

OUTLOOK EXPRESS
COURSE OUTLINE HANDOUT
LESSONS 1,2, AND 3

from <http://www.actden.com/oe/print/unit4.htm>

UNIT 1

Sending and receiving

Composing and sending a message addressed to one person
Using multiple recipients in to, cc and bcc using ‘;’ between names
Saving a draft (use file/save) and retrieving from the draft folder
Sending later (file/send later) and accessing the outbox and using send/receive

Read mail

Opening inbox (bar icon or folder list icon)
Checking for new messages (send/receive: see tools/options/ for auto check every ? minutes)
Read: Using preview pane (view/layout for options) or double clicking message
Replying to a message
Replying ALL to a message
Forwarding a message

Check Spelling

Setting spelling check (tools/options/spell tab)

UNIT 2

Stationary

Enabling html (tools/options/send tab)
Selecting stationary from create message menu
Using the create wizard to build own stationary
Setting a default (tools/options/compose in OE 6.0) – font and stationary

Signatures

Accessing with tools/options/signatures tab – select NEW
Setting default for all messages and individually attaching

Attachments

Attaching a file (note discussion of source program and viewers)
Viewing an attachment (discussion of viewers – especially Microsoft’s Office)
Saving an attachment (file/save attachment as OR right click on icon)

UNIT 3

Contacts

Adding a couple of contacts – show all the information you can keep on each
Adding contact from an email: Tools/Add sender OR open an email and add the contact with a right click on name.

Accessing an existing contact and adding information
Address Book – use view/sort by to choose sorts or click on column headings
Auto-filling of entering email address
Using the check names function

Create a Group

Creating a group and add a couple of contacts to it
Adding another contact to an existing group (use both select members and new contact)
Removing a name from the group

Print Address Book

Why print

Printing (note not all info entered is printed)

Save Address Book

In address book, using file/export/ and use csv format; select all fields
Using windows explorer to show results in notepad
Backing it up to external media

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LESSONS 4, 5 from <http://www.actden.com/oe/print/unit4.htm>

UNIT 4

Folders

- Creating some folders
- Moving emails to various folders
- Deleting folders

Inbox Assistant

- Using tools/Message rules/mail and message/create rule from message to show mail handling

Adding accounts

Searching

UNIT 5

Toolbar: Hiding, Moving, Adding buttons, Removing buttons, Changing the order

Preview Pane

Automatically open Inbox setting

Setting a font (tools/options/read/

Views

- Sort by columns
- Add columns
- Change column width
- Remove columns
- Change order
- view/layout
- view/text size

UNIT 6

Misc Settings: Mark as read/unread; deleted items folder (and clearing: tools/options/maint.tab)

Keyboard Shortcuts

Compact folders

From http://email.about.com/od/outlookexpresstroubles/qt/et_compact_oe.htm

But why is compacting necessary anyway?

Q: What Does Compacting Messages Mean, and What Happens?

A: When you delete an email in Outlook Express, it is moved to the *Deleted Items* folder. The message disappears from its original folder, and when you empty the trash, it disappears from there, too.

In neither case is the message removed from the file on your disk immediately, however. Editing files for this is a slow process, and you'd have to wait or experience Outlook Express responding slowly whenever you deleted a couple of emails. This is why deletion merely hides the messages from view.

Of course, having all your deleted messages still on disk means a lot of space that can be reclaimed is wasted over time, and if Outlook Express has to keep track of too many obsolete messages this itself can mean a slowdown of certain actions.

So Outlook Express tries to remove these deleted emails physically from time to time. This is called "compacting", and it asks you to start the process every 100 times you close Outlook Express.

Q: If This Process is So Essential, Why Doesn't Outlook Express Do It on Its Own, in the Background?

A: Compacting folders from time to time is essential, but even more essential, again, is that the process can be completed without interruption. If Outlook Express would do the compacting in the background automatically, you might notice a slowdown or crash or for some other reason try to quit Outlook Express (which, compacting, it would refuse to do) and then, in your frustration, kill the process. Your folders could be corrupted.

Backup (find files [foldername].dbx)

(see <http://email.about.com/cs/oetipstricks/qt/et102502.htm> for step by step instructions)

Spam

Viruses

Security

from: <http://email.about.com/od/outlookexpresstips/qt/et112204.htm>

Block Potentially Dangerous Remote Images in Outlook Express

To block remote images from loading automatically in Outlook Express:

- Select *Tools | Options...* from the menu.
- Go to the *Security* tab.
- Make sure *Block images and other external content in HTML e-mail* is checked.
- Click *OK*.