

## Procedure: Outlook Express Email

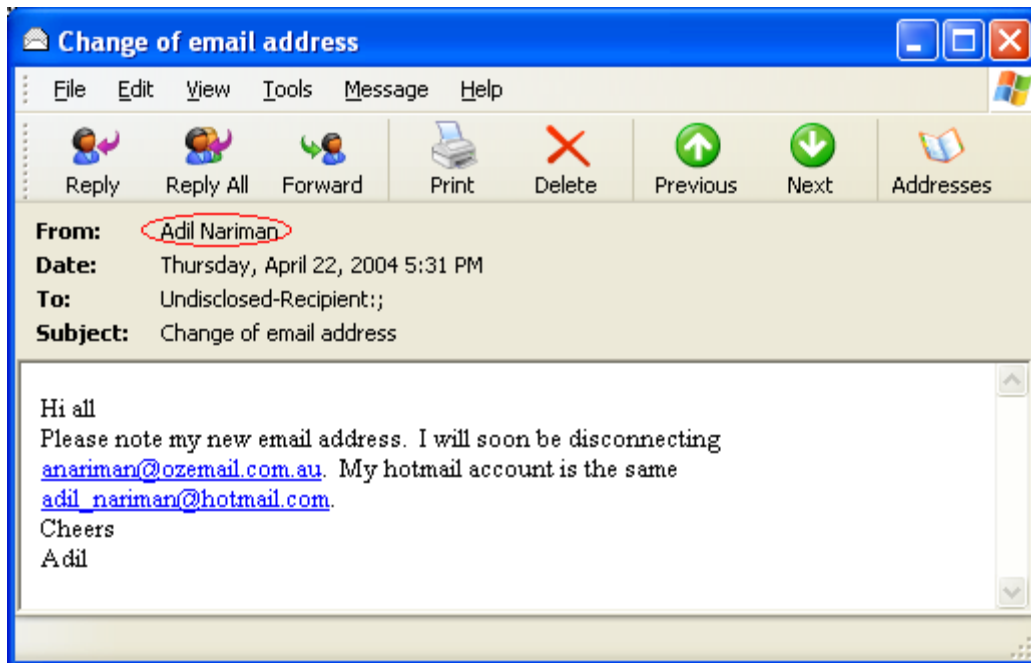
*Sunny Jamshedji (last updated: 04/27/2004, 11:10 AM, Version 1.019)*

**Outlook Express** provides access to your email on your own computer. The procedures provided here will allow you easily perform some simple tasks.

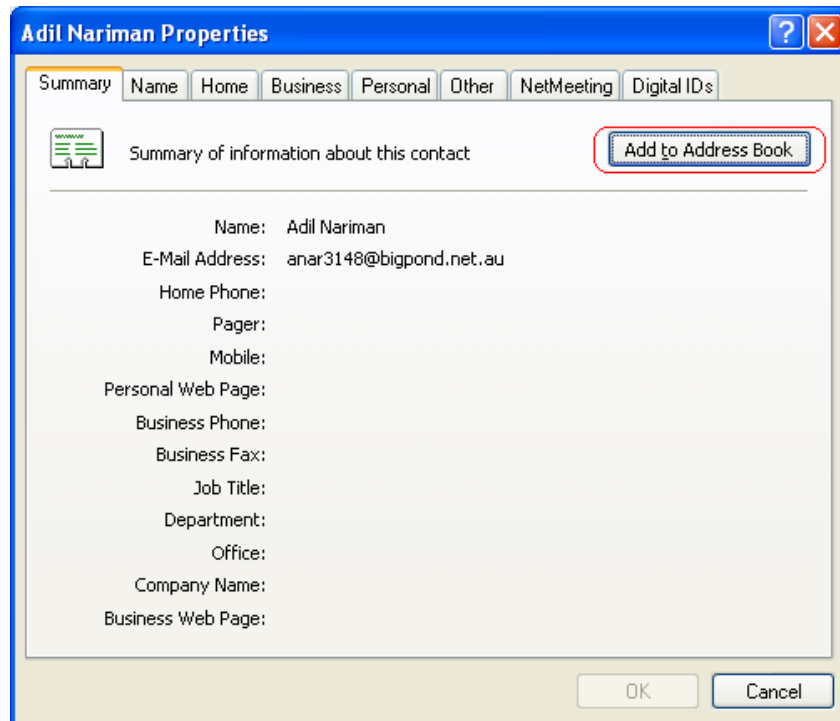
### Saving an Email Address From a Received Email

