

Outlook 2002 (XP) Learning e-Book

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How to Setup Email Account at Startup Wizard

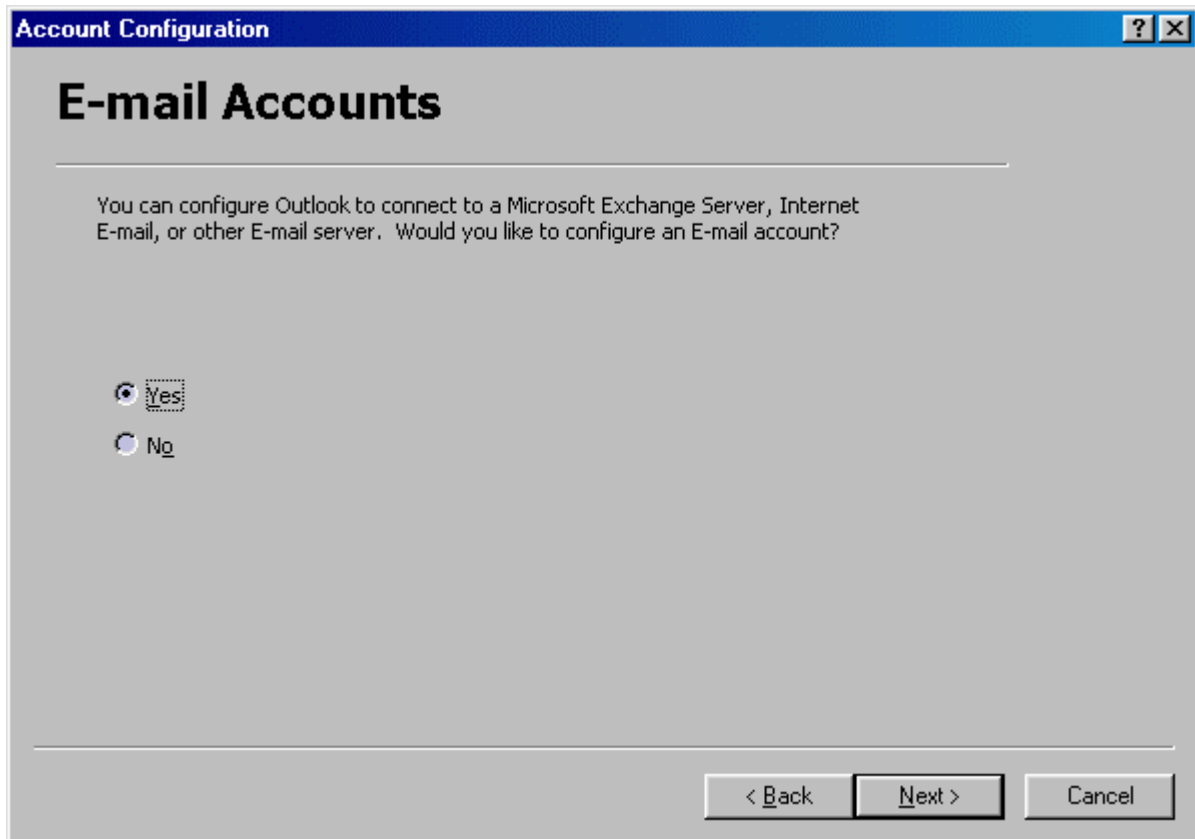
To Setup Email Account at Startup Wizard

Welcome to Outlook 2002 (XP) Easy Learning e-Book. You will learn how to use Outlook mail program efficiently and easily.

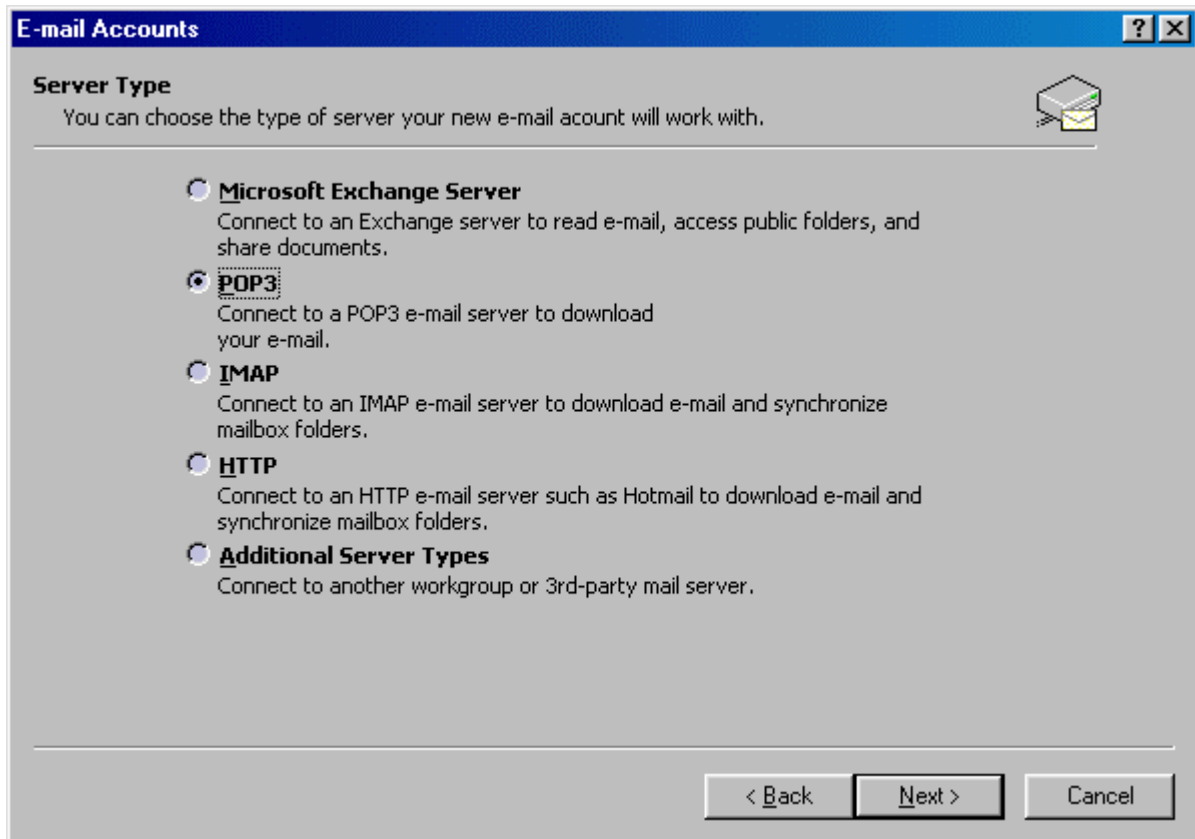
You will receive the Welcome screen as shown below when you run Outlook 2002 at the first time:



Startup Wizard allows you to setup your first email account in Outlook 2002 via the step-by-step process. Click 'Next' button to continue.



Select 'Yes' to configure an E-mail account while this Startup Wizard.



Most email servers are POP3 e-mail servers. If you are not sure about the exact type of the mail server your email working with, you can contact your Internet Server Provider (ISP) or e-mail service provider.

Click 'Next' to continue.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Terry Ruth
E-mail Address: truth1688@yahoo.com

Server Information

Incoming mail server (POP3): pop.mail.yahoo.com
Outgoing mail server (SMTP): smtp.mail.yahoo.com

Logon Information

User Name: truth1688
Password: *****
☒ Remember password
☐ Log on using Secure Password Authentication (SPA)

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

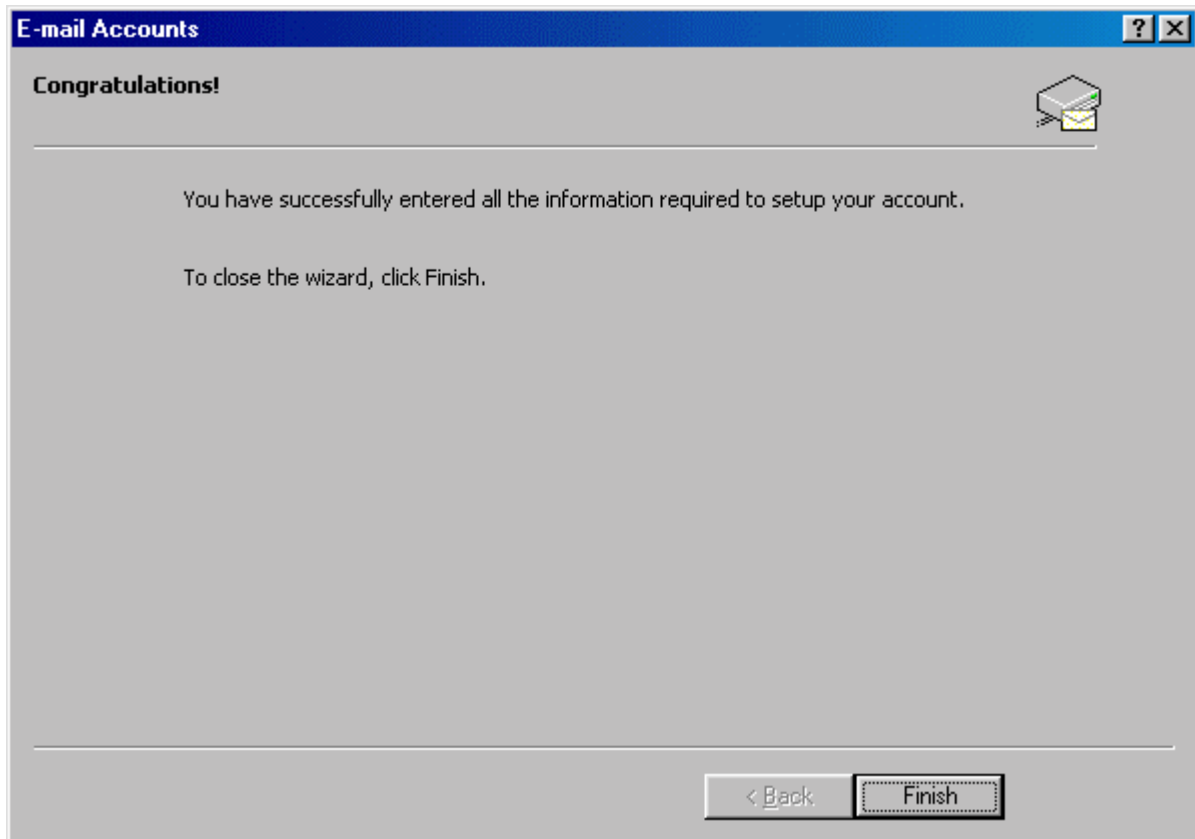
To setup your Internet e-mail account, you must type in your email settings.

