Welcome to Microsoft Outlook Express

With an Internet connection and Microsoft Outlook Express, you can exchange e-mail messages with anyone on the Internet. Outlook Express fully supports Internet standards, including SMTP, POP3, and MIME. Here are a few of the features that make sending and receiving messages on the Internet easy and fun.

Save e-mail addresses in your Address Book, and insert them into messages

You can save names and e-mail names in the Address Book either by importing them from other programs, typing them in, or adding them from e-mail messages you receive. After they are in the Address Book, you can insert them into messages.

Do everything from the main window

You can view and respond to messages and switch folders all from the Outlook Express Mail window. Just by clicking a toolbar button, you can reply to, forward, or create messages. All of these commands and more are also available from the menus.

Browse your messages quickly and easily

Use the mail folder list to switch quickly between mail folders. You can add folders to organize and sort your messages. After you receive messages, you can move them to any folder you want. You can even create folders within folders.

The message list and preview pane enable you to view a list of messages and preview individual messages at the same time. You can sort messages by columns, such as by subject, sender, or time it was received or sent.

Or, if you prefer, you can view a message in a separate window and use its toolbar to go to the next or previous message.

Add a personal signature to your messages

You can insert text or a text file as your personal signature. And you can choose to insert your signature in all outgoing messages, in an individual message, or not at all.

Keep mail on your ISPs server and view or send it from more than one computer

If your Internet service provider (ISP) uses an IMAP mail server for incoming mail, you can read, store, and organize your messages in folders on the server without downloading the messages to your computer. That way, you can view messages from any computer that can connect to that server.

Using keyboard shortcuts for Outlook Express

You can use shortcut keys to choose commands and navigate through the preview pane and the message list.

Mail: main window, view message window, and send message window

To do this	Press this
Open Help topics	F1

Mail: main window and view message window

To do this	Press this
Print the selected message	CTRL+P
Send and receive mail	CTRL+M
Delete a message	DEL or CTRL+D
Open a new message	CTRL+N
Reply to the author	CTRL+R
Forward a message	CTRL+F
Reply to all	CTRL+SHIFT+R

Mail message window sending only

To do this	Press this
Check names	CTRL+K or ALT+K
Send a message	CTRL+ENTER or ALT+S

Getting started with Outlook Express

If you are new to e-mail, here's a quick look at how to get from installing Outlook Express to receiving, viewing, and sending e-mail. You may already have completed part of this process when you installed Outlook Express. The steps listed below are explained in separate procedures in Help.

Set up your Internet connections

Before you can send and receive e-mail, you must have access to the Internet through an Internet service provider (ISP) or through an Internet gateway (proxy server) in your organization. After you have an Internet connection, you can set up specific Outlook Express settings. Usually, you connect to the Internet in one of the following ways:

- Over phone lines, using a modem. You can manually establish a connection, or you can use dial-up scripting to automatically connect when you start Outlook Express. Your ISP can provide you with the phone number, modem settings, and network protocols required to access the provider.

- Through a local area network (LAN). Your organization might provide external access to the Internet from your computer through a LAN. Your system administrator can provide you with account information and network protocols to gain access to the mail servers.

Add mail server names

You will need the mail server names, your account name, and password. You must specify an incoming and an outgoing mail server. This information is provided to you by your ISP, or by your system administrator if you are using Internet Mail on a LAN. There are two ways to specify this information:

- In the Internet Connection Wizard, the first time you start Outlook Express after installing it.

- In Outlook Express, through the **Options** command on the **Mail** menu. Click the **Server** tab to add or change settings for mail servers and account information.

Read messages

When you start Outlook Express, it connects to your mail server, logs on to your e-mail account, and downloads any new messages into your Inbox folder. In addition to your Inbox folder, Outlook Express includes several other mail folders and also enables you to create your own. You can organize your messages by moving them to other folders or deleting them.

Messages are stored on your computer; or you can store copies of your messages on your mail server. Not all mail servers support this option; for more information, contact your ISP or system administrator.

