

HOW TO USE OUTLOOK EXPRESS:

Double Click on Outlook Express

Click on New Message or New Mail

Put a valid E-Mail Address in the To: Field

Put something in the Subject: Field

Put something in the body of the message

Click on Send

To Get Your Mail, Click on Send and Receive.

You must be on line with IGS to actually SEND or RECEIVE Mail.

HOW TO SEND AN ATTACHMENT WITH OUTLOOK EXPRESS:

- Go to Outlook Express
- Start the Email as per normal
- Put a valid email address in the To field
- put a subject in the Subject field
- type in the body of the message
- click on the paper clip
- find the folder or directory that the file is in that you want to send
- click on the file, it will appear in the body of the message, it is now attached
- click on send
- if you are on line it will automatically be sent, if you are off line, connect then click on send and receive

HOW TO VIEW AN ATTACHMENT WITH OUTLOOK EXPRESS:

- Go to Outlook Express
- Be sure you are on line
- click on send and receive to get the mail
- click on the message in the inbox to view it
- click on the file that is attached
- if you have the proper program on your computer it will automatically start the program and show you the file that has been sent
- if it does not automatically open the file for you then you will need to know what type of file it is and what program it was created in on the other person's computer
- you will need to open the attachment in that program manually. You do this in multiple steps
- highlight the attached file
- click on save and put it in a folder on your hard drive where you will be able to find it again, eg My Documents
- open the program that the file was created in, eg Excel or Word or Word Perfect etc.
- click on File and Open
- find the file that you need to open
- the file should now open in front of you.