynthia Cooper's book, *Extraordinary Circumstances*. The luncheon will be held in the Building 3001 Oklahoma Room, at 1130 hours.

SEQUOYAH CHAPTER
13TH ANNUAL MINI-PDI
Kick-Off Meeting
18 Nov 09



Our biggest event of the year is right around the corner! Our Mini-PDI Kick-Off Meeting is will be Wednesday, 18 Nov 09, from 1300 to 1400 in the OC-ALC/FM Conference Room. If you plan to attend, please notify Carolyn Hamilton at 734-5726 or carolyn.hamilton@tinker.af.mil.

CHAPTER CRAFT SHOW FUNDRAISER



Our Chapter booth at the Arts & Crafts Show on 30 Oct 09, in Bldg 3001, was a success! We sold Christmas angel ornaments and a variety of chocolate bars. We also held a silent auction with gift baskets and floral arrangements. Our earnings were \$402.90. "Thanks" to all of you who came by to support the Ronald McDonald House Charities. We do have

some ornaments and candy left for sell. Please contact Tammy Brandt, 336-2326, or Donna Curtis, 339-7862, if you'd like to purchase some in support of this worthy cause.

Chapter Certified Defense Financial Managers

- | | | | |
|-----------------|------------------|-------------------|-----------------|
| Will Anderson | Jeffrey Jilek | Shelley Jones | Angela Ruter |
| David Bergman | Steven Johnson | Jeffrey Leid | John Scott |
| Gary Bourisaw | Paul Dean | Magnolia Lipsky | Charisse Slarve |
| Janet Bucknell | Diane Fortelka | John McKee | * Robert Slarve |
| Tanya Childress | Ann Franklin | * Chris Parry | Valerie Tilkens |
| Daria Crane | Sheri Frosig | Debra Poland | Lori Tucker |
| Judy Crespo | Leotta Haltman | Sandra Puryear | LaTrice Vaughn |
| Donna Curtis | Carolyn Hamilton | Tempie Robertson | |
| Kathleen Day | Nancy Haskell | Cheryl Robitaille | *CDFM-A |



..... SEQUOYAH CHAPTER CALENDAR OF EVENTS

- 01 Aug-20 Oct 09 Community Service Pop Tab Drive**
Charity: Ronald McDonald House Charities
- 07 Sep 09 *HOLIDAY* Labor Day**
- 10 Sep 09 Chapter Executive Board Meeting**
Location: Bldg 3001, OC-ALC/FM Conf Room
- 23 Sep 09 FY09 Soft Closeout**
- 30 Sep 09 FY09 Closeout**
- 01 Oct 09 * * * * * HAPPY NEW YEAR! * * * * ***
- 10 Oct 09 Community Service Charity Marathon**
Charity: 16th Annual Komen Race for the Cure
Location: Bricktown, Oklahoma City
- 12 Oct 09 *HOLIDAY* Columbus Day**
- 20 Oct 09 Chapter Executive Board Meeting**
Location: Bldg 3001, OC-ALC/FM Conf Room
- 21 Oct 09 Chapter Luncheon**
Speaker: Mr Phil Davidson, Mgmt Concepts, Inc.
Topic: "Anti-Deficiency Act"
Location: Bldg 3001, Oklahoma Room
- 30 Oct 09 Community Service Craft Show**
Charity: Ronald McDonald House Charities
Location: Bldg 3001, Oklahoma Room
- 09 & 10 Nov 09 CDFM Mod 1 Audio Training**
Location: Bldg 3001, FMA Staff Room
- 11 Nov 09 *HOLIDAY* Veterans' Day**
- 17 Nov 09 Chapter Luncheon**
Speaker: Mr John Gioeli, Becker Prof Education
Topic: "CPA Requirements in Oklahoma"
Location: Tinker Club, Ballroom
- 20 Nov 09 Chapter Executive Board Meeting**
Location: Bldg 3001, OC-ALC/FM Conf Room
- 26 Nov 09 *HOLIDAY* Thanksgiving Day**
- 15 Dec 09 Chapter Christmas Party**
Special Guest: Ronald McDonald House Charities
Location: Bldg 5701, Tinker Base Chapel Annex
- 15 & 16 Dec 09 CDFM Mod 2 Audio Training**
Location: Bldg 3001, FMA Staff Room
- 16 Dec 09 Chapter Executive Board Meeting**
Location: Bldg 3001, OC-ALC/FM Conf Room
- 17 Dec 09 Chapter Luncheon**
Speaker: Ms Jimmie Nolen, Nolen's Acctg Service
Topic: "Ethics" based on *Extraordinary Circumstances*
Location: Bldg 3001, Oklahoma Room
- 25 Dec 09 *HOLIDAY* Christmas Day**
- 01 Jan 10 *HOLIDAY* New Year's Day**
- 12 & 13 Jan 10 CDFM Mod 3 Audio Training**
Location: Bldg 3001, FMA Staff Room

