

# Outlook Express

## EXPAND INITIAL WINDOW

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When you begin using Outlook Express for the first time, the window is not full; rather, it is mini-minimized so that it fits in the center of the screen (Figure 1).

If you use the “Maximize” button to expand it, you’ll have to do so each time you open Outlook Express.

Here’s how to fix it one time for all time (Figure 1).

- 1 Left-click, hold, and drag on the TitleBar, the (normally) blue bar with the “Inbox – Outlook Express” on it.
- 2 Drag the entire window to the upper-left corner of your screen.
- 3 Move your cursor to the lower-right of the window — where it will be come a two-way arrow — and
- 4 Drag the window (enlarging it as you go) to the lower-right of the screen.

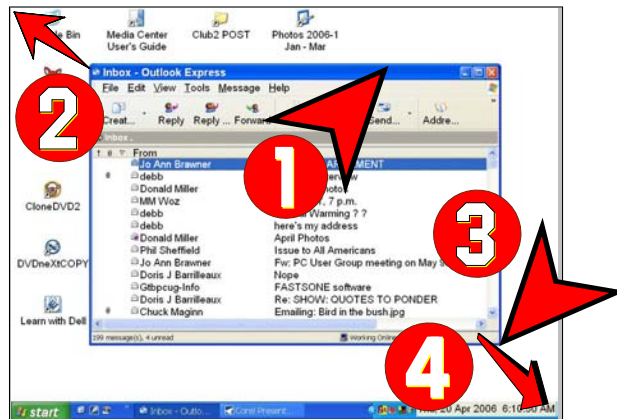


Figure 3

From now on, when you open Outlook Express, it will be maximized, full-screen.