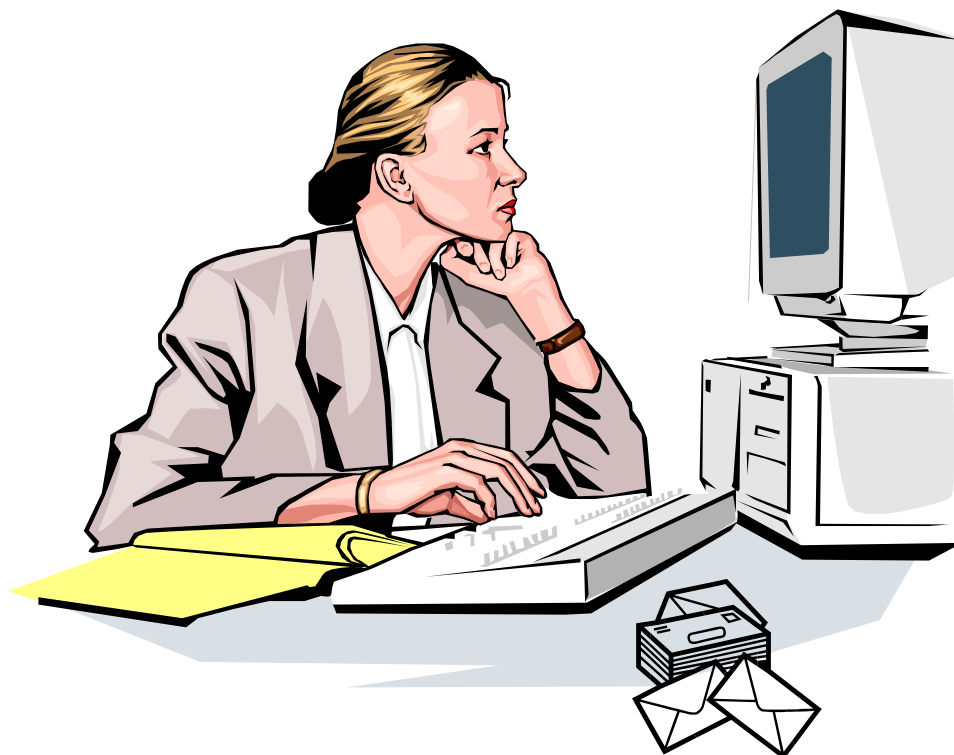


# **Manage Your E-mail; Don't Let It Manage You**

April 28, 2003



# Manage Your E-mail; Don't Let It Manage You

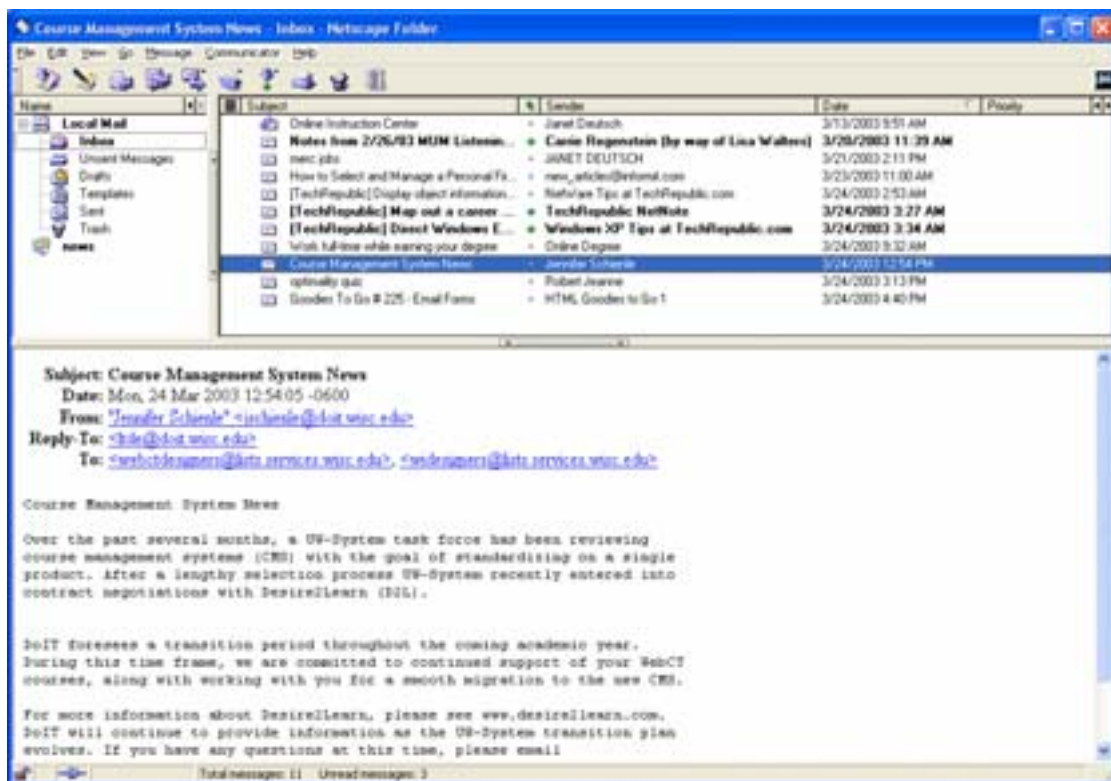
April 28, 2003

## I. Introductions

## II. E-mail Applications

### A. E-mail