

TUTORIAL:

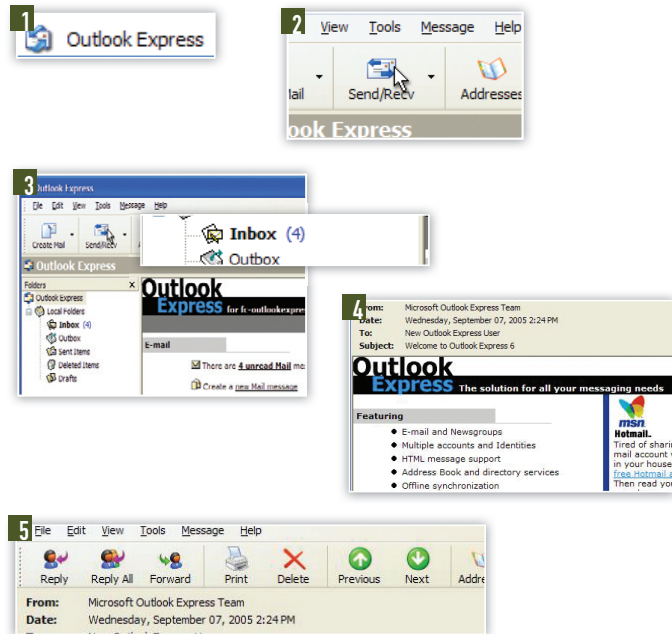
## Send and Receive E-Mail

Using Outlook Express 6.0 for Windows XP

By following the simple guide below, you'll learn how to send and receive e-mail messages using Microsoft's Outlook Express 6.0.

To receive e-mail messages in Outlook Express 6.0 in Windows XP, follow these steps:

- STEP 1. Open your e-mail software program by clicking your cursor arrow on the "Outlook Express" e-mail icon.
- STEP 2. Click your cursor arrow on the "Send/Recv" icon located at the top of your e-mail program's toolbar. This will bring into your mailbox any new messages sent to you since the last time you checked your mailbox.
- STEP 3. The number of new messages will be displayed next to "Inbox" in the Folders List while the authors/titles of these messages will be shown (in bold print with a closed envelope icon) in the Message List Pane.
- STEP 4. Click your cursor arrow on a new message located in the Message List Pane to display the text of the e-mail message sent to you.
- STEP 5. After reading your message, you can: A. Leave it in your "Inbox" to refer to later. B. Reply to the sender by clicking your cursor arrow on the "Reply" C. Forward the message to another person by clicking your cursor arrow on the "Forward" button located at the top of your e-mail program's toolbar then entering the new recipient's e-mail address. If desired, you can also add to the forwarded message before sending it by typing additional text in the Message Pane. D. Delete the message by clicking your cursor arrow on the e-mail within the Message List Pane and then clicking your cursor arrow on the "Delete" button located at the top of the e-mail program's toolbar.



To create a new e-mail message in Outlook Express 6.0 in Windows XP, follow these steps:

- STEP 1. Open your e-mail software program by clicking your cursor arrow on the "Outlook Express" e-mail icon.
- STEP 2. Click your cursor arrow on the "Create Mail" icon located at the top of your e-mail program's toolbar.
- STEP 3. In the "To:" box of the new mail window, type the e-mail address of the intended recipient's user name, followed by the at ("@") sign, followed by the host name, then a period (.) and finally the zone name, i.e. "com" or "net." For example, Josef@websitecompass.com. Make sure you type the e-mail address correctly or it will not be delivered to the intended recipient. To send a copy of your message to another person, click your cursor arrow on the "Cc:" button and type this person's e-mail address into the box.
- STEP 4. Next, type the title of your message in the "Subject" box.
- STEP 5. Write your message in the Message Pane. You can also copy text from a word processing document and paste it within the Message Pane.
- STEP 6. When you've completed your message, click your cursor arrow on the "Send" icon located on the e-mail program toolbar. Your message will be "mailed" to its destination.

