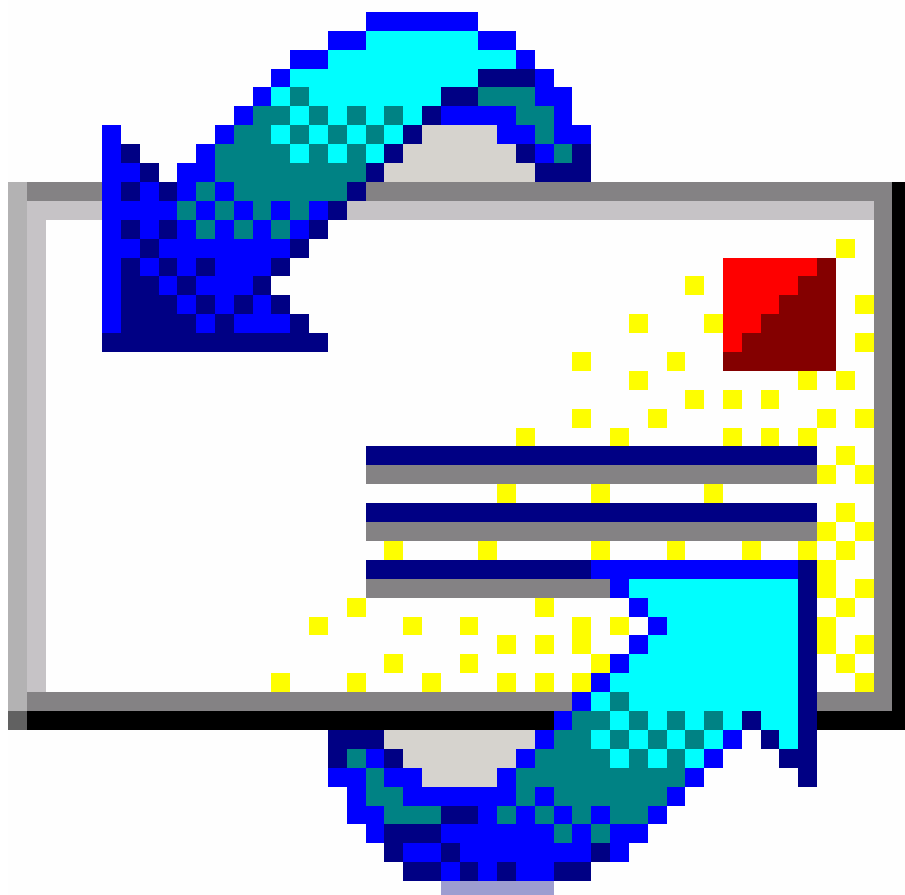




Queen Mary
University of London

Computing
Services

Outlook Express Introduction



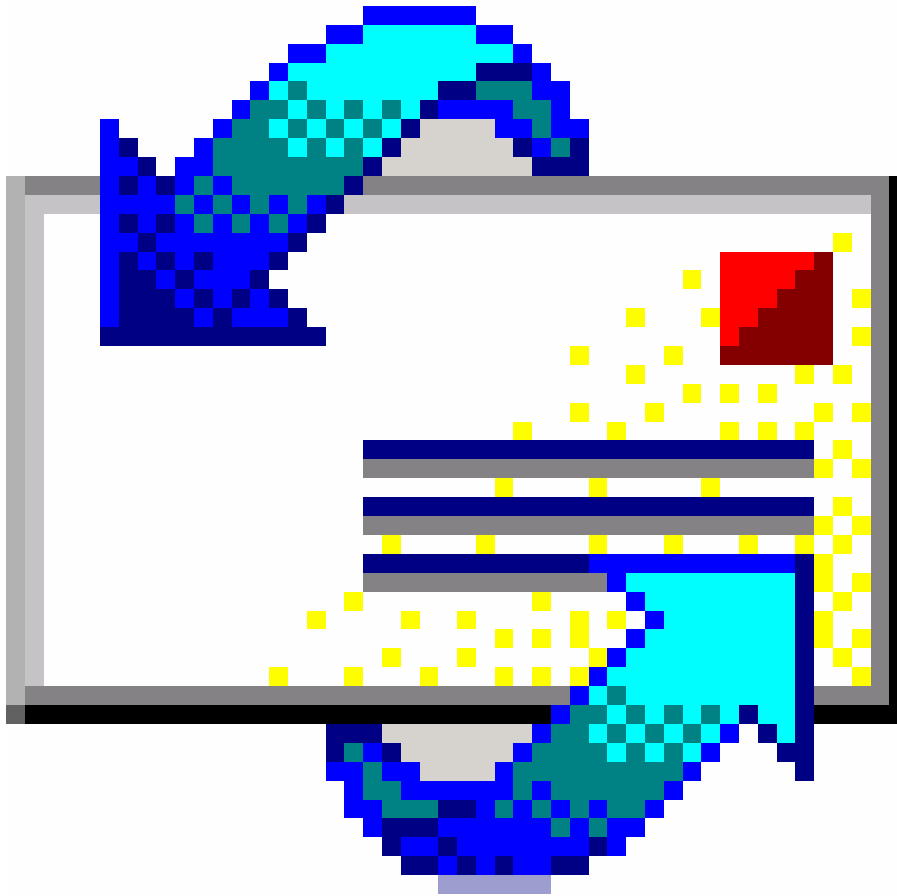
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Computing Services
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Electronic Mail (Email)

