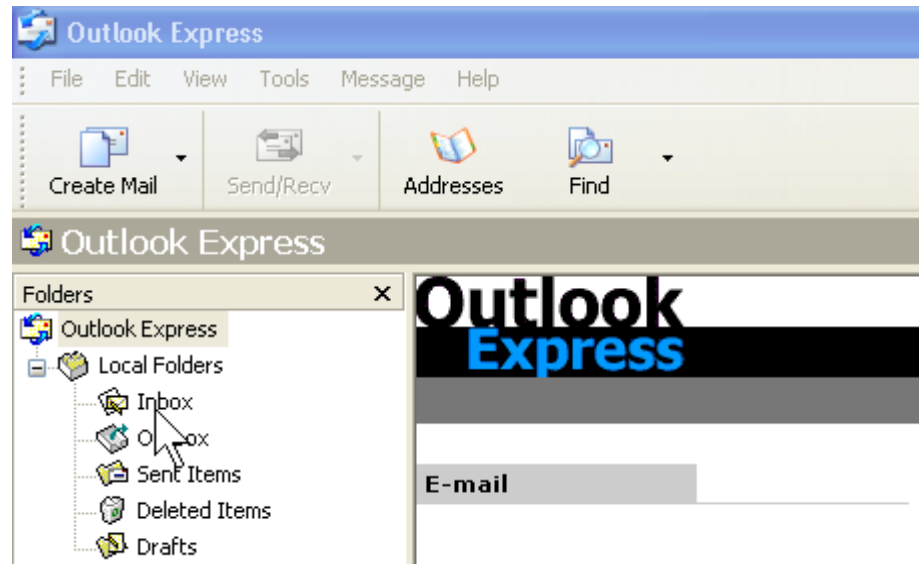
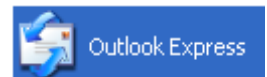
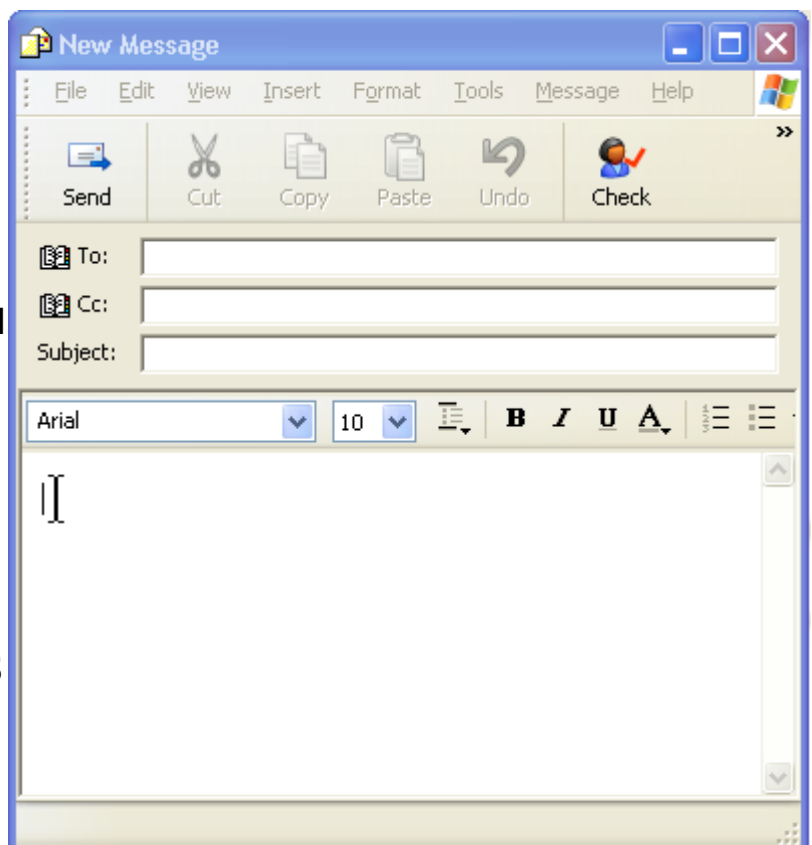


Write an e-mail in Outlook Express using only the keyboard

1. Open the program Outlook Express and the Window will look something like this.



2. To write an e-mail Press Alt then E, then N, then M. (You will see the Menus with underlined initial letters opening as you do it). This will open a Window **New Message**.



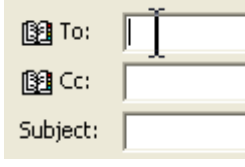
3. Press Tab 3 times so that the cursor moves to the lower field and start typing your message.