	S	M	T	W	T	F	S
September	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
October	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
December	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2



NEWSLETTER COMMITTEE

We need roving reporters. A new committee, specifically for the Chapter newsletter, is now being formed. Please contact Tammy Brandt at tamara.brandt@tinker.af.mil if you would like to be a part of this venture! Thanks!!



CONTINUING RESOLUTIONS

A continuing resolution (CR) is an appropriation act, limited in time only. CRs have been used as stop-gap funding measures from the late 1880s. From 1962 to 2006, 90% of the appropriation bills for federal agencies were enacted after the start of the fiscal year and thus necessitated CRs.

CRs are temporary appropriations acts. GAO refers to CRs as:

“Legislation enacted by Congress to provide budget authority for Federal agencies and/or specific activities to continue in operation until the regular appropriations are enacted. CRs are enacted when action on appropriations is not completed by the beginning of the fiscal year.” (GAO, Principles of Federal Appropriations (2nd Ed), Volume II, GAO/OGC-92-13, Dec 1992.)

CRs are usually enacted to cover a limited period of time, e.g., a month or a calendar quarter. The time limit stated in the resolution is the maximum period of time during which funds appropriated by the resolution are available for obligation.

However, this limited period of availability does not affect the amount of money appropriated by the resolution. The rate for operations specified in the resolution, whether in terms of an appropriation act which has not yet become law, a budget estimate, or the current rate, is an annual amount.

Congress can extend availability of funds under CR by amending the fixed cutoff date stated in the resolution. Extensions may even run beyond the session of Congress in which they are enacted.

Portions of CR can continue for the entire fiscal year if Congress determines that some or all of the remaining bills will not be enacted individually. After the regular appropriation is enacted, it supersedes the CR and governs the period of availability and amount.

RATE OF OPERATIONS

It is common for a CR to require that funds be obligated at a rate of operations

not to exceed the prior year (PY) rate of operations. This begs the question as to just what is a rate of operations. Is it a sum of money or a program level? GAO regards the term current rate to mean a sum of money rather than a program level.

The current rate refers to the rate of operations carried on within the appropriation during the PY. The current rate is therefore equivalent to the “total funds” which were available for obligation for an activity during the prior fiscal year. Funds transferred from the account during the fiscal year should not be deducted in determining the current rate. Likewise, funds transferred into the account should not be added in determining the current rate.

When funds were provided to begin a program or project in the middle of a fiscal year, you need to annualize the funds to determine the current rate. For example, if \$500 million was provided for a project/program that was to commence on 1 April of the PY, then the current rate of operations for the CR in the current year (CY) would be \$1 billion.

RATE NOT EXCEEDING THE CURRENT RATE

It is the intent of Congress that an agency has no more funds in the CY than they had available in the PY. Therefore, under a CR, if there is a balance of unobligated funds that can be carried over into the current fiscal year, this balance must be deducted from the current rate in determining the amount of funds appropriated under the CR. For example, if \$1 billion was provided in an R&D appropriation last year, and \$750 million was obligated as of the end of the prior fiscal year, the amount of the appropriation under the CR would be \$750 million. To provide the entire \$1 billion would be to make \$1.25 billion available during the CR period.

CRA SPENDING PATTERN

An agency may determine its pattern of obligations under a CR so long as it operates under a plan that will keep it within the rate for operations limit set by the resolution. If an agency usually obligates most of its annual budget in the

first month or first quarter of the fiscal year, it may continue that pattern under the resolution. If an agency usually obligates funds uniformly over the entire year, it will be limited to that pattern under the resolution, unless it presents convincing reasons why its pattern must be changed in the current fiscal year.

RATE OF OPERATIONS EXCEEDS FINAL APPROPRIATION

If you obligate at the current rate, and Congress finally appropriates at a lesser rate, have you committed an ADA violation? The answer to that question is no.

