

Here is a quick review of the icons shown enlarged below:



Send: Send message to Outbox (message is not actually sent until you connect to Westat).

Cut, Copy, Paste: Used to cut, copy, or paste highlighted text (these don't activate until after you type text into the message and highlight it).

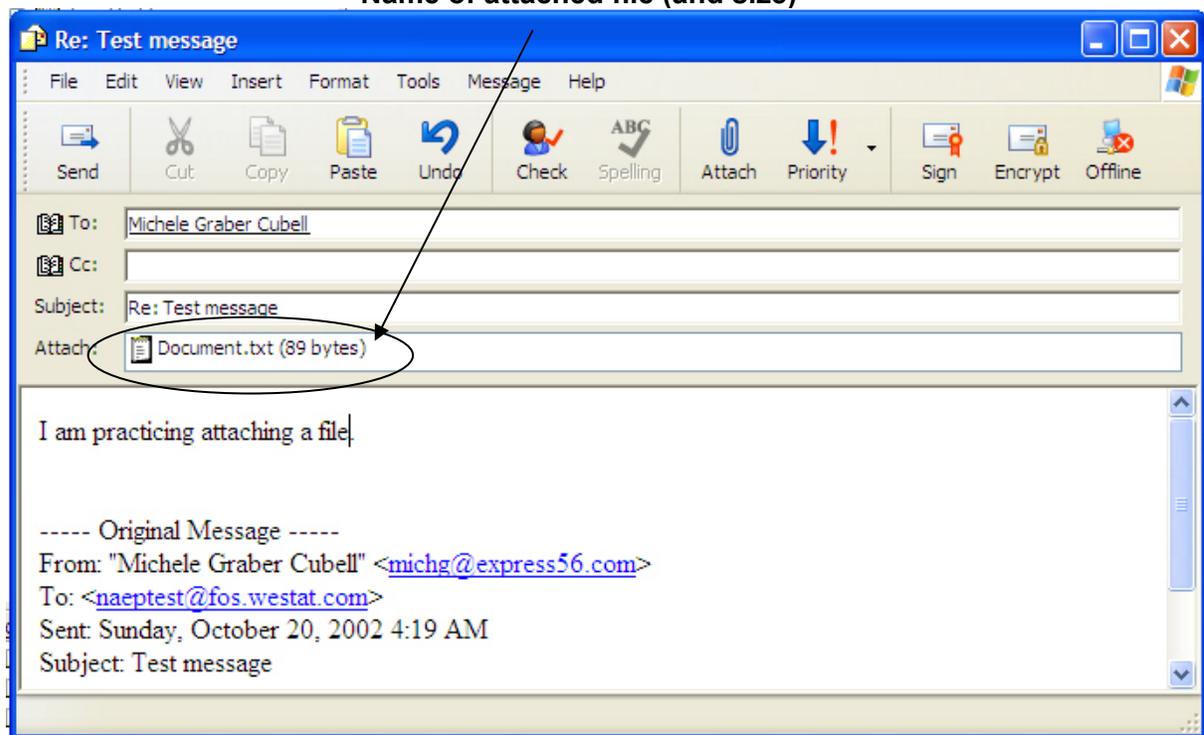
Undo: Use this to "undo" (get back) the previous text deletion.

Check: Use this to verify the correct spelling of mail addresses (in "To:" or "Cc:") against your address book (Contacts).

Spelling: Spell check is not available.

Attach: Allows you to attach a file to your message. Click once and the "Insert Attachment" window pops up. You can then use the "Look in" field to search through directories on your hard disk and locate the file you wish to attach. Double-click on the file name (or click once, then click on "Attach") to attach it to the message.

Name of attached file (and size)

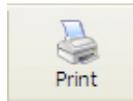


If you receive a message with an attachment, double-click on the file name within the body of the text to open it. **Please note**, you cannot open a file unless the software the

file was created in is installed on your computer. For example, you will not be able to open an Excel spreadsheet unless you have Microsoft Excel installed on your laptop.

Priority: This option attaches a flag to the message indicating whether it's high, normal, or low priority. In most cases, only the "high" option is used (the default is "normal" and most people wouldn't want to flag an email low priority). You can select the priority by clicking on the Priority icon or selecting the drop-down list next to the icon. **Please note, the only purpose of this function is to alert the recipient to a "high priority" message when they receive it in their Inbox. It has no impact on the speed at which a message is delivered to or read by the recipient.**

