

Using Outlook Express

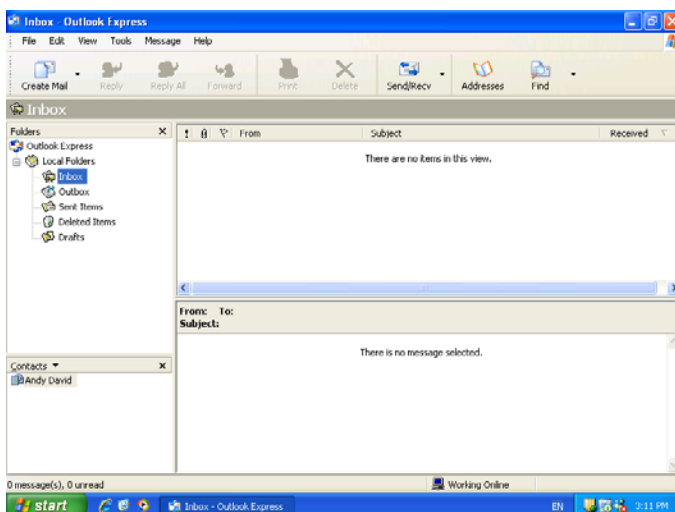
Sending an email in Outlook is a relatively simple task. There are all kinds of things you can do with the email message though that can make it a little more complicated, but will enhance productivity and reliability of the message.

Let's begin:

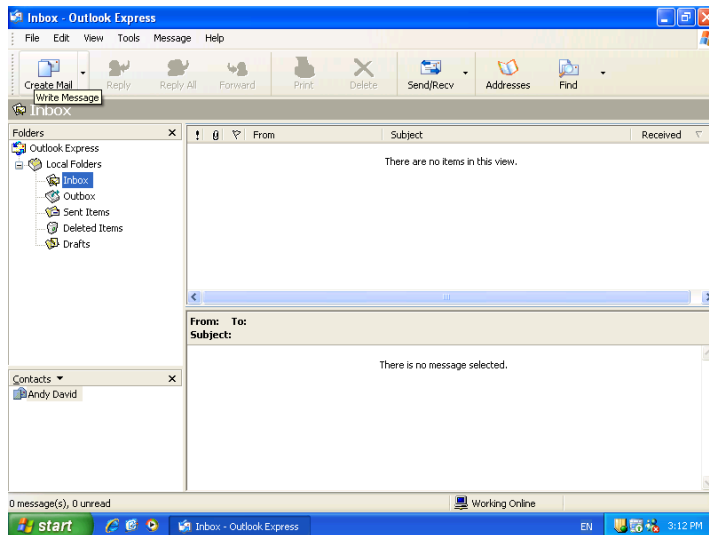
1. Open up Microsoft Outlook Express



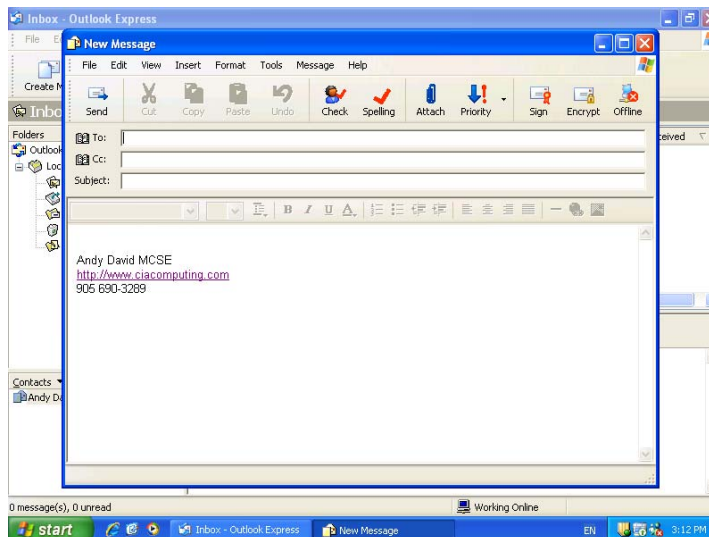
2. On the left hand side you will see the Inbox, left click once on it