In a GAO decision 62 Comp Gen 9 (1982), the CG held that funds legally obligated under the authority of a CR remain available to pay the obligations incurred which exceeded the final appropriation. The decision stated, “...to the extent the annual appropriation act does not provide sufficient funding for the appropriation account to cover obligations validly incurred under the CR, the obligations in excess of the amount provided by the annual act should be charged to and paid from the appropriation account established under the authority of the CR.... Thus, the funds made available by the resolution must remain available to pay the obligations.”

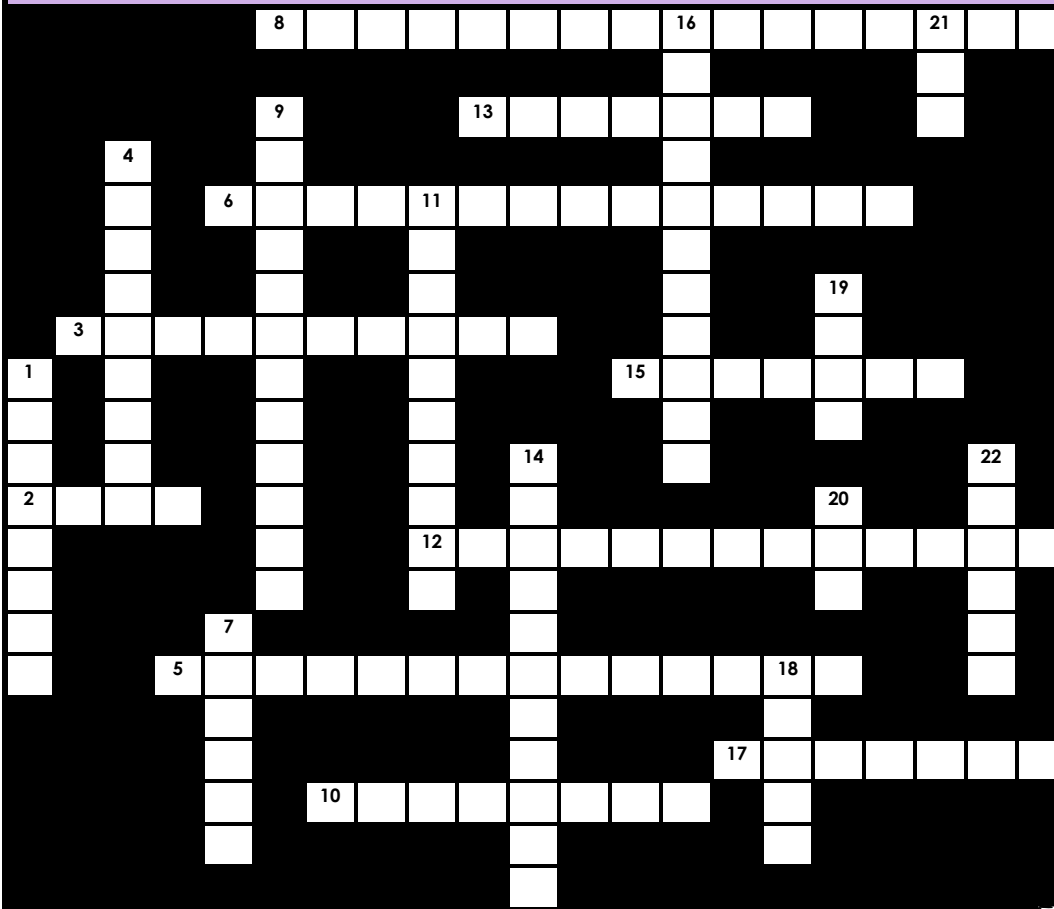
GAO has advised that agencies should make their best efforts to remain within the amount of the final appropriation. To the extent the agency is unable to do so, the appropriation made available by the CR remains available to liquidate the excess obligations.

PROJECTS, ACTIVITIES, AND NEW STARTS

Most CRs contain provisions restricting “new starts.” The term refers to the restriction on the use of funds for “any project or activity for which appropriations, funds, or other authority were not available” during the preceding fiscal year. Therefore, if an agency had funds to carry out a program or project in the preceding fiscal year, that program is not a new start even if the agency failed to actually begin the program or project in the previous fiscal year.



FINANCIAL TERMS IN CROSSWORDS



Test your knowledge by finding these financial management terms taken from the three modules included in the Certified Defense Financial Manager study guide.



