

LESSON 163

TIPS ON E-MAIL

Outlook Express (OE) may be the defacto standard for e-mail readers. When you open a session in OE you'll see at least three columns, labeled From, Subject and Received (the date you received the message). You can rearrange the order these columns appear in by clicking on a column heading and then dragging it left or right.

You can resize a column by placing your mouse cursor on the vertical bar separating the columns, and when the pointer changes to a double-headed arrow, dragging it to the left or right.

You can also sort e-mail messages in your Inbox view by right clicking on any column heading and then clicking on Sort Ascending or Sort Descending.

You can control the columns that are displayed in your Inbox view by right clicking on any column heading and then clicking on Column. The default settings will show any message priority, attachment or flag. Take a look at the other settings.

OE makes use of keyboard shortcuts. To send your e-mail messages you can click on Send, or hold down the Ctrl key and press the letter S. While holding down the Ctrl key you can also press R to receive e-mail, or M to send and check for new mail.

To send a new message you can click on the New Mail icon, or you can hold down the Ctrl key and press N. Press R while holding the Ctrl key down lets you respond to a message, or you can click the Reply Icon.

Finally, you can click on View on the menu bar at the top of your OE window to access things like current view, message sorting, columns and text size.

