
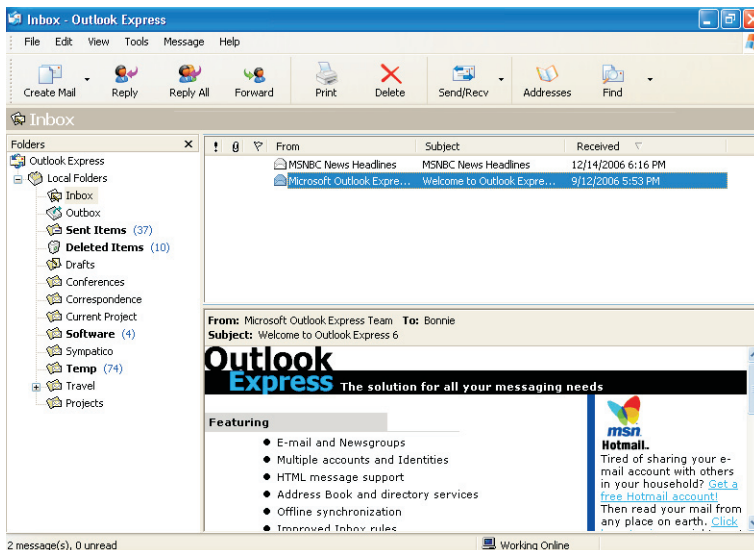


## Using Outlook Express 6

Microsoft Outlook Express is e-mail messaging software. Outlook Express is accessible from Internet Explorer by using the Mail button (  ) on the toolbar. Click Read Mail in the Mail button to start Outlook Express and display the Inbox window:

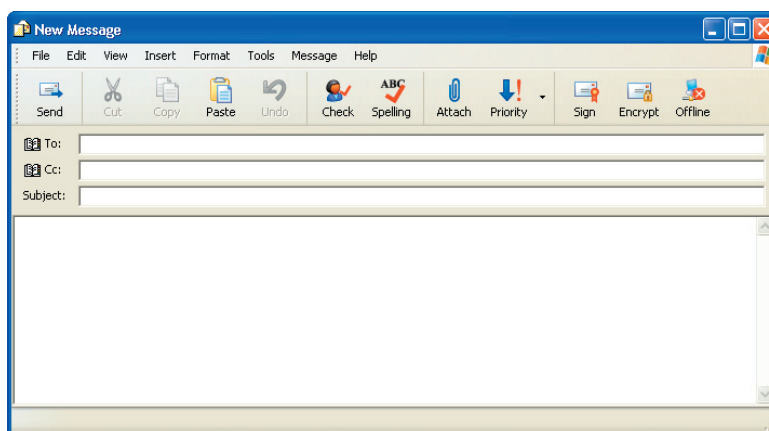
### **Microsoft Outlook Express and Outlook**

This supplement was written using Outlook Express version 6. Outlook, an application for organizing personal and business activities, can also be used for e-mail. Outlook and Outlook Express are not identical, but do have similar buttons and commands.





The Inbox window contains three panes. The pane on the left is the Folders list where e-mail messages are stored. The top pane lists the messages in the selected folder, and the bottom pane is the Preview Pane which displays the selected message.


To create an e-mail message, click the Create Mail button (  ) on the toolbar, which displays a New Message window:




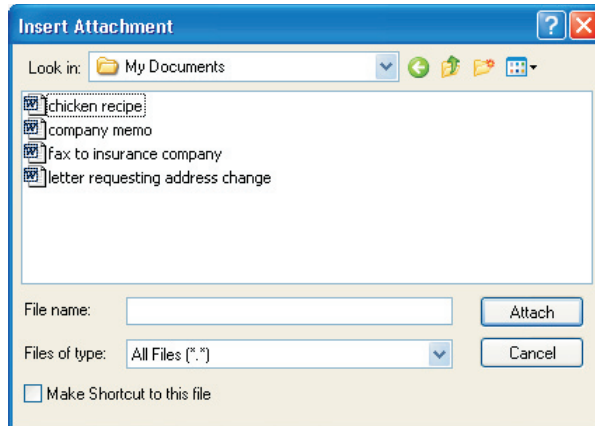
### **System Agents and Daemons**

System agents and daemons are programs that work in the background to perform a task, such as moving e-mail between hosts on a network.