If you wish you can select a different font and use

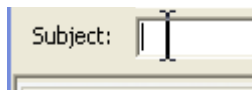
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various formats such as Bold. To do this you need to ensure that **Rich Text (HTML)** is selected. Press Alt then o then R. Then you can select eg **Font** or **Style** by pressing Alt then o then y or E and following selections from there using Tab and arrows.

4. Whilst holding the Shift Key press Tab 3 times to return

 the cursor to the **To** field and type in your friend's e-mail address. E-mail addresses always have an "@" in them.

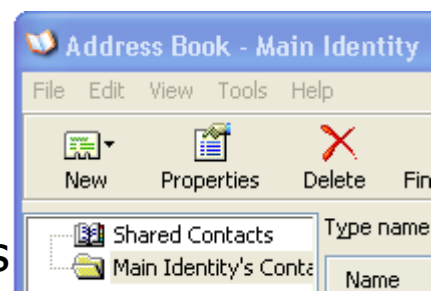
5. Press Tab twice to return the cursor to the **Subject** field

 and type in the subject of your e-mail (just a brief indication of what the email is about to distinguish it from other e-mails).

6. You can move about the fields using Tab and Shift Tab and make alterations. When you are happy with your e-mail, whilst holding the Alt Key, press S to **Send** the e-mail.

The e-mail will be temporarily saved in the **Outbox Folder** and sent provided you are on-line (connected to the Internet). It will then be saved in the **Sent Items Folder** so you can refer to it later. You will find that the first time you try to **Send** an e-mail a Wizard appears which allows you to set up your account. Ask your usual source of help to take you through this if you are unsure.

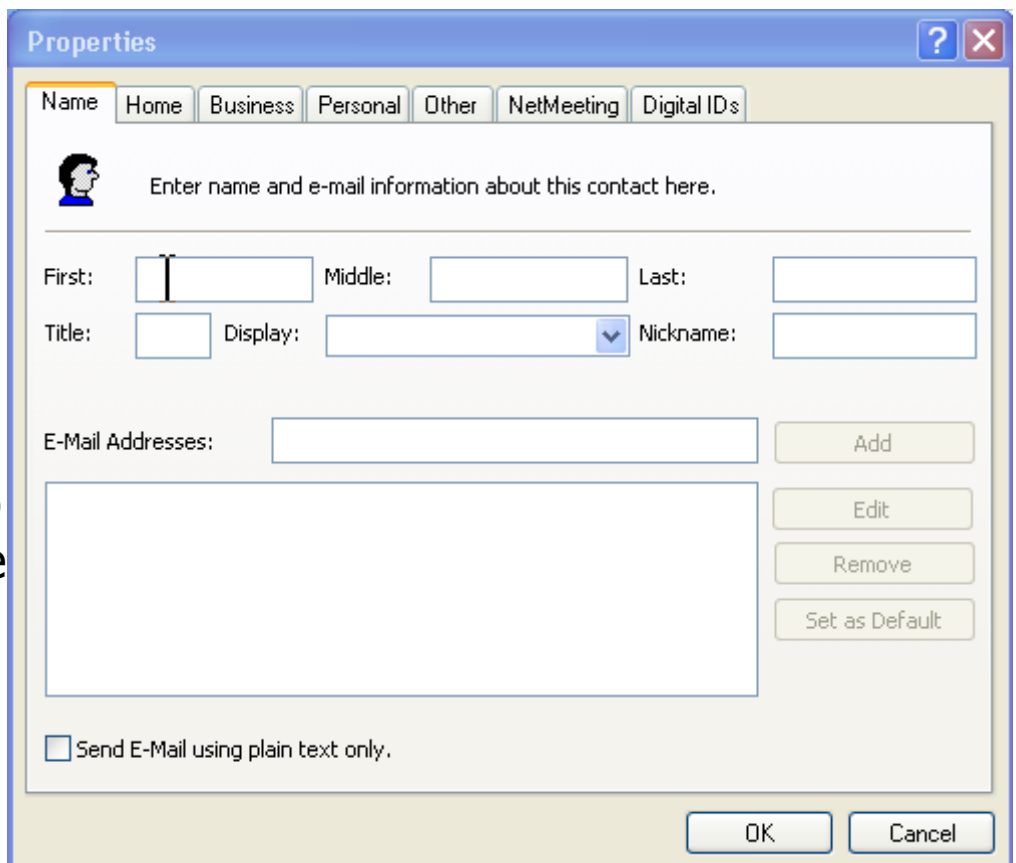
7. Your friends' e-mail addresses can be stored in the **Address Book**. To access



this Press Alt then I, then B. This opens the Window **Address Book – Main Identity**.

8. The addresses can be saved in various contact folders. Let's assume that we want to save them in the **Shared Contacts Folder**. Press Tab until **Main Identity's Contacts** is highlighted dark and then press the **up** arrow. This selects **Shared Contacts**. Press Alt then E, then C.