Launching and closing Outlook Express

Microsoft **Outlook Express** is an email program. It comes as standard with Microsoft Windows. The notes for this course are based on version 5 of Outlook Express. Examples of other common email programs are Eudora and Pegasus.

To launch Outlook Express, either :

1. Click **Start – Programs – Outlook Express**

Or



2. Click the Outlook Express icon on the Windows taskbar

To close Outlook Express, either :

1. Click **File – Exit**

Or

2. Click the **X** at the top right hand corner of the Outlook Express window



Activity 1

Launch Outlook Express

Use either method 1 or 2, as above

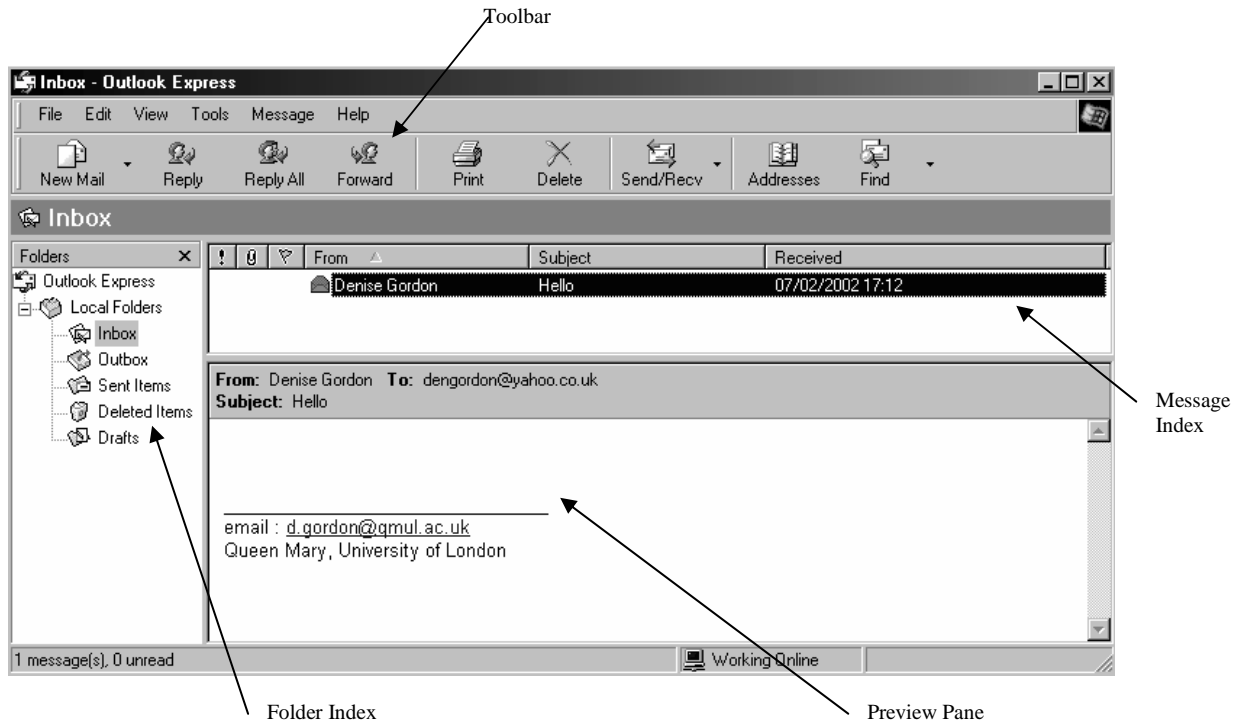
Close Outlook Express

Use either method 1 or 2, as above

Outlook Express

Navigating Outlook Express

When Outlook Express launches, the following main window will display :



