E-mail Using Microsoft Outlook Express
Beginners Class Notes

In these notes, ➔ means "click on…"

1. **Requirements for Using E-mail**
   a. Modem – hardware to connect your computer to another computer
   b. ISP or other e-mail provider
      1) ISP (Internet Service Provider) is a company which runs a "server" (a computer) that provides internet elements: e-mail, web access, news groups, e.g., Cox Cable, ATT, Earthlink
      2) the server holds your e-mail until you download it
   c. E-mail address
      user id@domain name
         user id (name) identifies you
         domain name identifies your mail provider
      e.g. abbeyroad@embarqmail.com
         johnjones@cox.net
   d. Mail program (software), e.g. Microsoft Outlook Express

2. **Launching Outlook Express**
   a. Use either a desktop icon, a quick-launch bar icon, or the start menu
   b. Outlook Express can be set to remember your password and to dial up automatically upon launch
      in the Dial Up Networking Window which opens upon launching or when clicking the send or send/receive button, click on "save password" and "connect automatically"

3. **Working Offline** (If you are using a dial-up modem, you may want to work offline. You can do everything off line except download new messages or send messages immediately. Messages to be sent will remain in the Outbox until you go online.)
   a. Upon launching, click the "work offline" button on the dial-up window
      Note: if configured for automatic dial-up, click cancel first, then click "work offline"
   b. If Outlook Express is already opened and on line, go to the FILE Menu ➔ Work Offline

4. **Outlook Express' Opening Screen**
   a. To go directly to the inbox upon launching
      1) click box on the bottom of the opening page <u>or</u>
      2) click on the TOOLS Menu ➔ Options ➔ General
   b. Folders Pane: program-created folders: what's in each folder?
      1) messages sent to you are automatically downloaded to the **inbox**
      2) messages written by you offline and waiting to be sent are stored in the **outbox**
      3) messages sent by you can be stored in the **sent items** folder

4) deleted messages are stored in the **deleted items** folder until the folder is emptied
5) messages waiting to be completed or edited before being sent can be stored in the **drafts** folder (for How, see 7g and 7h below)

   c. Message List Pane
      1) changing the size of the pane
         a) place cursor on the lower edge of the pane
         b) when a double-headed arrow appears, drag to desired size
         c) making the message list pane smaller makes the preview pane (see item 4d below) larger
      2) adding/deleting columns in the message list pane
         click on VIEW Menu ➔ Columns
      3) changing the size of columns in the message list pane
         o place cursor on the line separating the column headings
         o when a double-headed arrow appears, drag to desired size
      4) sorting messages in the message list pane
         o place cursor on the head of the column to be sorted
         o click left mouse button
        Note: once a sort has been chosen it will apply to some other folders as well
      5) scrolling lets you see messages not immediately visible in the message list pane

   d. Preview Pane: **Reading Messages**
      1) advantage: you can read messages without opening a new window
      2) highlight the message in the message list pane and read it in the preview pane

   e. Configuring the **View** - choosing the panes to show: VIEW Menu ➔ Layout

5. **Reading Messages in a New Window**
   a. Double click on the messages in the message list pane
   b. The message opens in its own window; you can read it, reply to it, forward it or delete it
   c. When you are finished, close the window to return to the message list pane

6. **Setting Options**: you can set personal preferences for the following categories by clicking on the TOOLS Menu ➔ Options
   a. General
   b. Read
   c. Send
   d. Compose
   e. Spelling

7. **Creating Address Book Entries**
    a. New entries
        1) on Outlook Express' main window tool bar, click on ADDRESSES
        2) on the Address Book window, use FILE Menu ➜ NEW ➜ NEW CONTACT
        3) fill in name boxes; the display box will fill in automatically; you can change the display format by clicking on the arrow at the end of the display box
        4) tab to e-mail address line, carefully type in the address, press enter:
            to correct an error, highlight the address, click on EDIT
        5) click OK to accept the new entry
        6) if there is only 1 address for the contact, it will automatically become the default
    b. Entries from received messages
        1) in the message list pane, right click on message
        2) click on ADD SENDER TO ADDRESS BOOK

8. **Composing a New Message by Typing**
    a. Click on the New Mail button on the Outlook Express tool bar
    b. A new Message window opens
    c. Address the message in one of two ways
        1) type in the address of the recipient in the To window <u>or</u>
        2) click on To
            o address book opens
            o highlight recipient
            o click on To
            o click on OK
    d. To send the same message to multiple recipients, repeat step 1), pressing the enter key after each entry or step 2), adding as many addresses as needed; you can also send a copy by clicking on the CC (carbon copy) line in the New Message Window
            o address book opens
            o highlight recipient
            o click on CC
            o click on OK
        <u>Note</u>: all recipients can see to whom the message was sent
    e. Tab to subject; type in subject of message
    f. Tab to message box; type message
    g. To save a message in the drafts folder for future editing click on FILE menu ➜ Save; <u>this only works from the New Message window</u>
    h. To edit a message in the drafts folder, double click on the message name in the message list pane; a new message window will open with the recipient's address, subject and message filled in; you can now edit and send or re-save in the drafts folder for additional editing

Sending a Message

   i.   Working **online**: click on Send button in the New Message window
      1) if the send options indicate "send messages immediately," the message will be sent to the recipient
      2) if the "send messages immediately" option is not chosen, the message will be placed in the outbox until such time as you click on the send/receive button
   j.   Working **offline**: click on Send button in the New Message window and the message will be stored in the outbox; when you are ready to go online, click on Send/Receive button on the tool bar, click yes to go online and all the messages in the outbox will be sent

9. **Forwarding a Message**
   a. In the message list pane, highlight the message to be forwarded
   b. On the tool bar, click the Forward button; a New Message window opens with the subject reading "FW: subject of original message" and the message in the message box
   c. Fill in the To line
   d. Edit the message
      1) remove unwanted/unneeded headers by highlighting and deleting them
      2) add your own message, etc.
   e. Send as any other message

10. **Deleting Messages**
   a. In the message list pane, highlight the message to be deleted
   b. Click on the delete button on the tool bar; message goes to the deleted items folder
   c. Periodically empty the deleted items folder: right click on the deleted items folder, click on Empty Deleted Items Folder

11. **Printing Messages**
   a. In the message list pane, highlight the message to be printed
   b. Click on the FILE Menu ➔ Print or click on the print button on the tool bar