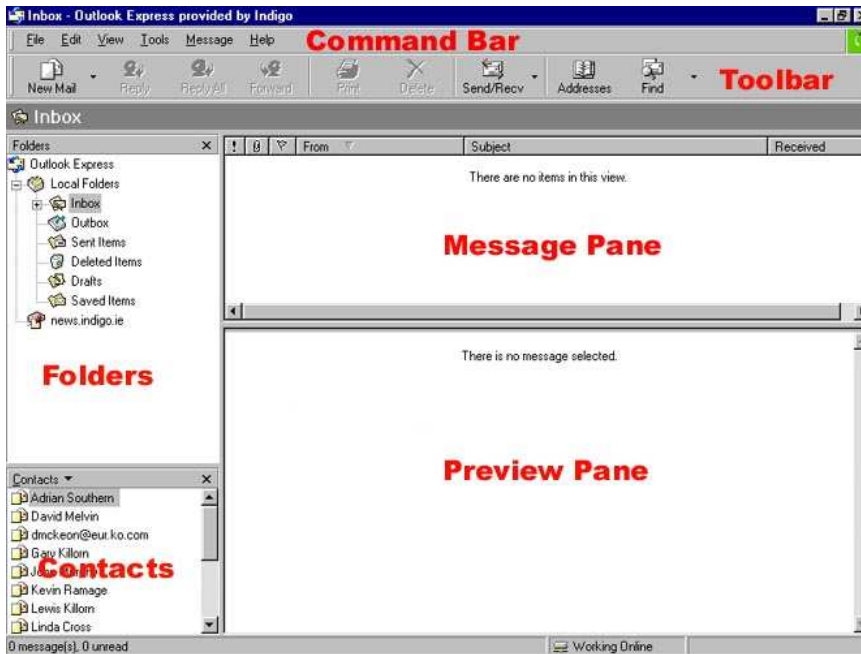


Outlook Express Tutorial

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Introduction - The main Elements of the Package



The window above represents the standard view for Microsoft Outlook Express.

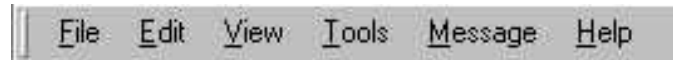
The screen is split into various parts:

Command Bar
Toolbar
Folders
Message Pane
Preview Pane
Contacts

Each of these are explain in more detail.

Commands Bar

The Command Bar



When Outlook Express is opened the Command Bar appears at the very top of the window. The Command Bar can be used for all of the basic and advanced commands as well as all aspects of configuring email.

In most cases there will be very little need to use the Command Bar as using the main toolbar can easily perform most actions.

Toolbar Menu



The main toolbar can be used for all of the essential command used for sending, receiving and managing email using a single click of the buttons.

New Mail – When you click this button once a new message window will appear which then allows you to write a message and send it on to any e-mail address you choose.

Reply – Click this button once when you have an email message highlighted in the message pane, this will open a new message window with the recipient field address already completed. The recipient field will contain the address of the person the message originated from and the text of the message you are replying to is included in your mail message. You can edit this message. Replying to a previously received e-mail message automatically inserts the To: address and eliminates the need to "look up" the senders address.

Reply All – Clicking this button once with multiple email messages highlighted in the message pane, will open a new message window except this time the recipient field will have multiple addresses filled in. The recipient field will contain the addresses of the persons the messages originated from.

Forward – The forward button is used to forward messages to other email addresses without changing the original message and leaving all of the contents of the email message and attachments intact, however, you may edit or append the message if you so desire. Highlight a message and click this button once to open the message you are forwarding. Enter the forwarding email address into the recipient field.

Print – Select any message and click the print button to print out the message.

Delete – Highlight any message and click the delete button to send the message to the deleted items folder. If you delete a message by mistake and have not yet purged it, you can undelete it by highlighting the message, choosing **Edit, Undelete**.

Send/Recv – Click once on the button to connect to the internet and send any outgoing messages from the Outbox folder and download incoming messages from the server to the Inbox folder.

Addresses – Click once on the button to open up and select from the Address Book.

Find - Clicking this button allows various options for finding email messages in different folders and also for finding email addresses in the Address Book or on the internet.

