Quick Reference Guide for Microsoft Outlook Express

Contents:

Before You Start: You will need the following items to setup Microsoft Outlook Express: An e-mail account, which will include a username, password, and names for an incoming and outgoing mail server (e.g., mail.infostations.com) & An Internet connection

I. Setting Up Your E-Mail Using Outlook Express

1. Open Microsoft Outlook Express.
2. Click on the **Tools** menu and select **Accounts**.
3. Click **Add,** and then select **Mail**.
4. Enter your name (e.g., **John Smith**), and then click **Next**.
5. Enter your full e-mail address (e.g., **jsmith@infostations.com**), and then click **Next**.
6. For incoming mail server, make sure **POP3** server is selected.
7. For incoming mail server, enter your mail server in the field provided (e.g., **mail.infostations.com**).
8. For outgoing mail server, enter your mail server in the field provided (e.g., **mail.infostations.com**), then click **Next**.
9. Bullet: **log on using**.
10. For Account name, enter your username.
11. For Password, enter your password, and then click **Next**. (*CAsE SeNsItIvE*)
12. Congratulations, you have setup your mail account. Click **Finish** to save the information.
13. Close the **Internet accounts** window. You are now ready to send and receive e-mail.

II. Instructions for Reading E-Mail

1. Establish an Internet connection, and then open Outlook Express.
2. After Outlook Express downloads your messages, or you click the **Send and Receive** button on the toolbar, you can read messages either in the preview pane or in a separate window.
3. Click the **Inbox** icon on either the Outlook toolbar or the folder list.
4. To view the message in the preview pane, single click the message in the message list. To view the message in a separate window, double-click the message in the message list.

III. Instructions for Sending E-Mail

1. Establish an Internet connection, and then Open Outlook Express.
2. On the toolbar, click the **New Mail** button.
3. In the **To** box, type the full e-mail address of the recipient.
4. In the **Subject** box, type a message title.
5. In the **Body,** type your message.
6. Click the **Send** button on the toolbar to send your e-mail.

IV. Instructions for Attaching a File to a Message

1. First, compose a message.
2. Then, open the **Insert** menu and select **File Attachment**. Browse for the file you desire. Once you have located the file, double-click it to attach a copy to your e-mail message.

V. Instructions for Inserting a Picture into a Message.

1. Make sure that HTML formatting is enabled. Open the **Format** menu and bullet **Rich Text (HTML)**. A black dot appears by the command when it is selected.
2. In the body of the message, click where you want the image to appear.
3. To insert the image, open the **Insert** menu, and then click **Picture**. Click **Browse** to locate the image file, then click the file name and click **OK**.