clients

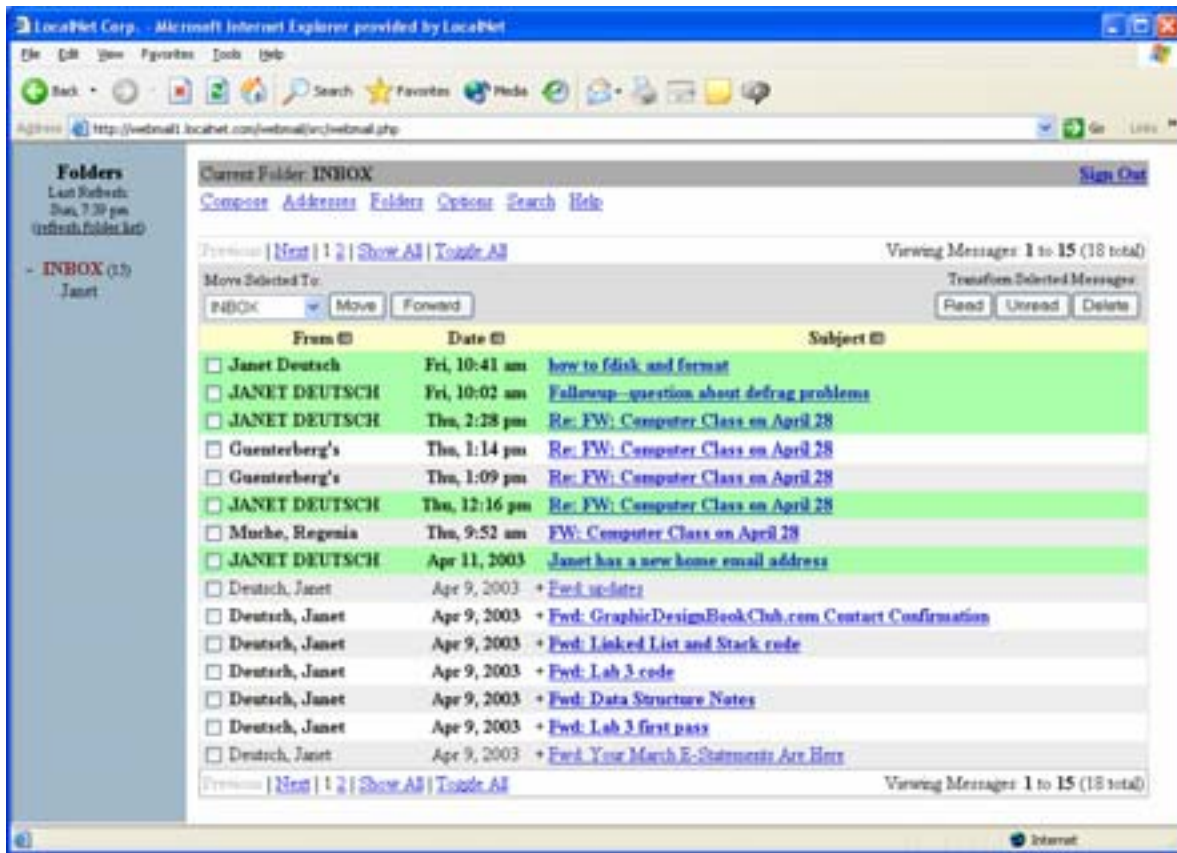
1. Outlook (see additional handouts)
  - a. Tracking your Outgoing Message in Outlook97
  - b. Making a Personal Distribution List
  - c. Archiving Outlook Files to Hard Drive
2. Netscape Messenger (screen shot shown below)