Send messages

You can create new messages, or forward or reply to messages you've received. Outlook Express includes an Address Book, so you can store and select from e-mail names of people you communicate with regularly. When you send a message, Outlook Express checks all of the names in the **To** and **Cc** boxes to make sure they match contacts in your Address Book or that they are properly formatted Internet e-mail names.

Identifying Outlook Express Mail message-list icons

The following icons indicate whether messages have files attached, whether they are marked as read or unread, and their priority.

This icon	Indicates
	The message has one or more files attached.
	The message has been marked high priority by the sender.
	The message has been marked low priority by the sender.
	The message has been read. The heading appears in light type.
	The message has not been read. The heading appears in bold type.

Overview

How To...

Read Messages

Create and Send Messages

Manage Your Mail Account

Tips and Tricks

To add a new mail account

You can use Outlook Express with more than one mail account.

1 On the **Tools** menu, click **Accounts**.

2 Click **Add**, click **Mail**, and then follow the instructions on the screen.

Tip

- To display or change the properties for an existing server, click the **Tools** menu, click **Accounts**, click the
server in the list, and then click **Properties**.

Related Topic

Changing mail servers

Organize mail messages

To use your online time efficiently when you have large volumes of incoming mail, use Outlook Express to find and organize messages in folders. You can also set up Outlook Express to automatically sort incoming messages into different folders, keep messages on a mail server, or delete them.

- Finding mail messages

- Moving and copying messages to another folder

- Adding, deleting, or switching folders

- Automatically sorting messages

- Storing messages on a mail server

- Deleting messages

To find mail messages in your message folders

1 On the **Tools** menu, click **Find Message**.

2 Type as much information as possible in the search fields to narrow down the search results.

To move or copy a message to another folder

1 In the message list, right-click the message you want to move or copy.

2 Click **Move To** or **Copy To**, and then click the folder.

To add, delete, or switch folders

- To add a folder, click the **File** menu, click **Folder**, and then click **New Folder**. Then, in the **Folder name** box, type the name.

- To switch to another folder, click the folder in the folder list.

- To delete a folder, right-click the folder in the folder list, and then click the **Delete** button on the toolbar.

Notes

- You cannot delete or rename the Deleted Items, Inbox, Outbox, or Sent Items folders.

- To view subfolders within a folder, click the plus sign (+) next to it in the folder list.

To filter incoming messages

By using the Inbox Assistant, you can set up filters so that incoming messages that meet your criteria are automatically placed in the folders you specify. For example, individuals using the same e-mail account can have their messages delivered to their personal folders, or all mail from a certain person can automatically go to a specific folder.

1 On the **Tools** menu, click **Inbox Assistant**.

2 Click **Add**.

3 Type the criteria you want the incoming messages to match.

4 In the **Perform the following action** area, select an action, and then select or type a folder.

Tips

- You can specify multiple rules for incoming messages. If an incoming message matches more than one rule, then it is sorted according to the first rule it matches.

- To change the priorities by which messages are sorted, click the up or down arrows next to the rules list to move the highest priority rules to the top and the lowest to the bottom.

To reply by mail to the author

1 Open or select the message you want to reply to.

2 On the **Mail** menu, click **Reply to Author**.

   To send the message to other individuals, type the e-mail name of each recipient in the **To** or **Cc** box, separating each name by a semicolon (;).

3 Type your message.

4 On the **File** menu, click **Send Message**.

Tips

▪ To select a name from your Outlook Express Address Book, click the **Mail** menu in the main window, and then click **Choose Recipients**.

▪ In the Select Recipients dialog box, you can also insert a name in the **Add To** box by double-clicking it in the **Display name** list.

▪ To see more options for replying to messages, in the main window click the **Mail** menu in the main window, click **Options**, and then click the **Send** tab.

