

Table of Contents

Acknowledgements	3
Dedication.....	3
Table of Contents.....	4
Introduction	6
Chapter 1 — Free Updates for Outlook Express.....	9
Chapter 2 — Opening Outlook Express.....	13
Main Screen View & Layout	14
Customize Main Screen Toolbar	20
Chapter 3 — E-mail Accounts — Mail.....	21
Chapter 4 — Computer User Identities	25
Chapter 5 — Address Book.....	29
Adding a Contact.....	30
Adding a Group.....	37
Backing Up.....	46
Organizing	49
Printing	53
Electronic Business Cards.....	56
Chapter 6 — Sending E-mail	61
E-mail Message Screen View & Layout.....	61
Customize E-mail Screen Toolbar	63
Creating E-mail	73
Respectful E-mailing.....	76
The “From” Field	84
The “Drafts” Folder.....	85
The “Outbox”	87
Message Priority.....	88
The “Sent Items” Folder	90
Plain Text, Rich Text, & HTML.....	91
The “Send” Tab.....	93
Fonts, Styles, Size, Effects, & Color	96
Blocking, Selecting, & Highlighting Text.....	97
Message Menu Bar.....	98
Attachments & Insertions.....	102
Stationery	102
Signatures.....	111
Electronic Business Cards.....	116
Pictures.....	118

Insert a Picture Step-By-Step.....	120
Attach a Picture Step-By-Step	124
Sounds.....	126
Files.....	128
Hyperlinks.....	130
Chapter 7 — Receiving, Replying & Forwarding.....	133
Computer Viruses & Hoaxes	133
The “Preview Pane”	134
The “Inbox”.....	135
Checking for New E-mail Messages.....	137
Priority of Incoming Messages	138
Flagging a Message.....	139
Creating Folders	140
Deleting an E-mail	144
Blocking a Sender	145
Message Rules.....	146
Sender Properties	147
Add Sender to Address Book.....	147
Opening an E-mail without Attached Files.....	148
Reply	148
Reply All	150
Forwarding E-mail	150
Respectful E-mail Forwarding.....	150
Opening E-mail Attachments.....	152
Saving E-mail Attachments	154
Printing E-mail Attachments.....	155
E-mail Message Icons	156
Keyboard Shortcuts	157
Appendix A — Windows Taskbar	159
Appendix B —Desktop Shortcuts & Icons	163
Appendix C — Minimize, Maximize, & Close.....	165
Appendix D — Block Text, Cut, Copy, & Paste	167
Appendix E — Suggested PC Maintenance.....	171
Preferred Subscriber Program	177
Sample #1: Removing an Application Program.....	177
Table of Figures.....	181
Bio & Credentials	188