3. Eudora, Pegasus, and many more
4. Contact your ISP for assistance to configure the e-mail client

### B. Web-based e-mail

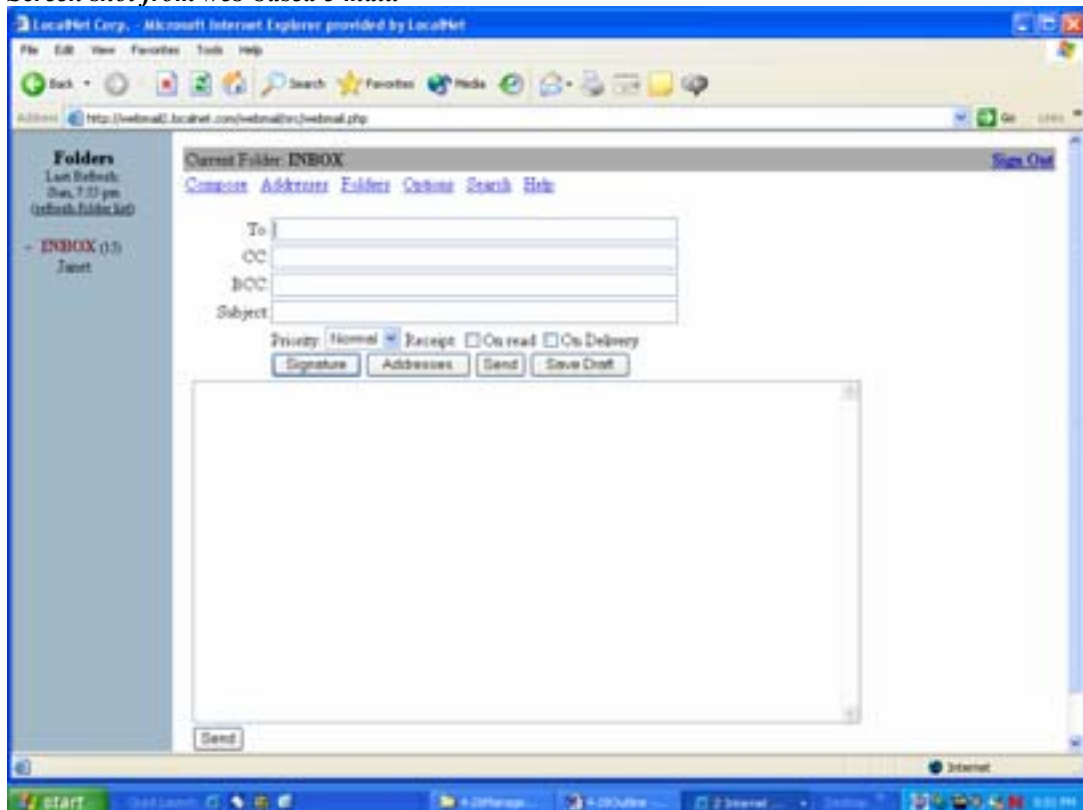
1. Yahoo
2. Hotmail
3. Provided by your ISP
  - a. Powerweb
  - b. Localnet (screen shot below)