Folders



Outlook Express helps to manage e-mail for you by organizing messages in a variety of folders. The folders come under the main heading of Local Folders and this denotes that the folders are present on the computer's hard drive.

Folders

Inbox – This folder stores all of the e-mails you receive.

Outbox - This folder stores all of the e-mails you are going to send.

Sent Items – After messages leave the Outbox, a copy is automatically stored in the sent items folder.

Deleted Items – Every time you delete a message from any folder a copy is stored here. *This is discussed in more detail later.*

Drafts – This folder is an ideal place store messages that are in progress but not ready for sending.

Saved Items – This folder is a useful place to store any messages that contain information that you may wish to look over again at a later date.

Messages can be moved between any of the folders.

New folders can be created and customized as you require.

Messages that you would like to save should be moved into another folder; they should not be left on your Inbox. Folders may be created and used on your local PC. E-mail messages stored in folders on your local PC are accessible only when you are using that particular PC.

To create a new e-mail folder, select **File, Folder, New**. This will produce the **New Folder** window.

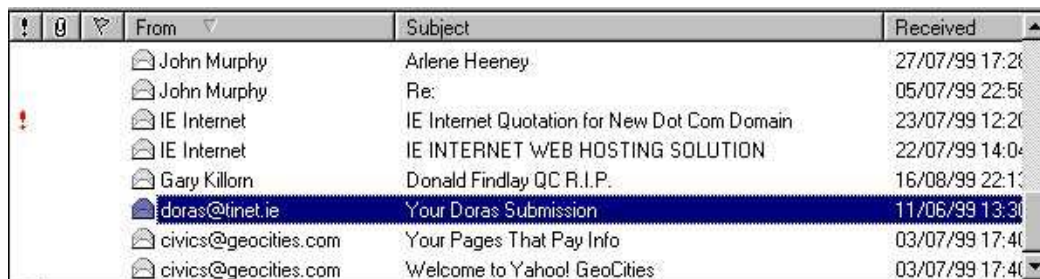
Message and Preview Panes

The Message Pane

When you click on any folder (Inbox, Outbox, Sent Items, Deleted Items, Drafts, and Saved Messages) all of the messages in that folder will be displayed. If you single click on a message the contents of that particular message will be displayed in the preview pane. Please note in the message pane graphic below that the message highlighted is “Your Doras Submission”.

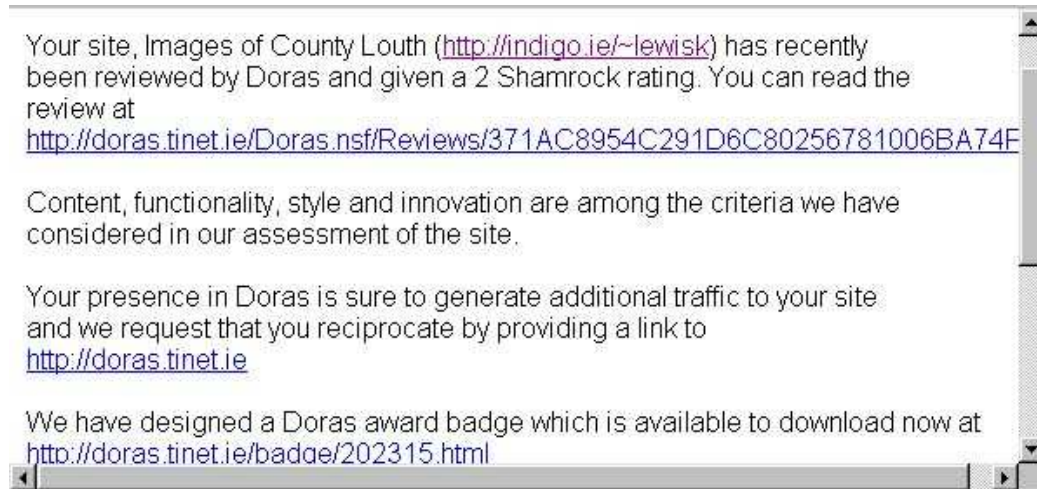
If you look at the preview pane graphic further down you will see the details of the message.

Double clicking on any message in the message pane will open the message and allow you to edit it.