- Up in the tool bar, you will select the Create Mail button by left clicking once on it



- You should see a new blank email message show up on your screen



- In the TO: box you need to put the email address of the person you want to email
 - It will look something like (username@server.domain) andy@ciacomputing.com
 - If you want to and you have an address book in place, you can click on the word TO: and it will open up your contact list and you can choose an email address to place in the box
 - If you do not have an address book set up you must know the exact spelling of the email address and type it into the TO: box or the intended recipient will not receive the message meant for them

Setting up a Signature in Outlook

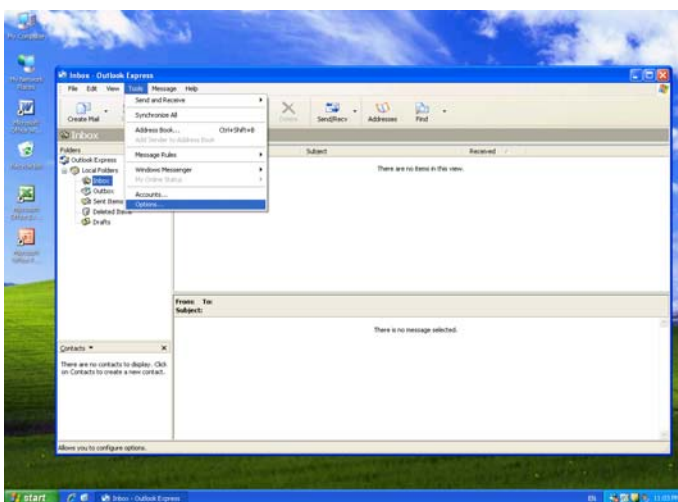
A signature is your final bit of text at the bottom of every email you send. It is not a great idea to actually put your real signature on the Internet for security reasons as you can well imagine, but you can put your name, possibly your company name, web address, email address, phone number, and privacy statement as you see fit or as is required.

Let's begin:

1. Open up Microsoft Outlook

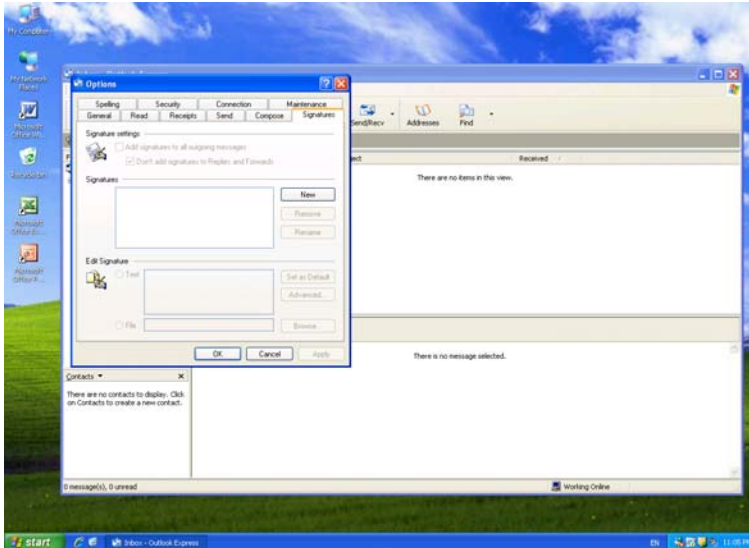


2. In the menu bar left click once on the tools option



3. At the bottom of the menu you will see an option for "options", and you will left click once on that

5. Left click on the option for Signatures



6. Select New and name your signature
7. Once you do that you can type in your signature
8. Once you are done typing in your signature, you can choose when you want your signature to show up automatically
 - a. For every new email
 - b. For every new email and reply
 - c. For every reply only
9. After you have made your signature click OK and exit out of the signature creation option boxes
10. You can now test your signature by going to the Inbox and then select New from the tool bar for a new message. If everything is good, you should see a new message with your signature in the body of the email message