ACROSS

- 2 The period during which budgetary resources may incur new obligations is different from the period during which the budgetary resources may be used to incur expenditures; annual, multi-year, and no-year authority.
- 3 An administrative reservation of funds in anticipation of a future obligation.
- 5 Amounts earned and collected for property sold or services furnished to the public or to another U.S. Government agency.
- 6 An Act that prohibits an obligation in excess of the appropriated amount or amount permitted by agency regulations.
- 8 Includes documentation, recording or transactions and events, execution of transactions and events, separation of duties, supervision, access to and accountability for resources, and audit resolution.
- 10 Collections creditable to Treasury Department miscellaneous accounts or funds as authorized by legislation.
- 12 The cancellation of budgetary resources provided by discretionary appropriations or direct spending legislation, following procedures prescribed in law.
- 13 Outflow or other using up of assets or incurrences of liabilities during a period from providing goods, rendering services, or carrying out other activities related to an entity's programs and missions.
- 15 A component of a reporting entity that obtains goods for direct use in its normal operations.
- 17 The amount by which receipts exceed outlays in a fiscal year.

DOWN

- 1 A document establishing a legal relationship between two legally-competent parties, defining the rights and responsibilities of each party.
- 4 The transfer of funds between program elements or line items within an appropriation for purposes other than those contemplated at the time of appropriation.
- 7 A recoupment of a payment made in error.
- 9 The Rule that states that a fiscal year appropriation may be obligated only to meet a legitimate need arising in the fiscal year(s) for which the appropriation was made.
- 11 Any cost specifically identified with a particular final cost objective.
- 14 This type of program is a directed, funded effort that is designed to provide a new, improved, or continuing weapons system or automated information system capability in response to a validated operational need.
- 16 An existing condition, situation, or set of circumstances involving uncertainty as to possible gain or loss to an entity that will ultimately be resolved when one or more future events occur or fail to occur.
- 18 Funds held for use in carrying out specific purposes and programs in accordance with an agreement or statute.
- 19 The monetary value of resources used or sacrificed or liabilities incurred to achieve an objective, such as to acquire or produce a good or to perform an activity or service.
- 20 A legal limit on the budget authority and outlays for each fiscal year provided by discretionary appropriations.
- 21 "___"-Years are beyond the year being worked in the upcoming budget.
- 22 Obligations and expenditures may not exceed the total established in law.

Answers to FINANCIAL TERMS IN CROSSWORDS on Page 9.

RECRUIT A NEW ASMC MEMBER TODAY! Contact Pam Myers, 1st Vice President of Membership, at pamela.myers@tinker.af.mil.



National ASMC News

September & October 2009

ASMC AWARDS ONLINE

We're excited to announce the Chapter Award section of the awards submission website is complete. As you may recall, in the last National News we announced all awards submissions will be done via this website including individual and team achievement awards, essay competition, scholarships, and, yes, even the extensive submission requirement for our annual Chapter Competition. To register your chapter and begin uploading your documentation and managing your Chapter Competition via the website, click on the ASMC Award Online Chapter Competition page. Each chapter must designate one officer to register for the chapter. That login information should be shared by anyone in the chapter inputting information in the form. Training on the Chapter Competition piece of the website was held on 8 October. If your chapter missed this training, it is available for viewing until 26 October. Please contact Jennifer Sizemore for the link to the recorded session.

MODULE 4 CLASSES - Register Today!

Acquisition Business Management (Module 4) FY10 Course Schedule · Norfolk, VA, December 15 - 16, 2009 · Ft. Meade, MD, January 14 - 15, 2010 · Washington, DC, March 18 - 19, 2010 · San Antonio, TX, March 30 - 31, 2010 · Denver, CO, April 13 - 14, 2010 · Dayton, OH, May 18 - 19, 2010 · Huntsville, AL, June 22 - 23, 2010 · Washington, DC, July 13 - 14, 2010. You may now reserve a seat by registering for the class in the location of your choice with the online registration form. The registration fee is \$375 per student for the two-day course. Registrations must be received 30 days prior to course start dates. To request and submit registration information: cdfmamod4@aol.com.

MONTHLY CDFM AUDIO TRAINING

Beginning November 2009, ASMC will hold monthly intensive review sessions of select modules of the CDFM exam over audio lines. For each module, there will be two four-hour sessions on consecutive days; each session starts at 12 noon Eastern. There is a charge of \$99 per line for each module; as many can participate on one line as you wish. Go to the ASMC home page for more information including information about the textbook to be used and how to register online. Registration is now open for November 2009 Module 1 training only. NOTE: This "top off" intensive training is designed for those that have already taken the Enhanced Defense Financial Management Training Course (EDFMTC).