From	Subject	Received
John Murphy	Arlene Heenev	27/07/99 17:26
John Murphy	Re:	05/07/99 22:56
IE Internet	IE Internet Quotation for New Dot Com Domain	23/07/99 12:20
IE Internet	IE INTERNET WEB HOSTING SOLUTION	22/07/99 14:04
Gary Killom	Donald Findlay QC R.I.P.	16/08/99 22:13
doras@tinet.ie	Your Doras Submission	11/06/99 13:30
civics@geocities.com	Your Pages That Pay Info	03/07/99 17:40
civics@geocities.com	Welcome to Yahoo! GeoCities	03/07/99 17:40

The Preview Pane



The Contacts Pane and Address Book

The contact pane and the message pane contain exactly the same information. However they provide different ways of accessing address book entries and quick ways of sending e-mails to contacts.

The Contacts Pane



The contact pane displays the e-mail contact name or address for all of the contacts contained in the address book. Highlight and double click on any contact to open up a new mail message dialogue box allowing you to complete a message to the selected contact.

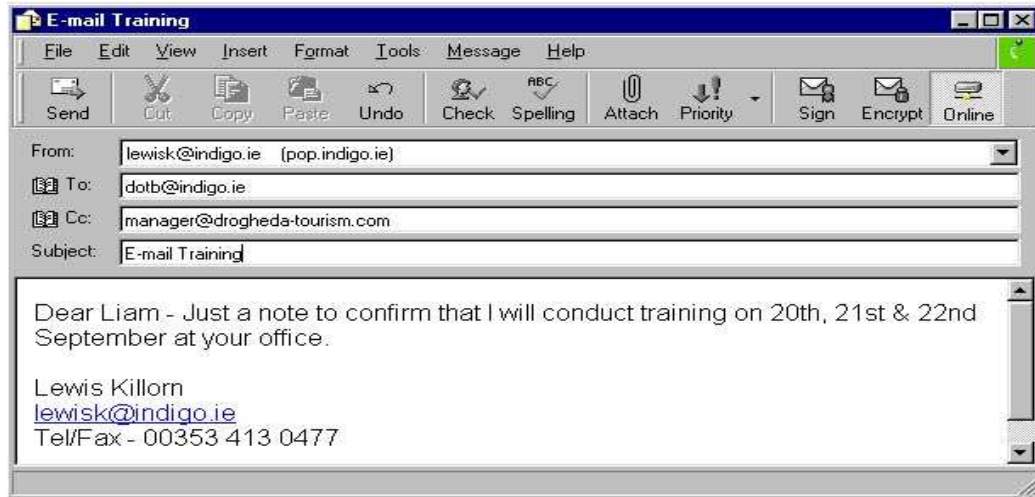
If you highlight a contact (Adrian Southern is highlighted) and then click the right button on your mouse a series of options will display for sending e-mail to the contact and also for editing the contact details

The address book is explained later.

