

Y's Men Computer Users Tutorial Part 2

Email – Outlook Express

Setup

For help in setting up an Email account in Outlook Express go to Google.com. Enter: Set up Outlook Express. Click on the link to the Microsoft website. Or simply go this address:

<http://www.microsoft.com/windows/ie/ie6/using/oe> . Follow the directions.

Address Book

Go to Addresses>New>New Contact. Enter First and Last Name then skip to Email addresses and enter the person's email address. Click Add, then OK. Do this for all your contacts. Now go to View>Sort By> check Name, Last Name, Ascending

Compose and Send Email messages

Go to Create Mail. If the address is in your address book click the little open book to the left of the To: box. Type the last name in the Select Recipients box. Click on the name and then click on To:->. Then OK. Enter your Subject and then the body of your message. Now click on Send. You may also send "carbon copies" by entering addresses in the cc: field or in the blind carbon copy field.

To add an attachment: Click on the Attachment icon – the one with the paper clip image. In the Insert Attachment dialog box browse to your file whether it be a photo, Word document, PDF or Excel spreadsheet. You can also select multiple files for attachment. Click Attach and the files will be identified on the Attachment line. Click Send. (Note: Optimum Online has a limit of 16 megabytes for attachment in a single email).

Receive mail

Go to Send/Receive>Receive All. If there is an attachment don't open it unless you know the sender. To open the attachment click on the paper clip icon at the top right of the message window and click on the name of the attachment. In the Mail Attachment dialog box click Open. If you wish to save the attachment to your hard drive Click on Save Attachment and in the bottom Save To box browse to the folder for saving and click Save. To store an email in a relevant folder first create a folder and then drag the message from the Inbox to the folder of choice. To create a new folder make sure the folder list is visible by going to View>Layout and under Basic, select Folder List. Now right click on the folder within which you wish to create a new folder. Enter a new folder name in the Create Folder dialog box and click OK.

Reply and Forward Mail

After reading a new message decide whether you wish to reply to the sender (click Reply) or reply to everyone the sender sent his message to (Reply All). These replies will not include any attachment sent in the original message. Click Forward if you want to send the message complete with attachments to another recipient. In this case you will need to enter the address(es) of the forwarding recipient(s)

Find messages

To search your folders for a message go to Edit>Find>Message. Enter a name or word in the Message box and click Find Now. If you don't want to search the subfolders uncheck the Include Subfolders checkbox.