



## Outlook Express

Outlook Express is a program for receiving and sending e-mail. It allows the user to customize all features.

**Folders:** Shows the list of different folders and mailboxes

**Contacts:** Shows people in users address book and other contacts

**Toolbar:** Allows the user many options depending on the part of

**Inbox:** Shows the list of new and old e-mail

**Preview:** Shows a sample of what the email looks like. Double-clicking on each email shows the real email

## Send Email

**To:** Type in an email address (make sure you have the correct address)

**CC:** (Carbon Copy) Type in another email you would like the email copied to. This shows who else it was sent to.

**BCC:** (Blind Carbon Copy) Type in another email you would like the email copied to. This will not show who it has also gone to.

**Subject:** Type in a subject that describes what the email is about.

Save copy of outgoing message: Check this box if you want to save a copy of this message sent to your sent box.

**Message box:** Type in the box your message. The scroll bar will appear if you type more than can fit in the box.

**Send:** Click the button to send the letter to the recipient when finished

**Signature:** a file saved in your email account that can be added to any email message. It might be an interesting quote, contact information, or something of your own invention.

**Attachment:** files that you “attach” to an email message. You may want to send a picture of someone or a certain file.

**To send letter** (Send button)

**To address** (To: field)

**Subject or what the email is about** (Subject: field)

**Add Attachment** (Attach button)

**To cancel letter** (Close button)

**Basic formatting buttons** (Font, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent)

**Body of the letter** (Message text area)

## After reading E-mail

**Erase:** click delete to destroy the email

**Inbox:** click on the inbox button to go back to your inbox

**Delete multiples:** On the inbox page, boxes should appear next to the emails. Choose the emails to be deleted and click in the boxes. Press delete.

**Reply:** send an email back to the sender or senders. Type a message and press send.

**Next mail:** click on the next button

**Forward:** Send a copy of a received email to another email address