

LESSON 193

LET THE COMPUTER DIAL UP YOUR FRIENDS

Microsoft Outlook will dial the phone numbers of people or businesses that you save in Outlook. You can dial from within any module. Here's how it works.

If you have a modem in your computer and it's connected to a phone line, click on Tools and then on Address Book. You can also open your address book from within any Outlook module by pressing the Ctrl+Shift+B keys.

From within the Address Book, select a contact or type a partial name to find that name. After selecting a contact click on Tools, Actions and then on Dial. This will open the New Call dialog box. You can select the contact you wish to call from within the New Call dialog box, click on the Dialing Properties button to access features like disabling call waiting, dial a number to access a local or long distance line, or even enter a calling card number to use when dialing long distance calls. There's even an option to enter your credit card starting with O, and a place to enter a "personal pin" number.

Use Outlook's dialing feature to make placing phone calls faster and easier.