To store messages on mail servers

Received messages are typically stored on your computer; however, you can store messages on either a POP3 or IMAP mail server. Storing messages on the server is useful if you need to read mail from more than one computer.

1 On the **Tools** menu, click **Accounts**.

2 Click the mail account, and then click **Properties**.

3 To store messages on a POP3 mail server, click the **Advanced** tab, and then click **Leave a copy of messages on server**.

Note

▪ Each time you log on to this account from a different computer, Outlook Express downloads all mail messages stored on the server, according to the options you have set for removing old or deleted messages.

To delete a message

- In the message list, click the message, and then click the **Delete** button on the toolbar.

Notes

- To restore a message you deleted, open the Deleted Items folder, and then copy the message to the Inbox or other folder.
- If you dont want messages saved in the Deleted Items folder when you quit Outlook Express, click the **Tools** menu, click **Options**, click the **Read** tab, and then select the following check box: **Empty messages from the Deleted Items folder on exit**.

To forward an e-mail message

1 Open or select the message you want to forward.

2 Click the **Forward** button on the toolbar, and then type the e-mail name for each recipient, separated by semicolons (;).

3 Type your addition to the message, and then click the **Send** button on the toolbar. The message is sent to your Outbox.

  If you have multiple mail accounts, click the **File** menu, point to **Send Message Using**, and then click the mail account you want to send it with.

4 To deliver the message, click the **Send and Receive** button on the toolbar**.**

Tip

▪ You can check for new messages at the same time you send your message, by clicking the **Send and Receive** button on the toolbar.

To change the columns displayed in the message list

1 On the **View** menu, click **Columns**.

2 To add a column, click the column name in the **Available columns** list, and then click **Add**.

To remove a column, click the column name in the **Displayed columns** list, and then click **Remove**.

To change the order in which columns appear, click a column name, and then click **Move Up** or **Move Down**.

To change the fonts used to display messages

1 On the **Tools** menu, click **Options**.

2 On the **Read** tab, click **Font Settings**, and then change the settings.

To save copies of outgoing mail messages

1 On the **Tools** menu, click **Options**.

2 On the **Send** tab, select the following check box: **Save copy of sent messages in the 'Sent Items' folder**.

Tip

- If you want to save a copy of only the current message, type your e-mail name in the **Cc** box.

To automatically mark messages as read

1 On the **Tools** menu, click **Options**.

2 On the **Read** tab, select the following check box: **Mark message as read after previewed for x second(s)**.

Tip

- To mark an individual message as read or unread, click the **Edit** menu, and then click **Mark as Read** or **Mark as Unread**.

Customizing the Outlook Express window

There are a number of ways that you can customize how Outlook Express appears:

- You can arrange the window to show or hide the toolbars, folders, or status bar, as well as to hide the preview pane, resize it, or split it vertically or horizontally. You can customize the toolbar to add or delete the buttons you need.

- You can sort messages by sender, date, or subject.

- To change the display of the preview pane, click the **View** menu, click **Preview Pane**, and then click **Split Vertically** or **Split Horizontally**.

- To adjust the area for the preview pane and message list, drag the divider between them.

- To hide the header information in the preview pane, click the **View** menu, point to **Preview Pane**, and then click **Header Information** to clear the check mark.

- To hide or display the folders, status bar, or toolbars, click the **View** menu, and then click the command to clear the check mark for each item you dont want to appear.

To view and save a file attachment

- Open the message in the message list, and then double-click the file attachment at the bottom of the message window.

or

- In the preview pane, click the file attachment icon in the preview pane header, and then click the file name.

Tip

- To save a file attachment, click the **File** menu, and then click **Save Attachments**. To save the attachment from the preview pane, press and hold down the CTRL key while clicking the file name.

To add a contact or group to your address book

- Click the **Address Book** button on the toolbar, and then click the **New Contact** or **New Group** button on the Address Book toolbar.

or

- To add the author of an e-mail message to your address book, open the message, right-click the name, and then click **Add to Address Book**.

