

LESSON 104

AUTOMATE CHECKING YOUR E-MAIL EVERY TIME YOU START YOUR COMPUTER.

Microsoft Outlook Express can be set up to check for new e-mail every time you start your computer. It can also check for e-mail on a regular schedule while you are working in the program. Here's what you need to know.

In Outlook Express, choose Tools on the menu bar at the top of your screen. Click on Options. Click in the small box to the left of "When starting, go directly to my 'Inbox' folder".

Now click in the box to the left of "Check for new messages every" to enable that feature. Set the time to the number of minutes between e-mail checks. The default setting is 15 minutes. Now close Outlook Express.

On your desktop, right-click on the Outlook Express icon and select Copy. The pop-up menu will close. Now double-click on My Computer. In the Address box you'll see a computer icon and the words "My Computer". Click once on the words and type the following: C:\WINDOWS\START MENU PROGRAMS\STARTUP" (without the quotes). Now press the Enter key.

Press the Tab key to shift the focus to the folder. Now press and hold the Ctrl key down and press the V key. This will paste the Outlook Express shortcut in this folder. Press and hold the Alt key and then the F4 key. This will close the window.

Now, every time you start your computer, it will automatically open Outlook Express, go to your Inbox, connect to the Internet, and check for new messages. Outlook Express will also check for new messages every few minutes as instructed.