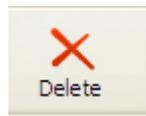
Printing



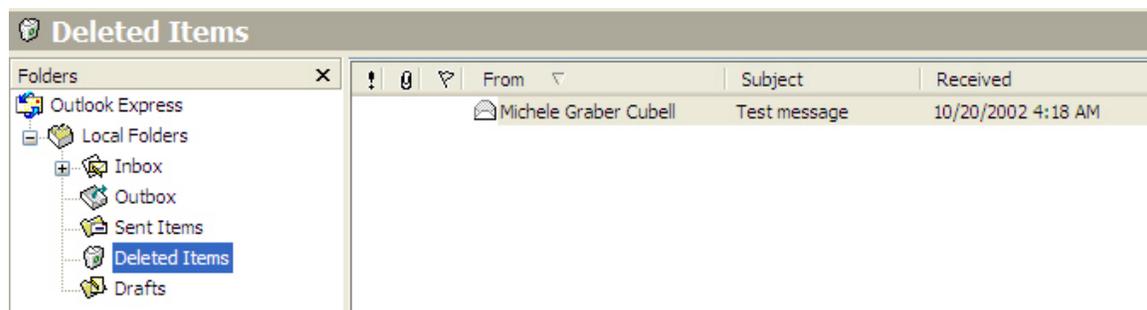
If you have a printer attached to your laptop, you can print any message by clicking on it once in the folder list highlighting the message and then clicking on the **Print** icon. You can also print within an opened message by clicking on the **Print** icon, or choosing **File Print** from the menu.

To print an attachment, double-click on the attachment file name to open it, then print the document from within the appropriate file software application (e.g., Excel to print an Excel spreadsheet).

Deleting Messages



You can delete messages from any folder other than the Deleted Items folder by clicking once on the message (highlighting it) and then clicking on the Delete icon. The message will automatically be moved into the Deleted Items folder. You can also drag and drop a message to Deleted Items as you would from any folder to another.



Multiple messages may be deleted at one time by clicking on the first message, then holding down **Shift** or **Ctrl** before clicking on another message. **Shift** allows you to mark a continuous block of messages, and **Ctrl** allows you to mark one message at a time. Once all messages are highlighted, click on **Delete** to move them into Deleted Items.

Messages are retained in Deleted Items until you until you choose **Empty 'Deleted Items' Folder** from the Edit menu. You can also change a default setting under "Options" on the Tools menu to automatically empty the Deleted Items folder when you exit from OE.

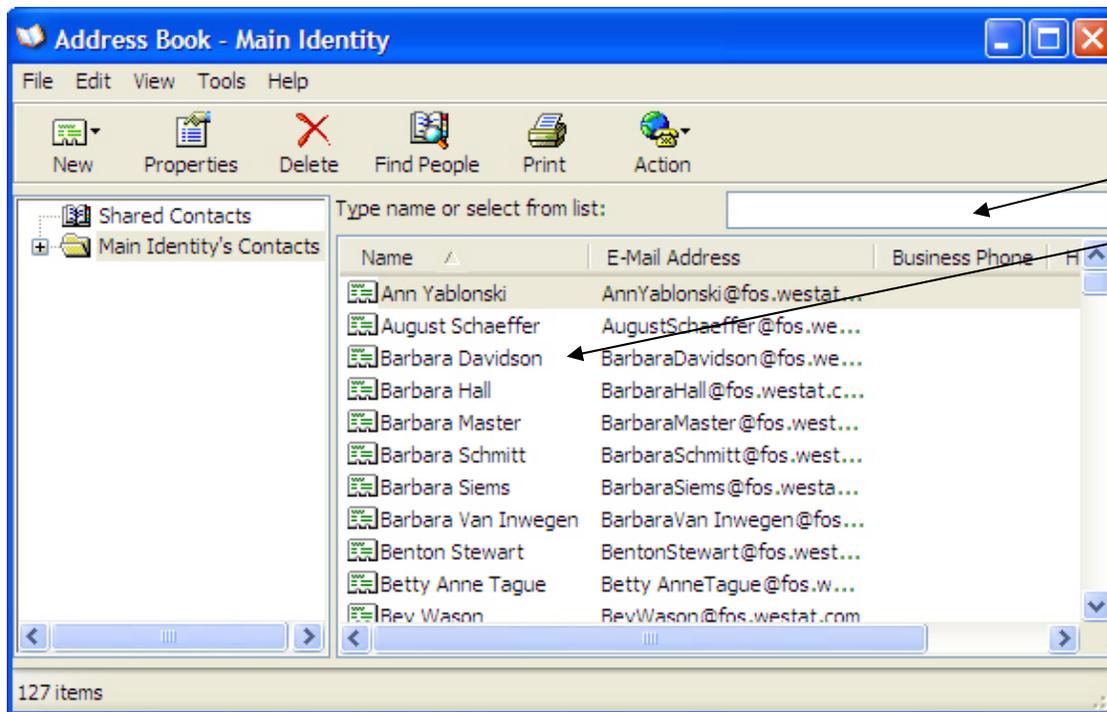
If you move a message into Deleted Items and change your mind, you can drag and drop it back into its original folder. However once you choose "Empty Deleted Items," it is not possible to retrieve a message.



