

Email Using Outlook Express
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Most email programs are similar, but it takes time to become familiar with the program you are using to send and receive email. Outlook Express is one email program. Other email programs are Netscape Communicator, Eudora, ClarisEmailer, AOL. You can also set up Web based email accounts (for free) from <http://www.yahoo.com>, <http://www.netscape.com> and <http://www.hotmail.com>.

If you have never used Outlook on your computer you will need to set up your account. This is easy to do.

Look at the top menu bar and select **Tools >Accounts**



Choose **New** from the menu bar.



Follow the on screen directions. **Display name** is your full name. For example my display name is Linda Ullah This is the name people will see so they know the email is from me. Click the arrow on the right bottom to continue.

Your email address is the one you want to read on this computer. I have two set up on my computer. They are lullah@garlic.com and ullahlinda@fhda.edu I would set up only one email address at a time. To set up another you would repeat this process form the New menu when you finish setting up this account. You can get email from more that one account in Outlook. Click on the right bottom arrow to continue

You should select POP as the incoming mail server.

The incoming server is the part after the @ in your email address. For example for my lullah@garlic.com address it is garlic.com. Some accounts require mail.garlic.com Others like my Foothill account require mercury.foothill.com



Outgoing mail is usually the same as your incoming mail. This is usually the part after the @. Again you may have to put some other information. For my Foothill account I have to put tiptoe.foothill.com

Click the right bottom arrow to continue

Your Account ID is the part before the @. For example my garlic Account ID is lullah. My Foothill College account ID is ullahlinda.

Your password is the password assigned to your account. It is important that you remember this!

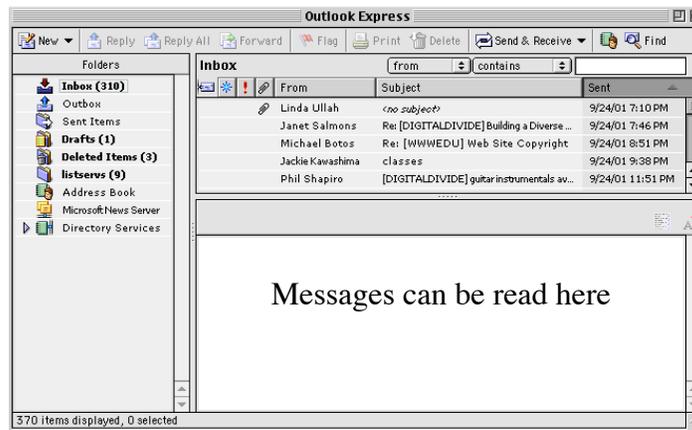
Click the right bottom arrow to continue.

Next, give your account and ID. **School, Home** or something that identifies this account.

Then click **Finish** and you are done. You are now ready to send and receive mail.

When you open Outlook Express you will see a screen that looks like this:

On the left side are your mail boxes. The Inbox is where the email you receive is downloaded and stored. Sent stores the messages you've sent. The Outbox stores messages your written that are waiting to be sent.



On the top right you will see all your downloaded messages. You can sort by who they are from, subject name, or date sent. You can also sort by read/unread or priority. Click on the name in the menu bar to sort (From, Subject, Date)

Receiving Email:

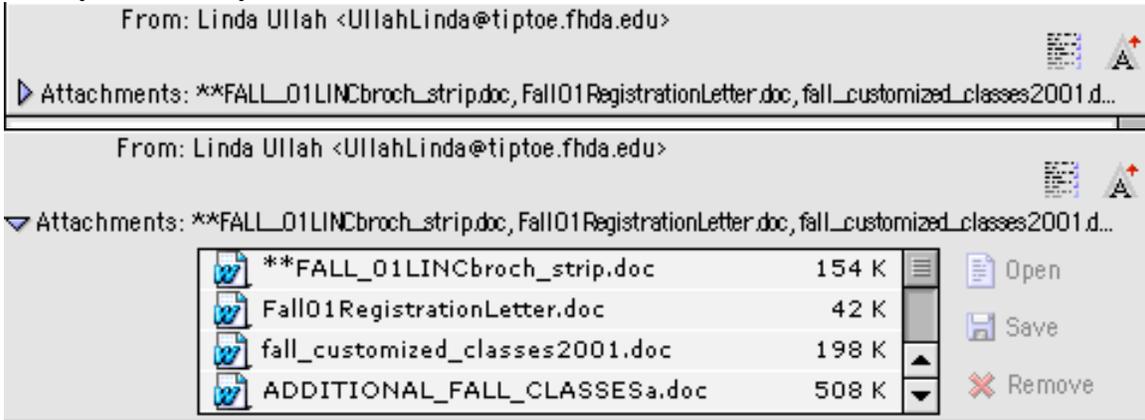
Click on **Send and Receive** to get your messages>



Click on a message name to open and read it in the bottom screen. Double click on message name to open it in its own text box.

If the email has an attachment there will be a paperclip next to the From.

Attachments can be pictures or other files. Pictures are in jpg or gif format and may be viewed in the text of your email or sometimes opened separately. To open an attachment click on the arrow (triangle) under the Inbox. It will open up the attachments folder and show you a list of your attachments.



Highlight the attachment to be opened then click **Open** to open it or **Save** to save it.

NOTE: To open an attachment you must have the application that created it on your computer or a program that will allow you to open it.

