

Outlook Express Tips

To Check the spelling of every email I send.

Click “Tools”, “Options”, tab “Spelling”, enable “Always check spelling before sending” but only if MS Office installed.

If MS Office is not installed, install a spellchecker from
<http://www.snapfiles.com/get/spelloe.html>

At Start always go to my Inbox first.

Click Tools, Options, tab General, enable “When starting, go directly to my 'Inbox' folder”.

Click “Apply” and “OK”

Every person you reply to goes in your Address Book. To stop this.

Click “Tools”, “Options”, tab “Send”, disable “Automatically put people I reply to in my Address Book”.

Click “Apply” and “OK”.

Important Maintenance.

Compacting Email folders is important. You can get corrupted emails if you have too many not compacted. Also that is the only way you get them deleted. It will take a long time if you have not compacted the folders regularly. The default is to do this after 100 starts. You may have hundreds of emails, so you should do it much sooner.

On the “File” menu click “Work Offline”, so no new emails will arrive.

In the “Folder” list click on “Outlook Express” so no folders are open.

To Compact all the e-mail folders: Click “File”, “Folder”, “Compact All Folders”.

Wait until compacting is finished before doing anything else.

Important Setting. Disable Email Preview.

Some spam contains an invisible picture. Spammers know you are a valid email address & will spam you more when it opens with Email Preview. You also may want to delete the email without opening it to avoid a virus. With the Preview disabled you can click once on the email to highlight it and then delete it without opening it.

To Disable the preview screen:

Click “View” in the toolbar, “Layout”, disable “Show preview pane”

Click “Apply” and “OK”.

Layout Settings.

Click “View”, “Layout”. Check “Contacts” if you want them showing.

Click “Customize Toolbar” to add buttons like “Contacts”, “Offline” or others.

Click “Apply” and “OK”.

Security Settings.

You can receive e-mail with unreachable attachments.

To disable this security option, click "Tools", "Options", tab "Security", disable the option "Do not allow attachments to be saved or opened that could potentially be a virus".

Now you can get the attachments but you must be careful to not open them unless you are sure they are safe.

If Pictures Don't Display.

Click "Tools", "Options", and the "Read" tab

If "Read Messages As Plain Text" is enabled, click the box to turn it off.

Click "Apply" and "OK"

OE will now display pictures in all messages that you open.

And also check

Click "Tools", "Options", and the "Security" tab

If "Block Images and other external content in HTML e-mail", is enabled, click the box to turn it off.

Click "Apply" and "OK"

How to add an email sender to your Address Book.

Display the email. Click the "From" of email sender to highlight it

Right click it. Click "Add to Address book"

Click "Okay"

How to make a Group of Contacts.

Click on "Addresses". Click on "New", and "New Group".

In "Group Name" Type a name for the group. Click "Select Members".

Under "Main Identity's Contacts" click on the name you want in the group and click "Select" to move the name over to "Members". When finished click "OK".

In "Name:" and "E-Mail: you can add someone who is not in your contacts. Click "OK".

When you type the group name in the "To", "CC" or "BCC" you will be sending an email to everyone in the group. If the group members do not know each other type the group name in BCC.

How to set BCC.

This enables you to send emails to multiple recipients hiding their names and email addresses. Click "Create Mail", "View" and "All Headers".

How to set a Default Font for emails you make.

Click "Tools", "Options", and the "Compose" tab

Beside Compose Font Mail click "Font Settings" and choose your font and size.

Click "Apply" and "OK"

Charlie Le Ber