

3.7.1 Viewing Folders Besides the Inbox

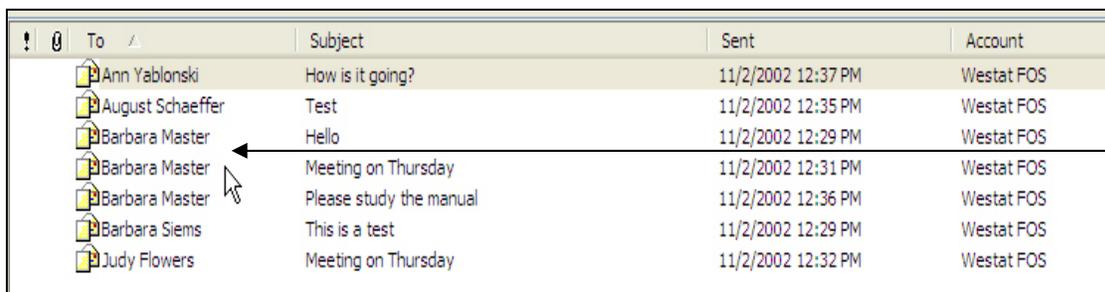
Click once on the folder name to change to the folder and see a list of messages in it. If a folder has a '+' sign next to it means there are sub folders. Click on the plus sign to show the subfolders. When a folder is expanded to show subfolders it will have a '-' sign next to it. Click on the minus sign to hide the subfolders.

3.7.2 Moving Messages Between Folders

You can move a message from one folder to another by clicking on the message and dragging it to the new location.

3.7.3 Sorting Messages in a Folder

In any of the folders – **Inbox**, **Outbox**, **Sent Items**, **Deleted Items** and **Drafts** - you can sort the messages to appear in an order you would like. The default is that the newest message always appears on the top. As an illustration, suppose you want to see all messages you sent to Barbara Master. Click on **Sent Items** (to highlight it) then click on **To** in order to sort the messages by recipient.



To	Subject	Sent	Account
Ann Yablonski	How is it going?	11/2/2002 12:37 PM	Westat FOS
August Schaeffer	Test	11/2/2002 12:35 PM	Westat FOS
Barbara Master	Hello	11/2/2002 12:29 PM	Westat FOS
Barbara Master	Meeting on Thursday	11/2/2002 12:31 PM	Westat FOS
Barbara Master	Please study the manual	11/2/2002 12:36 PM	Westat FOS
Barbara Siems	This is a test	11/2/2002 12:29 PM	Westat FOS
Judy Flowers	Meeting on Thursday	11/2/2002 12:32 PM	Westat FOS

All messages to Barbara Master appear together.

The messages will appear alphabetically by sender. If you want to reverse the order click on **To** again. You can now scroll down to view the messages you sent to a particular person, which will now all be grouped together. The field by which messages have been sorted contains an arrow pointing up or down to indicate the direction of the sort order.

You can sort your messages by any of the fields from the list of messages displayed. For example, in the **Inbox**, you can sort by the **!** field, which sorts according to priority that the message was sent, the **Paper Clip** sign field if you want to easily find messages that had attachments, the **Flag** sign field, which sorts by whether the messages have been flagged, the **From** field which sorts by the senders' names, the **Subject** field, which sorts alphabetically by subject title, and the **Received** field which sorts by date the messages were received (default).

