

Outlook Express

a *ZOOMERS*' guide

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Introduction

This is a guide to the email client, Outlook Express, version 6 (The version number is given on the splash screen, and on the **About Microsoft Outlook Express** message window, which is on the **Help** menu). It's probably more of a reference guide, than an introduction.

There are a large number of configuration options for Outlook Express. In the Configuration section at the end of this document, there is a recommended set of options. To simplify this guide, it's assumed that your copy of Outlook Express has this configuration.

Throughout this guide, there are keystroke alternatives to using the mouse. It's quite

straightforward to use Outlook Express without any use of a mouse. In particular, the shortcuts for moving around the window can be very useful when using a screen magnifier. Instead of having to scroll around, hunting for another part of the window, you can type in a shortcut to move there, and the screen magnifier will move as well.

Main Window

The components of the window

Menu bar	
Toolbar	
Folder bar	
Folders list	Messages list
Contacts list	
Status bar	

The components of the main window are:

- **Menu bar.**
- **Toolbar.**
- **Folder bar.** This displays the name of the folder which is selected in the Folders list. It also provides some space between the toolbar and the lists below.
- **Folders list.** One folder is always selected, and the messages in this folder are displayed in the Messages list. This list of folders includes:
 - **Inbox.** For incoming messages.
 - **Outbox.** A waiting area for outgoing messages.

- Sent Items. After you send a message, a copy is placed in this folder.
- Deleted Items. When you delete a message from a folder (except this folder), a copy is saved here, just in case you change your mind.
- Drafts. This contains messages either that you were working on when the computer crashes, or that you save from a new message window to send later.
- **Messages list.** This displays the messages in the folder which is selected in the Folders list.
 - Unread messages are displayed in bold, and the icon on the left of the

sender is not an open envelope (I think it's meant to be a piece of paper and an envelope).

- If the message contains attachments, then there is a paperclip on the left of the sender.
- The messages are normally sorted by the date on which they received, with the most recent message at the top. However, they can be sorted by other fields, and in either ascending or descending order — either click a field at the top of the Messages list, or use **Sort By** ► on the **View** menu.
- **Contacts list.** This displays the contacts in the address book. It is often easier to use this list, rather than the address book.

- **Status bar.** This displays the both total number and the number of unread messages in the Messages list.

Moving around the main window

- As for any window, to move to the menu bar press **ALT**, and to leave it, press **ESC**.
- You can move between the Folders list, Messages list, Contacts list, then back to the Folders list etc. by pressing **TAB**. You can move in the opposite direction between these lists by pressing **SHIFT + TAB**.
- You can move up and down any of the lists using the **UP** and **DOWN ARROWS**, **HOME** and **END**.

You can also use the first letter of an item in a list to quickly move to that item. For example, if you're in the **Contacts list** and you want to find the contact Ken Leckie, then press K one or more times until this contact is selected.

Reading email

Receiving messages

- When you start Outlook Express, it downloads any new messages from your ISP (If you have a dial-up connection, you will be prompted to connect to the internet).

- If you want to check for new messages at any other time, click **Send and Receive** on the toolbar (or **CTRL + M**).
- If you have a broadband connection, the program will automatically check for new messages every 5 minutes (this time is set on the General page of the Options dialog — see the Configuration section of this guide).

Opening a message

1. Select a folder in the **Folders list** (this will often be the **Inbox**).
2. Double click a message in the **Messages list** (or select a message,

then press **ENTER**). A message window opens.

Viewing message window

- To adjust the text size, set the **Text Size** in the **View** menu.
- To print the message, select **Print** from the **File** menu (or **CTRL + P**).
- To open or save an attachment, see the following sections.
- To delete the message, press the **Delete** button on the toolbar, or select **Delete Message** from the **File** menu.
- To read another message, you don't have to go back to the main window:

- To read the next message in the Messages list, press **Next** on the toolbar (or **CTRL + FULL STOP**).
- To read the previous message in the Messages list, press **Previous** on the toolbar (or **CTRL + COMMA**).
- To close the message window, press **ESC**.

Opening an attachment

In the message window:

1. Double click the attachment (or press **TAB** a number of times until the attachment is selected, then press **ENTER**)
2. In the **Mail Attachment** window, which checks whether you want to open the

file, click **Open** (or press **SHIFT + TAB**, then **ENTER**). If you get fed up with this window appearing, you can uncheck: **Always ask before opening this type of file** (**TAB** to the checkbox, and press **SPACEBAR**).

Saving an attachment

In the message window:

1. Right click the attachment, and select **Save As** from the menu.
2. A **Save Attachment As** dialog opens to let you select a folder and filename.