When you receive an email from someone, and you want to add the email address to your address book, do the following:

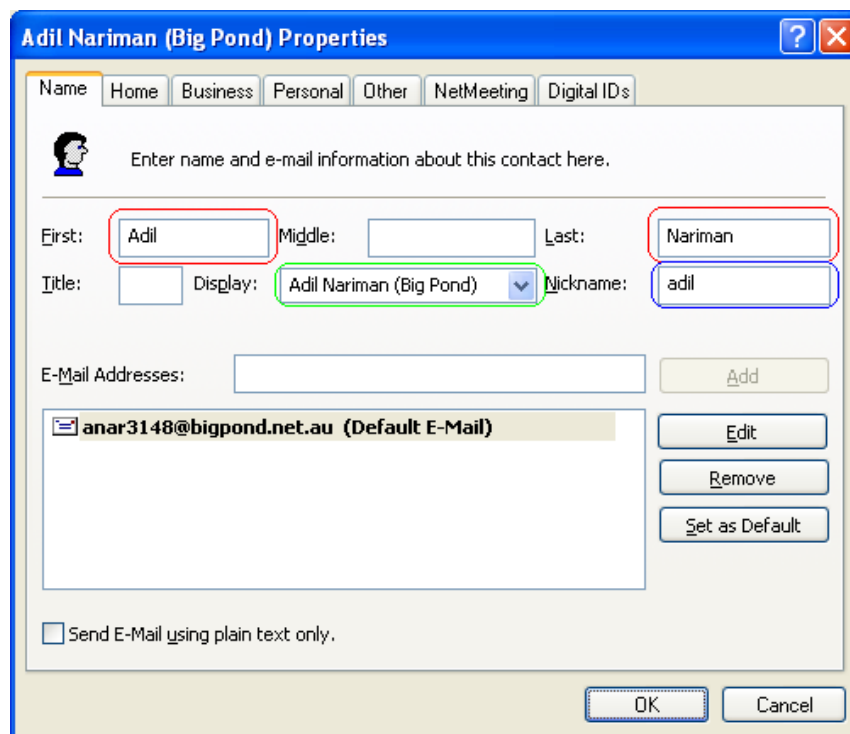
1. Open **Outlook Express (OE)**.
2. Double-click on the email, so it opens in its own window as shown here:



3. There may be one or more email addresses you would like to save to your address book. Double-click on any one of the names or email address (**RED** oval), or email addresses in the **From** or **To** fields. This will open a **Property** window as shown below:



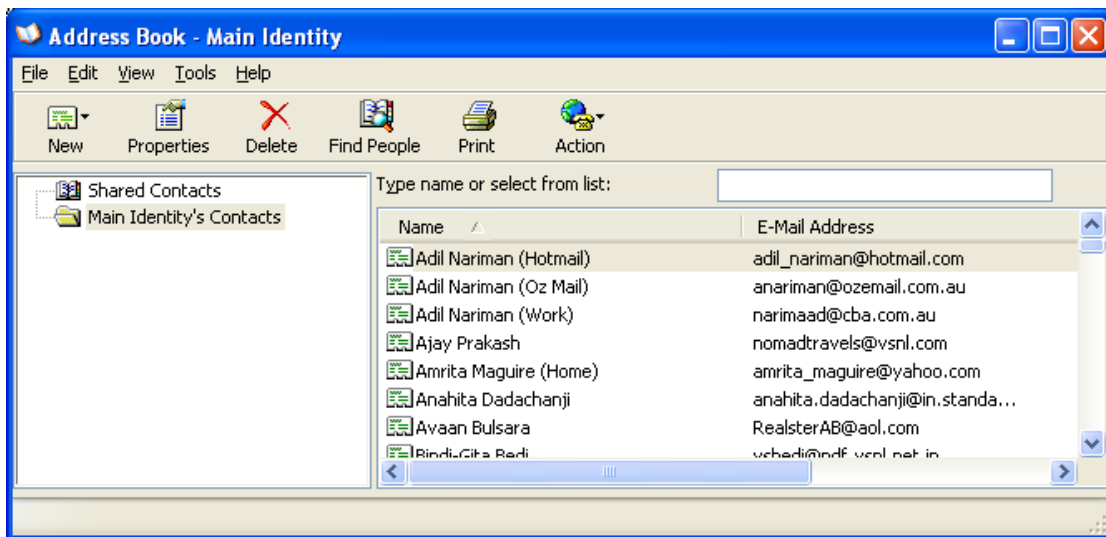
4. Click **Add to Address Book**. This will open the following window:



5. Make appropriate changes to the persons **First** and **Last** names, especially if these are just email address with no names (**RED** boxes). Change the **Display** name (**GREEN** box) which

is what shows up when you are adding email addresses to a new email message. Also, add a unique **Nickname** (BLUE box), so you can simply type this in when composing/creating an email.

6. Once done, click **OK**, and then email address will be added to your address book. You will now be returned to the email message, where you can continue to add other email addresses to the address book by returning to **Step 3**.
7. Once you are done with adding the new addresses, return to **OE**, but closing the email message.
8. Now we need to delete any old email addresses that are not valid anymore. Use **Tools | Address Book...** to open the **OE** address book. The following window should open:



9. Locate the email address entry you would like to delete. Click once on it to highlight it, and then select menu item **File | Delete**. Respond with **Yes** to permanently delete the email address.

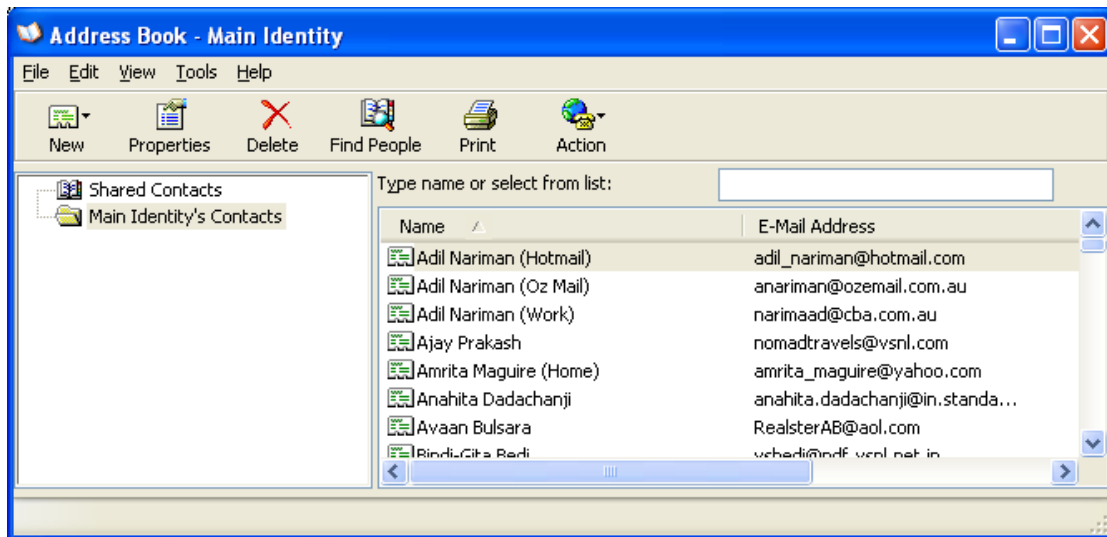
**Note:** *Make sure to look at the email address on the right, to ensure you are deleting the correct one!*

10. Continue with deleting more addresses, and when you are done, close the address book.

## Adding a New Email Address Entry

When someone tells you they have a new email address, and you do not have an entry for them at all in your address book, do the following:

1. Open **Outlook Express (OE)**.
2. Use **Tools | Address Book...** to open the **OE** address book. The following window should open:



3. Select menu item **File | New Contact ...**. The following window appears with no information in it:

The screenshot shows the 'John Smith (Home) Properties' dialog box. The 'Name' tab is selected. The dialog has a header with tabs for Name, Home, Business, Personal, Other, NetMeeting, and Digital IDs. Below the tabs is a profile picture icon and the text 'Enter name and e-mail information about this contact here.' The form fields are:

- First: John
- Middle: (empty)
- Last: Smith (Home)
- Title: (empty)
- Display: John Smith (Home)
- Nickname: johنش
- E-Mail Addresses: JohnSmith@HisCompany.Com

Buttons include 'Add', 'Edit', 'Remove', and 'Set as Default'. At the bottom, there is a checkbox for 'Send E-Mail using plain text only.' and 'OK' and 'Cancel' buttons.

