

## **LESSON 90**

### **IMPORT YOUR OLD ADDRESS BOOK INTO M/S OUTLOOK EXPRESS SAVE E-MAIL ATTACHMENTS TO YOUR HARD DRIVE**

You can easily import your old address book for any of several e-mail programs. Importing this data saves you from having to retype it all over again.

In Outlook Express, click on File and then on Import. Now click on Address Book and select your old e-mail program. Click OK and Outlook Express does the rest. You can also import your old e-mail messages and mail account settings the same way.

E-mail messages often come with attachments in the form of files, photographs, text files and the like. Here are two ways you can save attachments to your hard drive if your e-mail is kept on the e-mail server you are using.

Open the message to select it and then right click on the attachment. Select Save and specify the location on your hard drive where you want to save the attachment. Click OK.

You can also highlight the message and then click on File. From File you can move, copy, print or delete the attachment. You can also forward the attachment on to someone else.

What if you want to keep the message and not waste space on your hard drive with the attachment? You can download the message and attachment to your hard drive. Now forward a copy of the message, without the attachment, to yourself. Delete the original message and the attachment it came with, and you are left with just the message.

