

How to Use Outlook Express

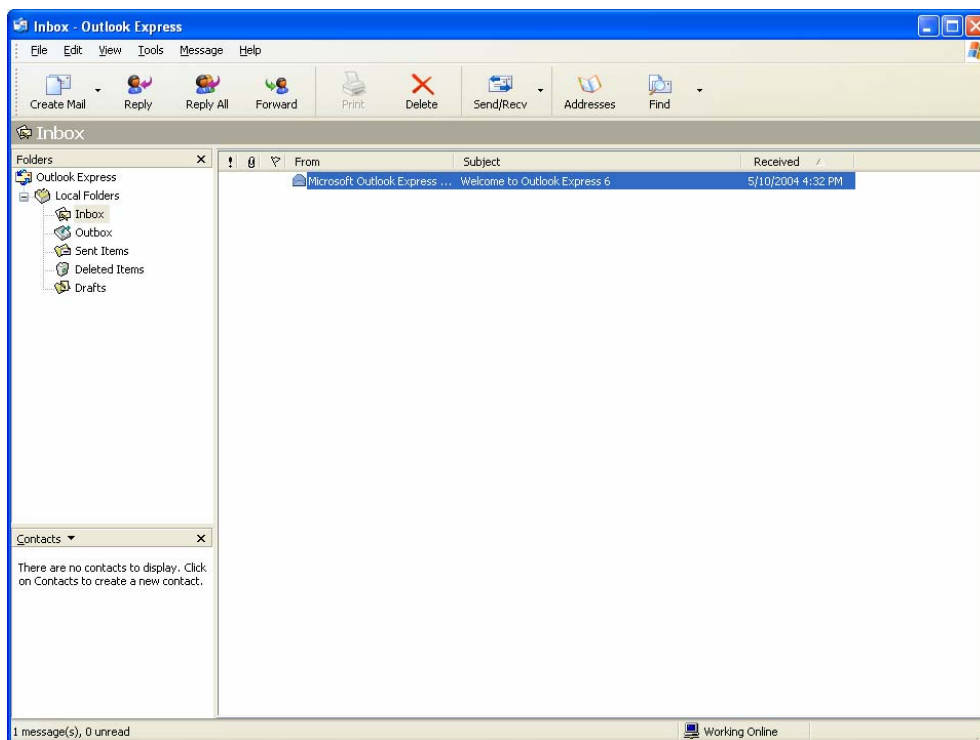
Opening Outlook Express

- From your Desktop, Double Click Outlook Express.



Outlook Express will open and be ready for use. The initial screen should look something like the following.

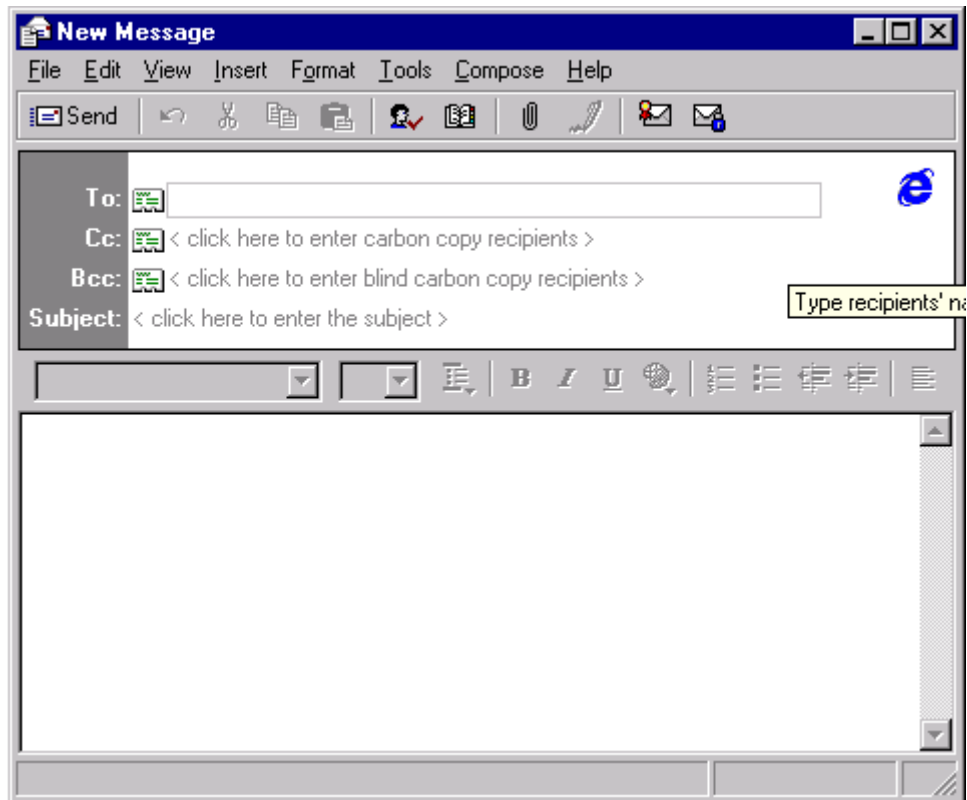
It will automatically connect and download your new messages.



