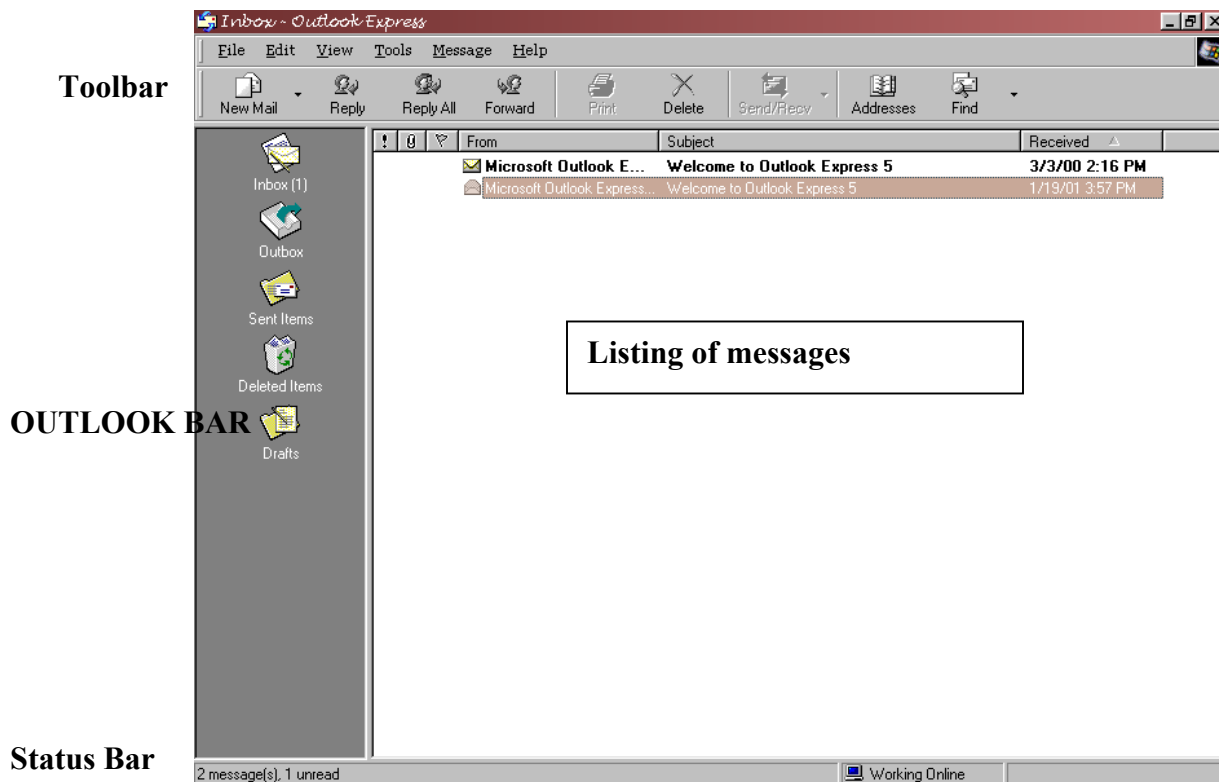


Outlook Express®

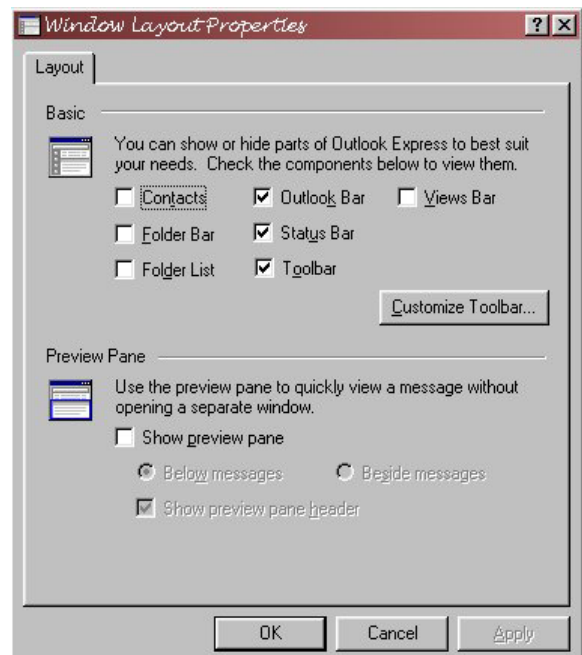


Setting up the View

Before using Microsoft Outlook, you need to understand the Layout of the program. To setup a view that you are comfortable with;

1. Select View on the menu
2. Click the Layout option

The easiest views to start with are the Outlook bar, status bar, and the toolbar. The outlook bar contains the basic folders you will use most. The status bar provides you with information about each folder. The toolbars provide you with the tools you will need to manage each folder.



