

# Windows Live Mail LAYOUT

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Windows Live Mail that is replacing Windows Mail and can be downloaded to act as the e-mail program in Windows 7. However, it has a different layout than users of Outlook Express used to see.

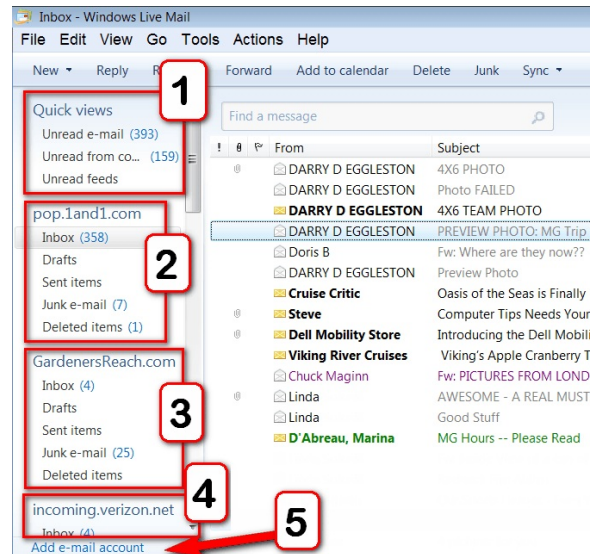
Here's how to maneuver in this new program.

1. My layout (**Figure 1**) may look different from yours because I have three e-mail accounts (numbers 2 – 4).

❶ Quick View shows my:

- “Unread e-mail” with 393 unread messages.
- “Unread from contacts” with 159 unread messages.

➤ Zero “Unread feeds” from RSS since I don't use it. RSS (Really Simple Syndication) or “Rich Site Summary”) is a family of web feed formats used to publish frequently updated works—such as blog entries, news headlines, audio, and video—in a standardized format which can be received in Windows Live Mail.



**Figure 1**

❷ Pop.1and1.com is my primary e-mail package. Within it is shown my Inbox (358 unread, the total from contacts plus non-contacts), drafts, Sent items, Junk e-mail (with 7 unread), and Deleted items (with 1 e-mail that I deleted during this session).

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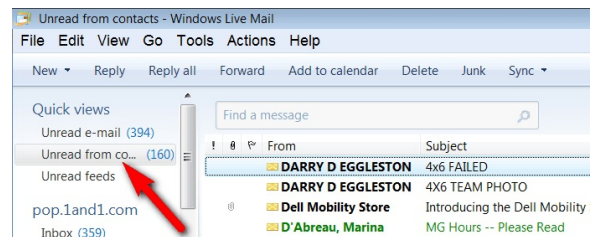
- ③ My GardenersReach account.
- ④ My Verizon account.
- ⑤ “Add e-mail account” is a quick way to add yet another account.

**Bold Sender.** In this program, if the Sender is bold, the message is unread.

**Colors.** I can assign specific colors based upon the sender or based upon the words in the Subject line.

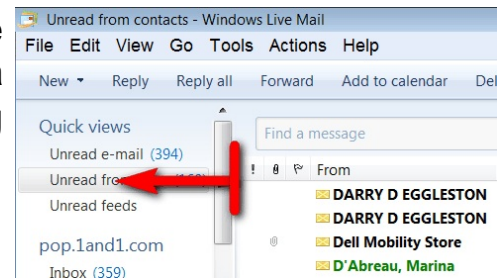
2. By clicking on “Unread from contacts”, I will see only those e-mails from those in my Contacts (**Figure 2**).

The e-mail from Marina D’Abreau moved from 14<sup>th</sup> in the “Unread e-mail” (**Figure 1**) to 4<sup>th</sup>.

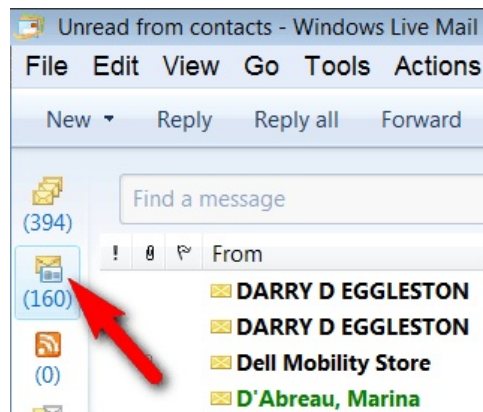


**Figure 2**

3. If you drag the vertical line separating the folders from the e-mail listing to the left just a little (**Figure 3**), you’ll see more of the listing (**Figure 4**).



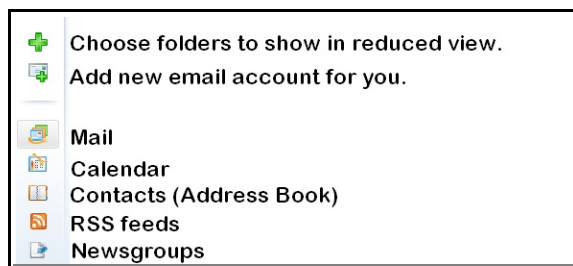
**Figure 3**



**Figure 4**

5. Below the listing of folders, in the left column, you'll see icons presenting more options (**Figure 5**).

Windows Live Mail is easier to use the more you use it. As you learn more, be sure to share your lessons learned with your friends.



**Figure 5**