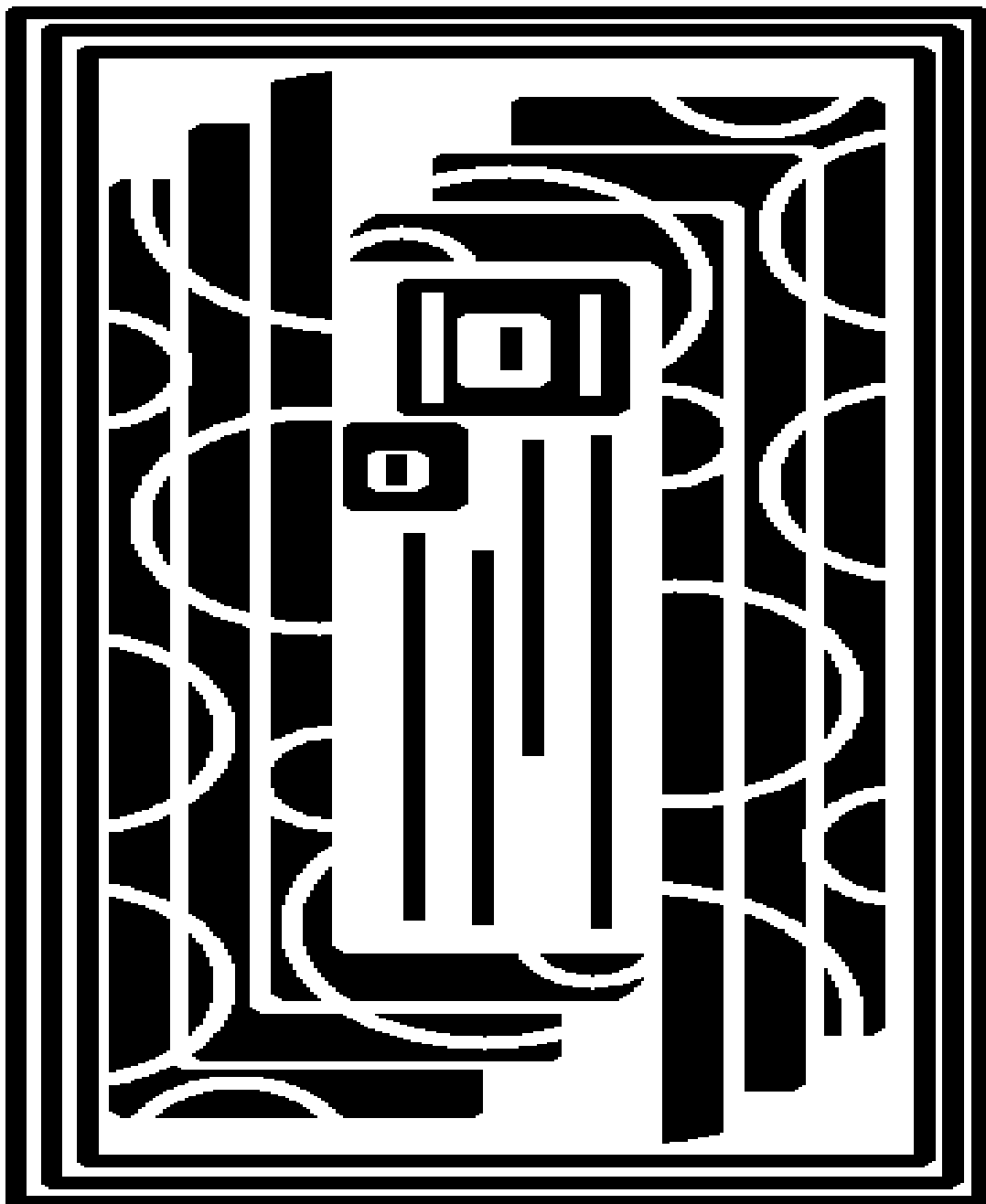


Effortless Outlook Express for Beginners



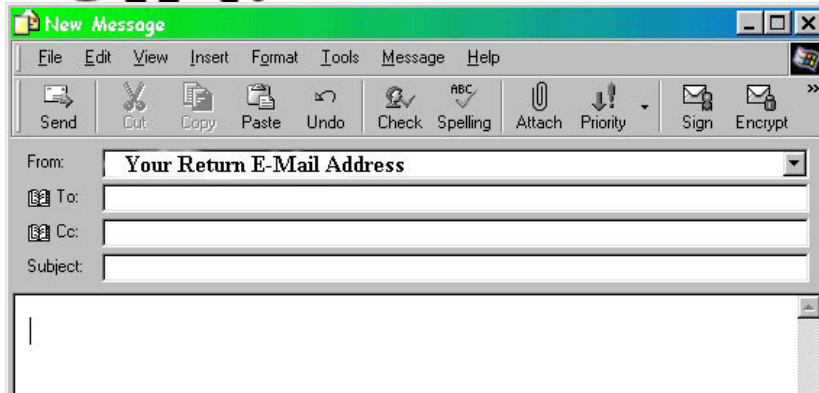
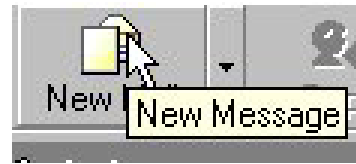
Written By:
Traci Cameron