Type in your **User Name** and **E-mail address** that will appear at the top of the e-mail message that you will send to an e-mail recipient.

In Server Information section, type in the incoming and outgoing mail server addresses. Most mail server addresses are set as '**mail.YourWebSiteName.com**' and POP3 mail server as '**POP3.mail.YourWebSiteName.com**'. Please check the correct mail server addresses with your service provider.

Type in your e-mail logon **User Name** and **Password** that allows Outlook to retrieve or send your e-mail message by automatic logon.

Click 'Next' button to continue.

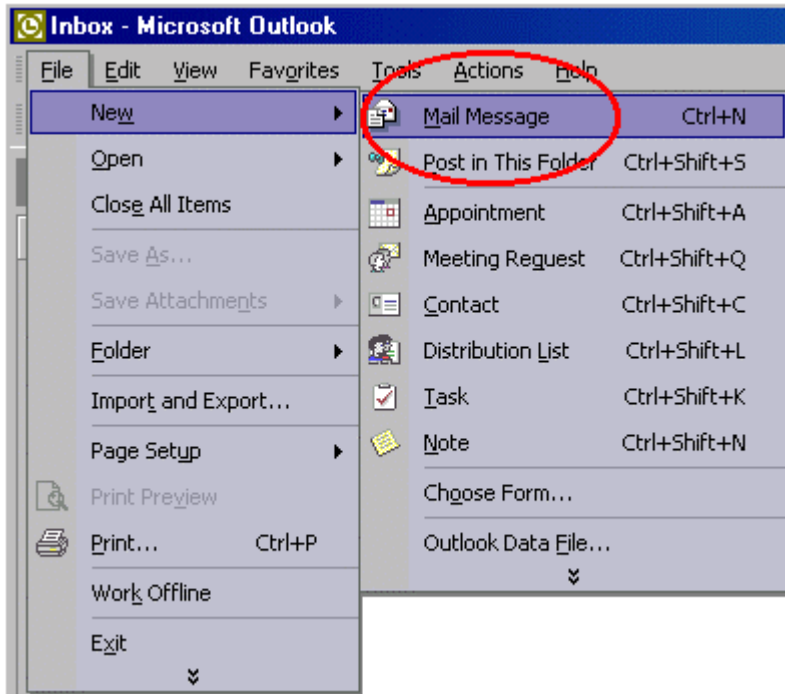


Now your e-mail account has been successfully entered to Outlook mail program. Click 'Finish' button to complete.

How to Compose and Send a New E-mail Message

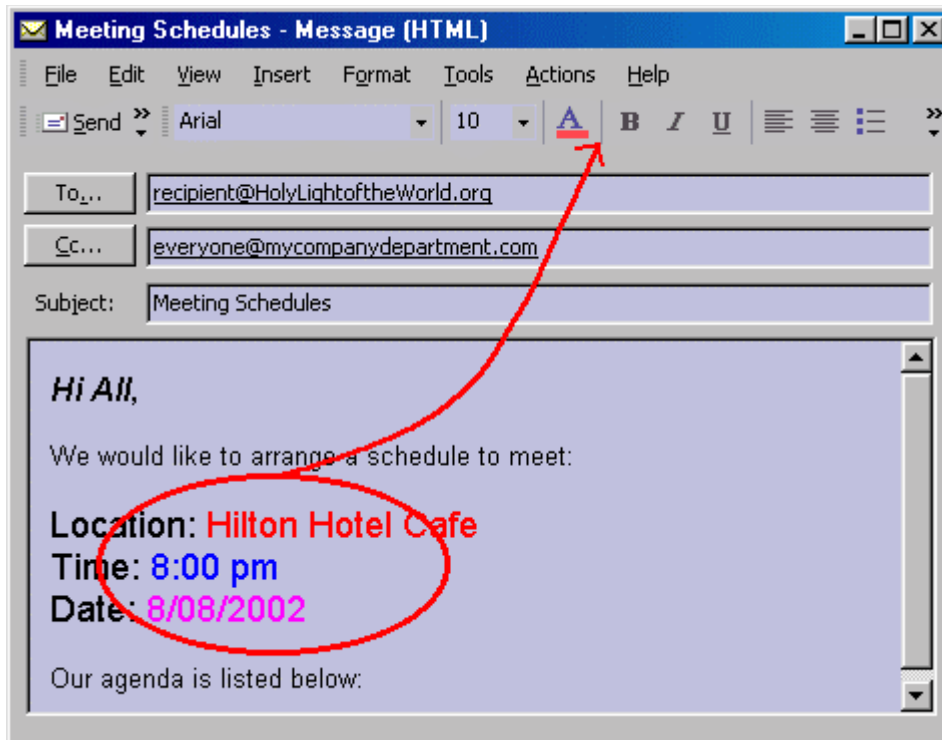
To Compose and Send a New E-mail Message

To compose and send a new e-mail message in Outlook, click on File from the menu bar, and select '**New > Mail Message**'.



You can begin to compose your e-mail message. Type in the e-mail recipient's e-mail address at the 'To...' field. If you want to send the e-mail copy to another e-mail recipient, you can type the other email addresses in the 'Cc...' field.

Type in the e-mail message subject at the 'Subject' field.



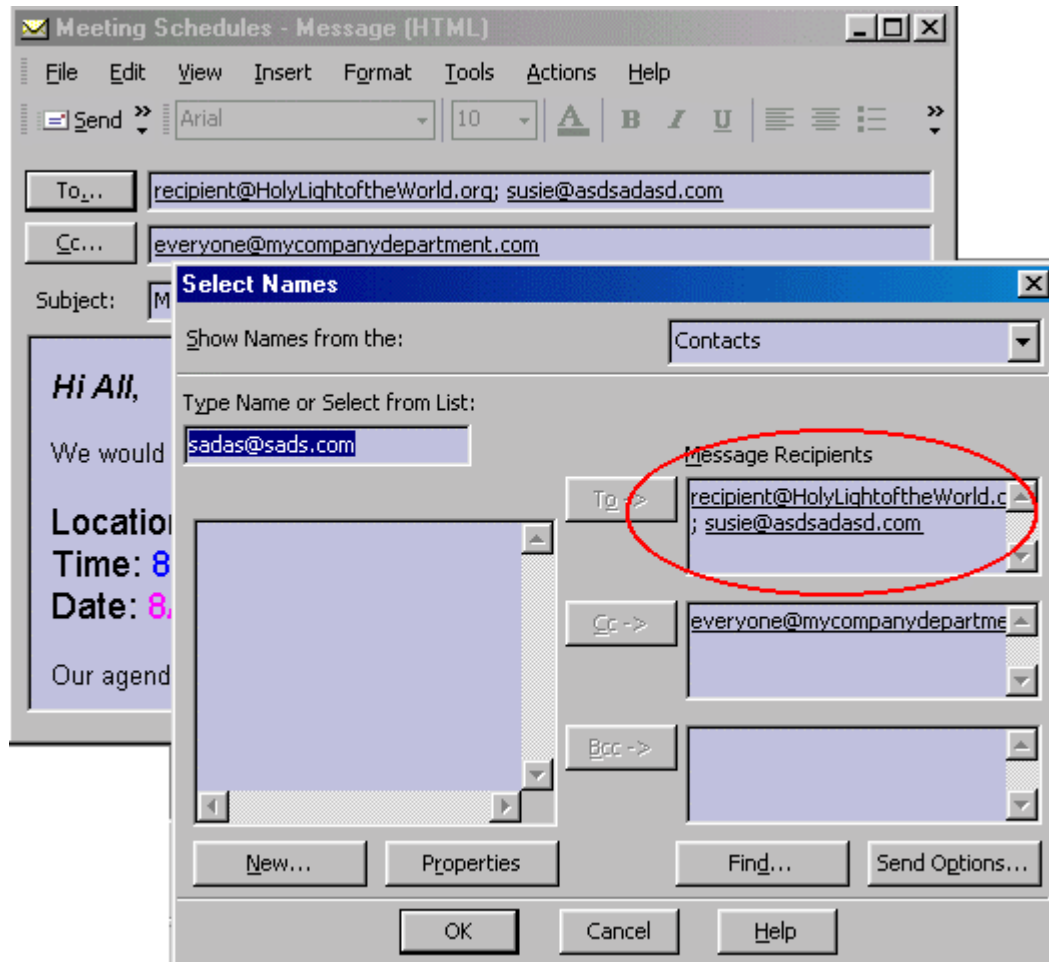
You can begin to compose your e-mail message as shown above. You can use the existing Text tool to add colors, italic and other features to your contents.