1

Help Functions

1. To access help, on the main toolbar, click **Help – Microsoft on the Web**, and then choose either **Frequently Asked Questions** or **Online Support** (as below). Either option will open up a web page with numerous links
2. To access offline help (no internet connection needed), click **Help – Contents and Index**



Activity 2

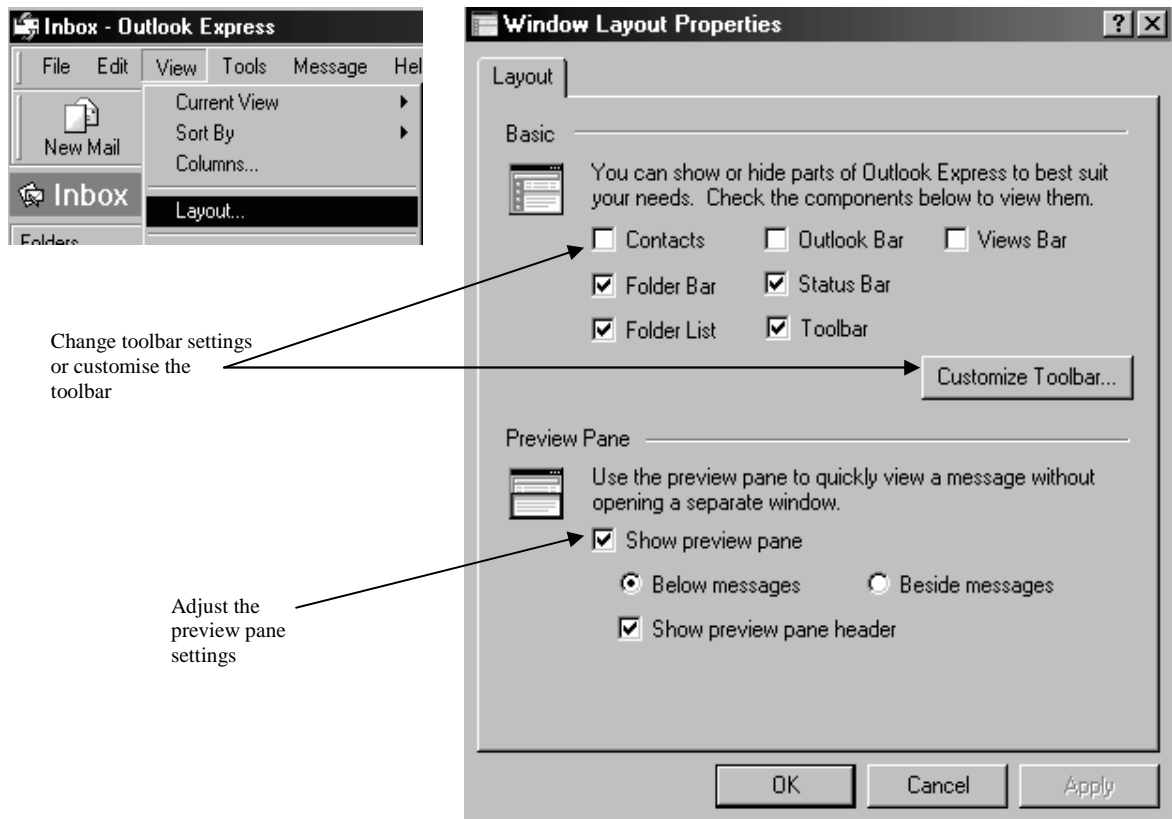
Use the Online Help function to check the Frequently Asked Questions that are listed on the internet

¹ When you first launch Outlook Express, you may be prompted to enter a password. Ordinarily, when an email account is setup a password is assigned to it.

Adjusting Basic Settings

Change display modes

1. The **Preview Pane** in Outlook Express can be adjusted by clicking **View – Layout**, to open the **Window layout Properties** box. You can then choose whether to have a preview pane, and what toolbars will display by checking or un-checking the options



Activity 3

Adjust the view settings so that the preview pane appears beside messages

Hide the Status bar and Folder list

Messaging

Reading your messages

1. To retrieve your emails, click the **Send and Receive** icon on the toolbar
2. To view incoming messages, select the appropriate entry in the Folder Index (eg., local folder, IMAP). A list of your email folders will display in the message index
3. Select the **Inbox** of the folder you want to view and, in the Message Index, your incoming messages will display in a list
4. To view individual messages :
 - select a message in the Message Index and its contents will display in the Preview Pane

Or

- double-click a message in the Message Index and a new window will display containing the message

Check for new messages

1. Click **Tools – Options**, and in the **General** tab, select **Check for new messages every X minutes**. Specify how often Outlook Express should check for new mail in the available box
2. To initiate a mail check, click the **Send and Receive** icon on the toolbar