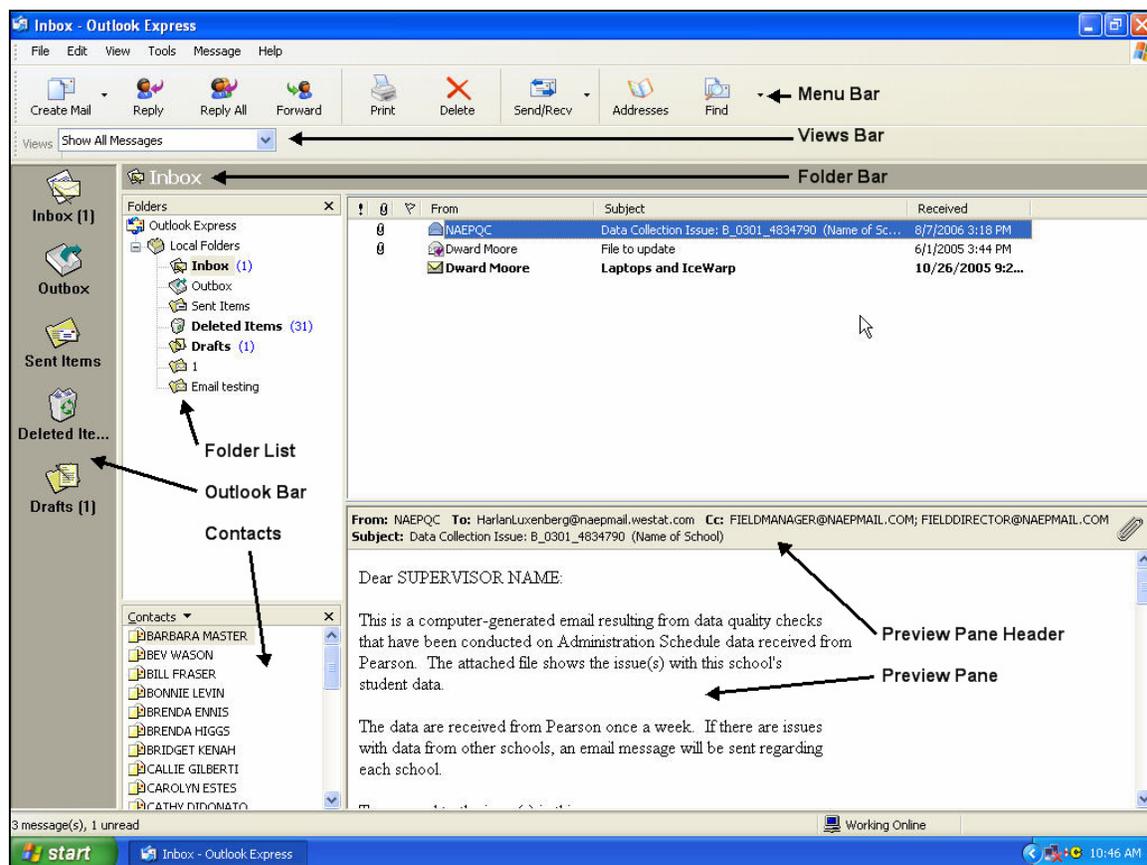
3.8 Goodies

Outlook Express has many features that you may find useful. This section addresses two of them. Customizing the layout 'Main' Outlook Express view (including adding back accidentally removed pieces) and creating an auto-signature.

3.8.1 Customizing Main View

With so many different ways to set up the 'Main View' of Outlook Express it is quite possible that you would prefer the layout be different. This section will explain how to change the layout of Outlook Express' 'Main View'.

First, what are the options? The different elements of the 'Main View' that you can have shown or hidden are:

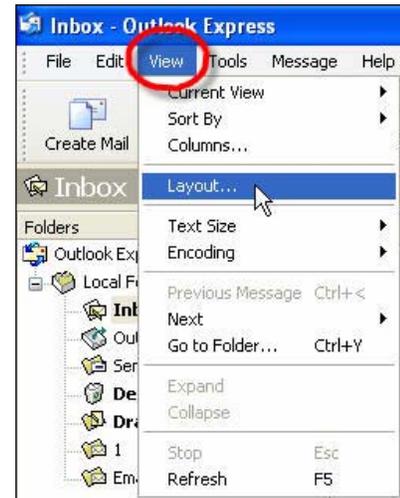


IMPORTANT When you open up Outlook Express for the first time the Outlook Bar and Views Bar will NOT be visible. They are visible in this image to show you what each option is.