After you have composed your e-mail message, click on 'Send' button at the top of window to send this e-mail message. Please make sure your computer is 'on-line' or connected to Internet before you can send your e-mail message.

How to Send E-mail to Multiple Recipients

To Send E-mail to Multiple Recipients

If you want to send this e-mail message to multiple recipients, you can click on the 'To...' button at the e-mail composition window.



You can select e-mails of other recipients from the list box or simply type in the e-mail addresses in the 'To...' field of the e-mail composition window. For example, to send e-mail messages to multiple recipients, type first e-mail address followed by the second e-mail address. All e-mail addresses are separated by semi colon mark ";".

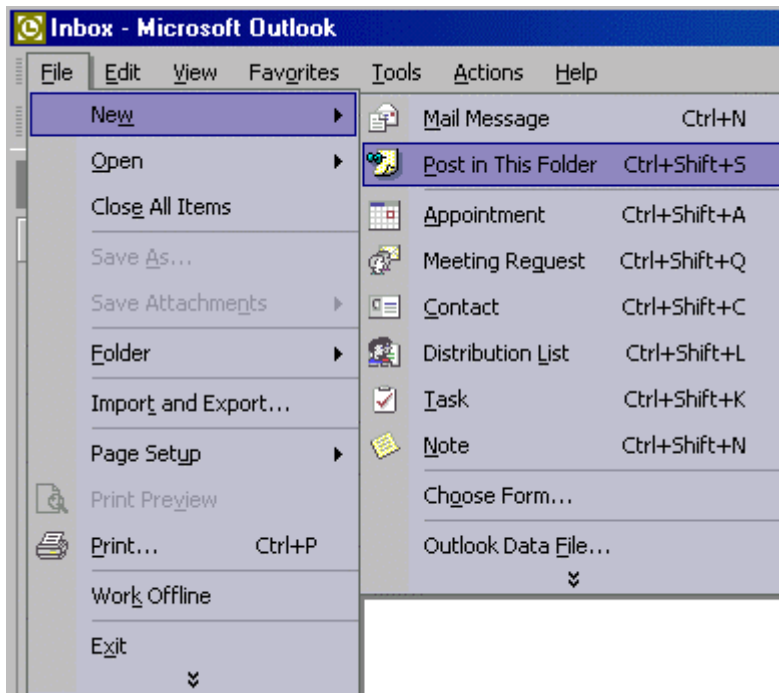
Note that '**Cc**' is an abbreviation for carbon copy. The e-mail address of the carbon copy e-mail recipients is **visible** to the other e-mail recipients. '**Bcc**' is an abbreviation for blind carbon copy. The e-mail address of the blind carbon copy e-mail recipients is **invisible** to the other e-mail recipients.

How to Post a Message to Existing Mail Folder

To Post a Message to Existing Mail Folder

If you have a message that you want to post directly to your existing mail folder, please click on your existing folder in the Outlook Shortcut.

Then, go to 'File' menu bar and select '**New > Post In This Folder**'

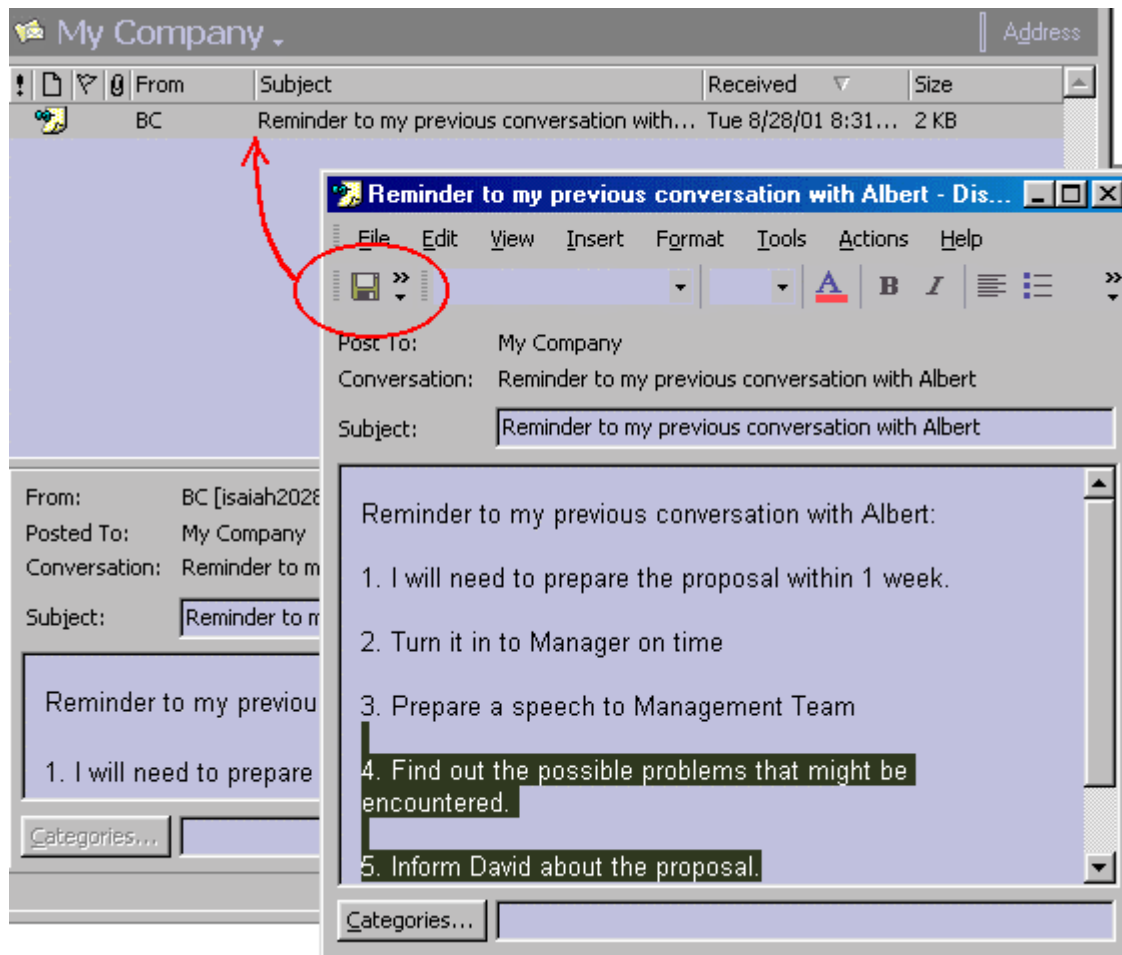


You will see the following posting window appears.

Type in your message in the posting field. Click on the 'Save' button to save the message to your indicated Outlook folder. Close the window upon completion.

The posted message will appear inside the folder list, as shown in the screen below.

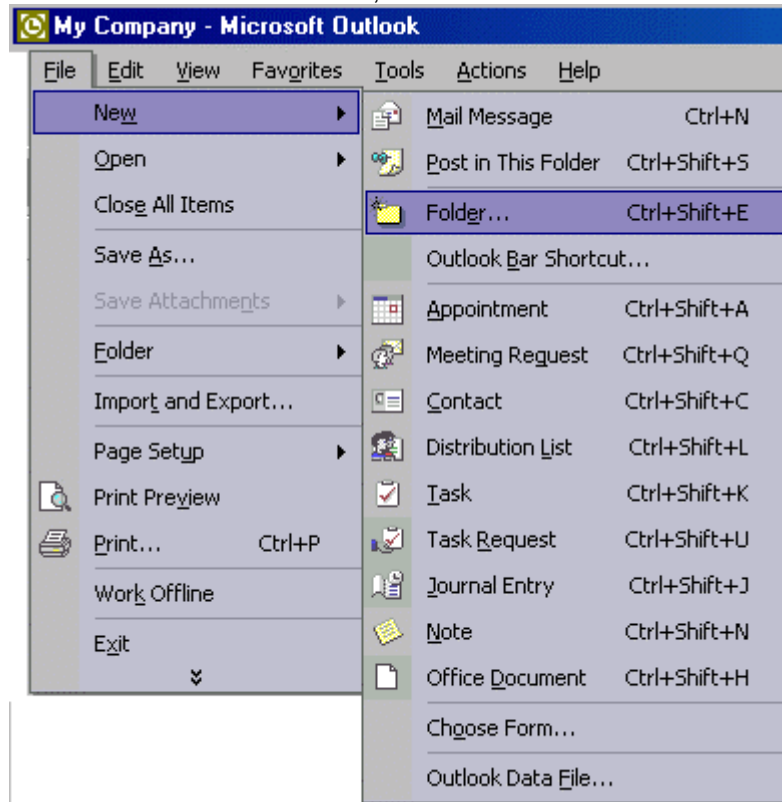
This allows you to save your important quotation or conversation message inside your Outlook program.



