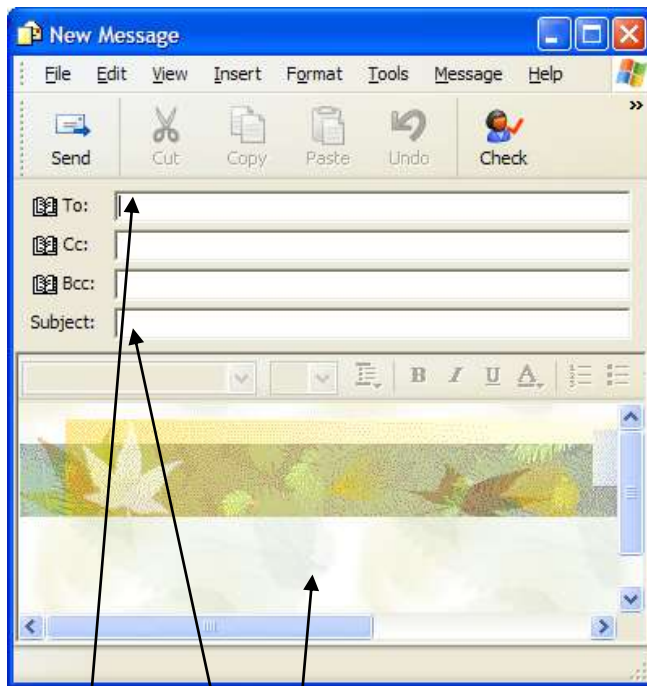


## Sending/Receiving Emails in Outlook Express (XP)

Open Outlook Express and click on the Create Mail button.



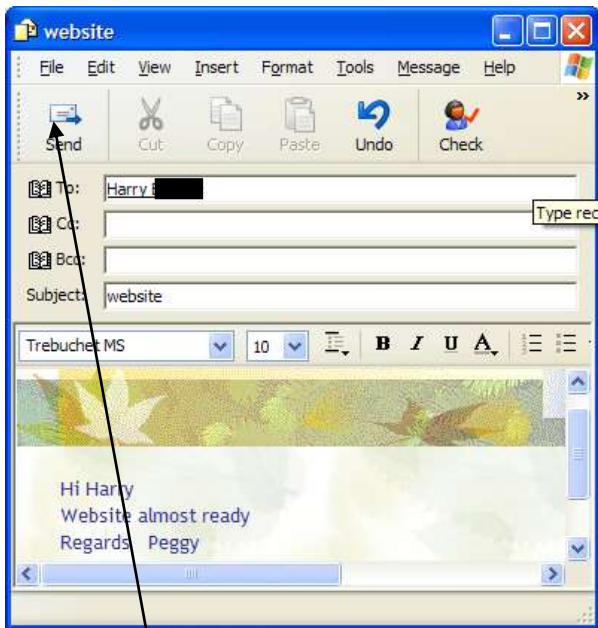
A new message window will open.



Click in the To: line and type the email address of the person you wish to send to.

Click in the Subject: line and type the subject of your message.

Click in the typing area and type your message.



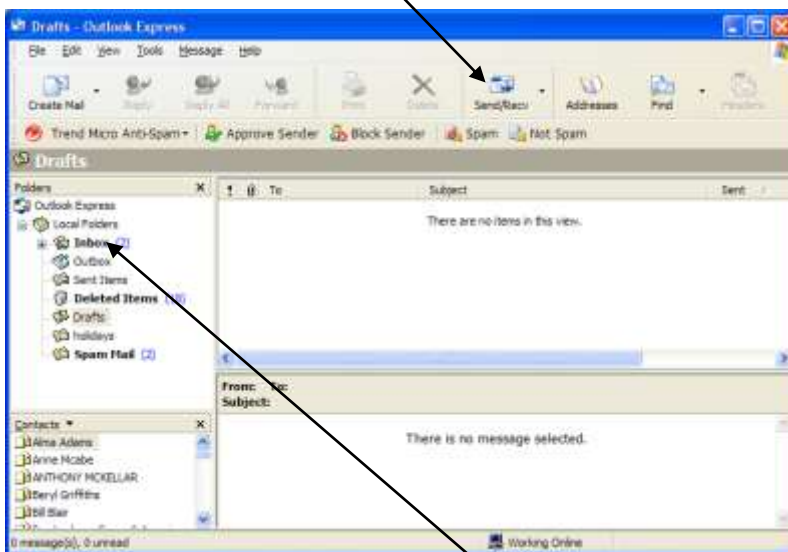
When finished Click on the send button.

The message will be transferred to the Outbox. You must be Online for the message to be sent to the recipient.

Receiving emails.

You must be online to receive emails.

Open Outlook Express and click on the Send/Receive button.



Mail will be downloaded. Click on the Inbox folder to see the new emails.

Click on the emails to open them.

To delete an email – highlight the email and press the delete button, or right click on the email and select delete from the menu which appears.

## Managing the Address Book.

Open Outlook Express.

Click on Addresses in the toolbar.

The Address book will open.

Click on New.

Click on New Contact

Fill in the boxes – First and Last Name.

Fill in the box – E-Mail address - with the full email address of the recipient.

Click the Add button

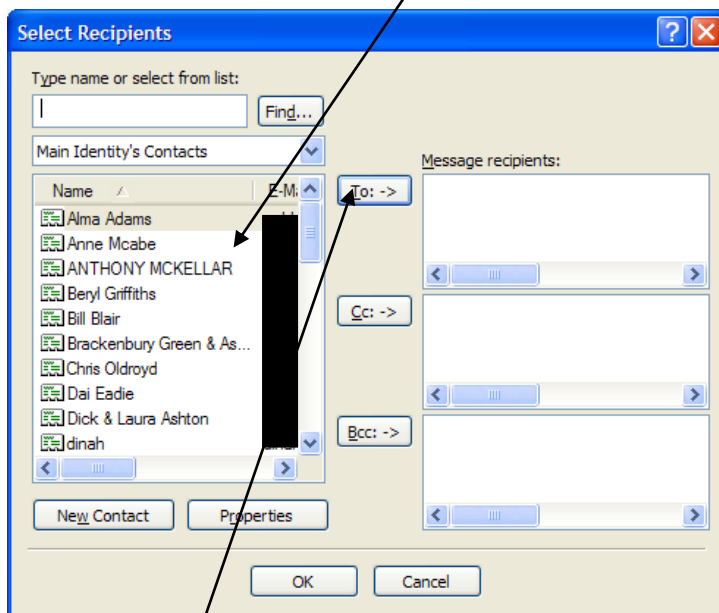
Click O.K.

When you wish to send an email to the person whose email address you have entered in the address book follow these instructions:

Open Outlook Express,

Click Create Mail,

Click on the To: line - a list of email addresses you have entered will appear.



Click on the person's name you wish to email.

Click on the To: button – under message recipients – the name only will appear in the box.

Click O.K.

You can now continue with your email.

This saves writing the email every time you send to that person, and also avoids mistakes.

