Chapter 8   Using Help in Outlook Express

Learning More About Outlook Express

We have covered only a portion of the many features of Outlook Express. It is important to learn all the features and controls of your e-mail program. There are a number of other e-mail programs that you may prefer but you will never know if you do not investigate them. You will never know if they are better or not if you do not learn all the features of this free program, Outlook Express. It comes with your operating system and is the basis and an established standard of the way e-mail is handled on the Internet.

From your initial opening window of Outlook Express click on "help" on the menu bar at the top of the window. Choose "Contents and Index" which opens the window pictured here. Maximize the window so that it fits your whole screen. From this list start at the top and go through each one of the subjects. It is the best way to totally learn this program.

It will also create a lot of questions. Answering these questions and solving your problems is what this workshop is about. When you have a question, write it down and bring it to our sessions. Everyone learns from your questions.

Don't stop here. E-mail is the most popular and important part of the Internet and has become a major part of our society's life. It is becoming more and more everyday the way we communicate but equally important it is FREE.

Going to the postal mailbox and bringing in the mail is a normal function of our daily lives. Your e-mail inbox is becoming just as important and routine. Learning to manage this function makes life more efficient and easier. Your learning process begins here. The more thorough you learn your e-mail program the faster and easier you will learn other programs