Tip

- To display the properties for the sender or other recipients, open the message in a separate window, and then double-click the name.

Increasing your disk space

To reduce the amount of space that mail messages take up on your hard disk, you can do the following:.

- Compact mail message folders

- Delete stored mail messages

To increase disk space by deleting stored mail messages

1 On the **Tools** menu, click **Options**.

2 On the **Send** tab, clear the following check box: **Save copy of sent messages in the 'Sent Items' folder**.

To increase disk space by compacting mail message folders

- On the **File** menu, click **Folder**, and then click **Compact**.

Note

- You can also delete folders to increase free disk space on your computer.

Customizing messages

When you compose a message, you have a variety of options for customizing the contents. You can do the following:

- Insert your signature into outgoing messages
- Insert a link to a Web page or file
- Insert a file or graphic

Formatting mail messages

When you want to add special emphasis or structure to text, you can use HTML formatting to change the font, size, color, and other attributes of text. Using HTML formatting also enables you to add graphics and links to Web sites in your messages. HTML is the standard for formatting text on the Internet.

When you use HTML formatting, and the recipient's mail program does not read HTML, the message appears as plain text with an HTML file attached. The recipient can view the attached file by opening it in any Web browser.

- Use HTML formatting
- Change the font, style, and size of text
- Format paragraphs
- Create a numbered or bulleted list
- Insert a link to a Web page or file
- Insert a file or graphic

To use HTML formatting

- To use HTML formatting on an individual message, click the **Format** menu in the message window, and then click **Rich Text (HTML)**. This affects only the current outgoing message. A black dot appears by the command when it is selected.

  To set all outgoing messages in Outlook Express to use HTML, click the **Tools** menu in the main window, click **Options**, click the **Send** tab, and then click **HTML** in the **Mail sending format** area.

Note

- When you use HTML formatting, and the recipient's mail program does not read HTML, the message appears as plain text with an HTML file attached. The recipient can view the attached file by opening it in any Web browser.

To change a font type, style, and size

1 In the message window, make sure HTML formatting is turned on by clicking the **Format** menu and then clicking **Rich Text (HTML)**.

2 Select the message text you want to format.

3 On the formatting toolbar, select the options you want.

Tip

▪ To change the font for an entire message, click the **Edit** menu, and then click **Select All** before carrying out this procedure.

To format paragraphs

1 In the message window, make sure HTML formatting is turned on by clicking the **Format** menu and then clicking **Rich Text (HTML)**.

2 Click anywhere in the paragraph you want to format.

To change the alignment, click the left, center, or right alignment buttons on the formatting toolbar.

To change the indentation of a paragraph, click the increase or decrease indentation button on the formatting toolbar.

To create a numbered or bulleted list

1 In the message window, make sure HTML formatting is turned on by clicking the **Format** menu and then clicking **Rich Text (HTML)**.

2 In your message, click where you want the list to start.

3 On the formatting toolbar, click the numbered list or bulleted list button.

4 Type the first item in the list. When you press ENTER, another list entry is started on the next line.

5 To end the bulleted list, click the button on the formatting toolbar again.

To insert a file or image in a message

1 If you are inserting an image, make sure HTML formatting is turned on by clicking the **Format** menu in the message window and then clicking **Rich Text (HTML)**.

2 In the message, click where you want the image or file to appear.

3 To insert an image, click the **Insert** menu, click **Picture**, and then double-click the image file you want to send.

   To insert a file, click the **Insert** menu, and then click **File Attachment**. Select the file you want to send, and then click **Attach.**

To insert a link in a message

1 Make sure HTML formatting is turned on by clicking the **Format** menu in the message window and then clicking **Rich Text (HTML)**.

2 In the message, select the text that you want to link to a file or Web page.

3 Click the **Set Link** button on the formatting toolbar.

4 In the Link dialog box, select the file type, and then type the address.

Overview: Creating and sending messages

In Outlook Express, messages can be as simple or as rich as you like. You can add images and files, format the text, add a signature, and more. In addition, you have a variety of options for how to send the message.

