Computer Tips

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Tips on Using Outlook Express—2

Now that we have seen how to organize our emails in Outlook Express, many of you no doubt have been going through them, deciding which ones to keep and which ones to remove. Removing unwanted emails one by one can become quite tedious. In this issue, we will show you a quick way to delete several emails at once.

Open up Outlook Express, and click on the Inbox on the left. In the right hand panel you will see all the emails you have currently received. To remove one email at a time, simply click on the email subject, and then press the Delete key on your keyboard. This will remove the email from your Inbox, and place it in your Deleted Items box.

To delete several emails at once, click with your mouse on the email to be removed, then press and hold the CTRL key on your keyboard. Now click on all the other emails you want to delete. When done, release the CTRL key, and press the Delete key on the keyboard. All the selected emails will be moved into your Deleted Items folder.

There is another way in which you can select multiple emails at once. Click on the first email you wish to remove. Now press and hold the SHIFT key on your keyboard, and with your mouse, click the last email in the list of which you wish to remove. You will notice all the emails in between the first and last one become highlighted. Release the SHIFT key, and press the Delete key on your keyboard. All your highlighted emails will be moved to the Deleted Items folder.

Just a word of caution on the SHIFT key method of removing several emails at once. This method will select ALL emails in between the first and last one. If you have emails you wish to keep in the list between the first and last, you are best to use the CTRL key method of selecting emails. This way you can select the ones you want to remove individually.

When you have finished removing all your unwanted emails, go to the Edit menu at the top, and click Empty Deleted Items Folder. This will permanently remove all your unwanted emails.

Now that your Inbox is the way you want it, you can now turn your attention to your Contacts. This is a handy list of names and email addresses which you can use when sending emails. To view the Contact list, go to View menu, then Layout, and make sure Contacts has a tick in front of it.

To add a person to the list, click on the Contacts label, and click New Contact. Now you can add their Name, Email Address, and a host of other details.

To use the Contact list when creating and sending an email, click on Create Mail, and in the window that appears, click the little book symbol to the left in the To: box. This allows you to select a person by name.

Next issue we will discuss how to send copies of the same email to several people at once. We will also look at how to prevent people from harvesting you and your friends email addresses from forwarded emails

If you would like us to fix problems with Outlook Express, or any other problem with your PC, you can call us on 4171 0981 during business hours.