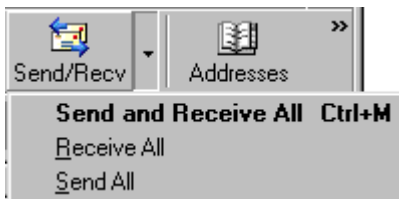


Reading a Message

Collecting and opening mail

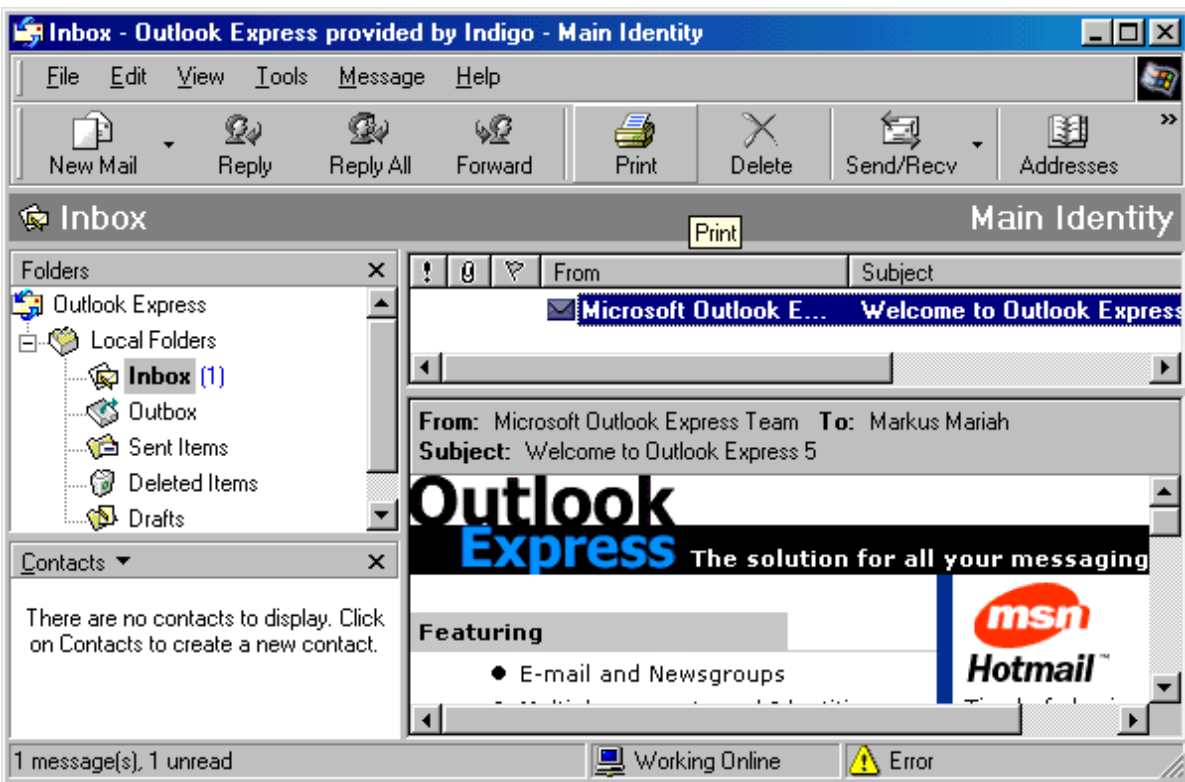
The first stage in reading your messages is to check your ISP (Internet Service Provider) for new messages in your mailbox.



When you start up Outlook Express, it will automatically check for new email messages if you are connected to the Internet, otherwise it will prompt you to connect. If Outlook Express does not automatically connect, you can press the Send/Recv button to both check and send any queued messages, or you can use the dropdown menu and select a specific option. To only check for new messages use

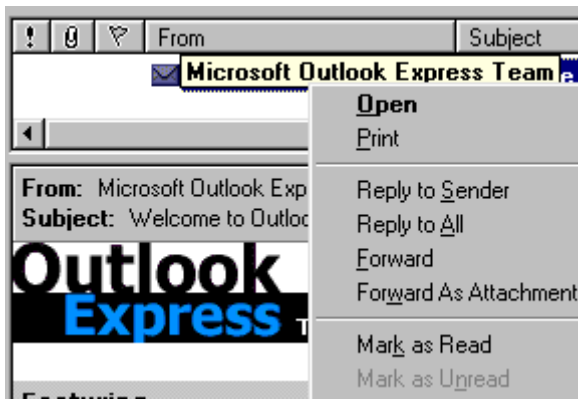
the Receive All menu item.

Once connected it checks for and downloads any new messages and places them in your INBOX. Here we can see one new message in the Inbox. Notice the blue text to the right of the Inbox folder. This tells us how many UNREAD messages there are in the folder.