- <u>Creating and sending a message</u>

- <u>Customizing message contents</u>.

- <u>Formatting mail messages</u>.

- <u>Change the priority of outgoing messages</u>.

- <u>Check e-mail names for correct syntax</u>.

To create and send a message

1 In Outlook Express, click the **New Message** button on the toolbar.

2 In the **To**, **Cc**, and **Bcc** boxes, type the e-mail name of each recipient, separated by semicolons (;).

   To add e-mail names from the Address Book, click the **To** icon in the New Message window, and then select names.

3 In the **Subject** box, type a message title.

4 Type your message, and then click the **Send** button on the toolbar. The message will be placed in your Outbox and delivered the next time you click the **Send and Receive** button on the toolbar.

   To deliver the message immediately, click the **File** menu, and then click **Send Message**.

Tip

• To send the file by using a mail account other than your default account, click the **File** menu, point to **Send Message Using**, and then click the mail account you want to send it with.

Related Topics

Changing the priority of an outgoing message

Sending messages immediately

Saving sent messages

To change the priority of an outgoing mail message

- In upper right of the message window, click the stamp icon, and then click **High**, **Normal**, or **Low**.

Note

- This setting changes the priority only for the current message.

To add your signature into all outgoing messages

You can add a stylized signature to new mail, forwarded mail, and replies to authors.

1 On the **Tools** menu, click **Options**.

2 On the **Signature** tab, click either **Text**, and then type the text you want to appear at the bottom of your message; or click **File** and then specify an HTML or text file.

3 Change any other settings as needed.

Tip

If you choose not to insert your signature in all outgoing messages, you can still insert it in an individual message by clicking the **Insert** menu in the message window and then clicking **Signature**.

To make sure e-mail names and address book contacts are valid

- In an outgoing message, **Check Names** button on the toolbar

  If a name matches an address book entry, or is in the correct format for an e-mail name (name@company), then it is a valid e-mail name and is underlined. Note that this does not mean the e-mail name actually exists. You can type an e-mail name using the correct format and it will be validated even if the name does not actually exist.

  If a name is not a valid e-mail name, then the name and any possible matches are displayed. You can click **Show More Names** to search for other names or add new ones to your address book.

Tip

- To add verified e-mail names to your address book, right-click the name, and then click **Add to Address Book**.

To edit a contact in your address book

1 Click the **Address Book** button on the toolbar**.**

2 Locate the name you want in the address book list, and then double-click it.

3 Modify the information as needed.

Tip

▪ To delete a contact, select it in the address book list, and then click the **Delete** button on the toolbar. If the contact is a member of a group, the name will also be removed from the group.

To automatically check for new messages

1 On the **Tools** menu, click **Options**.

2 On the **Read** tab, select the following check box: **Check for new messages every x minutes**.

3 Specify how often you want Outlook Express Mail to check for new messages.

Tips

- When this check box is selected, Outlook Express Mail also checks for new messages whenever you start the program.

- To check for messages immediately, click the **Send and Receive** button on the toolbar. Any messages in your Outbox will be sent.

To change an existing mail server

1 On the **Tools** menu, click **Accounts**.

2 Select the mail account name, and then click **Properties**.

3 Change the server information as needed.

Tip

- If you have difficulty connecting to the server, click the **Advanced** tab, and try increasing the **Server timeouts** setting.

To read your messages

- To view the message in a separate window, double-click the message in the message list.

or

- To view the message in the preview pane, click the message in the message list.

Tips

- To display or change the preview pane, click the **View** menu, point to **Preview Pane**, and then click the option(s) you want.

- To view all the information about a message, such as when it was sent, click the **File** menu, click **Properties**, and then click the **Details** tab.

