

Using email with Outlook Express

1 Using Outlook Express for Email

Aims of this session

To help you find your way around Outlook Express, adjusting the view to suit your own needs. Also to enable you to receive and send emails, and file attachments, and organise your messages.

On completing this session you will be able to

- Manage your view of Outlook Express
- Receive and read messages
- Organise Messages
- Create and reply to messages
- Send and receive file attachments

2 Setting up and protecting your email

Aims of this session

To introduce email concepts and good practice, and enable you to create email accounts. Also to gain an understanding of spam and virus issues and how to deal with them.

On completing this session you will be able to

- Understand Email concepts
- Understand email good practice
- Understand spam issues
- Understand the risks of viruses and how to protect against them
- Create email accounts

3 Managing your address book

Aims of this session

To enable you to store and manage contact information, and use it effectively. Also to enable you to protect your address book by making backups.

On completing this session you will be able to

- Create and use address book entries
- Create distribution lists
- Organise your address book
- Export address book information
- Print your address book
- Send and receive business cards