If you wish to customize the layout of the 'Main View' then you need to:

Step 1

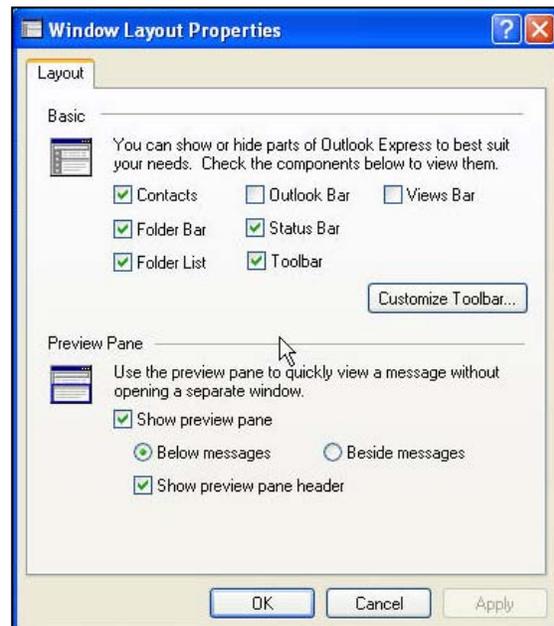
Click on the 'View' tab, scroll down and click on 'Layout'



Step 2

Select which of the elements you wish to remove or add.

When you have finished making your selection click on 'OK'. The box will close and the 'Main View' will refresh to reflect the changes you decided upon.



3.8.1.1 Where did my Folders/Contact Pane Go?!?!

If you found you have accidentally removed the 'Contacts' or 'Folder List' from the 'Main View' you can add them back by following the steps in section 3.8.1. Just makes sure that in Step 2 that there is checkmark in the box next to 'Contacts' and 'Folder List' (not 'Folder Bar' that is a different feature).

3.8.2 Creating and Using an Auto-Signature

Adding a signature (name and contact information) to e-mails you send is a useful tool for providing people with your contact information, especially if they are away from their computer and only have a print out of your e-mail.

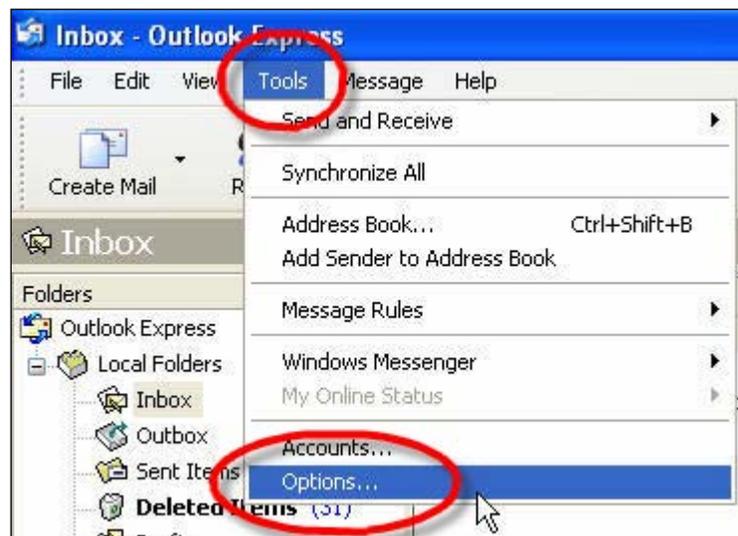
Additionally, a well designed auto-signature helps project the professional demeanor associated with the NAEP assessment.

To...	
Cc...	
Subject:	
<p>Supervisor Name NAEP Representative naep0001@naepmail.westat.com (555)555-5555</p>	

Creating an auto-signature is a very quick process. The steps are:

Step 1

In the Main OE View click on 'Tools' in the menu bar at the top. Scroll down and click on 'Options'.