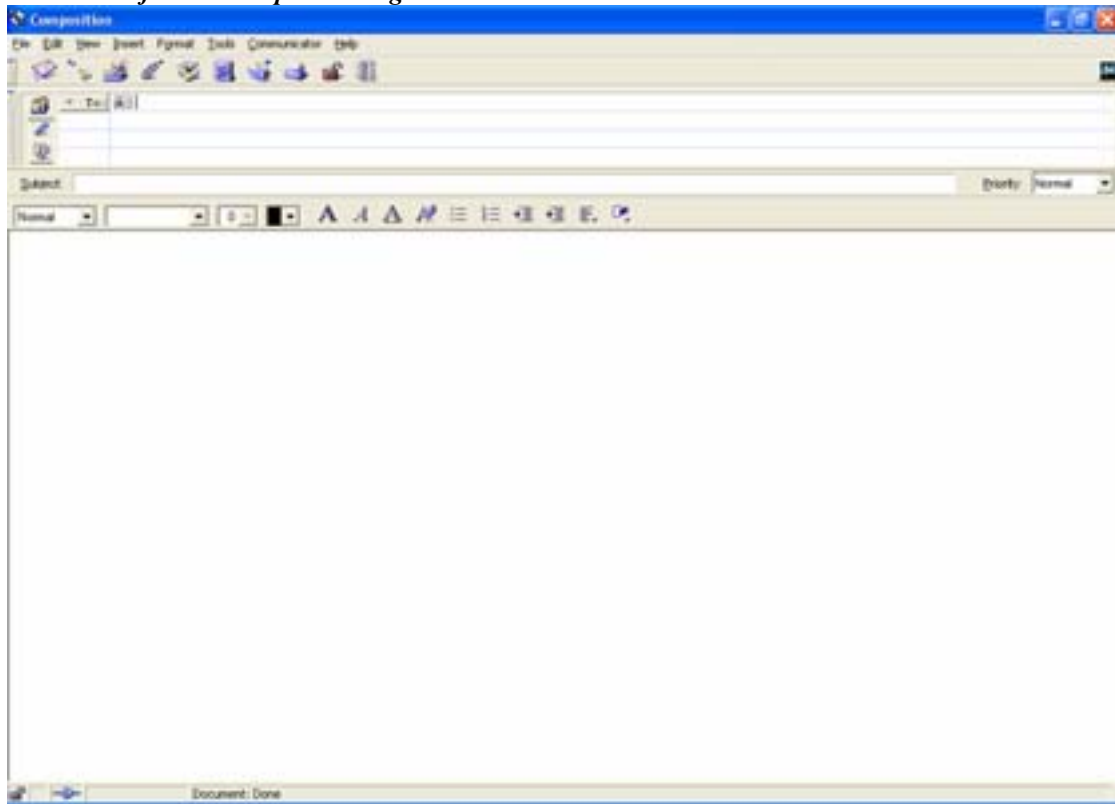
4. E-mail can be accessed from any Internet-connect computer
5. Mailbox size on web-base e-mail is usually controlled

### III. E-mail Functions

*Screen shot from web-based e-mail.*



*Screen shot from Netscape Messenger*



- A. Reply and Reply to All
  - 1. Inserts the sender's e-mail address and allows you to add comments to the sender's e-mail message
  - 2. Attachments can be sent with replies but check with the e-mail setup
- B. Forward
  - 1. E-mail addresses must be inserted
  - 2. Attachments may or may not be forwarded with e-mail message; check with the e-mail setup
- C. Compose
  - 1. New e-mail message
- D. Copy and Paste
  - 1. Copy and paste text from other documents
    - a. Word processing, web pages, other e-mail messages, etc.
- E. Attachments to Messages
  - 1. Word Processing
    - a. rtf, doc, wpd, txt
    - b. doc; MS Word document
    - c. wpd; Word Perfect document
    - d. rtf; retains most of the formatting from a doc and wpd document, non-proprietary and very portable
    - e. txt; hardly any formatting, non-proprietary and very portable

