

LESSON 172

OUTLOOK EXPRESS STATIONERY

Outlook Express has a feature called "stationery". You can send e-mail messages that look great by using stationery, which is actually a template that can include a background image, unique text font colors and custom margins. Outlook Express even lets you apply stationery to all of your outgoing e-mail messages, or on individual messages when you want to.

To apply stationery to all of your outgoing messages, click on Tools, Options, and then on the Compose tab. In the Stationery area, you can click on Select to view existing stationery templates (double-click on any available stationery template to view it), create a new stationery template using a wizard (helper) by clicking on the Create New button, or you can download even more stationery templates (you'll have to be connected to the Net to do this) by clicking on the Download More button.

To send an individual message on stationery, click on Message, click on New Message Using, and select the stationery you want to send that message on. You can also apply stationery or change your selected default stationery after you start a new message, by clicking on Format, and then on Apply Stationery. Now select the new stationery. You can also choose to send an e-mail message without using your default stationery by clicking on No Stationery in New Message Using.

If you get an e-mail on stationery that you want to use, from within that message click on File and then on Save as Stationery.

