

COPY SELECTED PORTIONS FROM EMAIL TO A NEW EMAIL



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Rather than just “Forward” messages that you get, copy the portion you’re interested in and send that in a new email. *This eliminates the names of those who have received it already.*

1. Find the information you want to copy.

2. Left-click, hold, and drag until the info is selected. It will be highlighted in white letters on black background. (**Figure 1**)

3. Release the mouse button.

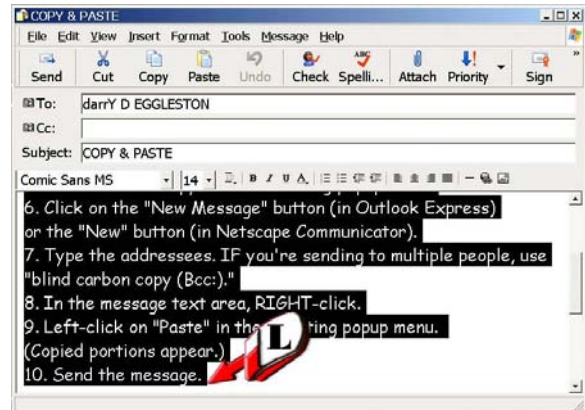


Figure 1

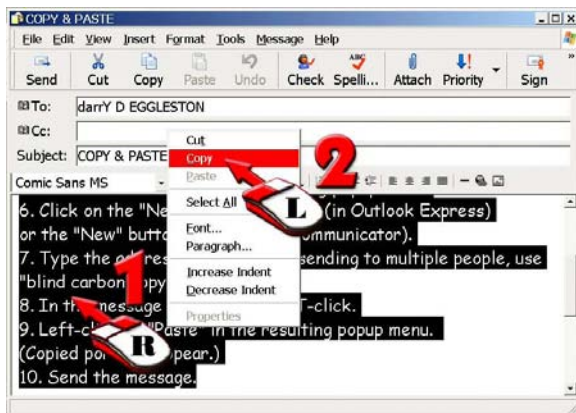


Figure 2

4. RIGHT-click on the selected area. Left-click on “Copy” in the resulting pop-up menu (**Figure 2**).

5. Close that message.

6. Click on the “New Message” button (in Outlook Express).

7. Type the addressees. IF you're sending to multiple people, use "*blind carbon copy (Bcc)*" for which there is a lesson at <http://darryd.com/OE> .

8. In the message text area, RIGHT-click. See step 1 in **Figure 3**.

9. Left-click on "Paste" in the resulting pop-up menu. See Step 2 in **Figure 3**.

10. (Copied portion appears.)
Send the message.

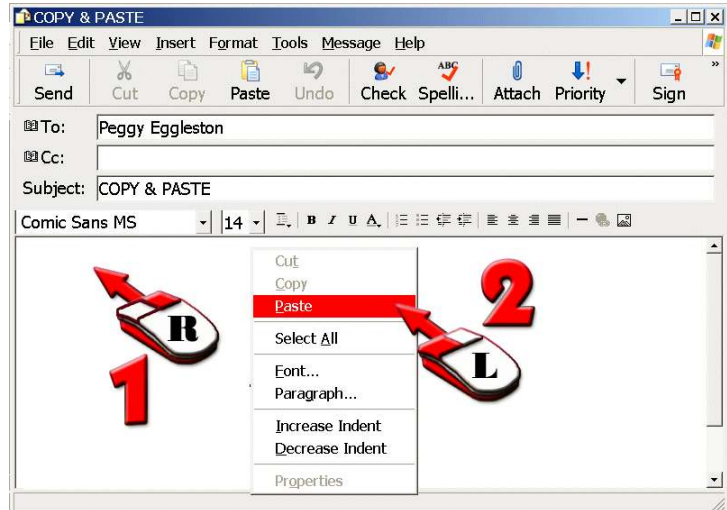


Figure 3