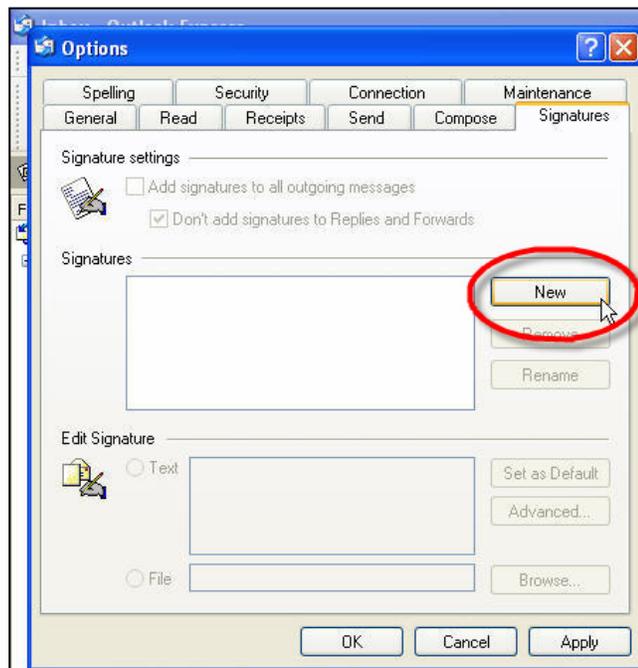
Step 2

In the 'Options' window that opens, click on the 'Signatures' tab.



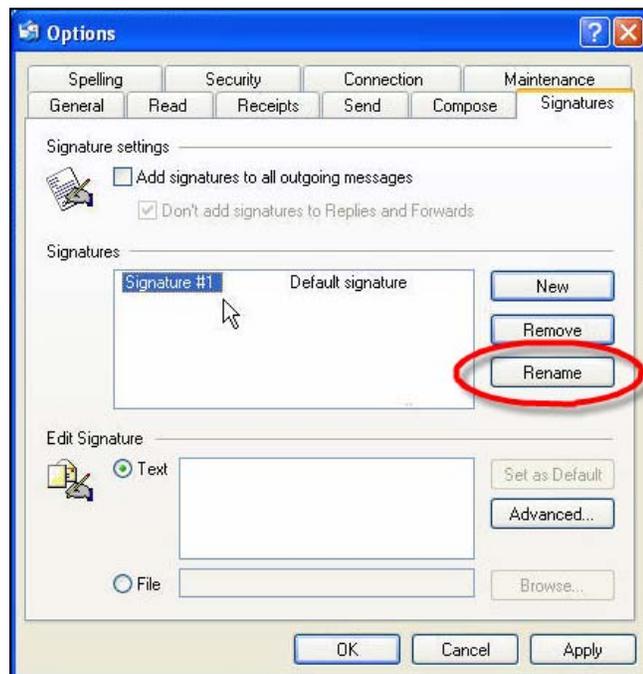
Step 3

In the signatures tab, click on the 'New' button



Step 4

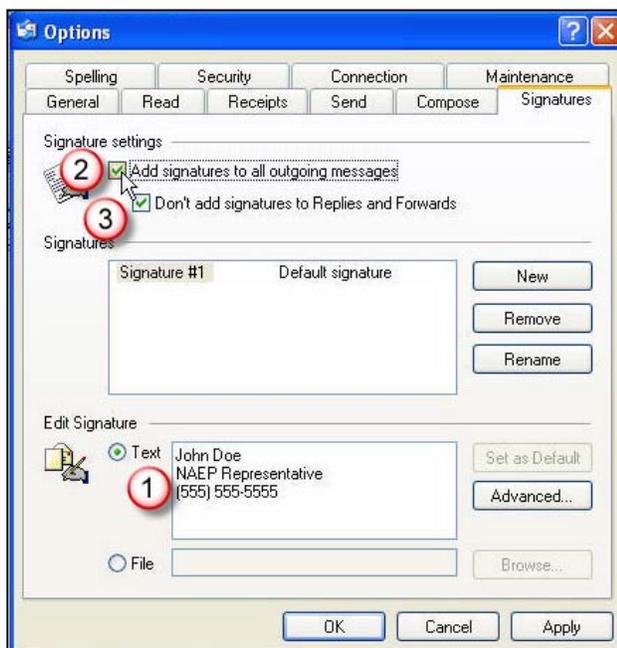
A new, blank, signature is created with the defaulted name of 'Signature #1'. If you would like to change this click on the rename button (circled), though you do not need to rename it.



Step 5

Enter your signature (1) and select if you want to have the signature automatically added to all new messages (2).

Additionally you can decide if you want your signature added to all the messages you reply to as well. It is recommended, at least at first, that you do not attach signatures to your replies to messages as well (make sure the box next to (3) is checked). You can always enable this feature in the future.