9. This opens the Window **Properties** to allow a New Contact to be entered as shown. Use the Tab key to move around the fields after typing.



10. When the E-mail address has been typed in the box **E-mail Addresses**: press Tab to move to highlight the Add button and press A (this moves the E-Mail Address into the field below and allocates it as Default). Then press Tab until the OK button is highlighted and press Enter. The e-mail address will now appear in the **Address Book**.

11. Once e-mail addresses have been added to the

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address book then, when creating e-mails, instead of typing in the full e-mail address they can be included by pressing Alt then I, then R. This opens a Window **Select Recipients** and allows selection from the **Address book**.

Press Tab until **Main Identity's Contacts** is highlighted.

Select **Shared Contacts** by pressing the up arrow.

Then press

Tab until the first e-mail address is highlighted, then press the up and down arrows to select the correct e-mail address. Press Tab until the **To: ->** button is highlighted

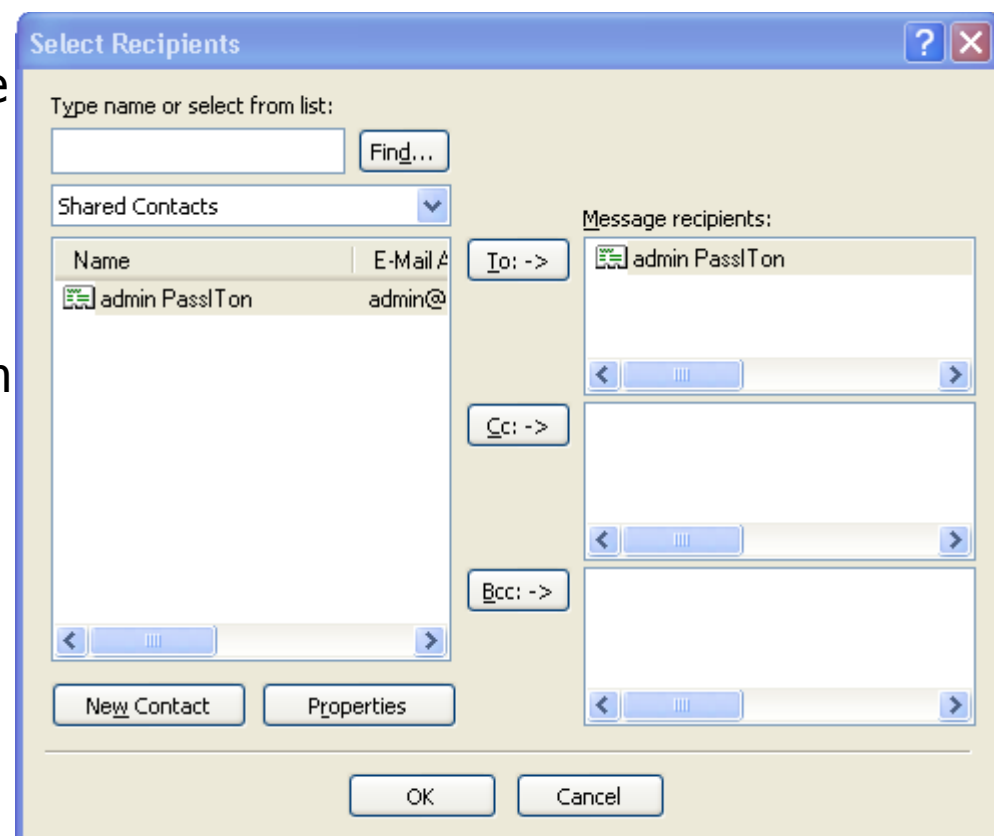
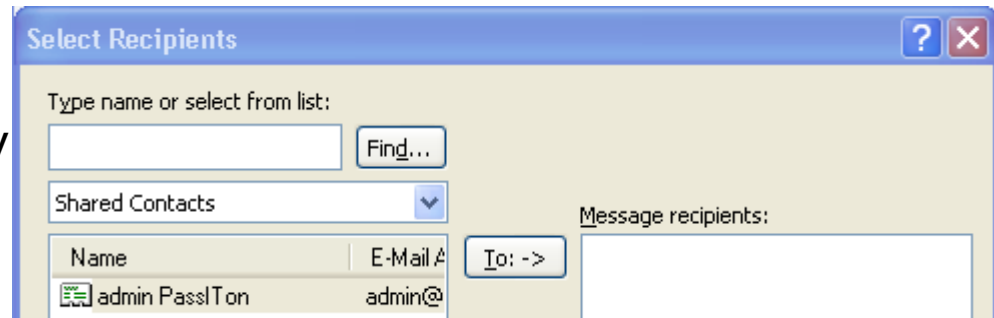
and press I. This puts the address into the

Message Recipients: box and then press Tab until the **OK** button is highlighted

and press Enter which puts the address into

the **To** field of the e-mail without having to type it out.

