After completing this lesson, you will be able to:

- Compose, address, and send messages.
- Format the body of a message.
- Attach a file to a message.
- Check for e-mail messages.
- Read messages.
- Reply to and forward messages.

(continued)

After completing this lesson, you will be able to:

- Print messages.
- Find messages.
- Recall messages.
- Delete messages.

Composing, Addressing, and Sending Messages

To compose, address, and send messages

- 1. In the Inbox, click the New Mail Message button on the Standard toolbar.
- 2. In the To text box, type an e-mail address.
- 3. Press Tab and type another e-mail address in the Cc box if necessary.
- 4. Press Tab, type the message description in the Subject text box, and then press Enter.
- 5. Type your message and click the Send button.

Flagging a Message

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To flag a message

- 1. Create an e-mail message.
 - 2. On the Standard toolbar in the message window, click the Flag For Follow Up button.
 - 3. Select your options and click OK.

Attaching a File to a Message

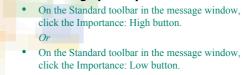
To attach a file to a message

- 1. Follow the steps for composing and addressing a message.
- 2. On the Standard toolbar in the message window, click the Insert File button.
- 3. Click the Look In down arrow and navigate to your file.
- 4. Double-click the file to attach it to the e-mail message.
- 5. On the Standard toolbar in the message window, click the Send button.

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Setting Message Priority

To set message priority



Checking for E-Mail Messages

To check for e-mail messages

- 1. If necessary, on the Outlook Bar, click the Outlook Shortcuts group bar and then click the Inbox shortcut.
- 2. On the Standard toolbar, click the Send/Receive button.

Reading E-Mail Messages and Messages with Attachments

To read e-mail messages and messages with attachments

- 1. In the Inbox, double-click the message header of the message that you want to read.
- 2. Double-click the attachment icon in the message (if one is included) to read the attachment.





Replying to a Message

To reply to a message

- 1. Click the message header of the message to which you want to reply.
- 2. On the Standard toolbar, click the Reply button.
- 3. Type your message.
- 4. On the Standard toolbar in the message window, click the Send button.

Forwarding a Message

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To forward a message

- 1. In the Inbox, click the message header of the message that you want to forward.
- 2. On the Standard toolbar, click the Forward button.
- 3. In the To box, type an e-mail address.
- 4. On the Standard toolbar in the message window, click the Send button.



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To print a message

- In the Inbox, click the message header of the 1 message that you want to print.
- 2. On the Standard toolbar, click the Print button.

Printing a Message with an Attachment

To print a message with an attachment

- 1. In the Inbox, click the message header of the
- message that you want to print.
- 2. On the File menu, click Print.
- 3 In the Print options section of the Print dialog box, select the Print attached files check box and click OK.



To find a message

- 1. On the Standard toolbar, click the Find button.
- 2. In the Look For box, type the search criteria.
- 3. Click the Find Now button.

Recalling a Message

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To recall a message

- 1. Open the Folder List.
- 2. Click Sent Items.
- 3. Double-click the message header of the message that you want to recall.
- On the Actions menu of the message window, 4 click Recall This Message.
- Choose to delete the unread message or delete 5.
- the unread message and send a replacement. 6. Click OK.

Deleting a Message

To delete a message

- 1. In the Inbox, click the message header of the
- message that you want to delete.
- 2. On the Standard toolbar, click the Delete button.

Emptying the Deleted Items Folder

To empty the Deleted Items folder

- 1. In the Folder List, click Deleted Items.
 - Select the message or messages that you want to 2 delete.
 - 3
 - Press Delete and click Yes. Or
 - On the Tools menu, click Empty "Deleted Items" Folder and click Yes.

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Saving Drafts

To save drafts

- In the top-right corner of the message window, click the Close button and then click Yes. •
- Or
- On the Standard toolbar in the message window, click the Save button, and click the Close button • in the top-right corner of the message window.

Retrieving a Draft To retrieve a draft

- 1. Display the Folder List and click the Drafts folder.
- 2. Double-click the desired message to open it.
- 3. Complete or edit the message and send it just as you normally would.

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