Activity 4

Initiate a check for new mail

Set Outlook Express to check for new mail every 3 minutes

Create and send a message

To create a new email message, either :

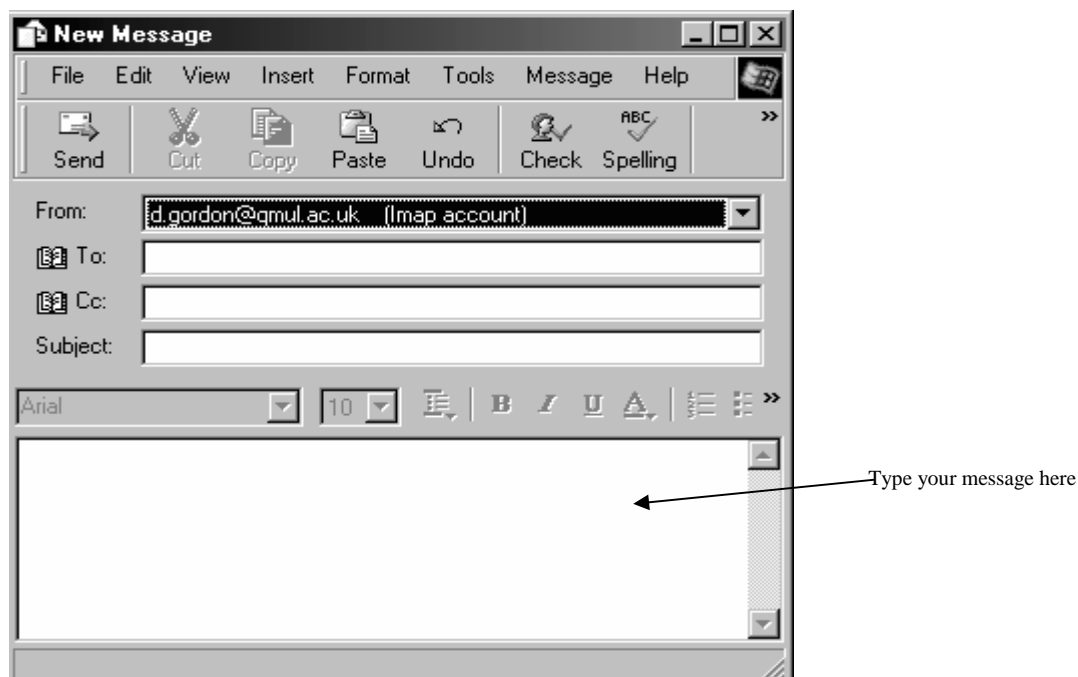
1. Click **File – New - Mail Message**

Or

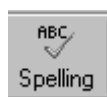
2. Click the **New Mail** icon on the toolbar

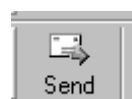


The following **New Message** box will display :



1. Type in the email address of the person(s) you wish to send an email to in the **To:** and **Cc:** fields, separating recipients email addresses by a comma or semicolon
2. To **Bcc:** a message, click **View** and select **All Headers**
3. To add email addresses from the Address Book, click the **To** icon in the New Message window, select the email addresses, and click **To:-->**
4. In the **Subject:** field, type a title (eg., hello)
5. Click into the main body of the New Message box and type your message
6. Check the spelling of an email before sending it by clicking the spelling icon on the toolbar



7. When you are ready to send your message, click . If you have composed a message offline, click **File – Send Later** to save the message in your **Outbox** under **local folders** in the folder index

Notes

- To send a message from within the address book, select the contact to send the mail to, then click **Action** on the toolbar, then select **Send Mail**
- To look up names in the address book when composing an email, type the name or part of it in the **To:** field and then click **Tools – Check Names**

Activity 5

Compose and send an email message to yourself. The title of the email should be 'Meeting'

Open a new mail message and enter the following text :

Peter,
Are you going to the meeting tomorrow?