Address Book Features

Your version of OE will be set up with the address book containing NAEP field staff and home office staff names. As previously described, you can use the "To:" or "Cc:" buttons to access the address book and insert recipients into a new, forwarded or reply message.

At times you may want to go directly to the address book to add or delete names, or to update information for existing names. To do so, click on the **Addresses** icon and a screen similar to the following will appear (your list will be shorter or longer, depending on how many Westat staff you interact with using email).



Type name here or click on name in the list to select.

One of the nice features of OE is that you can add a large amount of business and personal information such as phone number, home/work addresses, fax number, and other relevant data to each basic address book entry (name and email address). This allows your address book to also function as a “contacts” list, which can be used as a quick reference for a phone number or other information.

To add someone to the address book list, click on the **New** icon and select **New Contact**. OE will then prompt you to fill in the appropriate information. You can *delete* an entry by clicking once on the name (highlighting it) and then clicking on the Delete icon. You can **view or update** information for an entry by clicking once on a person’s name (highlighting the name) and then clicking on the **Properties** icon.

OE allows you to enter a new address recipient (contact) in several places:

In the OE window, Select **File, New**, then **Contact**; OR

Choose **Tools, Address Book**, then **New**, then **New Contact**; OR

Click on the **Addresses** icon, then select **New**, then **New Contact**.

Within the Message window, select **Tools, Address Book**, then **New**, then **New Contact**.

Within the Address Book window, select **New**, then **New Contact**.

Please note that the format of the names and email addresses that you see in your computer may not be exactly the same as the examples in this document.

Personal Groups

You can create personal groups of addresses from your address book by clicking on the **Tools** menu, **Address Book** and choosing **New**, then **New Group**. Alternatively, you can click directly on the **Addresses** icon, then select **File, New Group** or click directly on the **Addresses** icon, then click on the **New** icon, then select **New Group**.

The following Properties screen will appear:

This tab allows you to enter optional address, phone, fax and comments information.

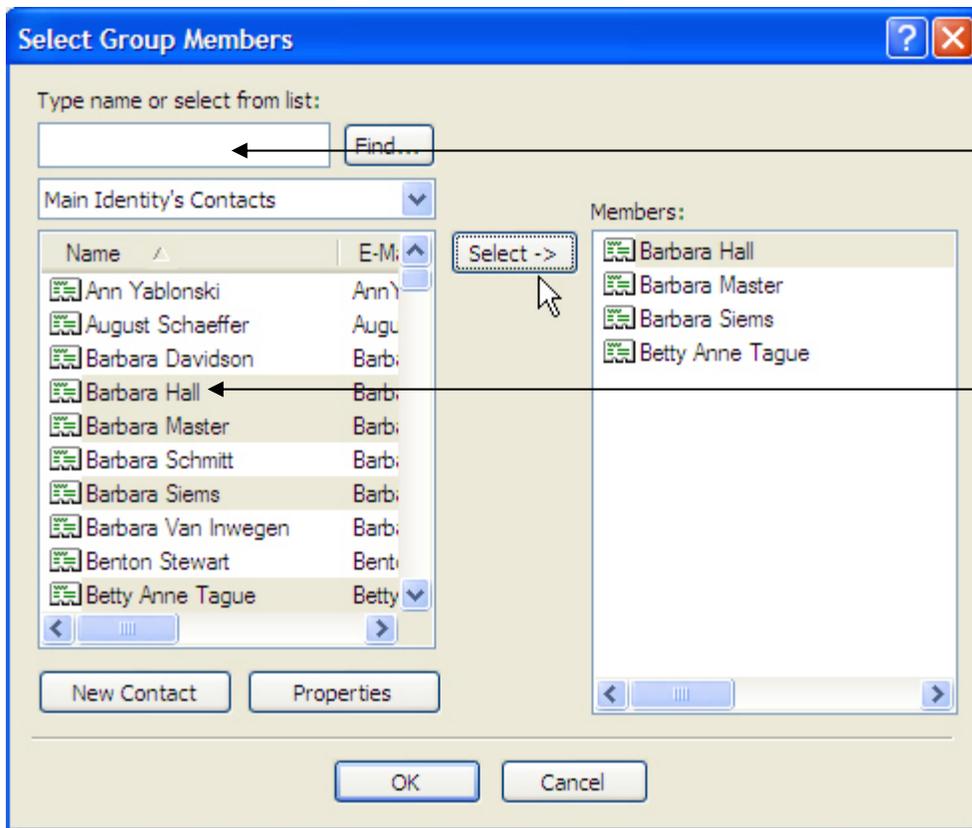
Type the group name of your choice here.