Create/Sending Mail

Note: A copy of all email that you send is automatically saved in the *Sent Items* folder.

- On the Outlook Express Toolbar click on **Compose Message** (a smaller window will open up, such as the one below).



- **Under To:** put the recipient of your message.
- **Under Cc:** put the other recipients of your message (carbon copies).
- **Under Subject:** put the subject of your message.

Then type your message in the text box (below subject)

- If you would like to **insert** a file into your message go to **Insert -> File Attachment**, and browse to the file you want to send.
- When you finished entering your message, click on Send on the toolbar. The email will be saved in the *Outbox* until it is actually sent.
- After you have completed all your messages, click on Send and Receive on the main toolbar to send the messages. Copies of the email that have been sent are saved in the *Sent Items* folder.

Replying or Forwarding a Message

After you have received a message, you can return a message to the sender (reply) or send the message on to someone else (forward). A copy of the original message will be included in the body of the email.

- Click on a message (select it) in your INBOX that you wish to reply to or forward.
- Click on the desired reply or forward button on the toolbar.
 - **Reply to author** - Return a message to the sender.
 - **Reply to All** - Return a message to the sender and everyone who is in the To: and Cc: boxes.
 - **Forward** - Send the message to someone else.
- Enter the body of the email and continue sending the message as described in the section above.

Deleting a Message

When you delete a message from your INBOX or other folder, the message is moved into the *Deleted Items* folder. Messages will remain in your Deleted Items folder until you empty the folder. The items are then permanently deleted. To delete an item:

- Click on a message (select it) in your INBOX that you wish to delete.
- Click on the X (delete) button on the toolbar or hit the delete key.
- The message will be moved to the Deleted Items folder. You may recover the deleted message by moving it out of the Deleted Items folder until it is permanently deleted.

To permanently delete items in your Deleted Items folder:

- Right click on Deleted Items on the left side of the screen.
- Select **Empty Folder**.
- Answer Yes to permanently delete the mail items.