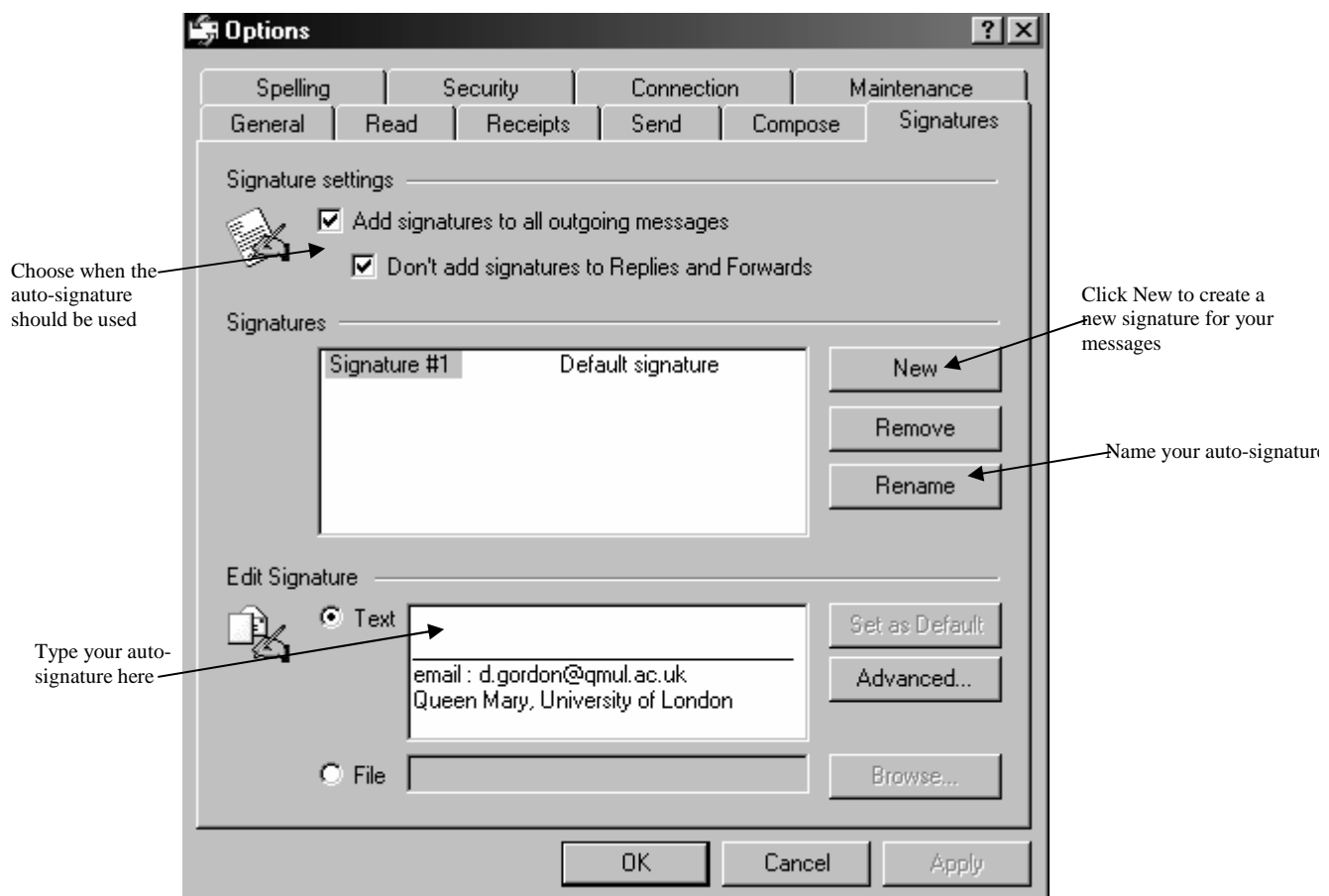
Auto-signature

Auto-signatures can contain information such as your return email address, job title, phone number or address.

To add an auto-signature to a message :

Click **File – Tools – Options** from the main toolbar, and select the **Signatures** tab (as below)

1. Click **New** to create an auto-signature, and either type the text of your auto-signature in the **Edit Signature** box or select **File** to read the signature from a file located on your computer. You can choose whether to add the signature to all outgoing messages. Click **OK** to save the signature.



If you do not apply your auto-signature to all outgoing messages, you can manually add the auto-signature to particular messages :

2. In the message window, click **Insert - Signature**



Activity 6

Add an auto-signature to Outlook Express, containing your name and return email address

Add the signature to all outgoing messages but do not apply the auto-signature to replies or forwards

