

## **LESSON 88**

### **OUTLOOK EXPRESS E-MAIL TIPS**

You can bypass the main Outlook Express screen when you open Outlook Express, and instead, open right to the Inbox. Click on Tools and then on Options. On the General tab, place a check next to the "When starting, go directly to my 'Inbox' folder." Click OK.

Outlook express can be set up to check for new mail without you having to click Send and Receive.

Click on Tools and then on Options. On the General tab, check the "Check for new messages every x minutes" box and then enter in minutes how often Outlook Express should check for messages. Click OK. Outlook Express will now retrieve new messages automatically.

Here is an easy way to add anyone sending you an e-mail to your Outlook Express Address Book. Open the e-mail message and right-click on the sender's name. Select "Add to Address Book." Outlook Express will automatically fill in the sender's name and e-mail address. You can add any other information.

You can also set up Outlook Express to add the name and e-mail address of everybody whose e-mail you answer. Click on Tools and then on Options. On the General tab, click "Automatically put people I reply to in my Address Book." Click OK.

You can sort Address Book contacts alphabetically by first name, last name or e-mail address, and you can order the list in ascending or descending order. To sort by e-mail address, Open Address Book and click on View. Click on Sort and select the field on which you want to sort. You'll be able to sort by First name, Last name, E-mail address, Business phone or Home phone. You can also select either an Ascending or a Descending sort.