O U T L O O K
E X P R E S S

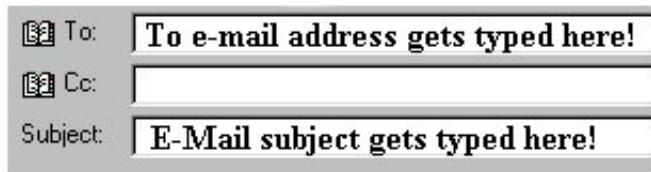
Writing Your First E-Mail Message

1. Click the **New Message** button on the Outlook Express toolbar.

The New Message window will appear. Your return e-mail address is already in the **From:** text box.



2. Click inside the **To:** text box and type the e-mail address of the person you want to write to.
3. Click inside the **Subject:** text box and type in an e-mail subject.
4. Click inside the message body and type in your e-mail message.



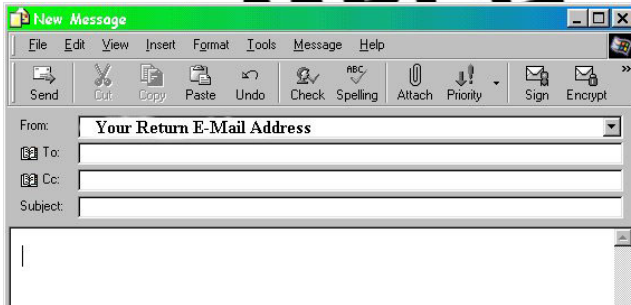
**This is the message body...
Type your e-mail message here!**

5. When you are ready to send the e-mail message, click the **Send** button.

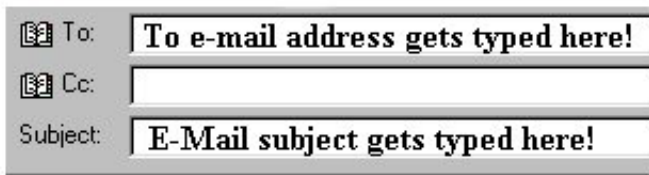


Creating an Attachment

1. Click the **New Message** button on the Outlook Express toolbar.
2. The New Message window will appear. Your return e-mail address will already be in the **From:** text box.



3. Click inside the **To:** text box and type the e-mail address of the person you want to write to or bring it in from the address book.
4. Click inside the **Subject:** text box and type in an e-mail subject.
5. Click inside the message body. Type in your e-mail message.



This is the message body...
Type your e-mail message here!

6. To attach an item to the e-mail message, click the **Attach** button on the message toolbar.



The **Insert Attachment** window will appear.

Look at the **Look In** location. Is this the folder you saved the file that you want to attach?

If not, click the down arrow next to the **Look In** location to see other folder options.

Click to see other locations



The Look In location.
In what folder should the computer look for the file?

Saving an Attachment

1. When previewing the e-mail message in the preview area, click on the **Paper Clip** button located in the top right of the message window.



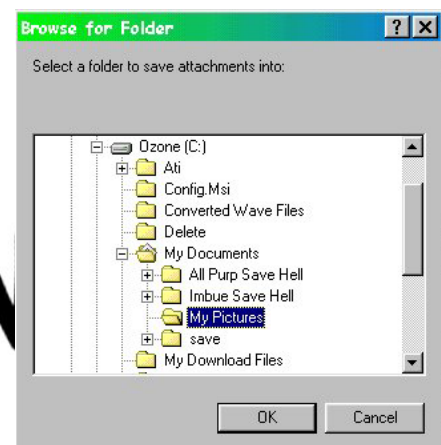
An option for saving the attachment will appear.

2. Click on the words **Save Attachments**.
The Save Attachments window will appear.
3. By default, the file will be saved in either C:\My Documents or in C:\My Documents\My Pictures.

If you do not want the attachment saved in the default location, click the **Browse** button to select a new location.