Attaching a file to a message

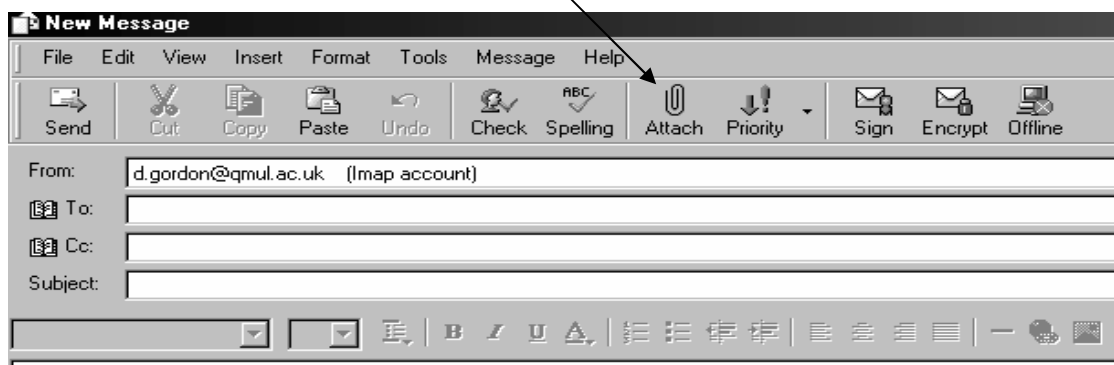
Files can be attached to emails, however, always ensure that the intended recipient will be able to receive the file and that it is in the correct format.

To attach a file to an email message :

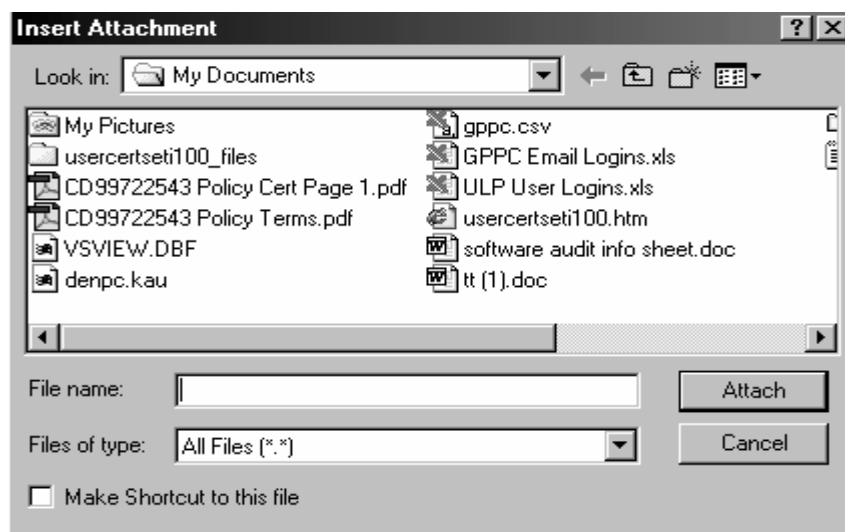
1. In the message window, click **Insert – File Attachment**

Or

2. Click the paperclip **Attach** icon on the toolbar of the message window



3. You will be prompted with an **Insert Attachment** box. Browse to the file or document you wish to attach, highlight it by clicking on it once, and then click **Attach**. The file or document will now be attached to your email message. Repeat the process for each file you want to attach



4. Once the file has been attached to your message, it will display in the message window (as below) :



The file tt(1).doc has been attached to the message. (353KB) is the size of the attached file

Notes

- If you are attaching a link or picture, ensure that HTML formatting is enabled by clicking **Format** from the menu in the message window, then selecting **Rich Text (HTML)**. A black dot will appear by the command when it is enabled

Attach links or pictures

1. Click in the message where you want the image to appear, or select the text that you want to link to a file or Web page
2. Insert a link by selecting **Insert** from the menu and clicking **Hyperlink** – you can then select the type of link to insert (eg., http), then enter the address you want to send in the **URL** field, and click **OK**
3. Insert an image by clicking **Insert** on the menu, then selecting **Picture** – click **Browse** to locate the image, then double-click the file name

Activity 7

Attach a file from c:\MyDocuments to an email message. Title the message 'Attachment' Send the email message to yourself

View an attachment

To view an attachment from a message in the Preview Pane :

1. Select the message containing the attached file
2. Click the paperclip icon that appears at the top of the Preview Pane, then select the attachment you want to view

To view an attachment from a message in a separate window :

1. Double-click the message containing the attached file
2. Double-click the attached file at the bottom of the Preview Pane

Activity 8

View the attachment you have sent to yourself

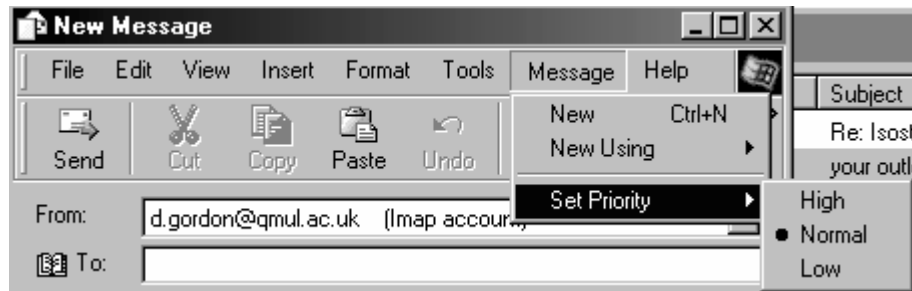
Save an attachment

1. Click File – Save Attachments, then click the file name
2. To save attachments from the Preview Pane, press and hold down the CTRL key while clicking the attachment icon and the file name

