

Computer Tips

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Tips for Using Outlook Express

Do you receive dozens of emails a day? Have you ever wondered how to organize them all? Would you like to know how to delete many unwanted emails quickly? If you do, then this issue's column is for you.

Outlook Express (OE) is the most common email program used by Internet users. OE enables you to not only send and receive emails, but organize and store them efficiently as well. Lets look at the steps OE provides to efficiently do this.

Firstly, open up your OE program. There are several different layouts possible in OE, but in order to follow what we will be discussing, you will need to set OE to show the default layout. This layout has a narrow vertical panel on the left, showing the email folders (Inbox, Outbox, Sent Box, etc), with the larger main window on the right split into the two horizontal panels. The upper panel shows the emails that you have received, while the lower panel shows the contents of each individual email.

If you need to change your OE layout, click the View menu, then click Layout. Make sure the Folder Bar, Folder List, Status Bar, and Toolbar all have ticks beside them. You might also want to have the Contacts box ticked, although we will not be discussing that in this issue.

When you receive emails, they all will arrive in your Inbox. Typically the emails you receive can be grouped into subjects, such as Business, Pics of Grandkids, Account Stuff, Jokes, etc.

In OE, you can create folders to reflect these different subjects. In the left narrow panel, you will see the Inbox, Outbox, etc listed under a main folder called Local Folders. If you right-click this folder, you will see an option to create a New Folder. Click this option, and you can name a folder according to the subject you want. Click OK, and the new folder will appear at the bottom of the list.

Now that you have your new folder named, go to where all your emails are under Inbox, and using your left mouse button, click on and drag each relevant email onto the new folder at the left. You can repeat this process for each email and email subject that you need.

Another source of annoyance with many is the fact all the emails arrive in the Inbox, but then somehow get out of order. Emails are sorted by date, and here is a way you can make sure the latest are at the top. Simply go to the top panel where all the Inbox emails come in, and across the top you will see Received. Click this, and all the emails will organize with the latest at the bottom of the list. Click Received again, and the emails will again reorganize with the latest at the top of the list.

Stay tuned, and we will discuss how to remove several unwanted emails at once in our next issue. We will also have a brief look at organizing your contacts.

If you would like more information on organizing your emails, or on any problem with your PC, you can call us on 4171 0981 during business hours, or email us at info@mcsit.com.au.



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