The outlook bar

1. The **inbox folder** is where your e-mail messages are stored. From this folder, you can double-click on a message to read it or you may delete unwanted messages that you no longer need.
2. The **outbox folder** is where your messages are kept until you send them.
3. The **sent items folder** is a listing of all the messages that you have sent to other people
4. The **deleted items folder** keeps a listing of all messages that you have deleted. You may have this folder emptied automatically if you wish to have it setup that way.
5. The **drafts folder** is a storage area for all e-mail messages that you are working on and do not have time to finish. You may save an e-mail message and not send it. It will stay in this folder and you may finish it later. When you are finished then you may sent it.

To view the contents of any of these folders click on the folder.



Working with Email

Rules of email;

- Email sent from your work computer, belong to your employer.
- If you are composing a message offline, your message will be saved in the Outbox. It will be sent automatically when you go back online.
- To save a draft of your message to work on later, click the **File** menu, and then click **Save**. You can also click **Save as** to save a mail message in your file system in mail (.eml), text (.txt), or HTML (.htm) format.

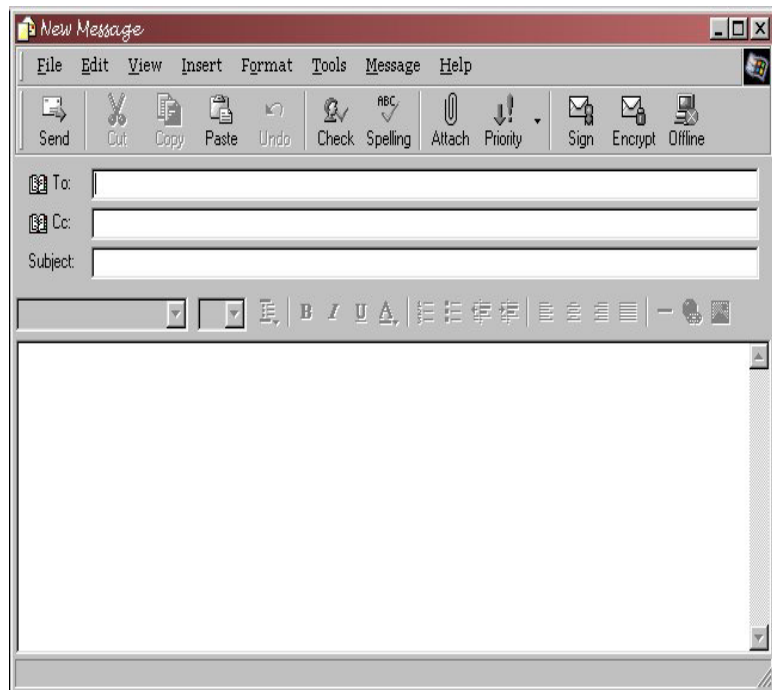
Creating a message

1. On the toolbar, click the **New Mail** button.



2. In the **To** and/or **Cc** boxes, type the e-mail name of each recipient, separating names with a comma or semicolon (;).

- To add e-mail names from the Address Book, click the book icon in the New Message window next to **To**, **Cc**, and **Bcc**, and then select names.
- To use the **Bcc** box, click the



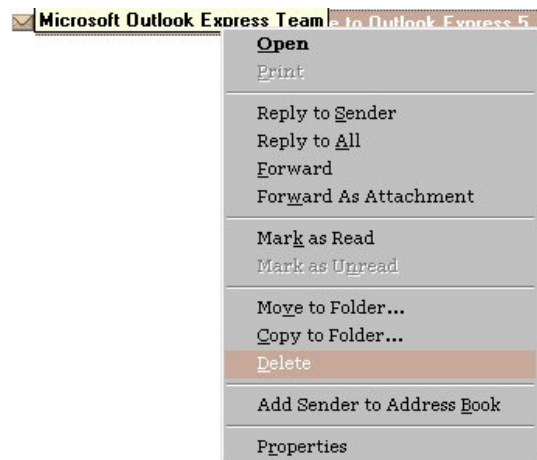
View menu, and then select **All Headers**.

3. In the **Subject** box, type a message title.
4. Type your message, and then click the **Send** button on the New Message toolbar.

Deleting Messages

After you have read your messages, many of them can be deleted. To delete a message from the inbox.

1. Right-click on the message.
2. Select Delete.



If you make a mistake and did not mean to delete the message!!!!

1. Click on the Deleted Items folder on the Outlook Bar.
2. Right-click on the message that you want back
3. Select Move to Folder
4. Choose the Inbox to put the message back.