Click here to select members from your address book. You can also add a new address listing (contact) by clicking new contact.

When you click on the **Select Members** button, the Select Group Members screen will appear (see next page). Click on the member's name, then on **Select** to add one name at a time to the group list. You can also double-click on the name or use the Windows **Shift** or **Ctrl** keys to make multiple selections at one time.

When finished, click on **OK** to accept. You can create as many group lists as desired.

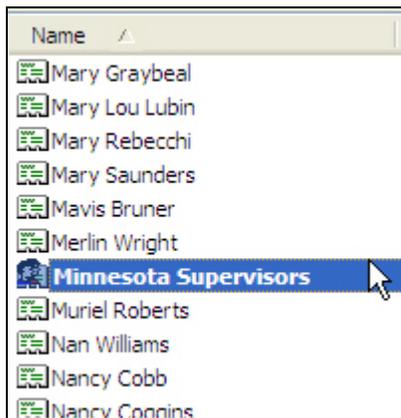
If you ever change your mind, you can delete a name from the Members list by highlighting the name and pressing **Delete**. You can also delete a name from the list while in the "Group" screen by clicking on the name and then clicking on **Remove**. Click **OK** when the list is complete.



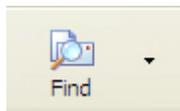
You can search for a name (in a long address list) by typing it here.

Select names then click on "Select" to move them to the list.

You can modify a group list at any time by returning to the Address book and double-clicking on the group name.

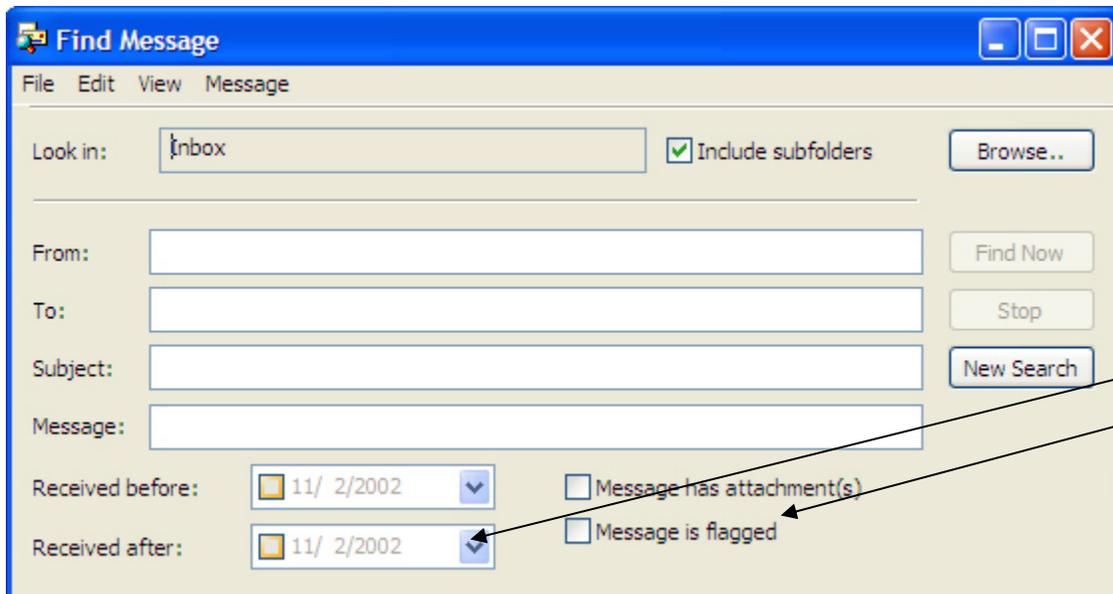


The group will be included in your list of contacts with the name you gave it as illustrated here.



Find

Use the Find option if you want to search for messages from or to a certain person, containing a certain topic in the “Subject” field, or containing specific text in the body of the “Message” field. You can also search for messages received before or after a certain date, by flag, and by whether the message has an attachment.



You can combine any of these selections with your search criteria.

You can also limit the search to one folder or a high-level folder and all of its subfolders. Click Browse to select the folder and make sure “Include subfolders” is checked if you want to search within all subfolders.

Click on “Find Now” and OE will search for all messages meeting your criteria, then list them below the Find Message window. To view a message, simply double-click on it.

Creating a Folder

Creating your own folders allows you to organize your email messages. You can **add a new folder** at any time by clicking on the folder under which you want the new folder (a subfolder) to be shown. Messages can be moved from one folder to another by dragging and dropping with the mouse.

As an illustration, we will create a folder called “Messages from FM”. Since we want it to be under the Inbox folder, we begin by clicking on the Inbox folder. Then, choose **File** (menu item), **New**, and **Folder**, as shown below.