

# Outlook Express CREATE EMAIL

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This is how to create an email *after* you open Outlook Express.

1. There are 3 ways to create a new email (Figure 1):

- 1 Click on the new email icon, or
- 2 From the MenuBar, select File > New > Mail Message.
- 3 Use Ctrl + N (hold down the Ctrl key — lower-left on the keyboard — and touch the N key, releasing both immediately).

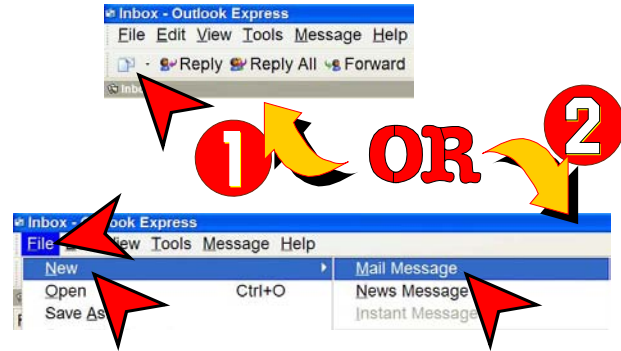


Figure 1

2. IF the person is in your Address Book, all you need to do is begin to type his/her name. Since I am the first person in my Address Book whose first name begins with “D”, when I type “D” my name appears (Figure 2).

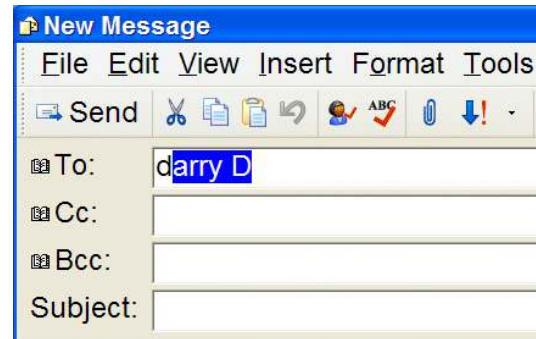


Figure 2

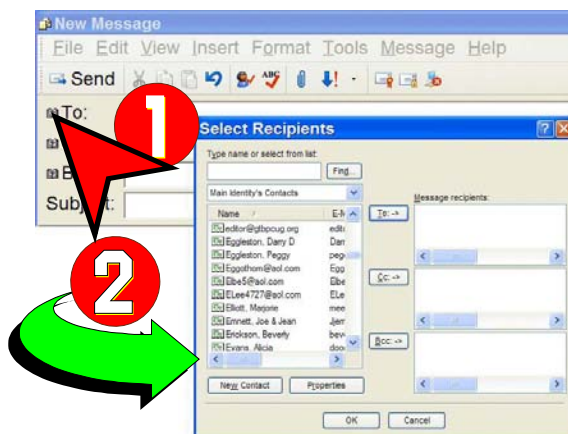



Figure 3

3. IF you're not sure of their name, and they are in your Address Book, you can (Figure 3):

- 1 Left-click on the “Book” icon —  — to the left of the word “To:”
- 2 Your Address Book appears.

4. Then you can select the “recipient” — the person to whom you want to send the email (Figure 4):

- ❶ Left-click on the name.
- ❷ Left-click on “To” button.
- ❸ The selected name appears in the To pane.
- ❹ Left-click on “OK” button.

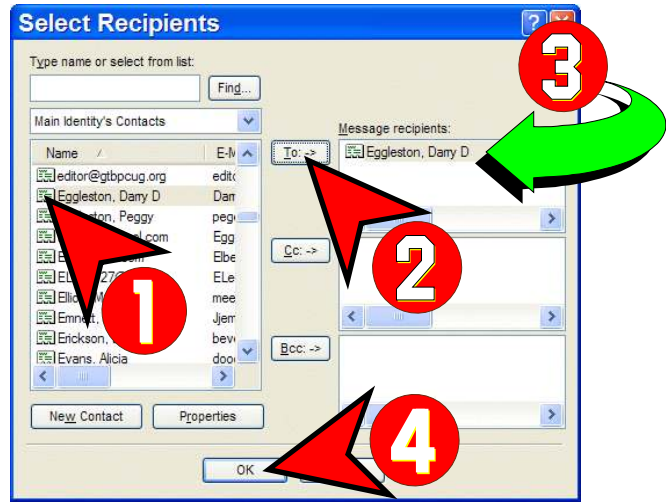


Figure 4

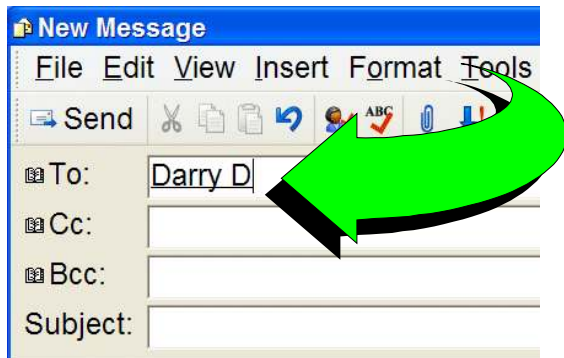


Figure 5

5. The selected name appears on the “To:” line (Figure 5).

6. The address line **Cc** is “carbon copy” (Figure 6). These are people whom you want to see what you sent to the “To” addressee — and you want the addressee to know that they have seen the info.