That's it. Your auto-signature will now be automatically attached to every new message you send out.

Index

A

Address Book.....	A.2.21
Adding Contacts and Using Contacts	A.2.21
Adding Groups and Using Groups	A.2.22
Attachments.....	A.2.16
Adding Attachments.....	A.2.17
Opening Attachments	A.2.20
Saving Attachments	A.2.18

C

Connecting ('Send/Recv')	A.2.13
Receiving Messages.....	A.2.14
Sending Messages	A.2.12
Creating and Using an Auto-Signature	A.2.30
Creating Folders	A.2.25
Creating Messages.....	A.2.7

F

Folders.....	A.2.25
Moving Messages Between Folders	A.2.27
Sorting Messages in a Folder	A.2.27
Viewing Folders Besides the Inbox	A.2.27

M

Main View	A.2.4
Contacts.....	A.2.4, A.2.7
Customizing Main View.....	A.2.28
Folders.....	A.2.4, A.2.5
Menu/Icon Bar.....	A.2.4, A.2.5
Messages.....	A.2.4, A.2.6
Preview Pane.....	A.2.4, A.2.7
Where did my Folders/Contact Pane Go?	A.2.29

P

Printing.....	A.2.15
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R

Reading Messages	A.2.15
Receiving Messages.....	A.2.14
See Connecting ('Send/Recv')	
Recipients	
BCC (Blind Carbon Copy).....	A.2.10
CC (Carbon Copy)	A.2.9
To:.....	A.2.9
Replying to Messages.....	A.2.11

S

Searching for Messages	A.2.25
Sending Messages.....	A.2.12
See Connecting ('Send/Recv')	

Outlook Express Quick Guide

OVERVIEW

1. Open Outlook Express (OE) by double-clicking on the icon.
2. Draft all messages.
3. *Send* all drafted messages and simultaneously *receive* all incoming mail.
4. System disconnects.
5. Read all messages and, if necessary, generate replies.
6. Repeat steps 2 and 3, if necessary.
7. Close OE.

To create a message:

C1. Click *Create Mail* icon.

C2. Address the message:

- If addressee is in your address list, begin typing name of person in the field labeled "To:" and the system will display names that match. Stop typing when his/her name is displayed.
- If addressee is NOT in your address list, type his/her complete e-mail address in the field labeled "To:"

C3. Press Tab key to move to CC field.

C4. If you want to send a copy of this message to someone in addition to the addressee, follow steps in C2. Otherwise, press Tab key to move to the Subject field.

C5. Give the message a subject.

C6. Press Tab key to move to message area.

C7. Type your message including your name at the end ("sign" the message).

C8. Proofread your message for spelling and grammar.

C9. Click the *Send* icon to send the message to your Outbox.

- Spell check will run. If a word is identified as not being in the dictionary, you will be given an opportunity to add it to the dictionary or ignore it.
- Go to S1.

To create additional messages, go through Steps C1 – C9 for each additional message.

Sending messages:

S1. Click the *Send/Recv* icon.

S2. Select the "service" you want to connect to:

- If you are at home, you can accept the default "Connect to" setting of "1) Westat."
- If you are in a hotel/motel, click on the down arrow button and click on the 8 or 9 prefix option, whichever prefix is needed for outgoing calls at the hotel/motel you are staying in.

S3. Press the Tab key to move to the User Name field.

S4. If your User name (NAEPXXXX) is not displayed, type it in.

S5. Press the Tab key to move to the Password field.

S6. Type your password very carefully as it is case-sensitive (it must be typed exactly as it was given to you).

S7. Make sure that the telephone line is plugged into the computer.

S8. Click on the *Connect* button.

To read messages:

- Double-click on the message information (under From, Subject, Received) in the list of messages.
- Read the message.
- To close the message, click once on the red "X" in the upper-right corner.

To reply to a message:

- Open the message by double-clicking on it.
- Click on the *Reply* icon.
- Type your reply and sign the message.
- Click the *Send* icon.

Close Outlook Express by clicking on the red "X" in the upper-right corner.