Messages and Attachments

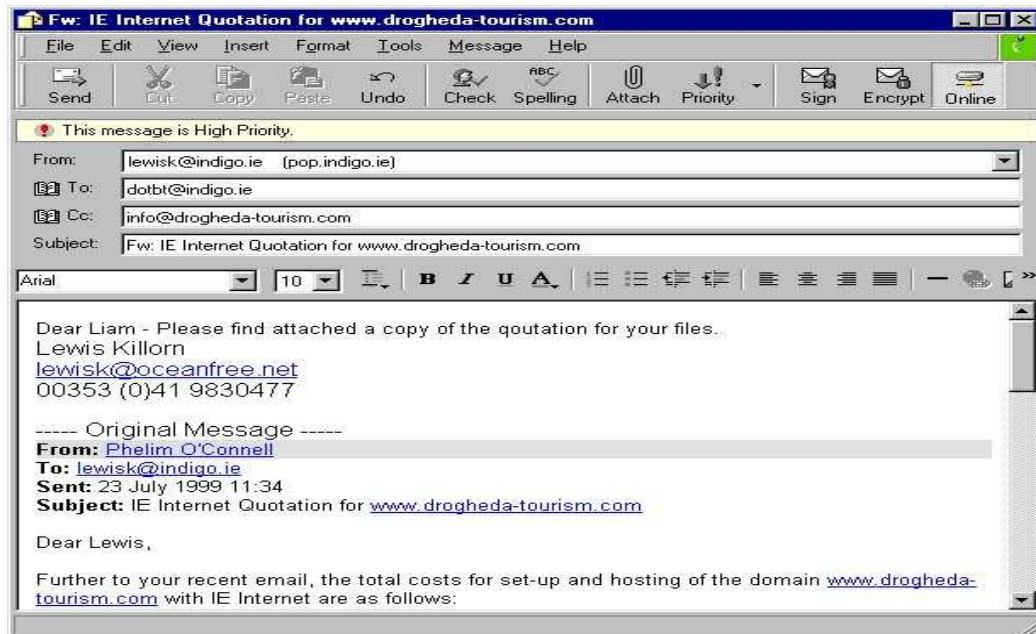
Basic Message

Below is an example of an email sent to Drogheda on the Boyne Tourism.



Forward

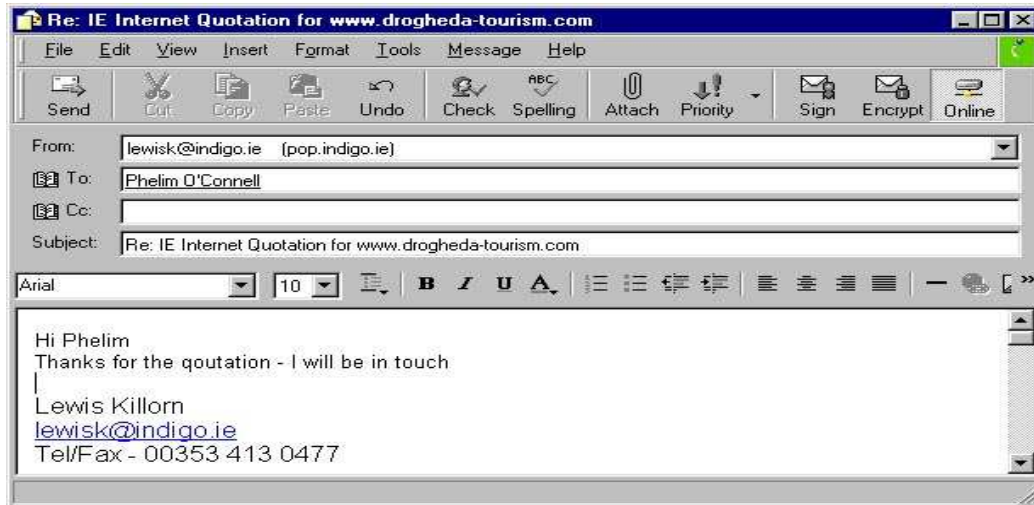
Below is an example of an original message from Phelim O'Connel to Lewis Killorn. This message is being forwarded to Liam Reilly. - Please note that the subject of the message starts with Fw: This denotes that the message has been forwarded.