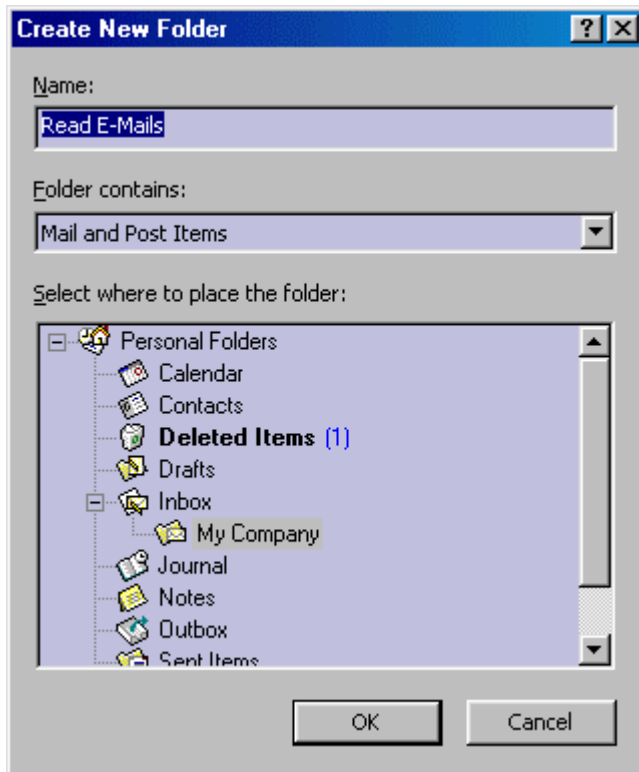
How to Create a New Outlook Folder For E-mails

To Create a New Outlook Folder For E-mails

To create a new Outlook folder, select **File > New > Folder...**



You will be able to name your new folder. Type in the new folder name, and click OK button to add the folder to Outlook folder list.

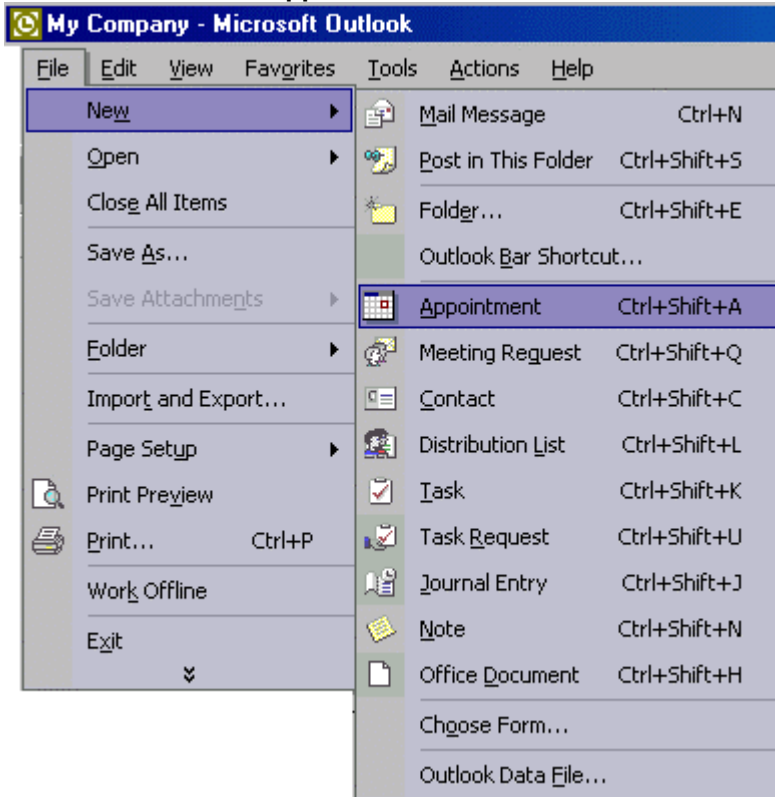


Then Outlook program will prompt you to save it as a shortcut inside the Outlook bar. This feature allows you to organize and categorize your e-mail messages to proper folders.

How to Create a New Appointment Message

To Create a New Appointment Message

You can create a new appointment message and send it to many recipients. Click on **File > New > Appointment**



You can type in the subject of the appointment. Indicate the location of the appointment, as well as include the appointment details inside the composition box.

Schedule the appointment time so that the attendees will be informed about the time via the Outlook program.

Importment Weekly Management Meeting - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Invite Attendees...

Appointment | Scheduling

Subject: Importment Weekly Management Meeting

Location: Conference Room ☐ This is an online meeting using:

Start time: Tue 8/28/01 9:00 PM ☐ All day event

End time: Tue 8/28/01 9:30 PM

☒ Reminder: 15 minutes Show time as: Busy

Hi folk,

Importment Weekly Management Meeting:

Agenda -

1. Discuss about the sales result
2. Employee Performance Overview
3. Company Business Plan

Contacts... Categories...

To invite your attendees, click on the 'Invite Attendees...' button as shown at the screen above. Then your Appointment composition window will add the 'To...' field which allows you to select the emails of the appointment attendees.

Importment Weekly Management Meeting - Meeting

File Edit View Insert Format Tools Actions Help

Send Accounts Recurrence...

Appointment Scheduling

Invitations have not been sent for this meeting.

To: everybody@companydepartment.com

Subject: Importment Weekly Management Meeting

Location: Conference Room ☐ This is an online meeting using:

Start time: Tue 8/28/01 9:00 PM ☐ All day event

End time: Tue 8/28/01 9:30 PM

☒ Reminder: 15 minutes Show time as: Busy

Hi folk,

Importment Weekly Management Meeting:


Agenda -


1. Discuss about the sales result
2. Employee Performance Overview
3. Company Business Plan

Contacts... Categories...


Upon finished adding e-mails of your attendees, click 'Send' button to send this appointment message.

Note that the 'Reminder' feature can be enabled so that Outlook will alert the attendees within the reminder period of time:

 1 Reminder

 **Importment Weekly Management Meeting**

Start time: Tuesday, August 28, 2001 9:00 PM
Location: Conference Room

Subject	Due in
 Importment Weekly Management Meeting	5 minutes

Dismiss All

Open Item

Dismiss

Click Snooze to be reminded again in:

5 minutes

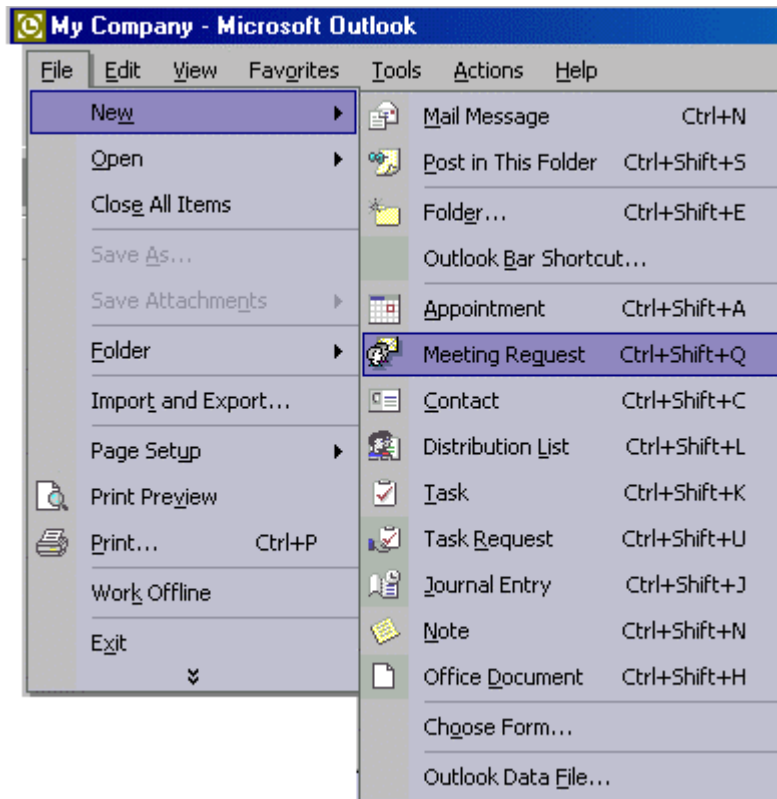
▼

Snooze

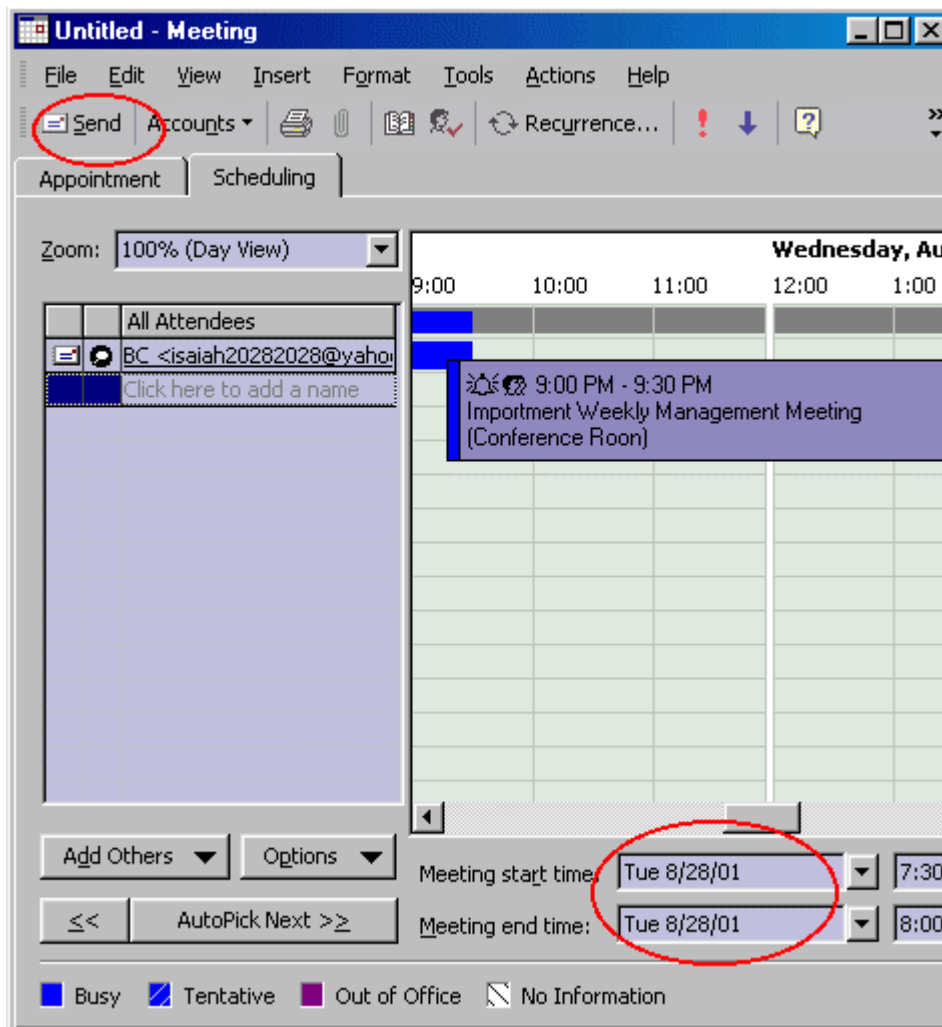
How to Schedule Meeting or Appointment

To Schedule Meeting or Appointment

You can send meeting request to many e-mail recipients.
Click on **File > New > Meeting Request**



Click on the 'Scheduling' tab from the meeting composition window.



After you have composed the meeting request content, you can adjust the meeting schedule and send the meeting request to the e-mail recipients.

How to Create E-mail Contact

To Create E-mail Contact

You can create e-mail contact in Outlook so that the e-mail information can be retrieved directly while composing e-mail message to the recipients on the Contact list. Click on **File > New > Contact** and you will get this Contact window:

The screenshot shows the 'Albert Thompson - Contact' window in Outlook. The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Save and Close, Print, and other functions. The 'General' tab is selected, showing fields for Full Name (Albert Thompson), Job title (Manager), Company (Albert & Co.), File as (Thompson, Albert), Address (Thompson, Albert), Business phone (15109990086), E-mail, Web page address, and IM address. A checkbox 'This is the mailing address' is checked. The bottom of the window has buttons for 'Contacts...' and 'Categories...'.

Type in the Full Name of the contact person, as well as Job Title, Company name, address, telephone numbers, etc.

Save and close this Contact window upon completion.

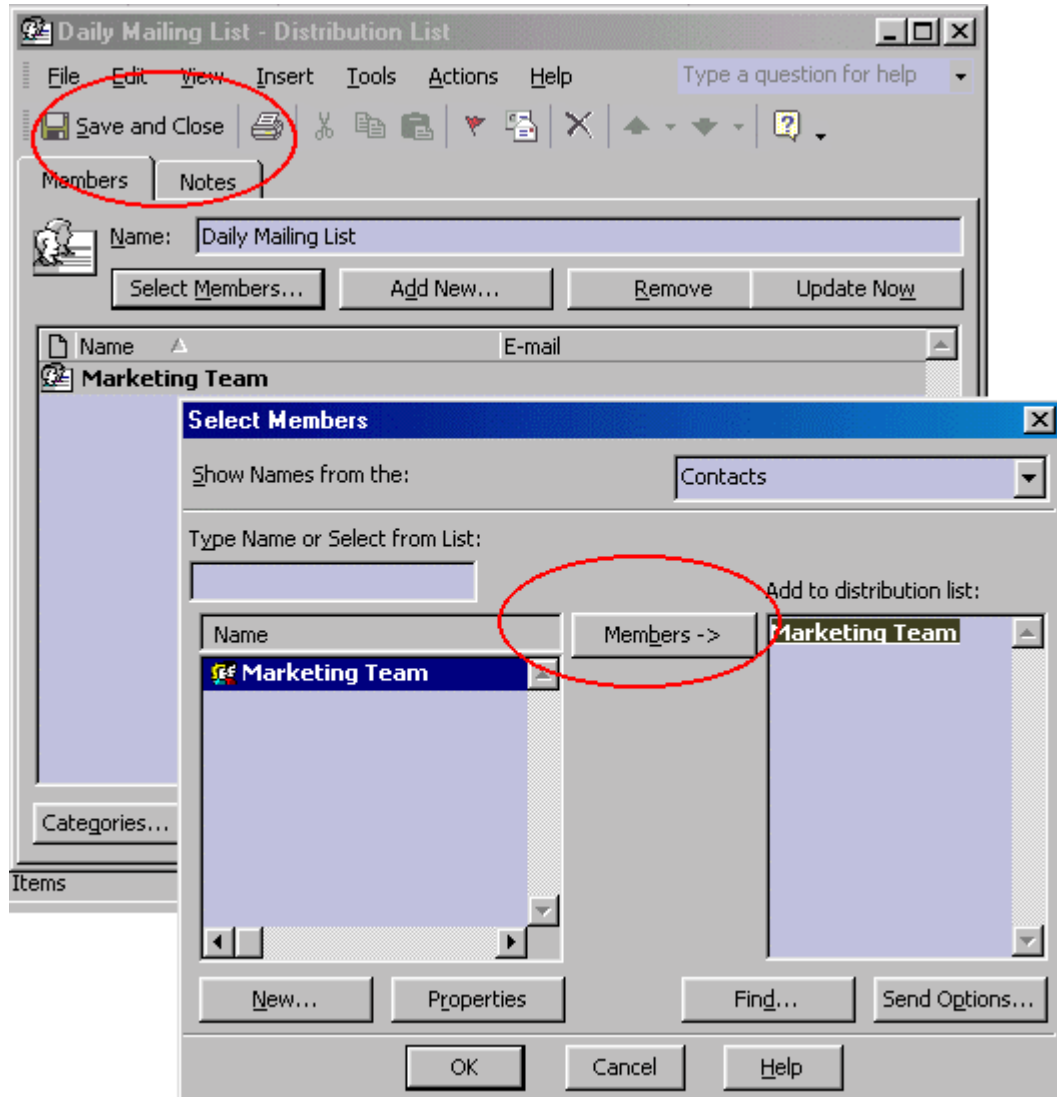
This will save new information to the Outlook contact list.

How to Create Distribution List for Group of E-mail Recipients

To Create Distribution List for Group of E-mail Recipients

You can create distribution list, which is a collection of contacts, so that you can easily send messages to a group of people.

Click on **File > New > Distribution List**



Click on 'Select Members...' button. Select the group of members to be added to this new distribution list.

Type a Name to the distribution list. Save and close the creation window.

How to Create a Task Request

To Create a Task Request

You can create a task so that you can track the personal or work-related errand through its completion.

To create a task request and notify the relating group of recipients, click **File > New > Task Request**

E-Learning Project - Task

File Edit View Insert Format Tools Actions Help task

Send Accounts Cut Copy Paste Attach Print Recurrence... ?

Task Details

This message has not been sent.

To... **Daily Mailing List**

Subject: **E-Learning Project**

Due date: **Mon 10/29/01** Status: **Not Started**

Start date: **Fri 9/28/01** Priority: **Normal** % Complete: **0%**

☒ Keep an updated copy of this task on my task list

☒ Send me a status report when this task is complete

This is the new E-Learning Project.

Need to accomplish within 1 month.

Contacts... Categories... Private ☐

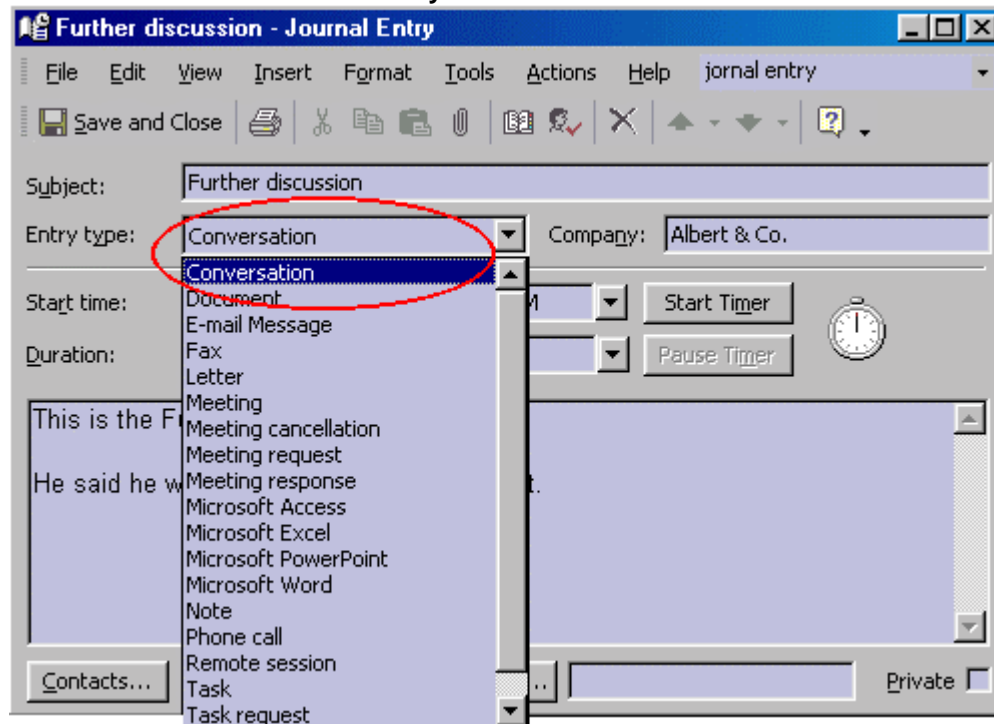
Select the recipient emails from 'To...' button. Type in the Task subject and task contents. You can set the start and due dates of the specific task. Indicate that whether this task is 'Low', 'Normal' or 'High' in Priority.