The full schedule, including EDFMTC instructors, is as follows:

- Module 1: November 9 - 10, 2009, Pamela Robinson, CDFM-A
- Module 2: December 15 - 16, 2009, Doug Atkins, CDFM
- Module 3: January 12 - 13, 2010, William Arnold, CDFM-A
- Module 1: February 9 - 10, 2010, Jayne Reinhart, CDFM
- Module 3: March 24 - 25, 2010, Milo Hall, CDFM-A

EDFMTC OPEN ENROLLMENT COURSES

There are several open enrollment sessions, delivered by Management Concepts, Intl., with openings available for students interested in receiving top notch training in DoD FM. Please check out the ASMC website under the Certification tab and click on the Training link for a complete listing of sessions.

CHAPTER MEMBERSHIP ROSTERS

The chapter roster is available online to the chapter president (and only to the chapter president). Directions on how to access that roster may be found under Chapter Management. It is ASMC policy to not share its membership file with any entity or person outside of ASMC leadership.

- Please respect this policy at the local level.
- Do not provide the membership roster to any source outside your chapter leadership and always protect the file by locking it with a password.
- Do not post your member listing on any website or in any public forum.

PDI ONLINE

Please announce at your next meeting that chapter members can earn free CPE credits by listening to or watching taped workshops and Service Day sessions from PDI 2008 and PDI 2009. You can now access selected sessions online at the PDI extended learning page, along with the briefing charts received to date.

WHAT IS MONEY MADE OF?

Coins are usually made of copper and another element, such as zinc or nickel. Currency paper is composed of 25% linen and 75% cotton. Red and blue synthetic fibers of various lengths are distributed evenly throughout the paper. Before World War I these fibers were made of silk.

SEQUOYAH CHAPTER 1ST ANNUAL CHRISTMAS PARTY



Our 1st Annual Chapter Christmas Party is tentatively planned for Tuesday, 15 Dec 09, from 1501 to 1700 hours, in the Tinker Base Chapel Annex. This event will allow our members an opportunity to network with fellow FMers, as well as, participate in party games and indulge in complimentary hors d'oeuvre and punch.

We are inviting members to bring and sign up new members at the party to earn free luncheon tickets—more information is to come. If you have any questions, please feel free to contact Tammy Brandt at 336-2326 or Loretta McCoy at 884-1598.



Seven Ways to Organize Your Email

With meetings and the general chaos of a normal work day, your email Inbox can quickly get cluttered. An unorganized mailbox can make it difficult to find the email you need and know where to get started. This messy situation can be remedied. Microsoft Office Outlook offers great tools that help you organize your messages in meaningful, easy-to-control ways. Here are some tools in Outlook that you can use to manage your email. You can use one of these tools—or a combination of tools—to help shrink your Inbox and make it easier to find the information you need.

1. GROUP SIMILAR MESSAGES IN FOLDERS

By creating new mail folders, you can group messages related to each other. For example, you can group messages by topic, project, contact, or other categories that make sense to you. You can even create a folder for all the messages from your manager or that include tasks that you have to complete.

ADD A FOLDER

1. On the **File** menu, point to **Folder**, and then click **New**.
2. Type the name of the folder you want to create in the **Name** box.
3. For **Select where to place the folder**, click the folder where you want to create your new folder.

RENAME A FOLDER

1. In the Navigation Pane, right-click the folder you want to rename.
2. Click **Rename "folder name."**
3. Type the new folder name, and then press Enter.

REMOVE A FOLDER

1. In the Navigation Pane, click the folder you want to delete.
2. On the **Edit** menu, click **Delete**.
3. Click **Yes** to confirm the deletion of the folder and all of its contents.

2. CREATE SEARCH FOLDERS TO FIND MESSAGES FAST

Search Folders are a quick and convenient way to look at predefined collections of email messages. They don't actually store any messages themselves, but instead are virtual folders that offer a view of all the messages stored in your mailbox depending on the attributes you've defined. Outlook provides default Search folders—such as Unread Mail—but you can also create your own. For instance, you can use Search Folders to help you find all the information related to a particular project, an important client, or an upcoming conference.

