

## Forward Email in Outlook Express



It is great to receive e-mail jokes but not always great to have to scroll a mile to find the joke or keep double clicking attachments till you actually find the message. It is easy to forward a joke and remove the names of all the people who have already received it and all the other junk.

If the joke you want to forward has been attached many times, open each one till you can read the joke. Now, with the joke in front of you, push the forward button. Now you have an e-mail you can send. Here you can delete anything you do not care to forward by clicking at the start of the mess and holding down the left mouse button and dragging till all you want deleted is highlighted. You can use the delete button on the task bar or on your keyboard to remove all but the joke. Now you are ready to send the e-mail to all your friends that is politely cleaned up.

One more nice thing to do when sending mail to many people on a list is to use the BCC (Blind Carbon Copy). In this way, everyone will not see who else you forwarded the message to. Helps keep people's e-mail addresses more private. If you don't have BCC on your new message, click on View/All Headers at the top. When using BCC, some mail servers will read it as a SPAM message unless you put yourself in the TO section. Hey, then you get a cleaned up joke as well...