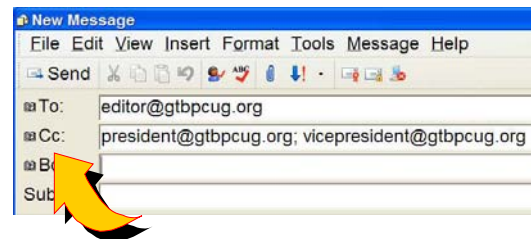


Figure 6



Use this feature sparingly. Having too many people shown in an email makes it a target for spammers to harvest names for mass email advertising.

7. Bcc is used when you want to send to a group but do not want to advertise their names or addresses (Figure 7).



This is the feature to use when sending an email to many people. It aids in protecting identities.

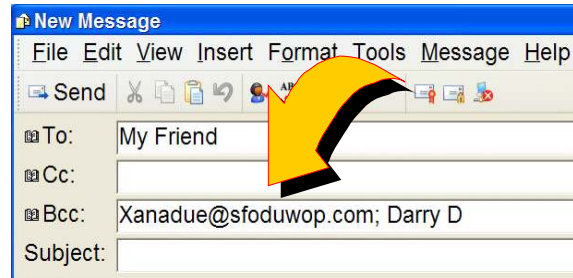


Figure 7

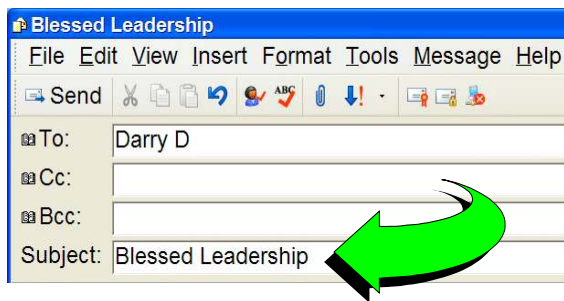


Figure 8

8. The subject line should give the recipient an idea of what you're going to talk about in the email (Figure 8)

9. The ToolBar (Figure 9) aids in quickly changing the look and format of the email.

The font shown here is Arial, 14-point. I recommend you send emails in, at least 14-point for fonts if you're sending to persons 50+ years of age.

The most popular fonts are Arial and Times New Roman — both shown here at 15-point:

This is Arial, 15-point.

This is Times New Roman, 15-point.

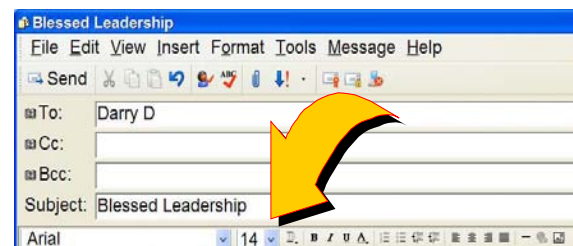


Figure 9

## 10. The “text area” is used to send your message.

The conventional way is to have paragraphs flush-left with a double-space between them.

I use indented paragraphs with no space between them so I can save the recipient’s paper when he or she prints my message.

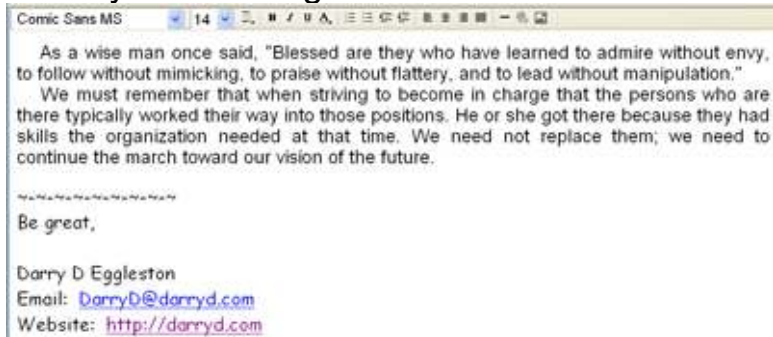


Figure 10

*Netiquette* (etiquette on the Internet) dictates that you always place your “real” name at the end of all message in what’s called your “signature”.

Note that I have included my email address and my Website in my signature block. A “block” is a signature plus other info such as job title, Website and other such items.