4. Enter a **First** and **Last** name, a **Nickname**, and an **E-Mail Address** (RED boxes). You must click **Add** (GREEN box), otherwise the email address will not be stored correctly. The window should change to this:

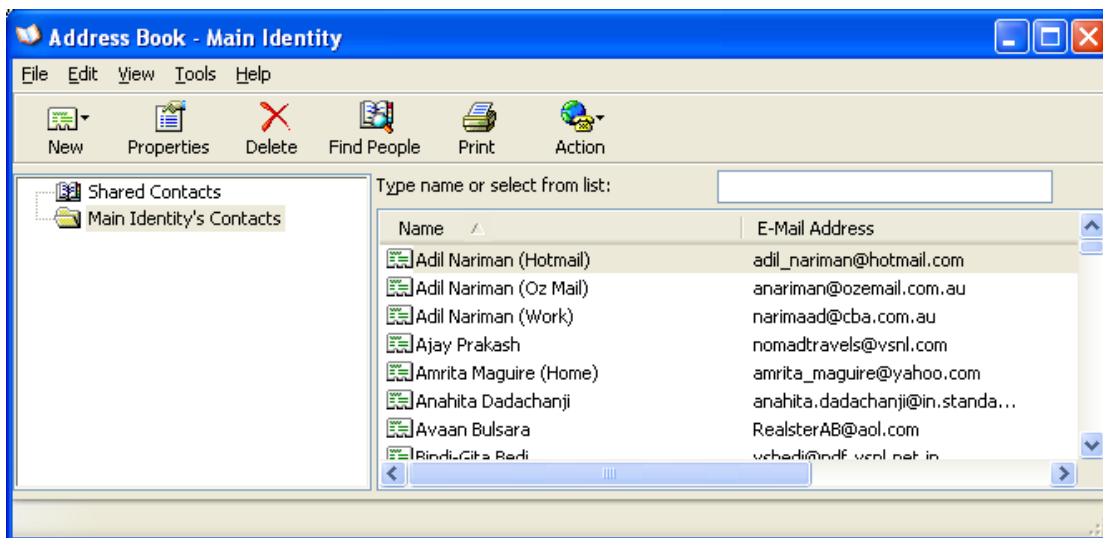
The screenshot shows the 'John Smith (Home) Properties' dialog box. The 'Name' tab is active. The 'First' field is 'John', 'Middle' is empty, and 'Last' is 'Smith (Home)'. The 'Display' field is 'John Smith (Home)' and 'Nickname' is 'johnsh'. The 'E-Mail Addresses' list contains one entry: 'JohnSmith@HisCompany.Com (Default E-Mail)', which is highlighted with a red border. The 'Add' button is highlighted in green. At the bottom, there is a checkbox for 'Send E-Mail using plain text only.' and 'OK' and 'Cancel' buttons.

5. Now click **OK**, and the email address has been added to your address book. You can close the address book, if you do not have any more addresses to add, or return to **Step 5** to add more addresses.

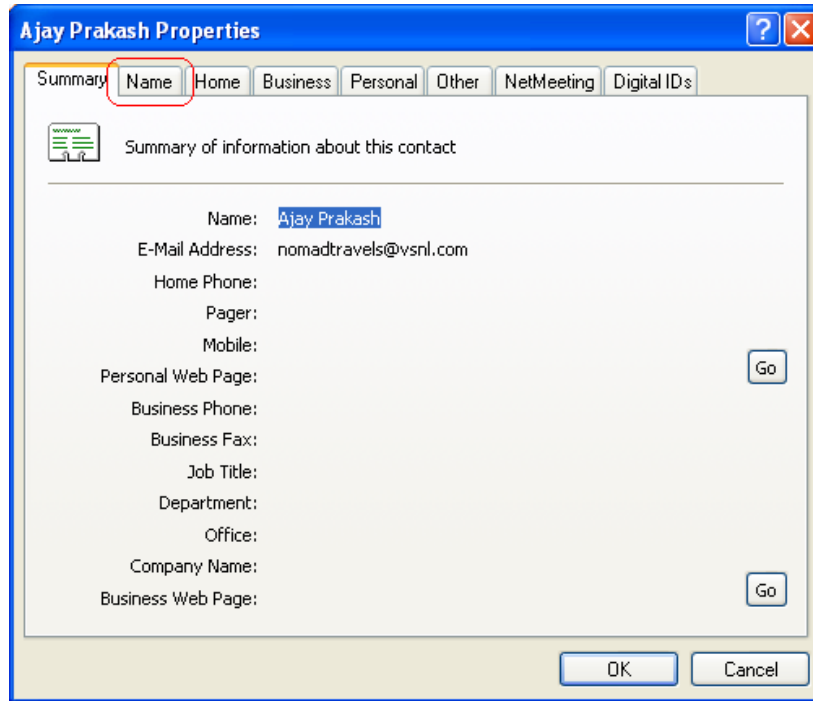
## Changing an Already-Existing Email Address Entry

