

## Email Organization



There are several things you can do with all those e-mail in your in-box within Outlook Express and you will just have to decide which idea here is right for

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**Organize your Inbox.** After a short period of time, your Inbox can collect lots of e-mail. Of course you may delete the ones you don't want by highlighting the e-mail and clicking the Delete button on the menu bar, or right-clicking the e-mail and selecting Delete from the pop-up menu, or pushing the delete button on your keyboard.

Consider organizing your received e-mail into categories. Subfolders you create in the Local Folders appear in the top-left pane. Right-click Local Folders and click New/Folder on the pop-up menu. Under Folder Name, type a name for the subfolder like "saved mail" and click OK. Follow this technique to create categories (subfolders) of received e-mail, for instance to gather mail you receive that is personal, family, or work related.

Now, how do you get those messages over to your folders? One way is to click on your message at the top and holding the left mouse button down, drag it over to the folder you want it in and when that folder turns blue let the mouse button go. This is called dragging and works well to put random messages into the file you want them stored in.

But, if you receive daily e-mail from a place or person and you want them to go into the folders automatically you can. This is called setting up message rules.

### *To create a rule for mail messages*

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail**.
2. Select the conditions for your rule by selecting the desired check boxes in the **Conditions** section. (You must select at least one condition.) I usually select "when the from line contains". It helps to have your address of who the rule is for in your address book even if it is a business or daily e-mail from a site. You can specify multiple conditions for a single rule by clicking more than one check box. Select the actions for your rule by selecting the desired check boxes in the **Actions** section. (You must select at least one condition.) "move it to a specified folder"
3. Click the underlined hyperlinks in the **Rule Description** section to specify the conditions or actions for your rule. You can click **contains people** or **contains specific words** in the **Rule Description** section to specify the people or words you'd like Outlook Express to look for in messages. If you enter multiple people

- or multiple words per condition, use the **Options** button in the **Select People** or **Type Specific Words** dialog boxes to further customize the condition.
4. In the **Name of the rule** box, select the default name, type a new name for your rule, and then click **OK**.

### *Notes.....*

- You can create a rule from a message by selecting a mail message in the main window and then on the **Message** menu clicking **Create Rule from Message**. This helps by automatically filling in the name of the person on the **From** line; no other information from the message, however, is entered into the rule.

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### *To apply a rule to already downloaded messages*

New rules you create, whether for mail or news messages, will be applied to new, incoming messages. To apply rules to messages that have already been downloaded to your computer, you can do the following:

1. On the **Tools** menu, point to **Message Rules**, and then click **News** or **Mail**, depending on whether you want to apply mail rules or news rules to downloaded messages.
2. In the **Message Rules** dialog box, click the **Apply Now** button.
3. Select the rules you want applied to messages that have already been downloaded, or click **Select All** to select all your current rules.
4. Click the **Browse** button to select the folders or newsgroups you want to apply the selected rules to. Inbox is already selected by default.
5. Click the **Apply Now** button to apply the selected rules to the folders or newsgroups you designated.

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**Right-click e-mail.** Outlook Express' upper-right pane displays e-mail contained in whichever folder you highlighted in the Folders pane. Right-clicking any of the listed e-mail produces a pop-up menu enabling you to Open, Print, Reply, Forward, Mark (As Read or Unread), Move, Copy, or Delete the highlighted e-mail. You may also Add Sender to the Address Book.

If you delete e-mail in these folders you created, you must have the e-mail highlighted and not the folder or you will delete your folder and all your messages. It will warn you before doing so giving you the option to say no. And remember, if you delete e-mail, you must right-click Deleted Items in the Folders pane and click Empty Deleted Item Folder to actually delete the e-mail from your account. You can also click the Reply, Reply All, Forward, Print, and Delete buttons located on the Outlook Express Toolbar to enable the respective action on a highlighted e-mail in the upper-right pane.

**Copy, paste & save e-mail.** You may work on your e-mail in much the same way as you would a regular word processing document. Highlight a received e-mail, and the message text displays in the bottom preview pane. In that pane, you can highlight part of the message text and right-click the highlighted part. This function lets you Copy the selected text to another e-mail or perhaps a Windows application. After clicking Copy, go to the file to which you wish to copy the highlighted information, right-click an area within the file, and click the Paste function located within the pop-up menu.

You can also highlight sections of an e-mail. Click File/Print and when the print window pops up you can change it to print just the Selection and only the highlighted material will print.

If you receive a picture you want to save in e-mail or as an attachment, highlight the picture or graphic, right-click it, and choose either Save Picture As... (a picture file) or Save Background As... (Wallpaper for your Desktop) or print in the pop-up menu.

**Create e-mail: fast tips.** The New Mail button on the Toolbar launches the New Message window, which enables you to create e-mail. If you have more than one e-mail account, the From: dialog displays your e-mail address. Click the arrow and select the e-mail address from which to send your message (if you have one e-mail account, the From: data field will not appear and the Outlook Express uses the default e-mail account).

Click the book icon to the left of To: to select an address from the Address Book to send the e-mail or just type in the e-mail address to which you want the message sent. If you would like to send a carbon copy of the e-mail to someone else, click the book icon to the left of the Cc: field and select an address. To send blind carbon copies so that no one will see who else you sent the mail to click on the Bcc: If you don't have one, click on View/All Headers.