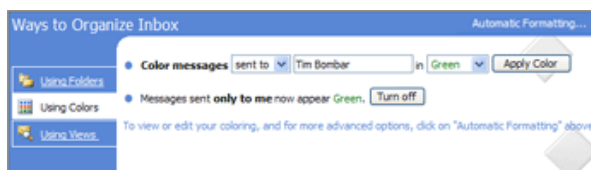
- In **Mail**, on the **File** menu, point to **New**, and then click **Search Folder**.
- Opt whether you want to use a predefined Search Folder or create your own, and then follow the instructions on the screen.

3. LAY ON THE COLOR

One quick easy way to distinguish between email messages is to color code them. By using color, you can quickly identify messages from certain contacts by customizing your Inbox to automatically color messages. For example, it's an easy way to identify important messages from a key customer, your manager, or an important contact. Even better, it's quick and easy.

COLOR MESSAGES SENT ONLY TO YOU

1. On the **Tools** menu, click **Organize**.



2. In the **Ways to Organize Inbox** dialog box, click **Using Colors**.
3. After **Show messages sent only to me in**, click the color that you want in the list.
4. Click **Turn on**.
5. Close the **Ways to Organize Inbox** dialog box.

NOTES

- To further customize how these messages appear, such as their font style and size, click **Using Colors**, and then click **Automatic Formatting** in the **Ways to Organize Inbox** dialog box.
- To turn off the color setting, click **Turn off**.
- To change the color, click **Turn off**, click the color that you want in the list, and then click **Turn on**.




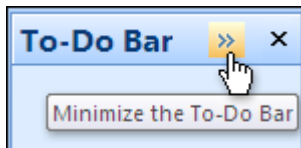
Seven Ways to Organize Your Email *(Continued from Page 9)*

6. FLAG FOR FOLLOW UP

You can flag email messages, tasks, and more with colored Quick Flags to help classify them or mark them for action. Flags can remind you to follow up on an issue, indicate a request for someone else, or set a reminder for a message or contact. Best yet, they make organizing your mail folders a breeze, because you know exactly what to do—and when to do it.

PRIORITIZE WITH FLAGS AND USE THE TO-DO BAR

1. Right-click in the **Flag Status** column  next to the message that you want to flag, and select a flag type (for example, click **Today** to give it a Today follow-up flag).
2. Look at your To-Do Bar and notice that the message now shows up there. (If you have other tasks in the To-Do Bar, you may need to scroll to see it.)



Here are some things to remember about flagged messages and the To-Do Bar:

- In the To-Do Bar, you can change the subject of the flagged message without affecting the subject that appears in the Inbox. To do this, click to select the text of the item in the To-Do Bar and type the new subject.
- When you've completed an item, use the **Mark Complete** command.
- Flagged messages show up in the To-Do Bar, on your Calendar, and in Tasks. (And, remember that deleting a flagged message will delete it from your Inbox, from the To-Do Bar, and from the Calendar).
- You can drag items to the Date Navigator in the To-Do Bar to quickly set up an appointment for the day that you drag to.
- Press ALT+F2 to minimize, show, or hide the To-Do Bar.
- Use the **Minimize the To-Do Bar** button to keep it visible, but smaller.

7. ROUTE MAIL EFFICIENTLY USING MAILBOX RULES

By creating rules for Outlook, you can automatically perform actions on both incoming and outgoing messages based on the criteria you establish. For instance, you can automatically forward to your manager all messages sent by a certain person as soon as they arrive, assign the category Sales to all messages you send that have the word "sales" in the Subject line, and much, much more. Routing mail efficiently not only organizes your mail for you—but also frees up your time from performing routing tasks.

CREATE A RULE FROM SCRATCH

To create a rule by choosing your own conditions, actions, and exceptions, do the following:

1. In the Navigation Pane, click **Mail**.
2. On the **Tools** menu, click **Rules and Alerts**.
3. If you have more than one email account, in the **Apply changes to this folder** list, select the **Inbox** that you want.
4. Click **New Rule**.
5. Under **Start from a blank rule**, select either **Check messages when they arrive** or **Check messages after sending**, and then click **Next**.
6. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.
7. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
8. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.
9. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
10. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
11. To finish creating the rule, enter a name for the rule, and then select any other options that you want.
 - If you want to run this rule on messages that already are in one of your folders, select the **Run this rule now on messages already in "folder"** check box.
 - To apply this rule to all your email accounts and the **Inbox** associated with each account, select the **Create this rule on all accounts** check box.

Click **Finish**.