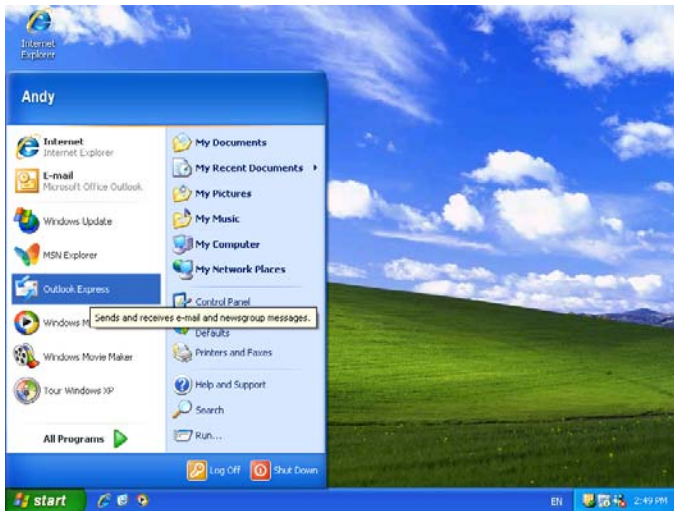
Notes:

Setting up your Address Book

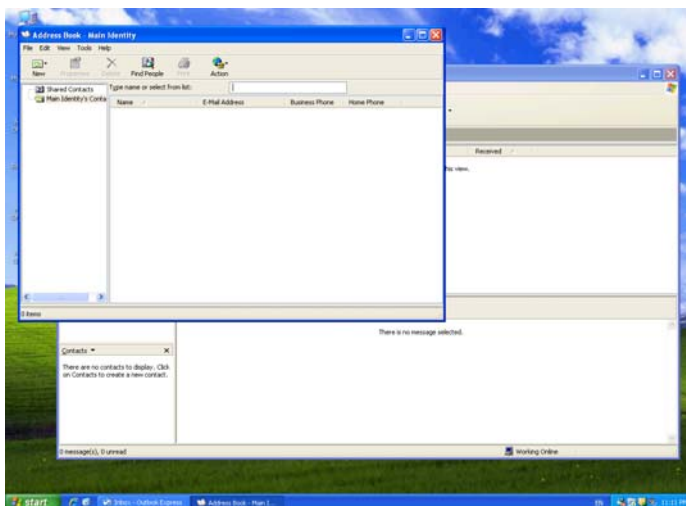
Your address book makes it easier to add the email addresses of your contacts into the TO:, CC: or BCC: box rather than having to remember all of the email addresses of everyone you know.

Let's begin:

1. Open up Microsoft Outlook



2. Left click once on the option for Addresses in the tool bar
3. In the tool bar left click once on New



Sending an email message with an attachment

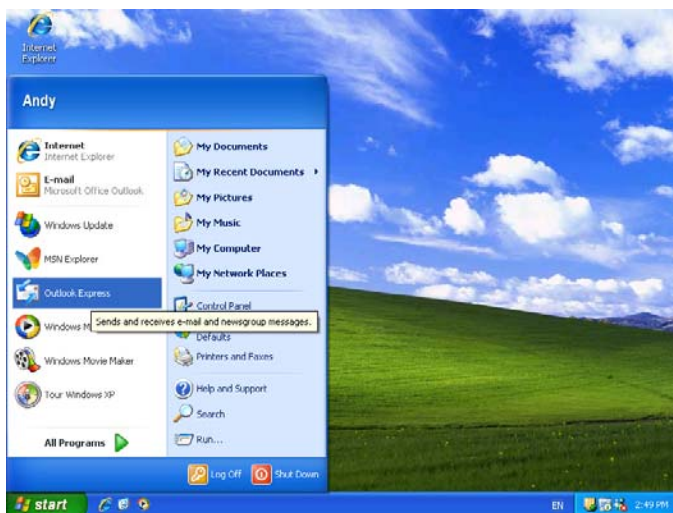
Sometimes it is useful and fun to send files like jokes, pictures, or work files, like Microsoft Word Documents etc.