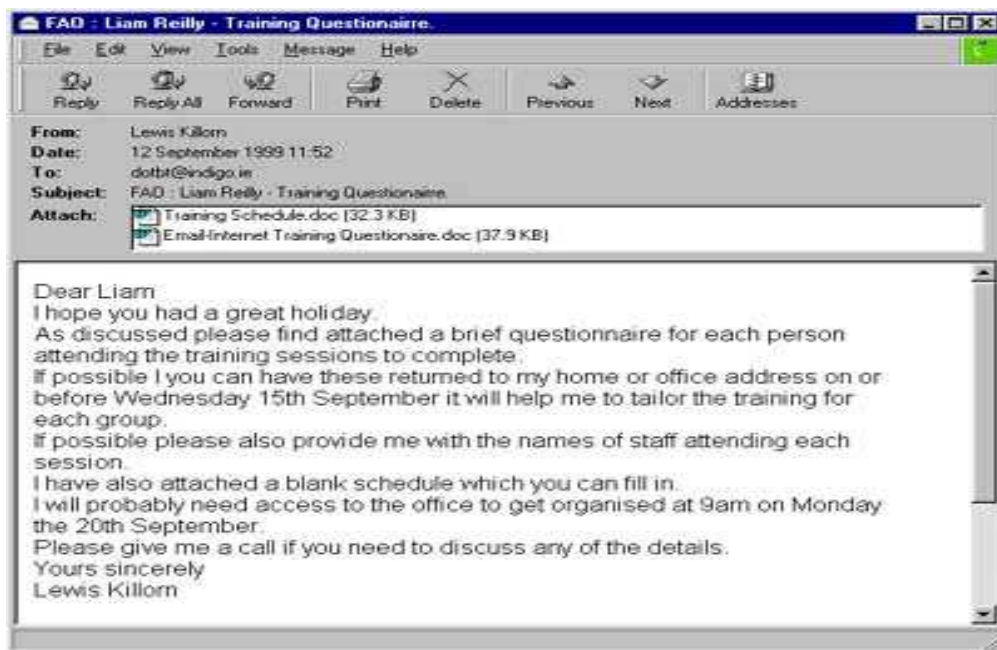
Reply

Below is an example of the reply sent to Phelim O'Connell - please note that the subject of the message starts with Re: This denotes that the message is a reply.

Message with Attachment



Below is an example of a message sent to dotbt@indigo.ie - please note that the subject of the message starts with FAO: This denotes that the message is for the attention of a specific person. You will also notice that a new box below the subject line - Attach - In the box are symbols for Microsoft Word Documents. Double click on the documents to open them.



Sending and Receiving Messages Dialogue Box

You can watch the progress of sending and receiving messages by opening the dialogue box.



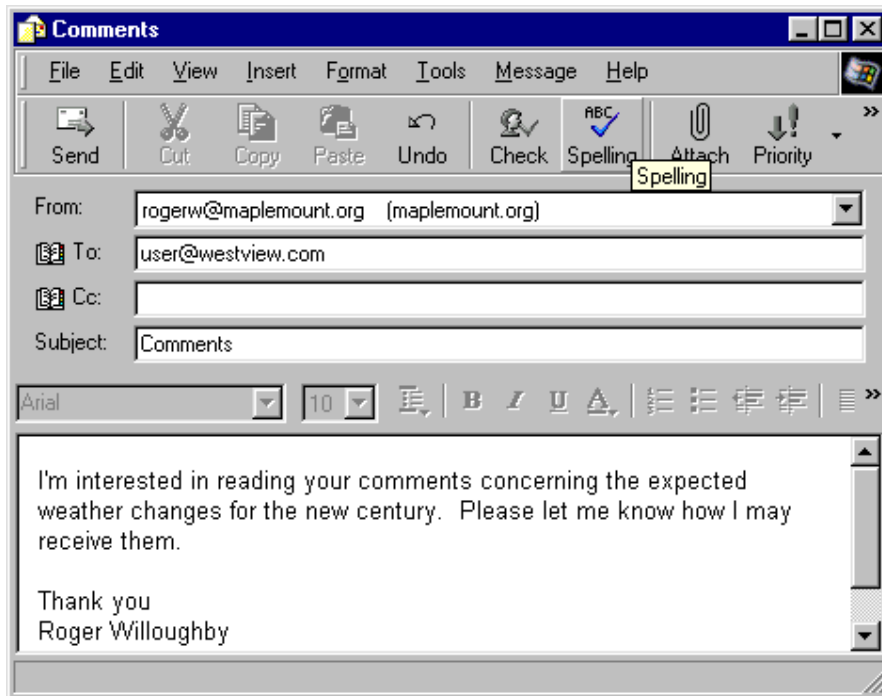
Composing/Sending e-mail

Sending e-mail differs from replying and forwarding in a number of areas and functions. Perhaps the greatest difference is that sending, in the strictest form, involves creating original messages.

To send a new or original e-mail message, begin by clicking on the **New Mail** icon.



This will open the message composition window.



Enter the e-mail address of the person you wish to write to in the *To:* field, include a *Subject:* and then type your message in the *body* of the e-mail. Be aware that depending on the mail reader the person you are writing to uses, font type, size, bold, italics, and underscore may or may not look as you intended.

Then press **Send**.

Recipient Types and what they mean

To: Primary recipients of your message.

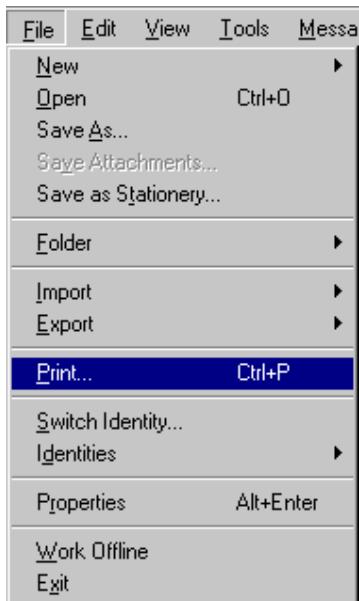
CC: Carbon Copy, for secondary recipients.