Related Topics

Sorting mail messages

Checking for new messages

To use Outlook Express Mail to send messages from your newsreader or Web browser

1 On the **Tools** menu, click **Accounts**.

2 On the **General** tab, select the following check box: **Make this my default account for sending mail**.

   When you send mail messages from your newsreader, click a link in a Web page to send an e-mail message, or choose the mail command in your Web browser, the newsreader or browser will use Outlook Express Mail.

To customize the toolbar

1 On the **Tools** menu, click **Customize Toolbar**, and then click the options you want. For example, to move the toolbar to another part of the window, click the appropriate alignment command.

To back up your mail message files

1 Review your mail message folders and delete any unneeded messages.

2 Select a folder, click the **File** menu, point to **Folder**, and then click **Compact**.

3 Find the files with the extension .mbx and .idx on your computer, and then copy the files to a backup folder on your computer, a floppy disk, or a network drive.

Notes

▪ Each message folder has one message file (*.mbx) and one index file (*.idx).

▪ Some message files might be too large to back up onto a floppy disk.

To send outgoing messages immediately

1 On the **Tools** menu, click **Options**.

2 On the **Send** tab, select the **Send messages immediately** check box.

Tip

▪ If you want to compose messages offline, clear this check box. That way, when you click the **Send** button on the toolbar, Outlook Express stores messages in your Outbox until you choose the **Send Message** or **Send and Receive Messages** command.

Creating multiple mail accounts

You can set up Outlook Express to receive mail from multiple accounts as well as route incoming messages to individuals if several people share one mail account.

For example, if you have mail accounts for home and work, you can set up Outlook Express to receive messages for both accounts, and sort them into separate folders for each account. If multiple people share one mail account, you can have each persons mail delivered to his or her folder.

If multiple users share the same computer but use different passwords, Outlook Express creates separate accounts for each. Note however, that each person must log on as a different user to use a different mail account.

- [Adding mail accounts](#)
- [Creating mail folders](#)
- [Directing incoming mail to individual folders](#)

Mail Logon Dialog Box

Outlook Express stores each new user's name and password on your computer. The user name and password are usually provided by your Internet service provider (ISP) or system administrator. Each user has a separate set of preferences, mail folders, and message store.

User Name

Specifies your account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

Password

Provides a space for you to type the password assigned to you by your service provider. For security, the actual characters are not displayed in this space; each character is represented by an asterisk (*).

Create New User

Enables you to specify a new user on this computer.

Address Book Dialog Box

Using the Address Book, you can store the name and e-mail address information for your contacts. Use the Address Book dialog box to view, add, remove, or edit contact information.

Display Name

　Lists the friendly name (as opposed to an e-mail name) that you have assigned to each contact.

E-Mail Address

　Lists the Internet e-mail address for each contact.

New

　Click this to create and add a new contact.

Delete

　Click this to delete the selected contact from your Address Book.

Properties

　Click this to change the display name and e-mail address information for the selected contact.

New Address Book Entry Dialog Box

Use this dialog box to add new e-mail contacts to your Address Book.

Display Name

Provides a space for you to type the friendly name for this contact.

E-Mail Address

Provides a space for you to type the Internet e-mail address for this contact.

Edit Address Book Entry Dialog Box

Use this dialog box to edit existing e-mail contacts in your Address Book.

Display Name

Provides a space for you to type the friendly name for this contact.

E-Mail Address

Provides a space for you to type the Internet e-mail address for this contact.

Columns Dialog Box

Use this dialog box to add or remove columns in your message list and to change the order in which they appear.

Available

Lists the available columns that you can add to your message list.

Displayed

Lists the columns currently displayed in your message list and the order in which they appear.

Add

Moves the selected column from the **Available Columns** list to the **Displayed Columns** list.

Remove

Moves the selected column from the **Displayed Columns** list to the **Available Columns** list.

Move Up

Moves the selected column up one in the **Displayed Columns** list, and to the left when viewing your message list.

Move Down

Moves the selected column down one in the **Displayed Columns** list, and to the right when viewing your message list.

Reset

Restores the column settings to what they were when you first installed Outlook Express.

