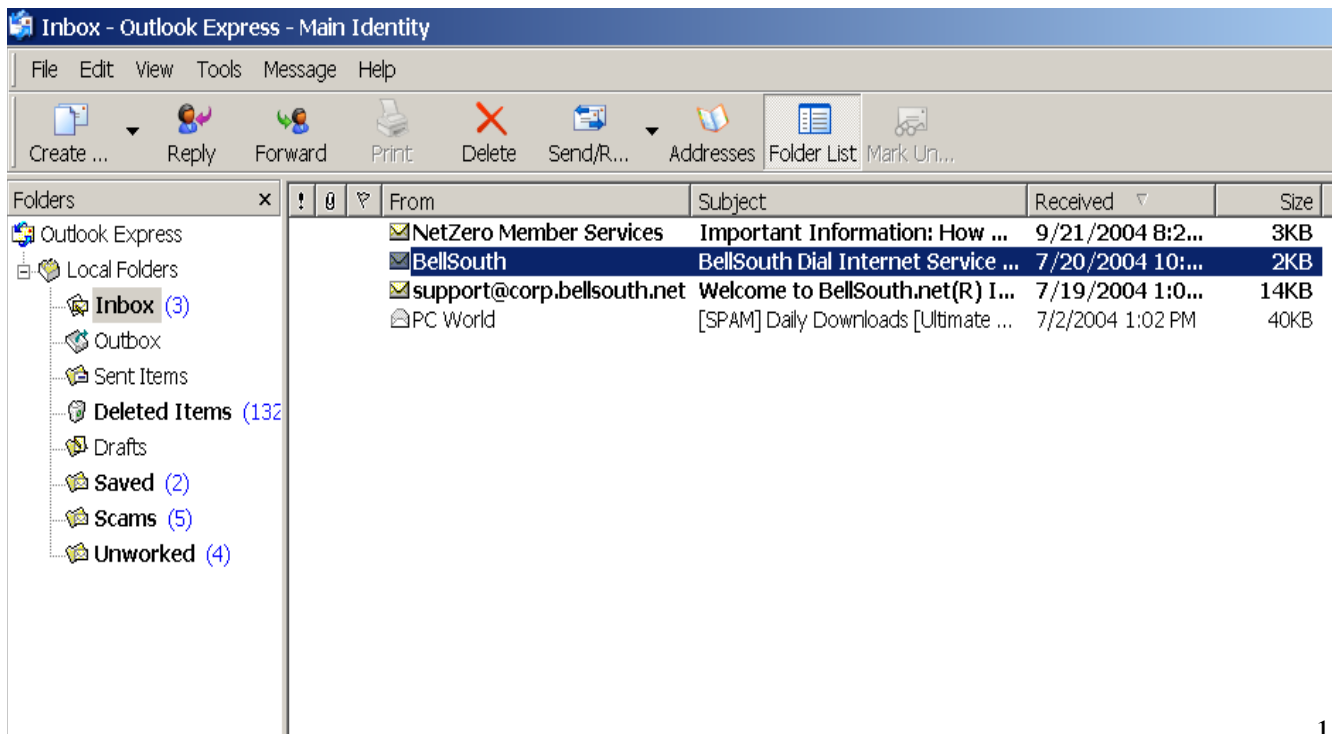


Chapter 13 - Managing Your e-mail

When you open up your e-mail program (OutlookExpress) it should show your “Inbox” as the main window and another box to the left showing the folders you have set up for yourself. This is the most practical way to manage your mail. You may customize it any way that works best for you. See Chapter on “Customizing Outlook Express.”

If you have downloaded you e-mail from the server, it will be listed in your “Inbox” from this point you will manage your e-mail.

- If it appears in bold type, it has not been opened or read. An open or closed envelop Icon at beginning of line also indicates as such. After you have opened it and closed it it will appear in standard typeface.
- If you delete it, it will be moved to the “delete” folder until you delete it from there. If it is highlighted(single click to highlight), to delete 1.Click on delete icon on icon menu above. or . . .2. Hit your delete key on your keyboard. or. . . 3. Right click for action menu and click on delete.
- Review all the options in the Right Click menu that can be executed. They should be self explanatory from the command.
- Sort your message automatically by selecting the “Sort By” options in the “View” menu on the above menu bar. The columns tabs immediately above each column also fixes the “ascending or descending” or of message list.
- The Local “Folders” menu on left displays all the folders that you custom created or the standard (default) folders. including, Inbox, outbox, sent items, drafts, and deleted items. The names are self explanatory. You may click and hold and drag any message into any folder.
- “Outbox” folder stores only messages that are ready to be sent. By clicking on the “send all” command from the send menu (the little arrow next to the Send/Receive Icon) it will send all message but only if you are online.
- “Set Items” folder contains a copy of all the messages you have sent until you delete them out of the folder.
- “Drafts” are messages that you have created but not sent. If you close OE when you are in the middle of creating a message you will be prompted to save the message to the “Drafts” folder.



Setting Up Your Inbox

When you initially install OE the default windows include the Outlook Express main window (shown). This gives you the many options using that OE provides. However, this makes an extra step in getting to your e-mail if that is for what it is mostly used. To eliminate this step and go directly to your inbox, check the box in the lower left corner of the window and your inbox will be automatically displayed at start up.

Message Icons

On the left end of the message are some indicator icons. The following explains the functions of each icon.

- Each message has an envelope icon. If the envelope is closed it is an unread message. If the envelope is open it means it has been previously open and assumed read.
- If there is a small blue arrow pointing right it means that you have written and sent a reply to this message. If the arrow points to the left it means that you have forwarded the message to someone.
- When a message is flagged it gives you the ability to sort your messages as flagged.
- The exclamation icon is a priority flag. There is a low priority or high priority flag or just none. Red is High.
- The paper clip icon indicates that there is an attachment to the message. When the message is opened there will be a long box under the subject box that lists the files that are attached.

Attachments to any files are a dangerous area. Viruses that come with e-mails are almost always attachments. Only certain types of files can contain a virus. Most of them are .exe executable files but not always. Screensavers, and some graphic files are being used. The .MID or .GIF file extensions at the end of a file name indicate the type of file. You must know your file types to be completely safe.

A safe rule is that if you do not know your sender or exactly what the file or message contains that is being sent, Do Not Open them.