Prioritise an email message

Emails can be assigned a priority level in Outlook Express :

1. In the message window, click **Message – Set Priority**, and choose either High, Normal or Low (as below)



The person receiving the emails will be notified of their priority (as below)

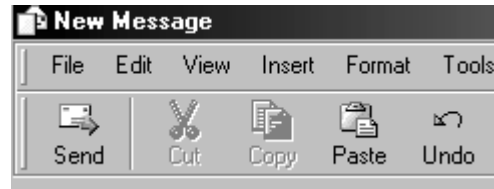


Activity 9

Send an email to yourself with a high priority level

Editing an email message

Text can be copied, moved and pasted in email messages just as with documents. In the message window, there are icons for cut, copy and paste. There is also an undo icon (as below)



Text or pictures can be copied or cut, and then pasted into an email message by highlighting the text/picture and then choosing the appropriate option from the toolbar :

1. **Highlight** the text/picture you want to copy or cut, and choose **Copy** from the toolbar
2. Click into the body of the email message and choose **Paste** from the toolbar
3. To **delete** text or pictures within an email, **highlight** and select the **Delete** or **backspace** key on the keyboard, or choose **Cut** from the toolbar
4. **Delete an attachment** from a message by clicking once in the attachment field to highlight the attachment and then choose Delete or backspace key. The attachment field will disappear from the message window

Activity 9

Open the email entitled 'Meeting' from your Inbox. Start a new email message and copy and paste the text of the 'Meeting' message so that it appears 3 times in the new email message

Open up a Word document from c:\MyDocuments and cut and paste the contents into a new email message. Send the message to yourself. Open the message, delete the contents from it and forward it to yourself

Open the message entitled 'Attachment', forward it to yourself, deleting the attachment from it

Replying to an email message

When replying to an email message, you can choose whether to reply only to the sender, or to all recipients of the email message. Choosing **Reply** will reply only to the sender, **Reply All** will reply to all recipients of the message

1. Open or select the message in your mailbox that you wish to reply to
2. Click **Reply** or **Reply All** on the toolbar – the text of the original message will be included and the senders name and email address will appear in the **To:** field
3. Type your message, then click **Send**
4. If working offline, click **File**, then **Send Later**

Activity 10

Reply to the email message entitled 'Hello'

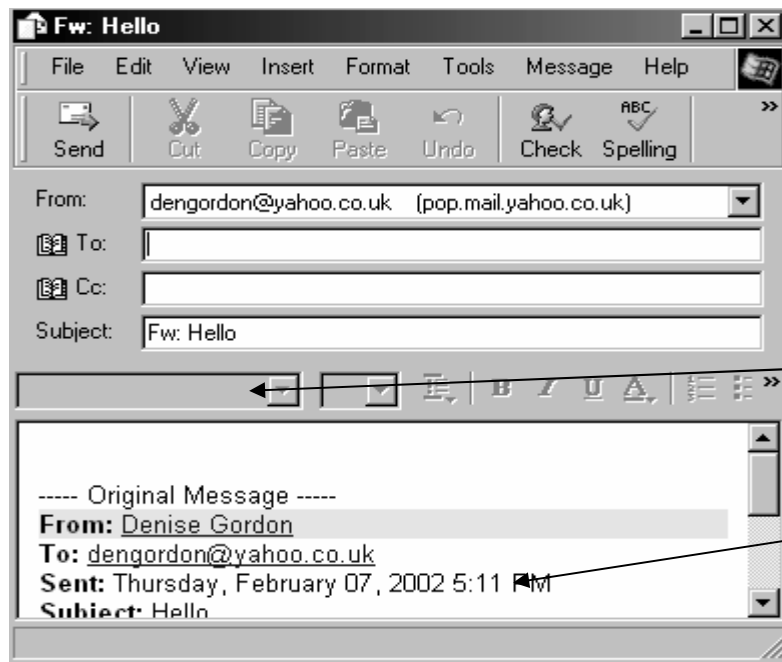
Enter the following text :

Hello to you too!

Forwarding an email message

Forwarding an email message will send an email message on to other people.