BCC: Blind Carbon Copy, for secondary recipients not identified to the other recipients.

Printing Selected Messages

You can print a message from the Message window, or from the Message List window, if the message panel is open and the message you want to print is being displayed.

To print the currently displayed message, click **File**, then **Print**.



Attachments

Any file on the user computer or local drives can be sent as an attachment to an e-mail. A message does not need to be plain text. An attachment can be a document (Word, PowerPoint, Excel, text etc.) or a voice message.

Multiple files can be attached with a single e-mail. How To Attach A File:
Open a New Message window.

Enter the message. Click on **I**nsert then **F**ile **A**ttachment .

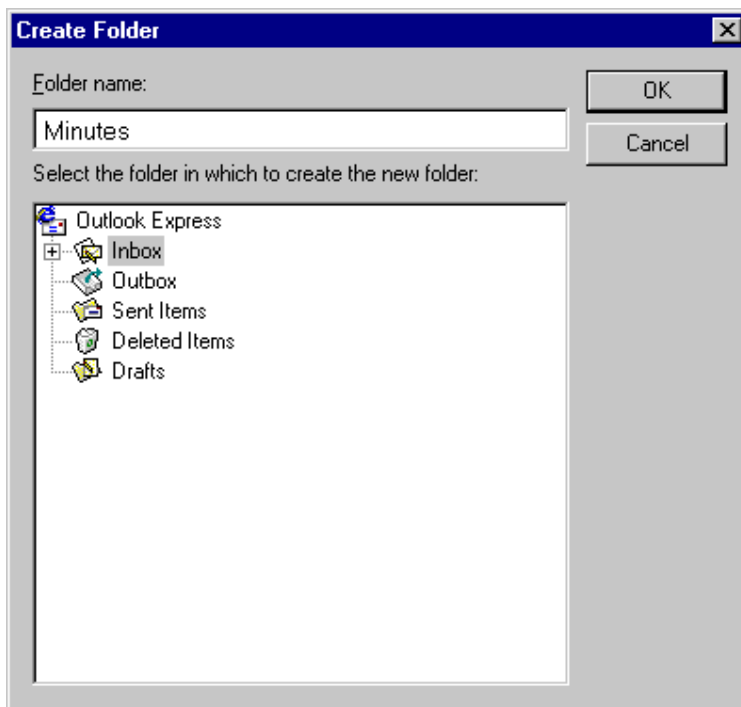
Choose the file from the dialog box:



Common format types include: .pdf, .doc, .bmp, .jpg, .gif, .html, .htm, .xl, .ppt

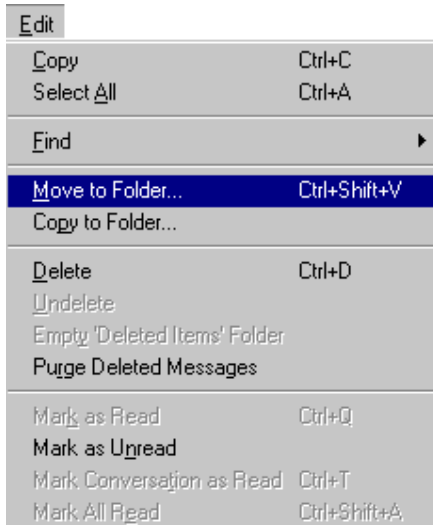
If possible, before sending messages with attached files, make sure that your intended recipients have the software available to read the attachments. There is no point in sending, for example, an Excel spreadsheet to a person who does not have Excel. At the very least, let the person know, in the email, what software was used to create the attached file.

Opening attachments: be careful about opening attachments. Viruses can be transmitted through attached files via e-mail. If you do not know whom an attachment comes from consider deleting the mail without opening the attachment. Knowing the sender is no guarantee that the attachment will be virus free.



Type the name of the folder you want to create (e.g. Minutes) in the upper field. You can name this folder anything you want, a project name, a persons name or topic name. Use the lower field to select the location under which the new folder should be created.