Options Dialog Box Send Tab

Use this tab to change settings for sending and composing messages.

Save Copy of Sent Messages in the 'Sent Items' Folder

Specifies whether you want to save copies of the messages you send in the Sent Items folder. If you clear this check box, you can still save a copy of a message by including yourself on the **To** or **Cc** line of the message.

Include Message in Reply

Specifies whether to include the text of the original message when you reply to a message. You can edit or cut any of its text. If you clear this check box, the body of your message contains only the text you type or paste.

Send Messages Immediately

Specifies whether Outlook Express should immediately forward to your mail server any messages you send. If you clear this check box, messages you send by using the **Send Message** command are placed in your Outbox and are not actually sent until you click the **Mail** menu and then click **Send and Receive Mail**.

Settings

Click this to change MIME message format settings.

Indent the Original Text with 'X' When Replying to or Forwarding a Message

Specifies whether to indent the beginning of each line of original text included in your reply, preceded by the character indicated. This distinguishes the text you type from the text in the original message. If you clear this check box, the original text and the text you add appear the same.

Options Dialog Box Read Tab

Use this tab to specify your preferences for reading and checking for new messages.

Mark Message as Read after Previewed for 'XX' Second(s)

Specifies whether a message should be marked as read after you have previewed it for the number of seconds indicated. If you clear this check box, messages are not marked as read unless you open the message in a message window, scroll the message in the preview pane, or select the message in the list, then click the **Edit** menu, and then click **Mark as Read**.

Check for New Messages Every 'XX' Minute(s)

Specifies whether to check your mail server for new messages at the interval of minutes indicated. It also sends any messages in the Outbox at the same time. If you clear this check box, you can check for new messages only by clicking the **Mail** menu and then clicking **Send and Receive Mail**.

Empty Messages from The 'Deleted Items' Folder on Exit

Specifies whether Outlook Express should permanently delete messages from the Deleted Items folder when you quit Outlook Express. If you clear this check box, deleted messages stay in the Deleted Items folder until you open that folder, select the messages, and then delete them.

Options Dialog Box Server Tab

Use this tab to specify settings used to connect to your mail server and access your e-mail account.

Name

Provides a space to specify the friendly name (as opposed to the e-mail name) associated with your e-mail address. When you send e-mail, this name appears in the **From** box field of your outgoing messages.

Organization

Provides a space to specify your group or organization.

E-mail Address

Provides a space to specify the e-mail address that people should use when sending mail to you at this account. The e-mail address must be in the following format: name@company   for example, person@microsoft.com.

Outgoing Mail (SMTP)

Provides a space to specify your SMTP server for outgoing messages.

Incoming Mail (POP3)

Provides a space to specify your POP3 server for incoming messages.

POP3 Account

Provides a space to specify your account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

Password

Provides a space for you to type the password assigned to you by your Internet service provider. For security, the actual characters are not displayed in this space; each character is represented by an asterisk (*).

Server Port Numbers

Outgoing Mail (SMTP)

Specifies the port number you connect to on your outgoing mail (SMTP) server. This port number is usually 25.

Incoming Mail (POP3)

Specifies the port number you connect to on your incoming mail (POP3) server. This port number is usually 110.

Use Defaults

Restores the server port numbers to their original settings.

Leave a Copy of Messages on Server

Specifies whether Outlook Express should store on your server a copy of all sent and received messages. If your Internet service provider does not allow you to save messages on the server, Outlook Express notifies you.

If you clear this check box, incoming messages are deleted from your server after you receive them on your computer. Outgoing messages are not saved on your server, but they are saved on your computer if you have selected that option. To specify that all outgoing messages should be saved on your computer, click the **Message** menu, click **Options**, click the **Send** tab, and then select the check box labeled **Save Copy of Sent Messages in the 'Sent Items' Folder**.

Options Dialog Box Fonts Tab

Use this tab to specify how messages will appear when you are viewing them on your computer. This does not affect how outgoing messages will appear when other people receive them.