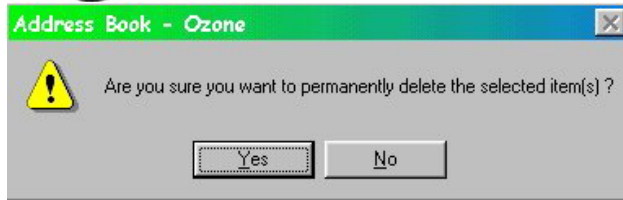


4. Once you've selected a location to save the attachment, click the **OK** button. You will be returned to the Save Attachments window.
5. Click the **Save** button to save the file.



Deleting a Contact Using the Toolbar

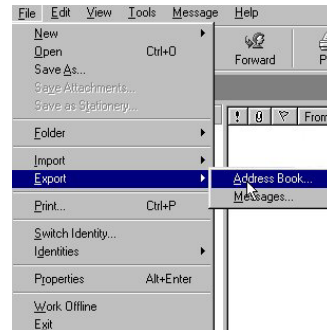
1. Open your address book
2. Click on the contact's name that you would like to delete.
3. The contact will become selected/highlighted
4. Click the **Delete** button on the toolbar.



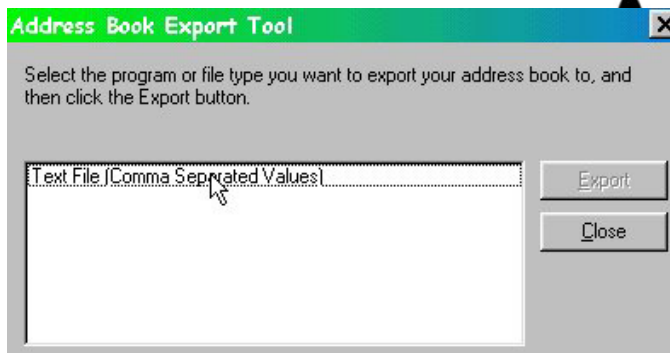
A confirmation message will appear asking if you are sure that you want to delete the contact. If you are sure, click **Yes**. If you aren't, click **No**.

Exporting Your Address Book

1. Click on the word **File** from within the Outlook Express menu bar.
A submenu will drop down.
2. Click on the word **Export** from within the submenu.
Another submenu will appear.
3. Click on the word **Address Book**.

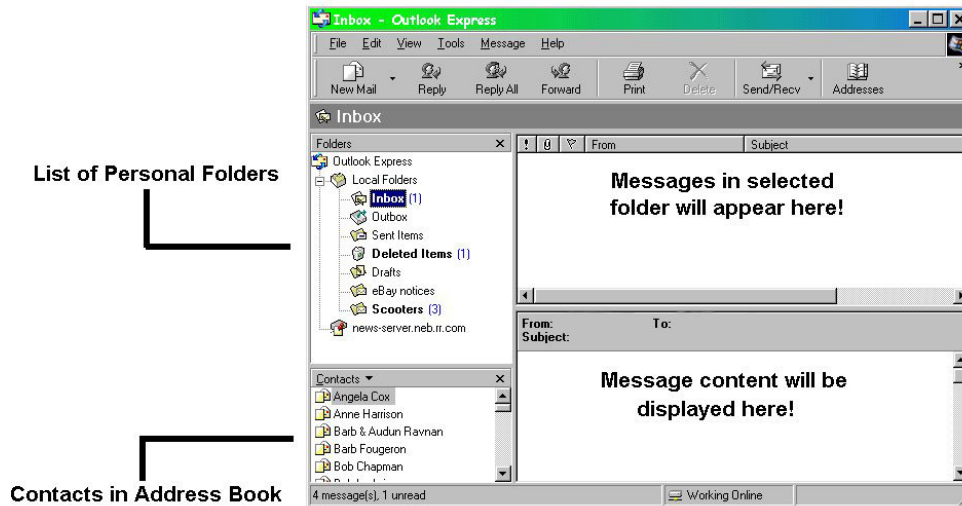


The **Address Book Export Tool** will appear.



The Outlook Express Window

Outlook Express is an application that allows you to send and receive electronic mail (E-Mail). You can create folders to suit your needs, send/ receive attachments, create distributions lists in your e-mail address book, generate an auto-signature that is sent with each outgoing e-mail. ...so let's get started!



Making Windows Larger

The Outlook Express window can be divided into four sections:

- Personal folders
- Address Book Contacts
- Current messages
- Message content

The first time that you use the Outlook Express program the windows may not be sized well enough for you to see everything you want to see. Each one of the Outlook Express sections can be resized.

1. Place the mouse pointer on the edge of one of the window sections
2. When the mouse becomes a black, two-headed arrow, hold down the left mouse button and drag, both to the left and to the right. The window grows wider or narrower, depending on the direction which you drag.