Filing Messages



To move an e-mail message from your Inbox to another folder, select the message in the *top section* and then choose **E**dit, **M**ove To Folder. This will open a list of available folders. Click the folder that you want to store the message in. The message will be deposited in the new folder and removed from your Inbox.

Messages that have been stored in other folders can be used the same way you would as if they were still in your Inbox; you can move, delete, reply-to and forward them. To switch from your Inbox to another message folder, select the folder to be displayed on the *left section*.

NOTES:

Be selective about saving old e-mail messages. Messages that you do not need to keep should be deleted. Messages that you want to keep for long-term reference/storage should be moved into Local Mail folders on your PC. Important messages that you want to be able to access from several different locations (e.g. home and office) should be stored in e-mail folders on the server (RCI or Eden).

The Address Book

Click on the address book icon to open the address book.. You will notice that this window has a Command Bar and Toolbar of it's own and in the address pane you have the basic information for each contact.

The command bar contains information about the basic and more advanced controls of the address book.

The Main Toolbar has various buttons which again when clicked once will allow you to perform an action.

New – Allows you to add a new contact

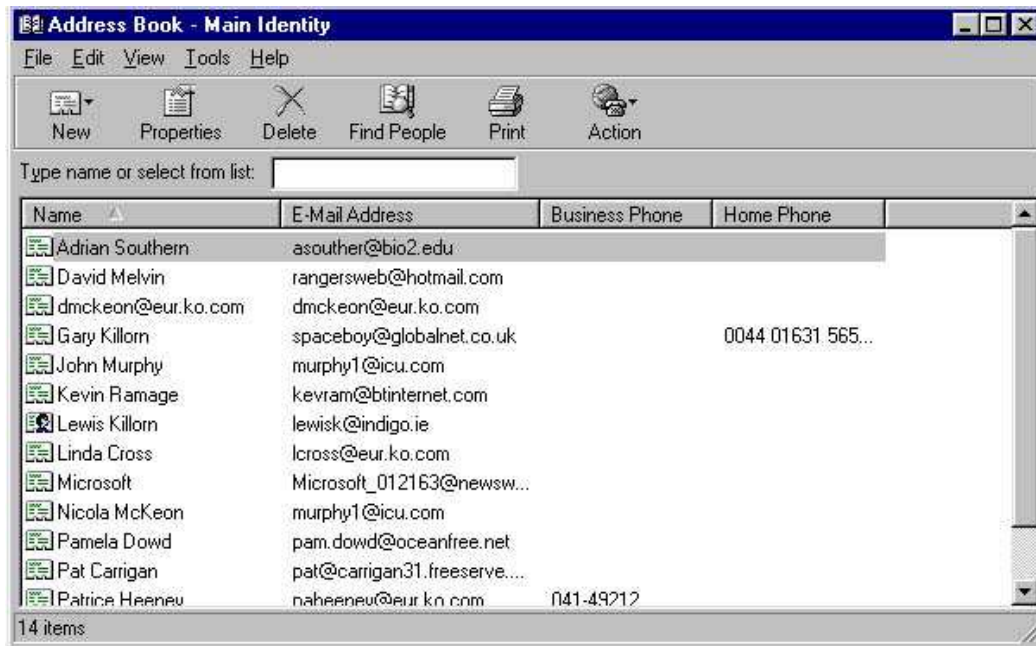
Properties – Allows you to edit the detail of any contact that you select.

Delete – Allows you to delete any contact that you select.

Find People – Allows you to find any contact in the address book quickly.

Print – Prints details of any contact you select.

Action – Allows you to perform actions such as sending email and going to your contacts website



Below the toolbar is also a box/field, typing a name or even a single letter will help you find contacts very quickly.

Use the Address Book window to create, store, and edit address book entries. An address book entry stores names, postal addresses, e-mail addresses, phone numbers, and other information about an individual.

After creating entries in an address book, you can use address book entries to look up information about your personal contacts, such as email addresses and phone numbers.

