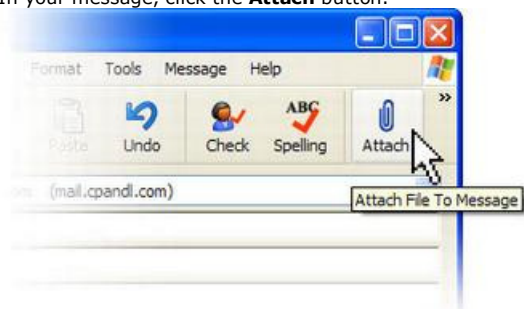


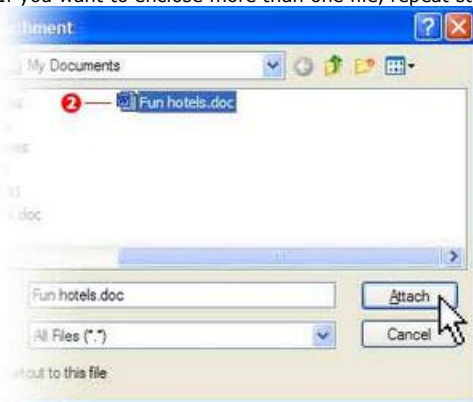
Attach a File to an E-Mail Message

1. In your message, click the **Attach** button.



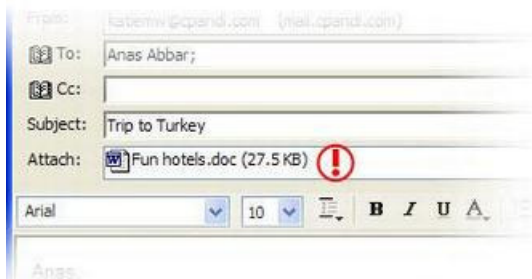
Attach button on e-mail toolbar

2. Browse until you find the file you want to attach as shown below.
 3. Click the file, and then click Attach as shown below.
- If you want to enclose more than one file, repeat steps 1 through 3.



Attachment box

4. Finish the message if you haven't already, and click the **Send** button.



Attach field showing attached document

5. The attachments show up (!) here in the message.

Compose and Send E-Mail Messages Using Outlook Express

Published: August 26, 2003 With Outlook Express you can send your e-mail messages as soon as you write them, or you can compose a draft and return to it later to finish and send. And file size is just about the only limit on what you can enclose in a message—documents, pictures, even music and videos.

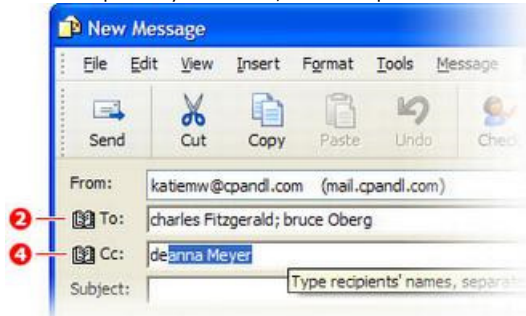
Write an E-Mail Message, Send It Now

E-mail addresses must be letter-perfect in order for your mail to reach the intended destination, and Outlook Express is rich with options for addressing messages accurately. You type a few letters of the person's name in the **To** or **CC** (for carbon copy) lines, and then Outlook Express automatically supplies the full address from your address book.

1. Click the **Create Mail** button.

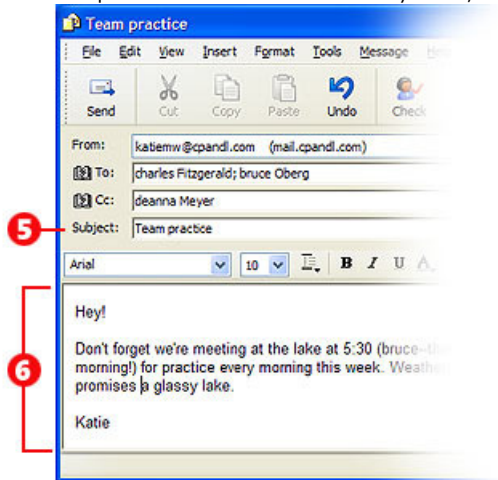


- Create Mail button
- In the **To** box, type the first few letters of your recipient's name as shown below. When Outlook Express proposes the name you want, press the **Enter** key.
If the name isn't in your address book, type the complete e-mail address. Capitalization doesn't matter, and there should be no spaces in the address.
 - Repeat step 2 for each person you want to send the message to, separating names with a comma or semi-colon.
 - To send copies of your e-mail, follow steps 2 and 3 above in the **CC** box as shown below for each person who will get a copy.



To and CC fields on a new mail message

- Type a brief subject for your message as shown below. Outlook Express will remind you if you forget this.
- Click in the message area, and type your message as shown below.
- Click **Send** as shown below.
If Outlook Express asks for confirmation of any name, click the correct name in the **Check Names** box, and click **OK**.



E-mail message subject and body, and Send button

Protect the privacy of your recipients' e-mail addresses. The polite way to send e-mail to a large group of people—a change of e-mail address, a joke, and so on—is to put the recipients' names in the **BCC** (blind carbon copy) line. Names and e-mail addresses in the BCC line are invisible to everyone who receives your message; when a recipient opens the message, only the sender's name appears (in the To line). If the BCC line isn't visible, on the **View** menu, click **All Headers**. Then follow the instructions in step 2 above to add names to the BCC line.

Write an E-Mail Message, Send It Later

You can compose e-mail while your computer is disconnected from the Internet.

- Follow the steps in the **Write an E-Mail Message, Send It Now** section above.
When you click **Send**, Outlook Express lets you know that it's storing your message in the **Outbox**—it's in the Folder list—and then sends it automatically when you go online.

Save your e-mail. Outlook Express also automatically saves messages as you write them, so if your computer shuts down unexpectedly, your messages will be waiting for you in the **Drafts** folder. But for extra safety, it's not a bad idea—particularly for an important message—to save your e-mail message as you write. To do this, click **Save**, on the **File** menu.

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Send an E-Mail Message in a Hurry

If Outlook Express doesn't send your e-mail messages as fast as you'd like, you can take matters into your own hands to speed them on their way.

- Click the **Send/Recv** button.
Outlook Express immediately sends all messages in the Outbox (and retrieves any messages from the Internet service provider).



Send/Recv button on Outlook Express toolbar
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