2. Image Files
  - a. jpg, tif, bmp
  - b. jpg; non-proprietary and very portable

#### IV. Saving E-mail

- A. Saving e-mail messages
  1. Save to hard drive or My Computer as a word processing file
- B. Saving attachments
  1. Click on the attachment icon, the file name of the attachment
    - a. Choose to save to hard drive or open
  2. Open the attachment inside of the appropriate application
    - a. image editing software for pictures
    - b. doc files open in MSWord, wpd files open in WordPerfect; rtf files open in almost any word processing application
    - c. ppt files open in PowerPoint
    - d. jpg files open in images browsers and image-editing software
    - e. bmp files open in PowerPoint or Microsoft images software
    - f. tif files are usually very large files but can be inserted into MSWord files to view or can be opened in some image-editing software
    - g. zip files are compressed and need an application such as Winzip to expand or uncompress the files

#### V. Questions, Comments, and Evaluations

- A. Questions from tonight's workshop
- B. The next computer Workshop, "You Mean I Can Be Creative with My Computer" is scheduled for Thursday, May 29.
  1. Scanned images
  2. Images from digital camera
  3. Image resolution and how it affects file sizes
  4. Using Paint, MSWord, and more to make greeting cards, business cards, letterhead and more.
- C. Suggestions for more computer workshops
- D. Flashback: Information on Defragging Your Computer
  1. Go to Microsoft's Knowledgebase at <http://support.microsoft.com/default.aspx?scid=kb;EN-US;186978>
- E. Please fill out the workshop evaluation
- F. Join the tech team meeting tonight immediately following this workshop

## **Evaluation: Workshop for April 28**

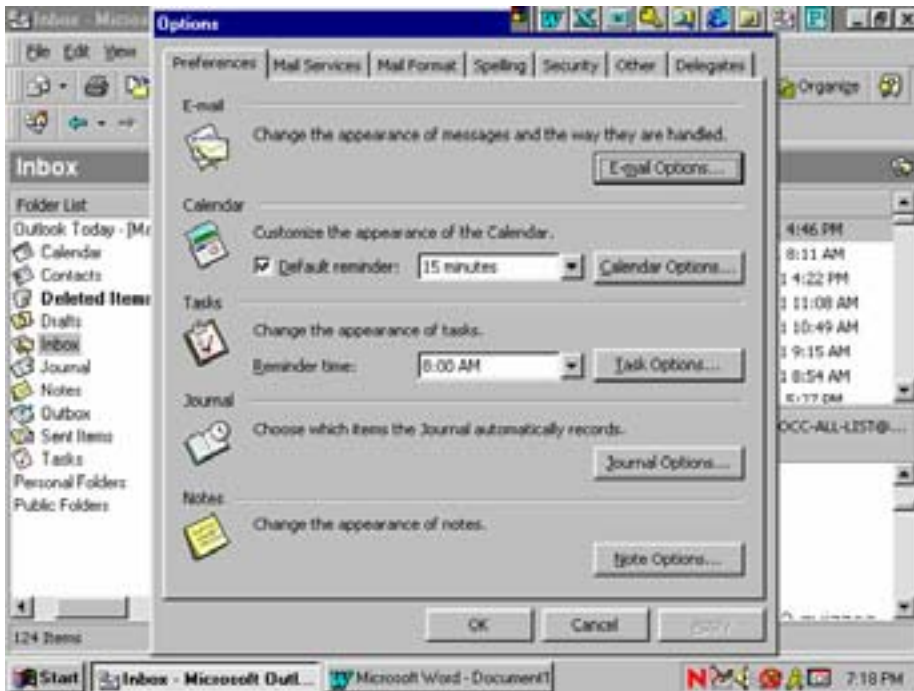
1. Were the topics covered in this workshop helpful to you?
2. Would you recommend a workshop like this to friends and family members?
3. Were the handouts helpful?
4. Was there enough time to discuss questions?
5. Suggestions for future workshops.
6. Would you be interested in working with the Dodge County 4-H Tech Team? May we contact you by phone and email?