When someone tells you they have a change of email address, and you already have an entry for them in your address book, do the following:

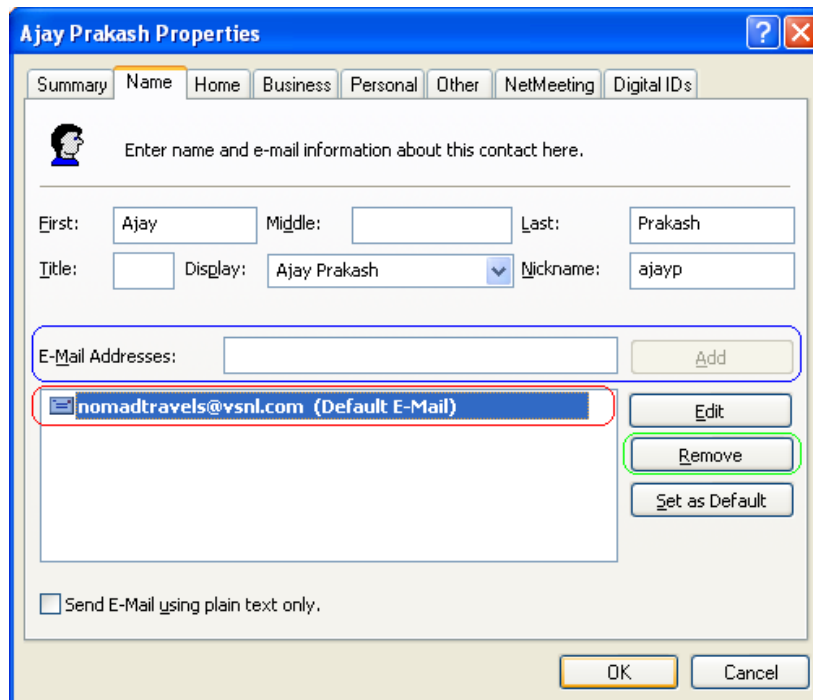
1. Open **Outlook Express (OE)**.
2. Open the email that has the new email address in it.
3. Write down the new email address on a piece of paper, or copy to the clipboard by highlighting the email address and using **Edit | Copy**, (or **RIGHT**-click the mouse and select **Copy** from the menu).
4. Use **Tools | Address Book...** to open the **OE** address book. The following window should open:



5. Locate the email address entry you would like to change from the list in the **RIGHT** column, and double-click on it. The following window will appear:



6. Click on the **Name** tab at the top, which will open the following window with all the information already present:



7. Click on the old email address (in this case: *nomadtravels@vsnl.com* shown by **RED** box). And click **Remove** (**GREEN** box).

8. Now enter the new email address into **E-Mail Address (BLUE box)**. You can do this by manually entering the email address you had previously written down, or pasting from the clipboard using the **RIGHT-click menu and Paste**.
9. Click **Add (GREEN box)**. This will place the email address in the list below (**RED box**). The window should change to this:

The screenshot shows the 'Ajay Prakash Properties' dialog box with the 'Name' tab selected. The 'E-Mail Addresses' section contains a list with one entry: 'NewEmailAddress@Wherever.Com (Default E-Mail)'. This entry is highlighted with a red border. To the right of the list are buttons for 'Add', 'Edit', 'Remove', and 'Set as Default'. The 'Add' button is highlighted in green. Below the list is a checkbox labeled 'Send E-Mail using plain text only.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

10. Now click **OK**, and the email address has been changed in your address book. You can close the address book, if you do not have any more addresses to change, or return to **Step 5** to change more addresses.