Note that it is the Name that appears rather than the actual



e-mail address.

12. You may want to send your e-mail to lots of people. If so then select other e-mail addresses to put into the **To** field in the same way. (To return to **Main Identity's Contacts** from **Shared Contacts** press Control and M together). The **Cc** field can be used if you want to "carbon copy" someone for information only.

The **Bcc** field can be used if you want to "blind carbon copy" someone ie not let the other recipients know this person is receiving the e-mail.

13. You can create a distribution list in your **Address Book** which you can use to send to a number of people. After opening the **Address Book** as in para 7 press Alt then E then G to open a Window **Properties** and type in the name of the **Group** eg "Friends". Press Tab to highlight **Select Members** and press Enter. A Window **Select Group Members** will open. Using similar keystrokes to those for selecting Message Recipients as in para 11 make up the **Group** by pressing Alt and t together to Select the highlighted name. Press Tab until OK is selected and press Enter. Once the **Group** has been created, to send the e-mail to the whole **Group** add the name of the **Group** to the **To** field instead of adding the names individually.

14. When you write a letter, sometimes you may want to enclose a photo or a copy of a document. You can do this with e-mail as well providing that you have your photo or document as a **file** on your computer or on a disc.

Look for the

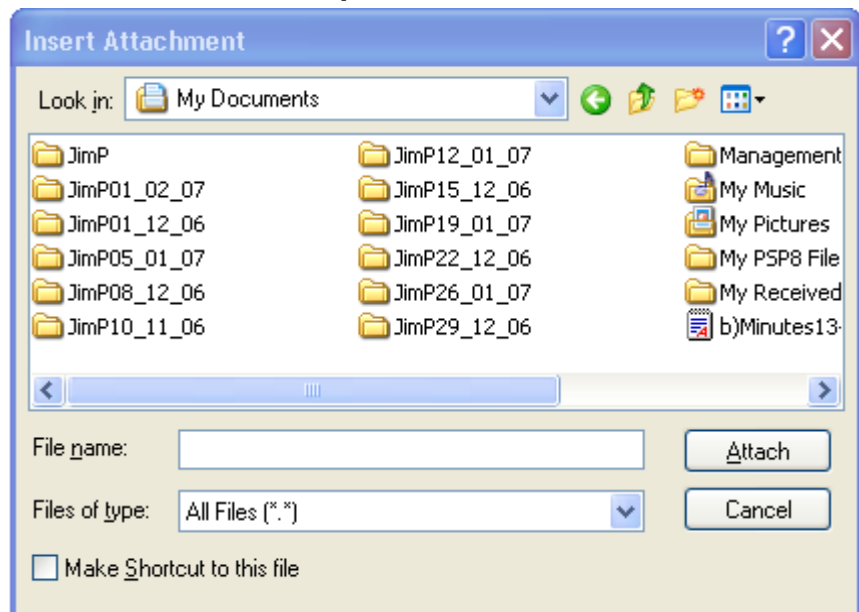


Attach button.

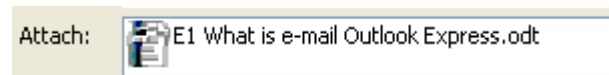
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You may have to maximise the **New Message** Window to see it by pressing Alt then Space Bar then X.

15. Then press Alt then I then A to open a Window, **Insert Attachment**, which allows you to **Browse** for the file you want. Press Tab till the **Look in:** Folder is highlighted and then press the right arrow to Browse. Use up and down arrows to select what you want and press Enter.



16. Continue using Tab and arrows till you find and highlight the file you wish to attach. Then press Enter. The **Attach:** field will appear under the **Subject:** field with the **filename** included.



17. To receive e-mails, connect to the Internet and press Alt followed by I then S then A. This activates the **Send/Receive** button. (The e-mails may appear automatically if the correct Option has already been set up). New e-mails will appear in the **Inbox**. Press Tab and use the up and down arrows on these to highlight then press Enter to open and read them.

18. If you want to reply to an e-mail press Alt then M then R

which activates the **Reply** button and will put the sender's e-mail address into the **To** field. (Pressing Alt then M then L instead will send the reply to all the recipients as well). The **Subject** field will have **Re:** followed by the original subject. You can then type your reply in the space above the original message. Press Alt then E then e to send the reply.

19. Similarly if you want to send the original message on to someone else press Alt then M then E. This will forward the e-mail to whomever you put in the "To:" field.

20. So now you can write to the world!



You can use "smileys" to brighten up your words :-)

Look up new ones on the Internet.

You can add pictures or sounds.

But at the end of the day you still need to make yourself clear and write plain English to make yourself understood!