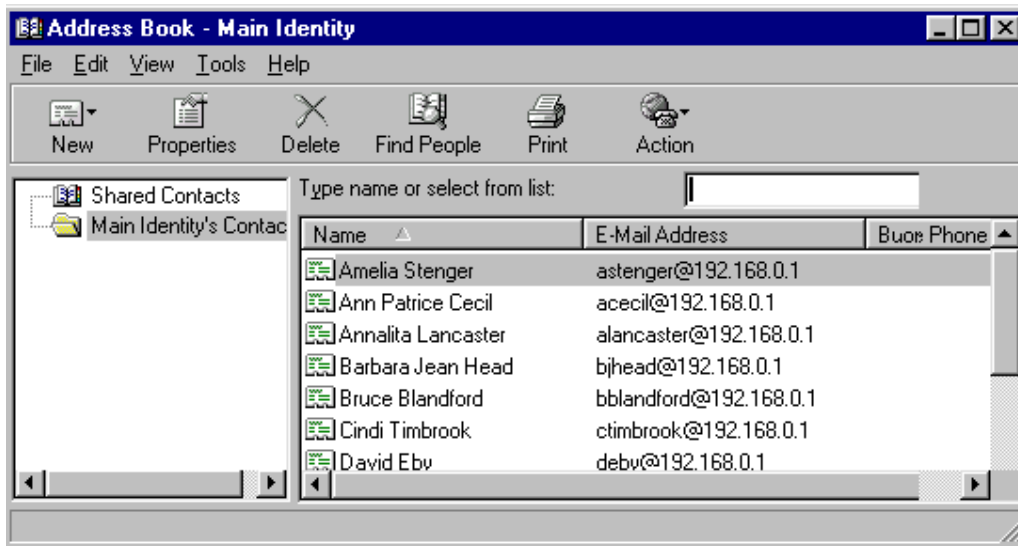
You can also use an address book to associate a number of e-mail addresses with a single group, which becomes a mailing list.

Adding a Card to Your Personal Address Book

From the Outlook Express toolbar, select the **Address Book** button.

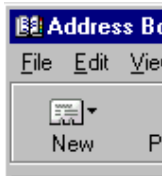


From the *Address Book* window, click **New**, which brings up the choices New Contact, New Group, or New Folder.



In the **New Contact** dialog add your entry to your *Address Book*, click **OK**.

Adding a Group to Your Personal Address Book



From the *Address Book* window, click **New**, which brings up the choices New Contact, New Group, or New Folder.

In the **New Group** dialog add a Group name to your *Address Book*. Choose **Select Members**, and highlight the individuals already in your address book and send them into the right side of the window by clicking on the **Select** button. Press **OK**.

Looking Up and Using Addresses from Address Books

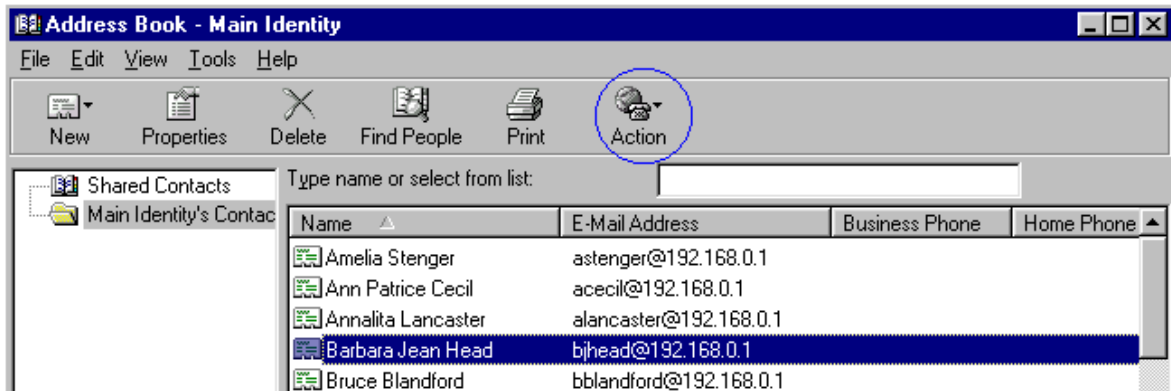
Use the Address Book Window to lookup e-mail addresses and other information from address books and address lookup services.

To lookup an e-mail address by using the Address Book, follow these steps in order:



1. Choose the **Addresses** icon.

2. If the person you are looking for is on the list, highlight the name and select the **Action** icon on the toolbar.



3. Select Send Mail.



4. Compose and Send message as usual.

Notes...