


Outlook - E-mail

- **Sending an e-mail message**

To create and send a new message

- Click the New Message button (left end of the toolbar) to display the “Message” form:
- To address the message, do one of the following: In the “To” or “Cc” box, type the names of the recipients you want to receive the message. Separate multiple names with semicolons (;). or click the “To” or “Cc” button to select names from the Global Address List.
- In the “Subject” box, type the subject of the message.
- In the “message” box, type your message.
- Click the **SEND** button (first button on the *Standard toolbar*).

To insert an attachment

- In the message box, position the insertion point where you want to insert the file.
- Click the **INSERT FILE**  button on the Standard toolbar
- Click the drop-down arrow by the “Look In” box to locate the directory and/or folder that contain the saved file.
- Select (highlight) the filename of the file that you want to insert. To select (highlight) a list of files at one time, click the first file in the list, hold down the SHIFT key and click the last file in the list. To select multiple files not in a list, hold down the CTRL key and click on each filename to highlight it
- Click the **INSERT** button.

(NOTE: If you insert a file as an attachment, recipients must have the corresponding application or one that can read the file format. If you link the attachment, the source file must be available to your recipients, for example, on a network server.)

- **Receiving an e-mail message**

To read a message

- Double-click the *envelope* icon to view the message in the *Message form* or click any message listed to see it in the *Reading Pane*.
- NOTE: To change the location of the Reading Pane, choose View → Reading Pane → Select either Right, Bottom, or Off.*

To open and save an attachment

- Double-click the attachment icon to start the application and open the attachment file. From the application window choose **File** → *Save As*. Locate the directory and/or folder before clicking the **SAVE** button.
- or–
- Select the attachment icon. From the *Outlook XP* window choose **File** → *Save Attachments*. Locate the directory and/or folder before clicking the **SAVE** button. Start the application and open the attachment file through the application

***Note: Some embedded objects, such as video and sound clips, play when you double-click them instead of opening the corresponding application.*


To reply to a message

- To reply to the sender only, click the **REPLY** button.
- To reply to the sender and everyone listed in the “To” and “Cc” boxes, click the **REPLY TO ALL** button.
- Type your reply above the original message and click the **SEND** button.

To forward a message

- Click the **FORWARD** button.
- In the “To” box, specify the recipients.
- To add comments, move the insertion point to the message box and type.
- Click the **SEND** button. If the message contains attachments, they are forwarded as well.

- **Deleting a Message**

- Select the message(s) to be deleted.
- Click the **DELETE**  button on the Standard Toolbar or press the DELETE key. Each message is moved to the Deleted Items folder.

To permanently delete the message, you need to delete (purge) all the messages in the Deleted Items folder.