Sending email

Opening a new message window

Choose one of the following:

- From a contact. Double click a contact in the Contacts list (or select a contact and press **ENTER**). A New Message window opens with the contact's email address already in the To: field.
- Replying to an email.
 - In the main window. Select a message in the Messages list, and from the **Message** menu, select **Reply to Sender** (or **CTRL + R**).

- In a reading message window. From the **Message** menu, select **Reply to Sender** (or **CTRL + R**).

A New Message window opens, with the contact's email address in the **To:** field, and Re: something in the **Subject:** field.

- New message from scratch. From the **File** menu, select **New ► Mail Message** (or **CTRL + N**).

New Message window

- You can move between the **To:**, **Cc:**, **Subject:** and message fields using **TAB**. To move between these fields in the opposite direction, use **SHIFT + TAB**.

- Adding an attachment. See the following section.
- To check the spelling, click **Spelling** on the toolbar (or **F7**)
- To send the message, click **Send** on the toolbar, or **Send Message** on the **File** menu (or **ALT + S**). If you have a dial-up connection, you will be prompted to connect to the internet.
- To save the message in the **Drafts** folder, so you can send it later, click **Save** on the **File** menu (or **CTRL + S**).

Adding an attachment

In the New Message window:

1. From the **Insert** menu, select **File Attachment**.
2. The **Insert Attachment** window opens. Browse to the file you want to attach, and press **ENTER**.

Contacts list

Add sender to contacts list

Right click on a message in the Messages list, and select **Add Sender to Address Book**.

Add new contact

1. From the **File** menu, select **New ► Contact**.

2. The **Properties** window for the contact opens. Fill in the first and last names, the email address (and optionally the other fields).
3. Press **ENTER** to OK the dialog box.

Edit a contact

1. Right click a contact on the **Contacts list**, and select **Properties** (or select the contact and press **ALT + ENTER**).
2. The Properties window opens. Click on the **Name** tab (or press **CTRL + TAB**).
 - The First and Last Names etc. can be edited in the usual manner.
 - To edit the email address, select the current email address, press the

Edit button to the right, and then type in the new address.

3. Press **Enter** to OK the dialog box.

Housekeeping

Deleting messages

- To delete a message in the main window, select the message in the Messages list, and press **Delete**.
- To delete a message in the viewing message window, press the **Delete** button in the toolbar or select **Delete Message** from the **File** menu.
- To move a message from the **Deleted Items** folder back to the **Inbox**: right click the message in the Messages list, and select **Move to Folder**. In the **Move** window which appears, select the **Inbox**, and press **OK**.

- To delete messages completely, delete them in the **Deleted Items** folder.

Configuration

This is the recommended configuration for Outlook Express. The rest of this guide assumes that your copy of Outlook Express has this configuration.

Main window layout

In the **Layout** dialog which is on the **View** menu of the main window:

- In the **Basic** section, all the components should be checked apart from the **Outlook Bar** and the **Views Bar**.

- In the **Preview Pane** section, the **Show preview pane** should be unchecked.

Options dialog

In the **Options** dialog which is on the **Tools** menu of the main window:

- **General** page
 - In the General section, **When starting, go directly to my 'Inbox' folder** — set to checked.
 - In the Send/Receive Messages section, **Send and receive messages at startup** — set to checked.
 - In the Send/Receive Messages section, **Check for new messages every** — If you have a broadband

connection set to checked, and set the time to 5 minutes. For a dial-up connection set to unchecked.

- **Send page**

- In the Sending section, **Save copy of sent messages in the 'Sent Items' folder** — set to checked.
- In the Sending section, **Send messages immediately** — set to checked.
- In the Sending section, **Reply to messages using the format in which they were sent** — set to unchecked.
- In the Mail Sending Format section — check the **HTML** radio button.

- **Compose page**

In the Compose Font section, the font size and font for mail is shown. The default values for these are 9pt Arial. To change these press the upper **Font Settings** button on the right hand side. In the **Font** window which appears, set the font size to one of these values: 14, 18, or 24, and press **ENTER**. (There is a bug here — you can set the font to a wide range of sizes in this dialog, but they are rounded to one of the above values in the New message window.)

- **Security** page

In the Virus Protection section, **Do not allow attachments to be saved or opened that could potentially be a virus** — set to unchecked. Leave this to your anti-virus program.

- **Connection page**

In the Dial-up section, **Hang up after sending and receiving** — set to checked. Obviously, this only applies if you have a dial-up connection.

- **Maintenance page.**

In the Cleaning Up Messages section, **Empty messages from the 'Deleted Items' folder on exit** — set to unchecked.