ANOTHER NOTE ABOUT ATTACHMENTS: Please only open attachments from reliable sources. Never open an attachment from a sender you do not know. Virus can be sent via attachments. Most virus are written for Windows based PCs, but there are some Mac viruses.

Replying to Messages you've received.

To send a reply to an email simple click on the **Reply** button to reply just to the sender. If you want to reply to everyone the message went to click on **Reply All** Type your message and click on **Send Now**

To Send a New Message:

Click on **New**.

This will open up a new message.

To address your message: Type in the email address where it says **To**. Click on the **Cc** tab to send a copy



of the message to other people and type in their email addresses with a comma between each. If you want to send a blind back up copy to someone click on the **Bcc** tab. Only the person who receives the blind back up copy will see this email address displayed.

Next give your message a title. To do this click on Return after you enter the email



Next to Subject type a title for your email. Make is something the receiver will understand.

To: is to whom the message is intended
CC is Carbon Copy. This is used if you want to copy someone on this message
BCC is Blind Carbon Copy. This is used when you want to not show the recipient the message is carbon copied to.

Type your message and click on **Send Now**.

If you wish to send a picture or attached document (before you click Send Now) click on Add Attachments:



Then browse to the file you want to attach. If you are sending pictures they must be in jpg or gif format. Try to keep attachments under one MB. It takes a long time to download an attachment from a modem connection (at home).

These are the basics.

Other things to be aware of

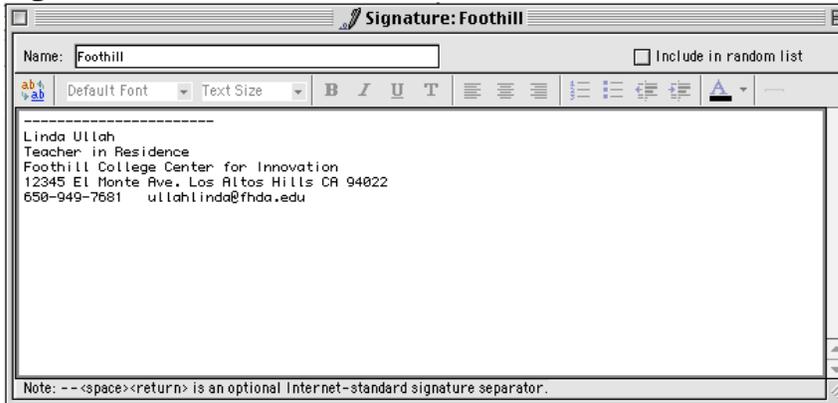
Spell Checking before sending:

Under the **Tools** menu you will find **Spelling**



Click on Spelling and it will find and suggest spelling for misspelled words.

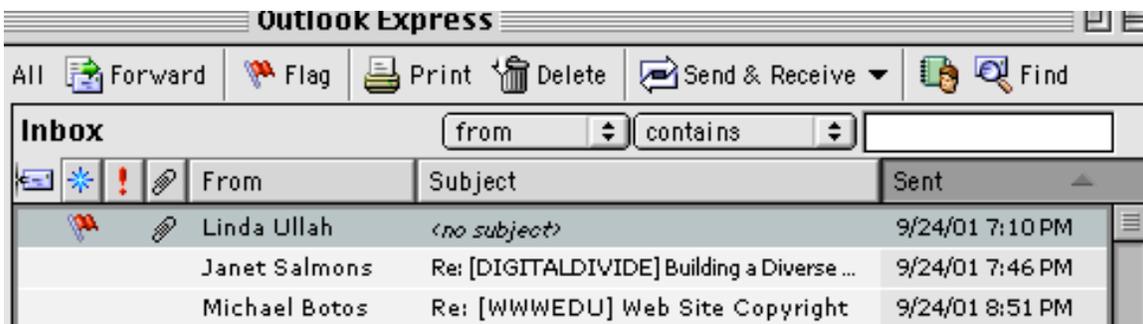
Signature files



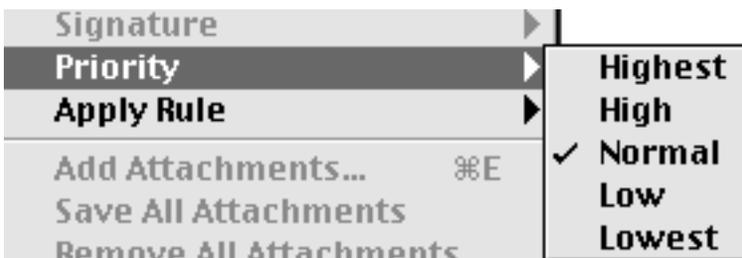
Signature files can be created from the Tools menu. They are for information that you want to put at the end of each email.

Flagging Important Email

Click on the flag in the menu on top of the Inbox to flag an important message. Highlight the name of the message first.



To prioritize email go to the **Message** menu in the top tool bar. Select **Priority**:



If you are sending an urgent message you can select Highest and the person receiving it will know this is important.

Sorting

Click on how you want to sort your email (From, Subject, Sent). You can sort messages to find them more easily.

Deleting and Storing your email

To Delete a message, highlight it and click on **Delete** in the menu bar. You will then need to click on the Deleted Items folder on the left, highlight all items to delete them permanently.

You can create folders in your Inbox by going to **File > New > Folder**. Give your folder a name. You can drag email into that folder to sort and store it.

Click the **Delete** button at the top of the inbox.