But how do you do that??

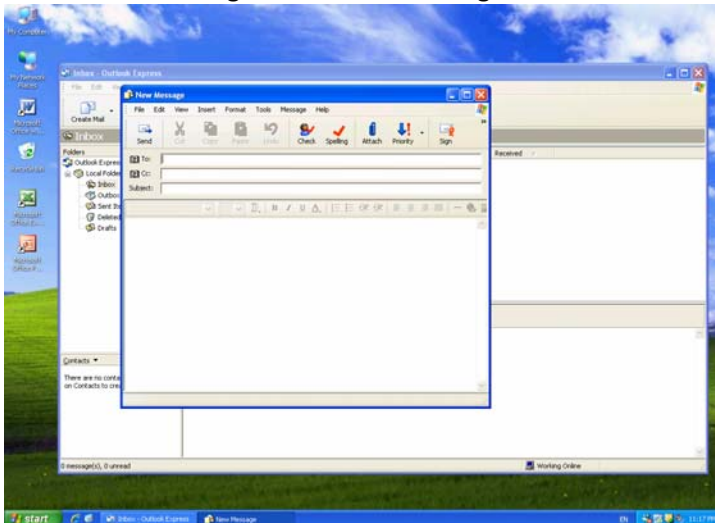
Let's Begin:

In preparation for this exercise, you will need to have a file on your computer that we can send. Microsoft was kind enough to supply one in our pictures folder in our my documents folder. If you need tutelage in file folder system creation and maintenance, it just so happens we have one. Look for it on our web site.

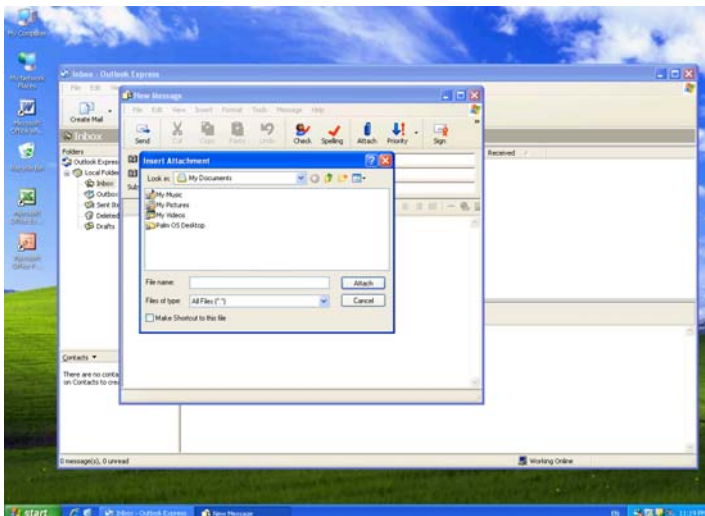
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3. Select the "Create New" option in the tool bar and a new email message will show up on your computer screen. If you have been following along with the sequence of these tutorials you should also see a signature in the message area of the new email.



4. You can now select the recipients or enter the email addresses of the recipients into the TO:, CC: and BCC: box
5. You can now add the text message in the message part of the email
6. Now you are ready to add the attachment
 - a. Left click once on the picture of the paper clip on the toolbar



- b. Navigate to the file you want to send, in this case it will be a picture in our sample pictures supplied by Microsoft
- c. Select the picture by left clicking once on the picture
- d. Select the option to insert