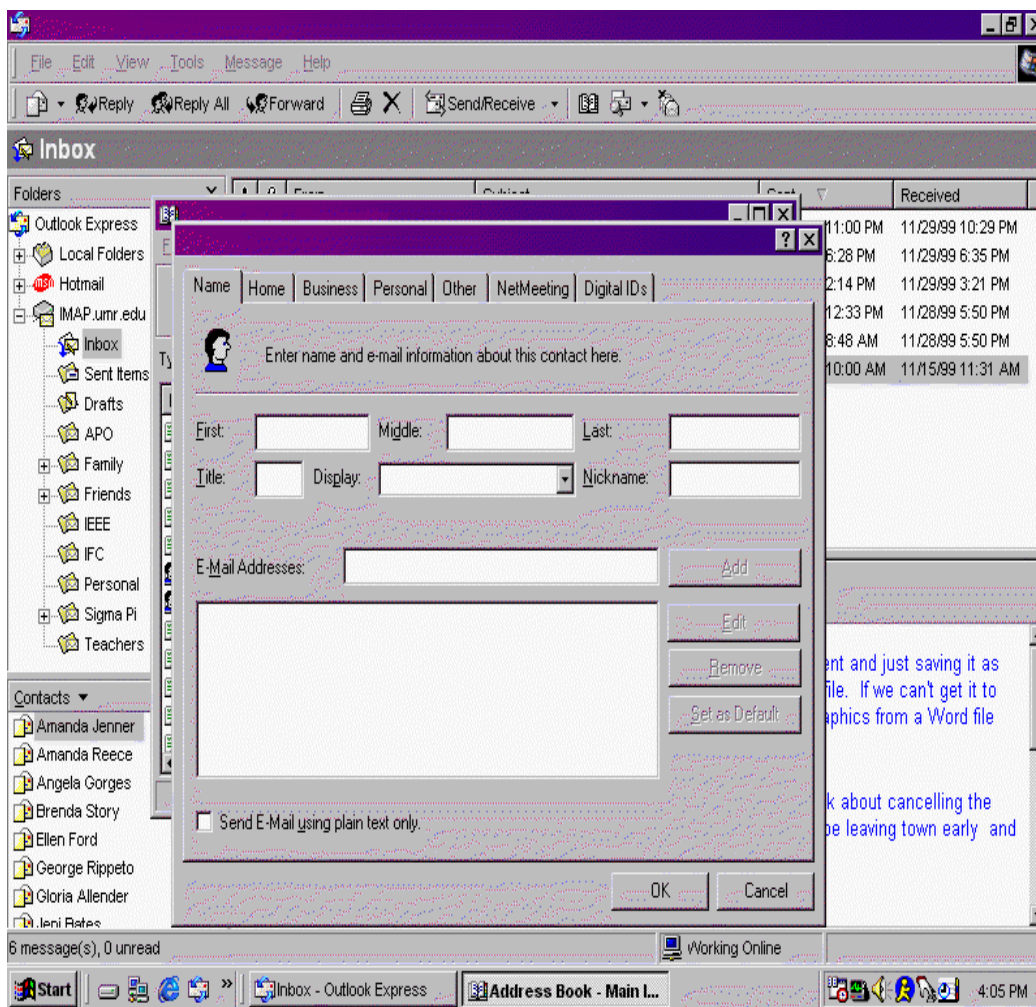
Creating and Using Folders

- To move email from your inbox to another folder, from your INBOX, simply click on **File, Move to Folder**
- To create a new folder, go to File -> Folder -> New Folder. Type the new folder name and choose under which folder to put it. Then click OK.
- To view the files in folders, simply click on the desired folder on the left.

Adding Contact Information

- To add contact information in Outlook Express, go to Tools-> Address Book. A new window will open up with a list of Contacts. Click on the New button. A drop down box will appear with the commands "New Contact" and "New Group."

- To add a new Group, click on the "New Group" command. A new window will appear, and it will ask you for the Group Name. Type in something that will describe the group of people you want to put in it. Underneath a shaded box, you will see two boxes, one for the person's name and one for the person's e-mail address. Type the person's name in the Name box, and type the person's e-mail address in the E-mail box. Simply click the "Add" button and you have entered that person in the Group you have created.
- To add a new Contact, click on the "New Contact" command. A new window will appear. The first one is for your contact's first name. Enter it, and then click over on the next box. That will ask for your contact's middle name. Simply enter it and then click over to the next box. This box wants the last name of your contact. Enter it and then click onto the box called "Title." If the person is a Mr., Mrs., or Ms., then you can add their title too. If they have a nickname, then you can enter that in the box called "Nickname." Finally, you will see a box called e-mail address. Simply enter the contact's e-mail address and you have finished you have finished entering in the necessary information for your contact.



If you have any other contact information, i.e. home and work phone numbers, addresses, all one needs to do is click the appropriate tab and enter in the appropriate information.

Checking your Mail

Any mail that you receive will automatically be saved in your *Inbox* folder. A filter can be used to direct mail to a different folder, if desired.

- On the Outlook Express Toolbar, click on the **Send and Receive** button.
- After Outlook Express is done checking mail, click on your INBOX folder on the left. Your screen should appear similar to that illustrated below.
- A list of your mail will appear in the upper right window. Browse through your mail by double clicking on the desired email to open it.
- You can use the up or down arrows on the toolbar of an open email item to read the preceding or next email in the list. A sample screen of an open email appears below.