Upon completion, click 'Send' button to send the task request to the recipients.

How to Create a Journal Entry

To Create a Journal Entry

You can create a Journal Entry as a shortcut to the activity that has been recorded. Click on **File > New > Journal Entry**



You can type in the subject of this new journal entry and specify the type of journal entry from the drop down box.

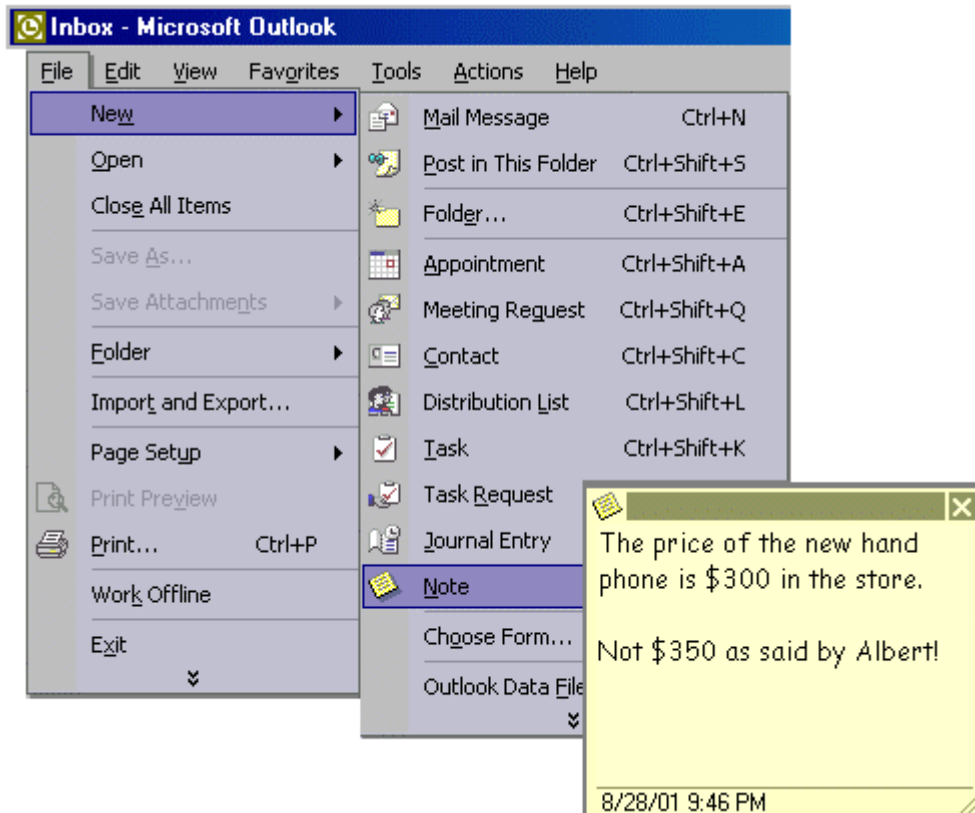
You can set the start time and duration of the entry. Type in your message. Save and close this window.

How to Create Outlook Note

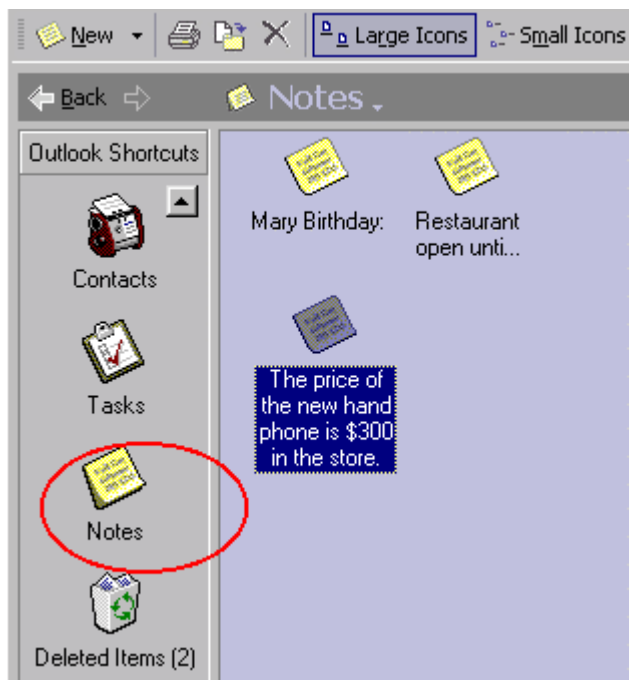
To Create Outlook Note

You can use Notes to jot down any messages you want, such as ideas, meeting reminders, quotes, etc. You don't have to close the Notes while you are working on other computer jobs. It will remain on the screen until you close it.

To create an Outlook Note, click **File > New > Note**



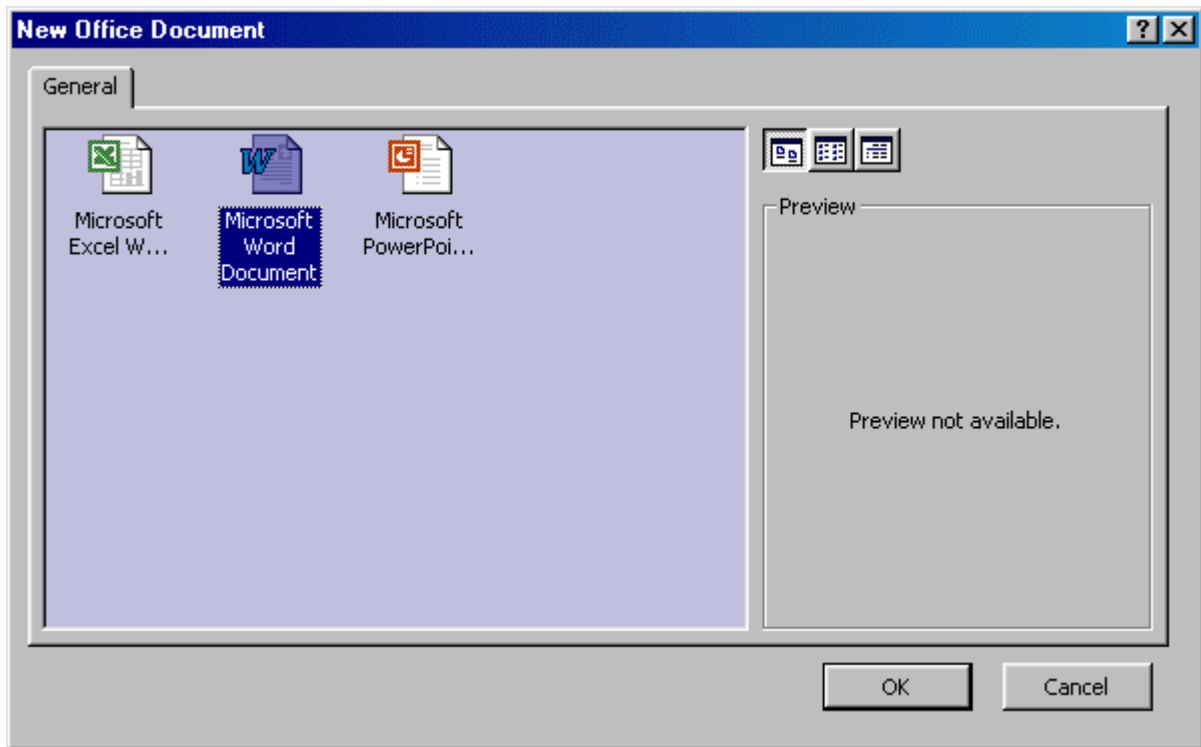
You can type in your message on the Note that will include the time of the creation. Click 'X' button to close the Note window if you don't need it on the screen. However, all your notes will be saved to the 'Notes' folder of the Outlook bar. You can open the Note again from the Note folder anytime.



How to Create Office Documents

To Create Office Documents

You can create Office documents in Outlook, such as the document of Excel, Word, Power Point, etc.



This provides you the convenience to access other Office programs from Outlook. Make sure you have the Office programs installed in your windows.