**Thank you!**  
**The Dodge County 4-H Tech Team**

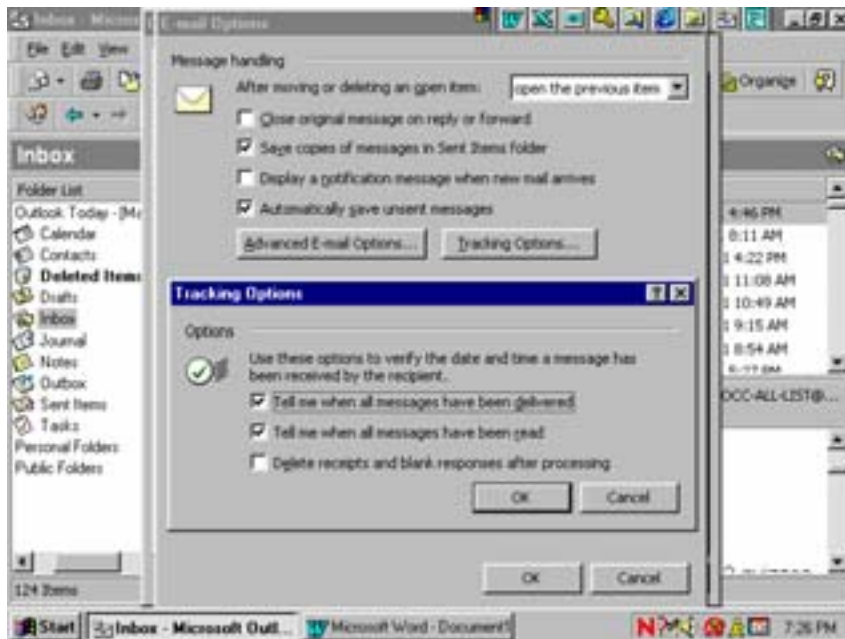
# Tracking your Outgoing Message in Outlook97

If you wish to know when a message has been delivered and/or a message has been read on a global (all of your outgoing message) Here are some easy steps.

On Main toolbar click on Tools, scroll done to Options.



In the Options box there are tabs. Under the Preferences tab click on E-Mail Options, then click on Tracking Options. Click on the boxes you want to apply to your outgoing mail. Then OK out.

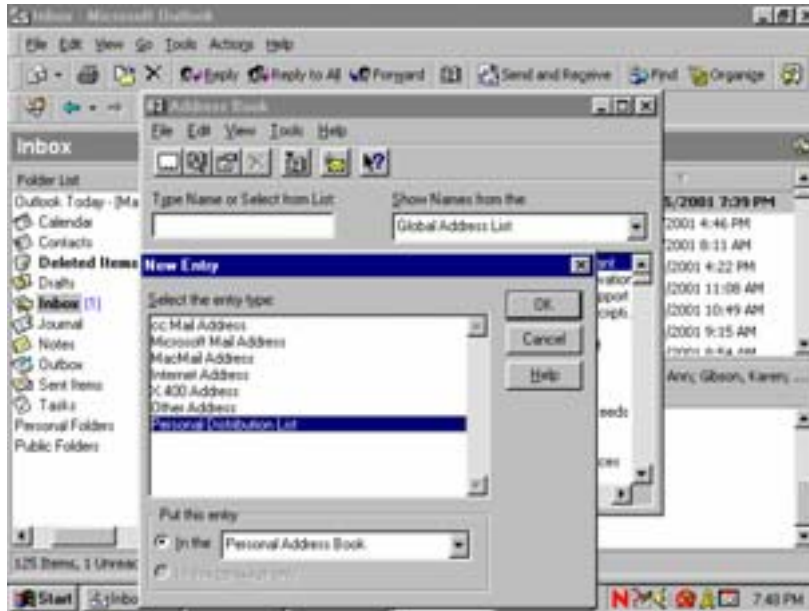


You can track just individual messages as well. When you have a new message open, on the Main Menu bar click on View, then scroll to Options, then in the middle of the section – Voting and Tracking check the box(es) you want applied to the message.