To open the message click on it once for it to be displayed in the preview pane, or double click to have it displayed in a separate window.

Marking a message as read / unread

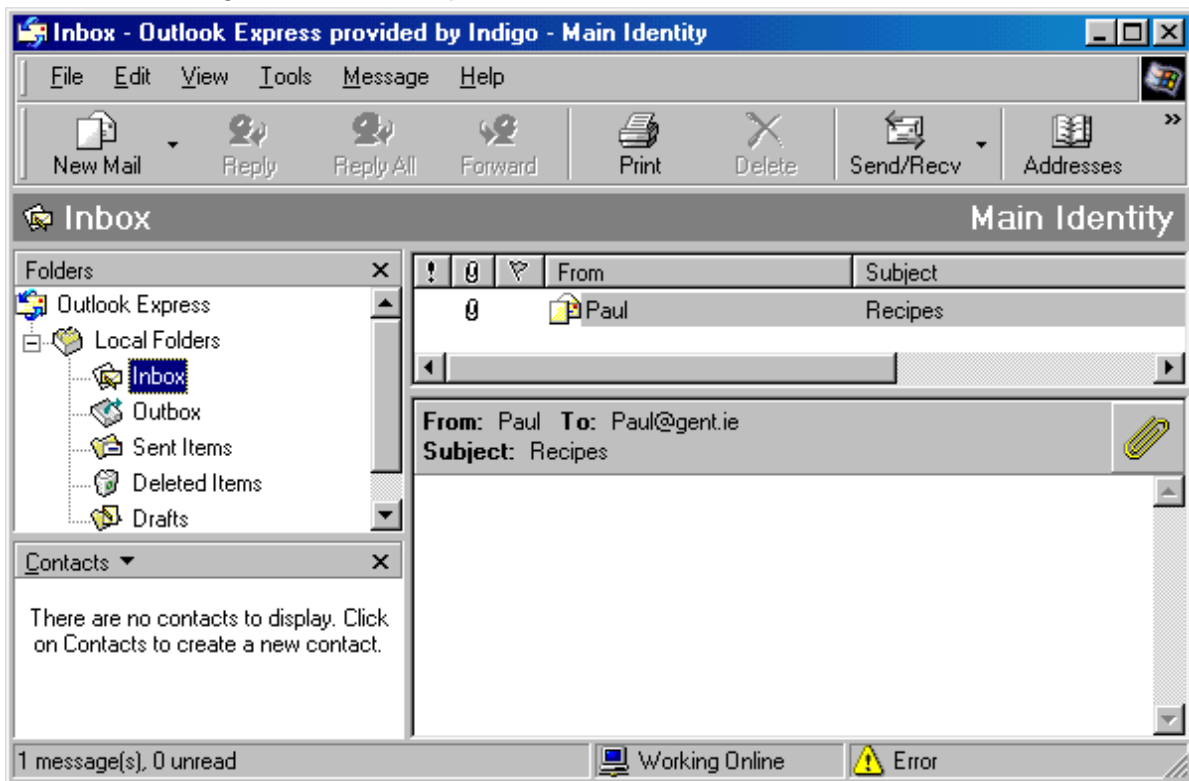


Messages can be marked as read or unread as required. To do this, right click on the message and select the Mark as Read menu item or the Mark as Unread menu item as required.

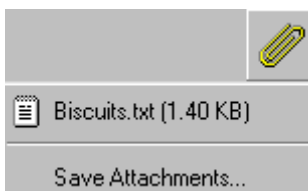
This allows you to set a message to a particular read status without having to open it.

Opening and saving a file attachment

Messages that you receive may have an attachment associated with them. In this example we see a message that has a recipe attached to it.



Notice that the message is shown with a paperclip icon in both the preview and subject view. This paperclip means that a file is attached to email.



To save the attachment, press the large paperclip icon in the top right corner of the preview pane., and a drop down menu will appear. Clicking on the individual attachments will allow you to view or to save them, or if there are numerous attachments, you can save them all in one operation by using the Save

Attachments menu item. This will ask you to specify the attachments you wish to save and the location to save them to.

WARNING : If you receive an email from someone you do not know, or even from someone that you do know, but were not expecting an attachment from. **DO NOT OPEN IT**. Many viruses are transmitted via email and they travel as attachments. The "I Love You" and "NakedWife.EXE" attachments infect users world wide (2000/1). These attachments when opened could delete files and then send more emails from your PC infecting other users.

Using the mail bin

To delete a message use the Delete button on the toolbar or right click on the message and select Delete from the popup menu. This will move the message to the Deleted Items folder where it can be recovered if required.

As for the Recycle Bin on the desktop, when you want to empty your Deleted Items folder, right click on it and select the Empty Deleted Items Folder menu item. Once emptied the messages cannot be recovered.