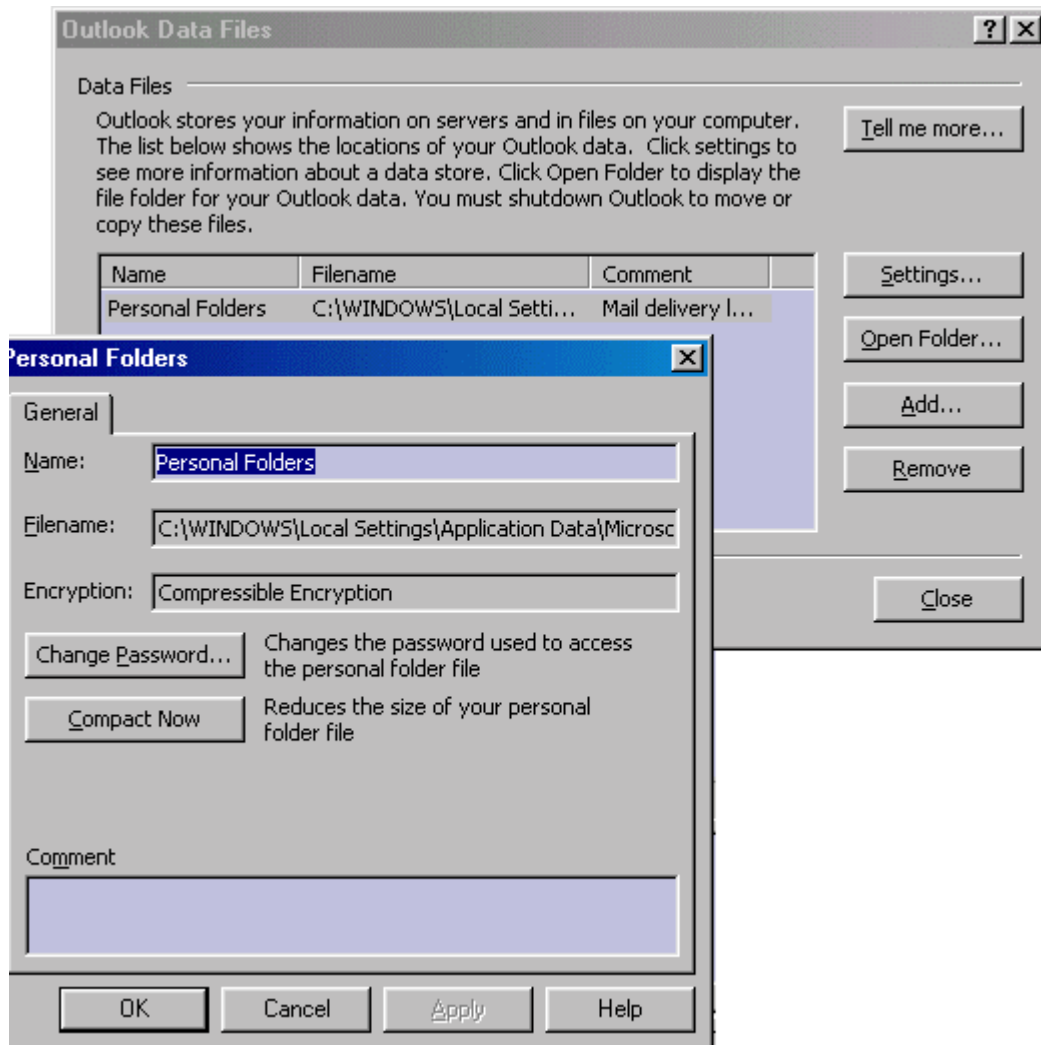
Your Office documents can be sent to your e-mail recipients via the Outlook mail program.

How to Find out the Location of Outlook Data File

To Find out the Location of Outlook Data File

Sometime you may want to backup your Outlook mail data file.

To check where the Outlook mail data files were saved, click on **File > Data File Management**

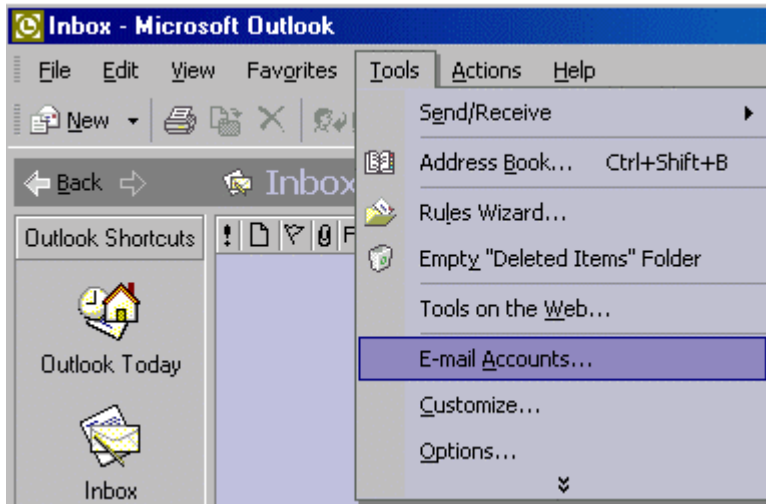


You select the Data File name, click on 'Settings...' button to check the exact Outlook data file name and its location in your computer.

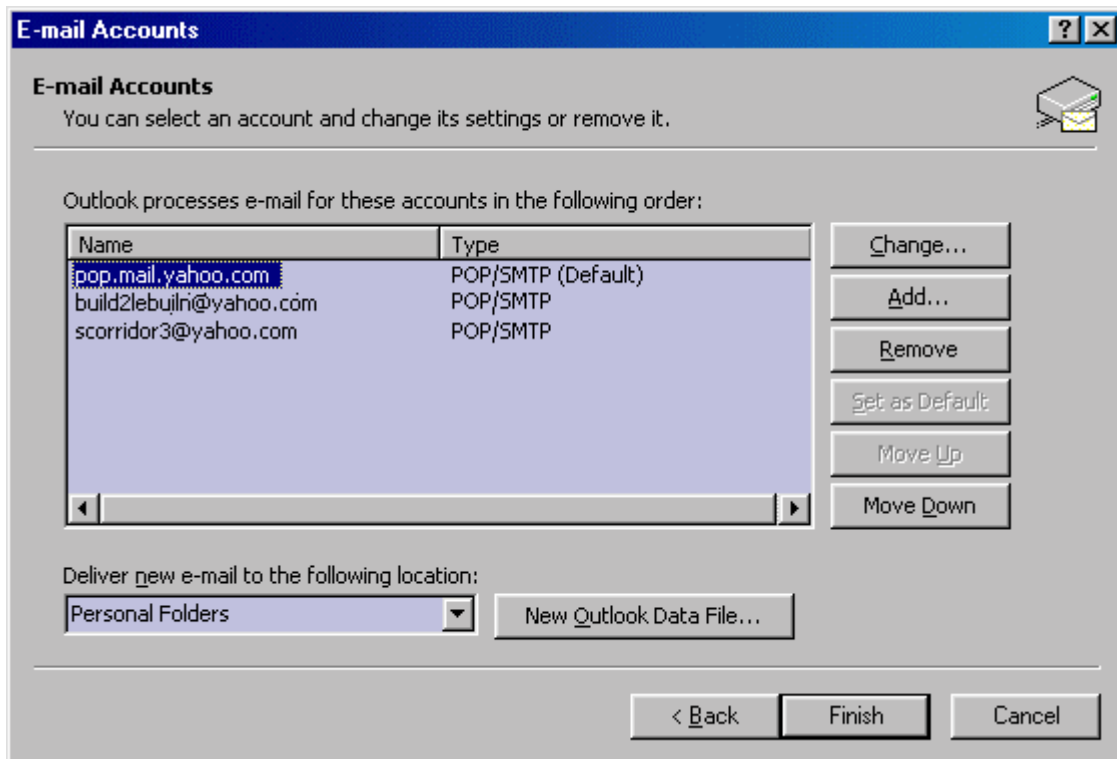
How to Add Multiple E-mail Accounts to Outlook