Default Font

Displays how your text appears on your computer.

Change

Click this to change the font characteristics, such as font, font style, and size. This affects how text is displayed when viewing and composing messages, but does not affect how outgoing messages will appear to recipients.

Options Dialog Box Signature Tab

Use this dialog box to specify settings for Auto Signature.

No Signature

Specifies that no signature should be added to your messages.

Text

Specifies that the text you type here should be used as a signature in your outgoing messages.

File

Specifies that you want to insert the contents of a text file as your signature. You can type the path and file name of the file you want to use, or you can click **Browse** and locate the file.

Add Signature to the End of All Outgoing Messages

Specifies whether to add your signature to all outgoing messages. If you clear this check box, an outgoing message does not contain your signature unless you specifically add it to an individual message.

Don't Add Signature to Replies and Forwards

Specifies whether to add your signature to all outgoing messages except replies or forwards. This check box is unavailable, unless the check box above it has been selected.

Select Recipients Dialog Box

Use this dialog box to select names from your Address Book to send the message to.

Type Name or Select from List

Provides a space for you to type the names of contacts or groups you want to see in the list. If you do not type anything, the list displays all names in the Address Book.

Name List

Displays all names and corresponding e-mail names in the Address Book, or those matching the name you type in the **Type Name or Select Ffrom List** box.

To

Adds the contact selected in the Address Book list to the **To** box of your outgoing message.

CCc

Adds the contact selected in the Address Book list to the **Cc** box of your outgoing message.

New Contact

Click this to add information about a new contact to the Address Book.

Properties

Click this to edit or view properties for the selected contact.

Inbox Assistant Dialog Box

Use this dialog box to add, remove, or display rules to filter and organize incoming mail messages.

Rules List

Displays the rules you have set up to filter incoming messages.

Move Up

Moves the selected rule up one in the **Rules** list. The rule is applied to messages before all rules listed below it and after all rules listed above it.

Move Down

Moves the selected rule down one in the **Rules** list. The rule is applied to messages before all rules listed below it and after all rules listed above it.

Add

Click this to add a new rule to the **Rules** list.

Remove

Click this to remove the selected rule from the **Rules** list.

Properties

Click this to view and edit the rule selected in the **Rules** list.

Inbox Assistant Properties Dialog Box

Use this dialog box to filter and organize incoming mail messages. You can specify that incoming messages matching your criteria be moved to another folder.

You can specify more than one value within a condition by separating each value by a semicolon (;). This creates an "or" condition; each message must meet one of the conditions to be included in the search result.

For example, you can search for messages from one person or another by separating the two names by a semicolon in the **From** box.:

   Johndoe@anyorg.com;Janedoe@anyorg.com

When a Message Arrives that Meets the Following Criteria

   Specifies all of the conditions a message must match in order for the action specified below to be processed on the message. If you specify multiple conditions, messages must meet each condition for the corresponding action to occur.

To

   Specifies to move messages addressed to the name(s) that you type or enter here.

   Type the name(s), or click the **Address Book** button to select the name(s) from the Choose Recipient dialog box. To find messages addressed to more than one name, separate the names by a semicolon (;).

Cc

   Specifies to move messages addressed on the **Ccc** line to the name(s) that you type or enter here.

   Type the name(s), or click the **Address Book** button to select the name(s) from the Choose Recipient dialog box. To find messages addressed to more than one name, separate the names by a semicolon.

From

   Specifies to move messages from the name(s) that you type or enter here.

   Type the name(s), or click the **Address Book** button to select the name(s) from the Choose Recipient dialog box. To find messages addressed to more than one name, separate the names by a semicolon.

Subject

   Specifies to move messages containing the text that you specify in the message's subject line. Type the complete or partial text of the subject that you want to find. To find messages containing more than one subject, separate the subjects by a semicolon.

Move To

   Moves the message(s) to the specified folder.