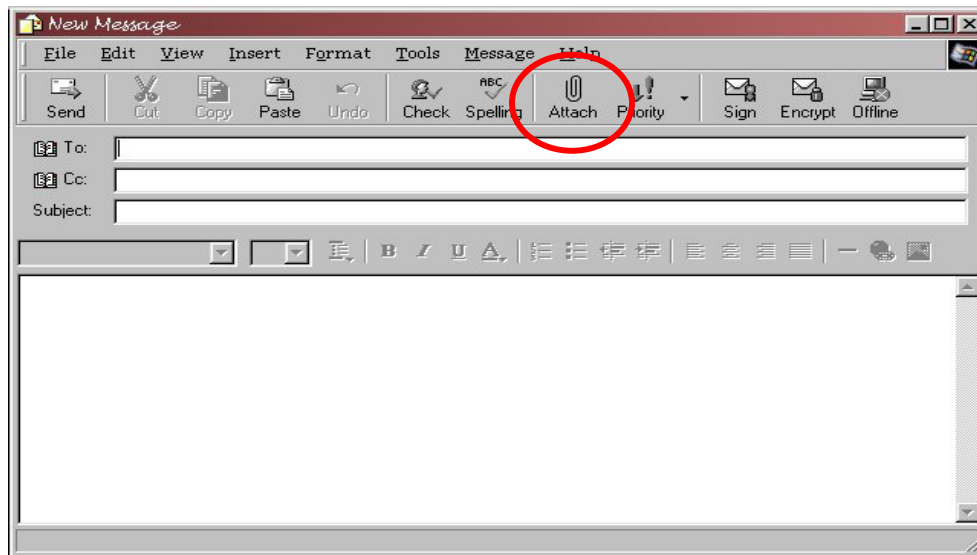
- To manually empty all deleted items, select the **Deleted Items** folder. On the **Edit** menu, click **Empty Deleted Items Folder**.

Sending an Attachment

Sometimes we like to send other files (such as a picture, excel spreadsheet, word document, sound files or other files) with our email message. Sending an attachment along with our message can do this.

To Send an Attachment:

1. Address and Write the message (see Creating a message on page 3)
2. When you are ready to attach a file, click the paper clip (attach) on the toolbar.

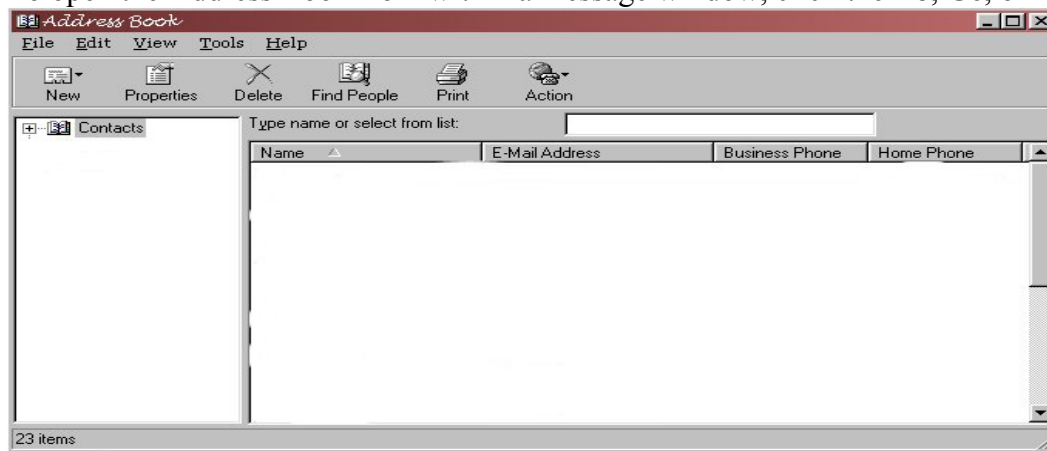


3. You will then select the existing file from the directory in which it is saved.
4. Click the ATTACH button in the right bottom corner of the box.
5. Continue to Send your message

Using the ADDRESS Book

To open the Address Book

- To open the Address Book from Outlook Express, click the **Addresses** button on the toolbar, or click the **Tools** menu and select **Address Book**.
- To open the Address Book from within a message window, click the **To**, **Cc**, or **Bcc** icon.



To add a contact to your address book

1. In the Address Book, select the folder to which you want to add a contact.
2. Click the **New** button on the toolbar, and then click **New Contact**.



3. On the **Name** tab, type at least the First and Last names for the contact.

A display name is required for each contact. You can change the display name by typing in a different name or by selecting from the drop-down list. The drop-down list will contain variations of the first/middle/last name, as well as anything you typed in the Nickname box or the Company box on the Business tab.

4. On each of the other tabs, add the information you want.

A screenshot of the Outlook "Properties" dialog box for a contact. The window title is "Properties". It has several tabs: "Name", "Home", "Business", "Personal", "Other", "NetMeeting", and "Digital IDs". The "Name" tab is selected. The dialog contains a text box for "Enter name and e-mail information about this contact here." Below this are fields for "First:", "Middle:", and "Last:" names. There are also fields for "Title:", "Display:" (with a dropdown arrow), and "Nickname:". Below these is an "E-Mail Addresses:" section with a text box and "Add", "Edit", "Remove", and "Set as Default" buttons. At the bottom, there is a checkbox for "Send E-Mail using plain text only." and "OK" and "Cancel" buttons.

Notes

- Do not forget to include an e-mail address for your contact.
- If you include a contact's street address on the Home tab or the Business tab, you can click the **View Map** button located on each of these tabs to display a map pinpointing the address.