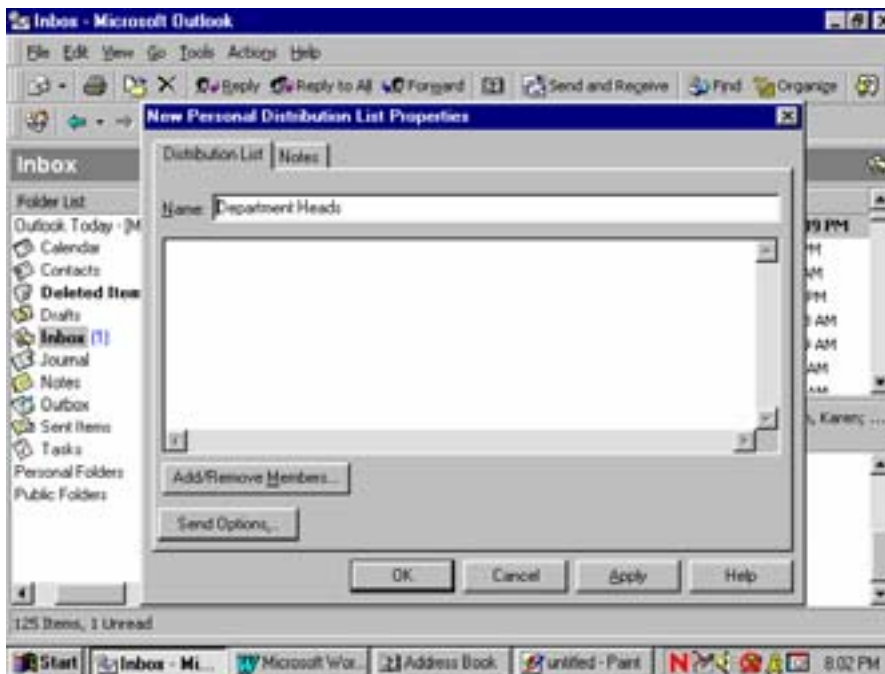
# Making a Personal Distribution List

Click on the Address Book Icon on the Standard Tool bar.

Click on the Index Card Icon. You will get a New Entry box, then highlight the words Personal Distribution List.



A New Personal Distribution List Properties box appears. Fill in the name you want for your distribution list. Then Click on the Add/Remove Member button



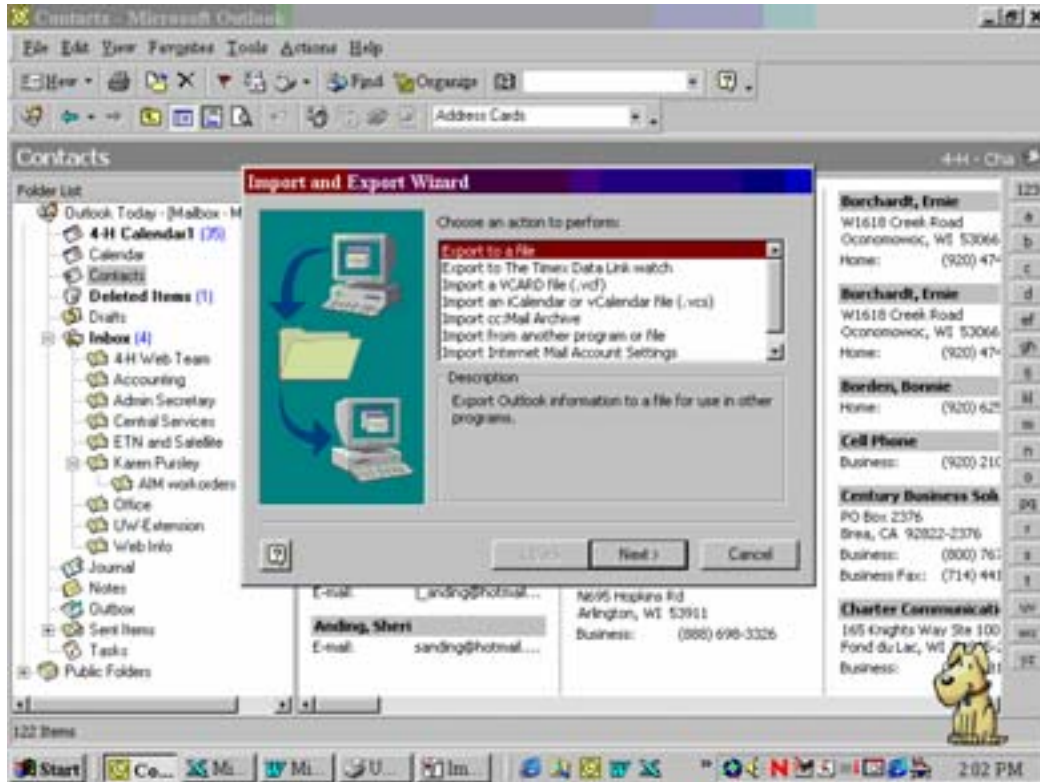
Add the members you want from the lists that you want (you can mix people from different list like some from the global address list, some from the Outlook address book and some from your personal address book).