- Type the e-mail addresses of all the recipients in the To box. The To button (  To: ) displays the Select Recipients dialog box where stored e-mail addresses can be selected.
- Type the e-mail addresses of additional recipients in the Cc box. The Cc button (  Cc: ) also displays the Select Recipients dialog box.
- Type a message title in the Subject box.

- Type the message in the large, blank portion of the window.
- Click the Send button (  ) on the toolbar to send the message. Be sure to review the message carefully before sending, because once a message is sent it cannot be retrieved.


The Attach button is used to send a file with an e-mail message. Click the Attach button (  ) to display the Insert Attachment dialog box:



### POP3

The way that sent messages are received varies from system to system. POP3 (Post Office Protocol 3) is the most common protocol used to retrieve messages from an e-mail server. IMAP4 (Internet Message Access Protocol 4) is another protocol used to retrieve e-mail messages. Similar to POP3, IMAP4 has additional features such as searching messages for keywords before the messages are downloaded.

Use the Look in list and contents box below it to navigate to the file to be attached. Click the file name in the contents box and then select Attach to attach a copy of the file to the e-mail message.

When an e-mail message is sent, it resides in an electronic mailbox on a mail server until it is retrieved. The Send and Receive All button (  ) on the toolbar is clicked to receive messages from the e-mail server and place them in the Inbox folder.

Other commonly used features in Outlook Express include:



**Reply button** displays an e-mail message window that includes the original message and the sender's e-mail address in the To box.



**Forward button** sends a selected e-mail message to another e-mail address.



**Print button** prints the displayed e-mail message.



**Delete button** places the selected e-mail message in the Deleted Items folder. To permanently delete an e-mail, right-click the Deleted Items folder and select Empty 'Deleted Items' Folder.




**Address Book button** displays the Address Book.

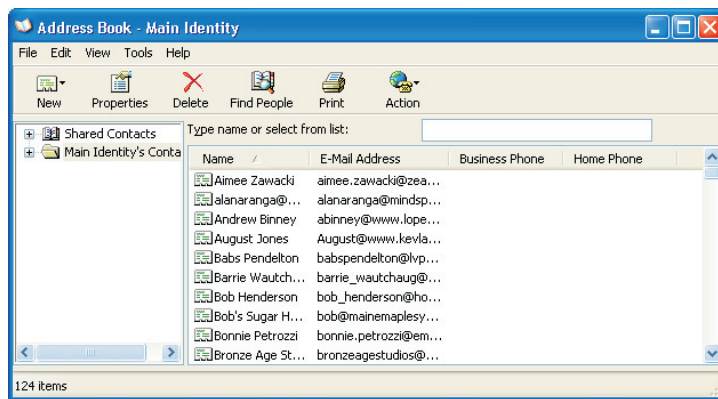




**Find button** searches for specific messages.


Select File → Exit to quit Outlook Express.


## The Address Book

The Address Book is a tool in Outlook Express that contains contact names and e-mail addresses. To display the Address Book, click the Address Book button (  ) on the toolbar:



