



Court Services and Information Technology's

E-Tip of the Week

Link items to a Contact entry (Outlook 2002/2003)

It's often helpful to link items to a Contact entry for reference purposes. You can link all types of items to a Contact entry in just a few easy steps. First, open (or just select) the Contact entry to which you'd like to link an item. To link an Outlook item, choose Actions | Link | items from the menu bar. Next, select the folder that contains the Outlook item you'd like to link. Then, select the item to link in the Items list box and click OK. To open the Outlook item that's linked, click on the Contacts form's Activities tab and then double-click on the item.

To link a file from outside Outlook (such as a Microsoft Word document), choose Actions | Link | File from the Contact form's menu bar. Next, choose the file to link and click Insert. A shortcut to this document is then created in the Journal Entry form that displays. Click Save And Close in the Journal Entry form. The journal entry then displays on the Activities tab of the Contact form; double-click on the journal entry and then double-click on the shortcut to open the linked file.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

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