Finish your list, Click on Apply then Okay.

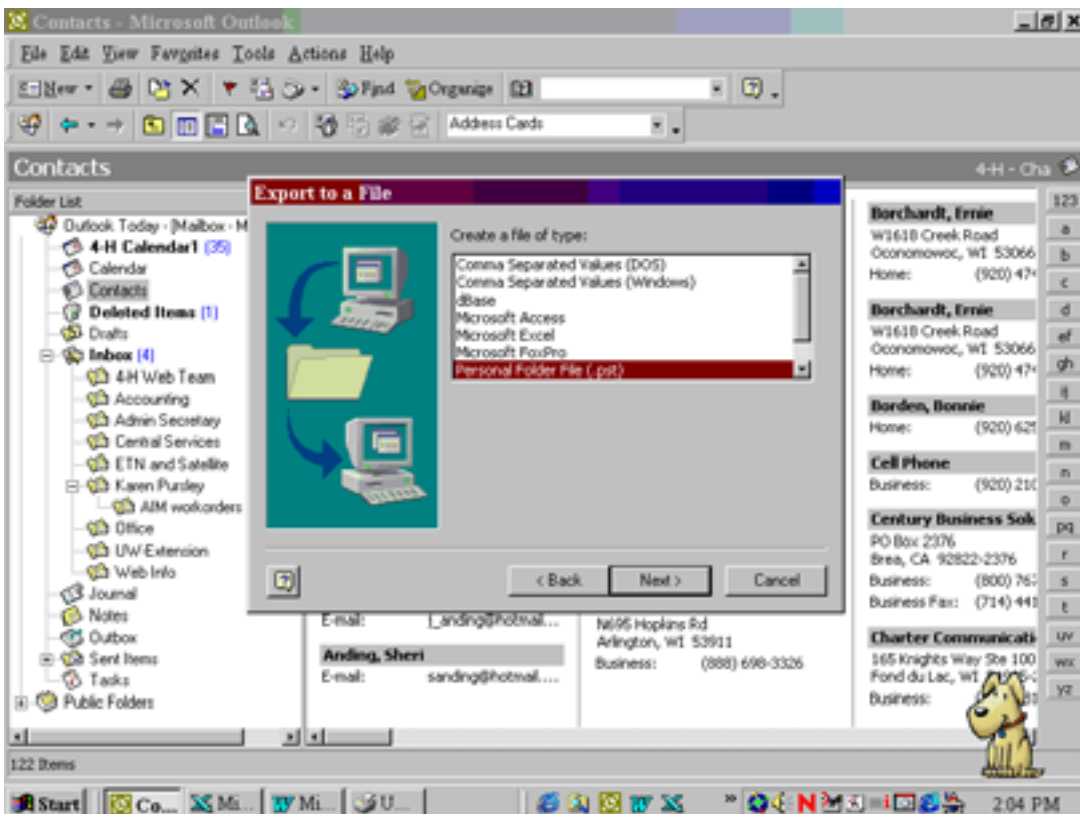
# ARCHIVING OUTLOOK FILES TO HARD DRIVE

To save your contacts (address book) you can use the Import/Export feature in Outlook and save it to your hard drive as a .pst file.

Go to File then Import/Export then highlight Export to File



Export to a Personal Folder File (.pst)



Then highlight your contacts folder

Then choose a name for your file (my contacts) and the directory you wish keep it under.  
C:\Documents and Settings\uw\Application Data\Microsoft\Outlook\My Contacts.pst