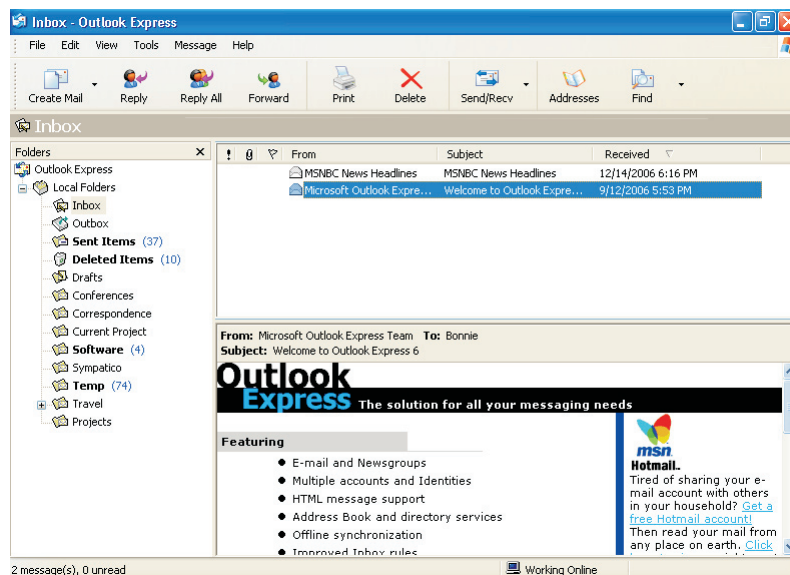
To add a new contact to the Address Book, click New Contact in the New button (  ), which displays a dialog box where the contact's name, e-mail address and other information can be entered. Select OK to add the contact to the Address Book. To remove a selected contact from the Address Book, click the Delete button (  ).

To edit an existing contact, either double-click a contact in the list, or select the contact and then click the Properties button (  ), which displays a dialog box where the information can be edited.

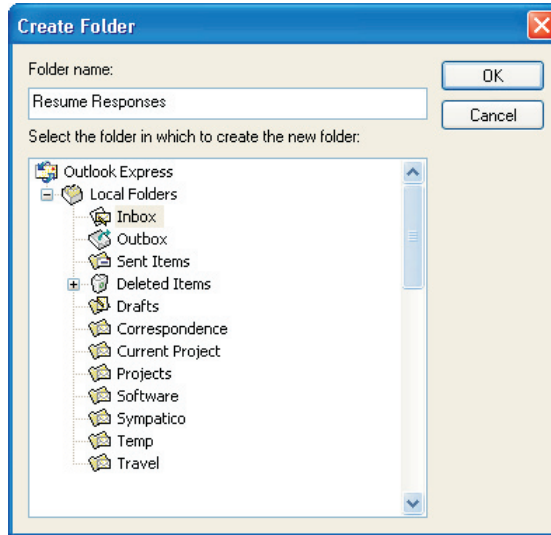
To close the Address Book, click the Close button (  ) in the upper-right corner of the Address Book.

## Organizing E-mail Messages

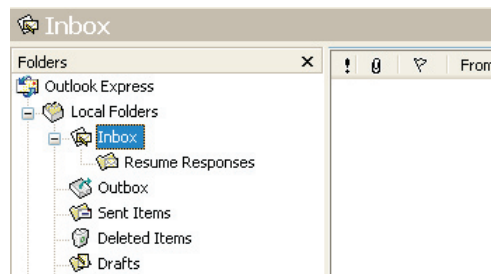
In Outlook Express, the pane on the left is the Folders list which is used to organize e-mail messages:



A new folder can be added to the Folders list to store related e-mail messages. For example, a folder named Resume Responses could be used to store all e-mail messages concerning job applications. To create a folder, right-click the Inbox folder in the Folders list and select New Folder from the menu, which displays a dialog box. Type a new folder name in the Folder name box: Type a new folder name in the Folder name box:



Select OK to create the new folder and display the folder name in the Folders list:



### Viruses

Computer viruses have varying effects, such as displaying annoying messages, causing programs to run incorrectly, and erasing the contents of the hard drive. Antivirus software should be installed and updated frequently to help avoid viruses.

Antivirus software will detect many types of viruses by scanning incoming e-mail messages before they are opened. If a virus is detected, the software will display a warning and try to remove the virus.

### Spam

E-mail messages that are the equivalent of junk mail are called *spam*. Spam are usually unsolicited advertisements.

To move a message to a folder, drag it. For example, to move an e-mail message to the Resume Responses folder, click Inbox in the Folders list to display the message and then drag the message to the Resume Responses folder.

Click the Delete button (  ) on the toolbar to move a selected message to the Deleted Items folder. To permanently delete a message, right-click the Deleted Items folder and select Empty "Deleted Items" Folder.