1. To forward a message, open or select the message to forward
2. Click **Forward Message** on the toolbar, then type in the names of recipients
3. Type your message, then click **Send**
4. If working offline, click **File**, then **Send Later**



The subject of the original email is automatically modified by Outlook Express with Fw: in front of it – to signify that this is a forwarded message

The text of the message that is being forwarded

Activity 11

Open the message entitled 'Hello' and forward it to your course tutor

Organising mail messages

Rather than keeping all mail messages you receive in your Inbox, you may prefer to organise them in some way. Outlook Express has a number of features that make organisation easier.

Delete a message

1. Select the message to be deleted in the Message Index by clicking on it once
2. Click **Delete** on the toolbar. The message will be flagged as deleted
3. Expunge the deleted message by clicking **Edit** on the main menu, and selecting **Purge Deleted Messages**

Notes

- To restore a message flagged for deletion, click **Edit** on the main menu, and then select **Undelete**

Add, delete and switch folders

Messages can be organised into folders. If using IMAP, folders you created will also be created on the remote server

1. Add a folder by clicking **File** on the main menu, then select **Folder** and click **New Folder**. In the Folder name field, type the name
2. Switch to another folder by clicking the folder name in the folder list or in the Outlook bar
3. Delete a folder by right-clicking on it in the Outlook bar or folder list and selecting **Delete**

Move or copy messages to another folder

1. Right-click the message in the message list that you want to move or copy
2. Click **Move To** or **Copy To**, then click the folder you want to move it to; if you want to move or copy the message into a new folder, click the **New Folder** button and enter the name of the new folder, then click **OK**

Search for a message

1. Click on the **Find** icon in the main menu, and enter in the folder that you want to search in and the details of the message that you want to search for, then click **OK**

Sort Messages

1. Messages can be sorted by either name, subject or date by clicking in the Preview Pane on the **From**, **Subject** or **Received** headers (Right-clicking on the headers allows you to specify how the messages are sorted – ascending, descending or columns)

Activity 12

Create a New Folder, name it Course Notes

Move the email entitled 'Hello' into the Course Notes folder

Sort the messages in your inbox by Subject

The Address Book

Contact information, such as email addresses and phone numbers) can be stored in the address book for easy retrieval. You can also store entries for groups.

Opening the Address Book

To open the Outlook Express Address Book, either :

1. Click the **Addresses** icon on the toolbar

Or

2. Click the **To:**, **Cc:** or **Bcc:** icon in a New Message Window

Adding contacts

Contacts are the entries used to store names and their associated information, such as email addresses. Contacts can be added to the Address book manually or from incoming mail messages.

To manually add a contact to the Address Book :

1. Click the **New** icon in the Address Book, then select **New Contact**
2. Enter the first and last names for the contact. Display names are required for contacts, and these will be created for you when you enter first, last, middle name, company name or nickname
3. In each tab, add whatever information you wish to be included

Notes

In a message you are either composing or viewing, add contacts to the Address Book by right-clicking a persons name and then selecting **Add to Address Book**

To add a contact from an incoming mail message :

1. Open the incoming message, then right-click on the name to be added, then select **Add to Address Book**

To automatically add addresses you reply to into the Address Book :

1. Click Tools on the main menu, then click Options
2. In the Send tab, select the Automatically put people I reply to in my Address Book

Creating groups

Messages can be sent to groups of people by creating a mailing group. The group name can then be entered in the **To:** field when sending messages

1. Click the **New** icon in the Address Book, and select **New Group**
2. Enter the name of the group in the **Group Name** field
3. Click **Select Members**, then click a name from the Address Book
4. Select a name, repeating this step for each name to be added

5. Click **OK** in the Select Group Members window, then click **OK** to close the group properties window

Delete a contact or group

1. Delete a contact by selecting the contact name in the address book list, then click the **Delete** icon; if the contact is in a group, they will also be removed from the group
2. Delete a group by clicking the group name in the list, then select the **Delete** icon from the toolbar

Add contacts to an existing group

1. Double-click the group you want to add to from the address book list
2. If the contact is already listed in your address book, click **Select Members**, otherwise click the **New Contact** icon
3. If adding names from the address book, select one or more names from the list, then click **Select**. If adding brand new names, enter in the information required
4. Click **OK**, then **OK** again to exit the group properties window

Delete a contact from a group

1. Deleting a contact from a group will not delete them from your address book, only from that group. Double-click the group name, then click on the name to be deleted in the **Members** list and click **Remove**

Activity 13

Create a group named OE Course

Enter the details for each member of the course into the OE Course folder

Send an email to the OE Course group entitled Test, and enter the following text

You are now subscribed to the OE Course group

Delete 1 contact person from the OE Course group