To Add Multiple E-mail Accounts to Outlook

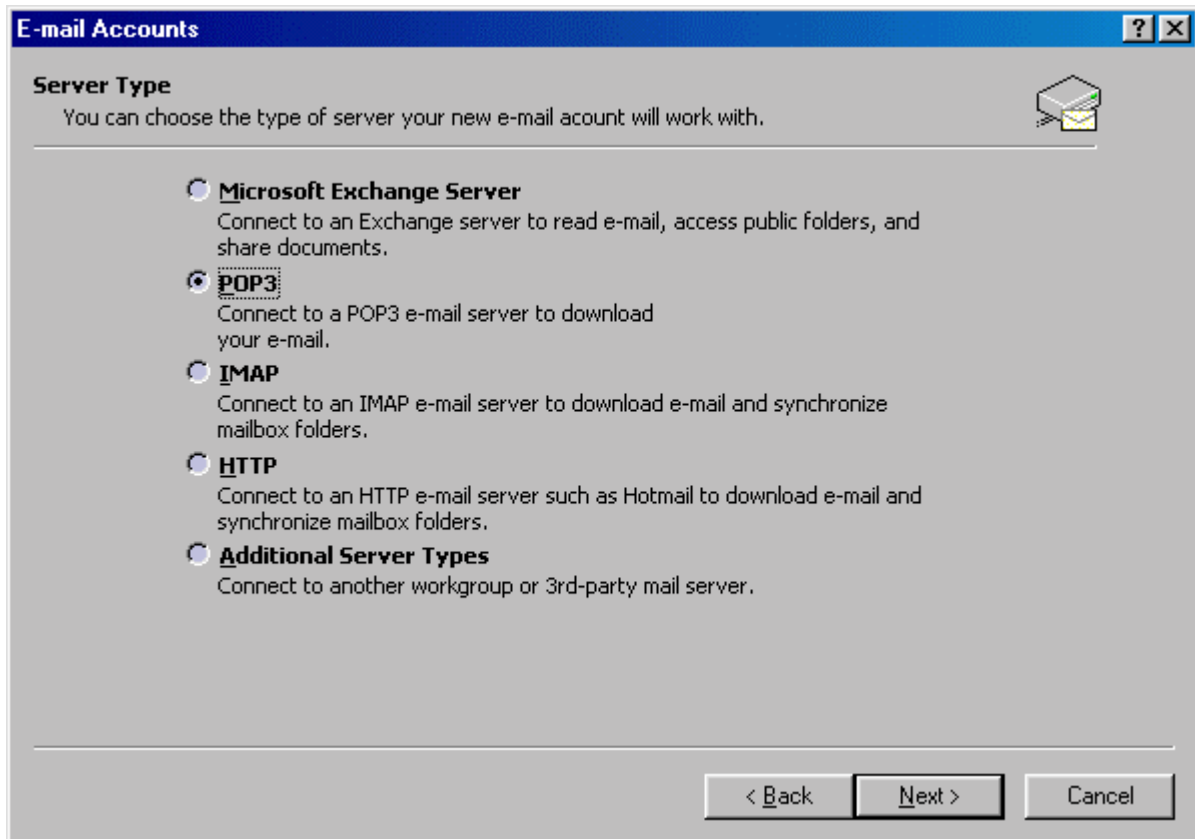
Most e-mail users have more than one e-mail accounts in other mail servers. However, multiple e-mail accounts can be checked at the same time in the Outlook mail program. Select **File > Tools > E-mail Accounts...**



You will see the E-mail accounts listed in the list box of the window below.
To set another e-mail as default e-mail account, select another email and click on 'Set as Default' button. This will be updated immediately after you click on 'Finish' button.
To remove any unwanted e-mail account, simply select it and click 'Remove' button.
To modify existing settings for your e-mail account, select it and click on 'Change...' button to edit.



If you have more e-mail accounts to be added to Outlook, click on 'Add...' button.



Most email servers are POP3 e-mail servers. If you are not sure about the exact type of the mail server your email working with, you can contact your Internet Server Provider (ISP) or e-mail service provider.

Click 'Next' to continue.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Terry Ruth
E-mail Address: truth1688@yahoo.com

Server Information
Incoming mail server (POP3): pop.mail.yahoo.com
Outgoing mail server (SMTP): smtp.mail.yahoo.com

Logon Information
User Name: truth1688
Password: *****
☒ Remember password
☐ Log on using Secure Password Authentication (SPA)

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

To setup your Internet e-mail account, you must type in your email settings.

Type in your **User Name** and **E-mail address** that will appear at the top of the e-mail message that you will send to an e-mail recipient.

In Server Information section, type in the incoming and outgoing mail server addresses. Most mail server addresses are set as '**mail.YourWebSiteName.com**' and POP3 mail server as '**POP3.mail.YourWebSiteName.com**'. Please check the correct mail server addresses with your service provider.

Type in your e-mail logon **User Name** and **Password** that allows Outlook to retrieve or send your e-mail message by automatic logon.

Click 'Next' button to complete adding another new e-mail account to Outlook.

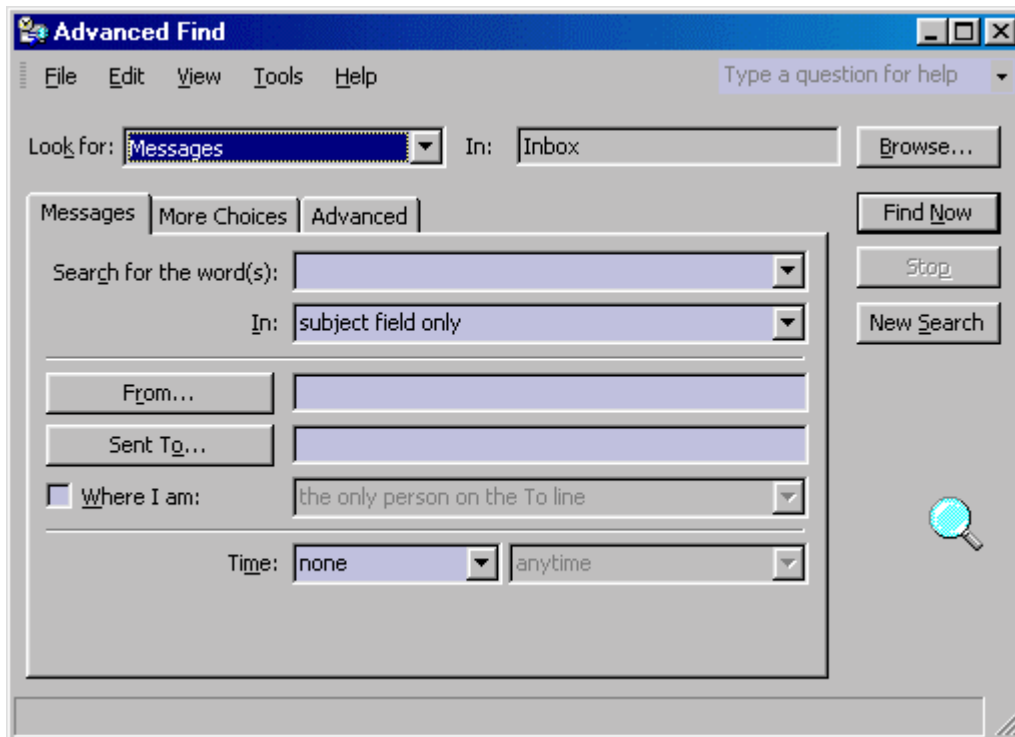
To proceed to add another new e-mail account, repeat the procedures as shown above.

How to Search for E-mail messages with Keywords

To Search for E-mail messages with Keywords

Keyword Search function is available in Outlook.

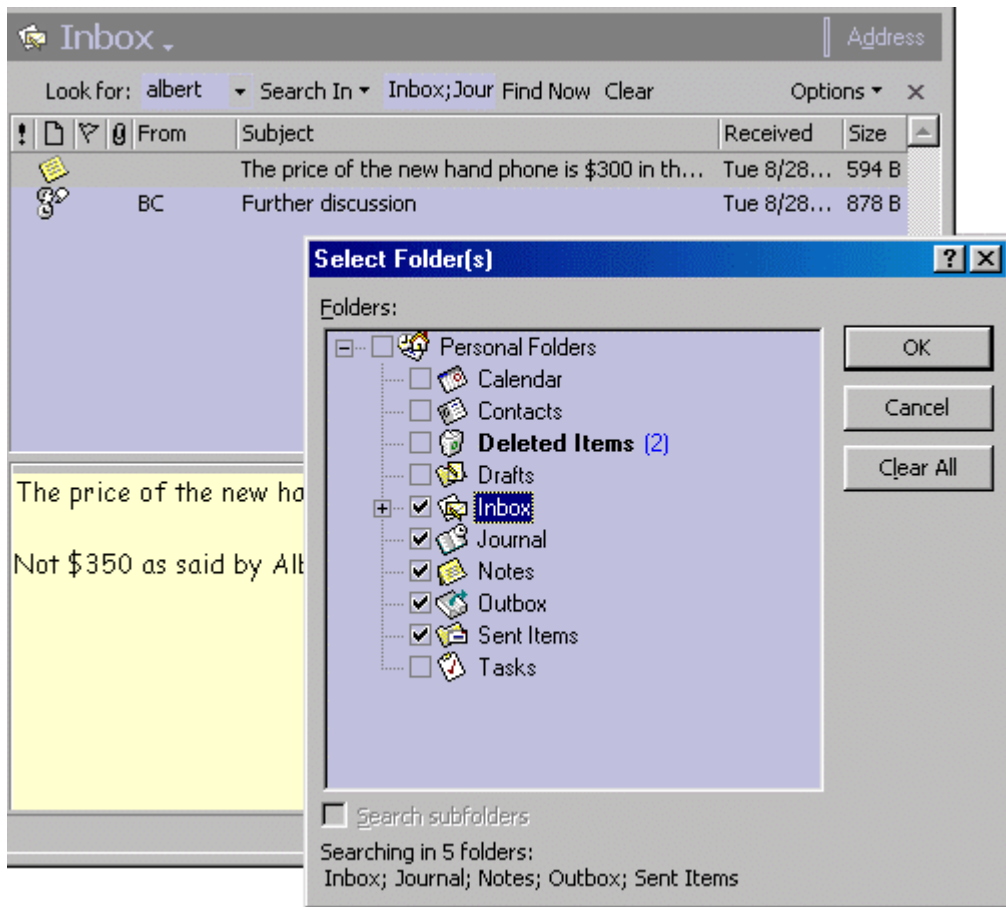
Click on the specific folder in the Outlook bar first. Click on **File > Tools > Advanced Find...**



Type in the keywords, and determine in which fields the keywords are located. Click 'Find Now' button to start the keyword searching job.

Note that only the folder that you have selected in the Outlook bar will be search.

For a quick search, click **File > Tools > Find**.

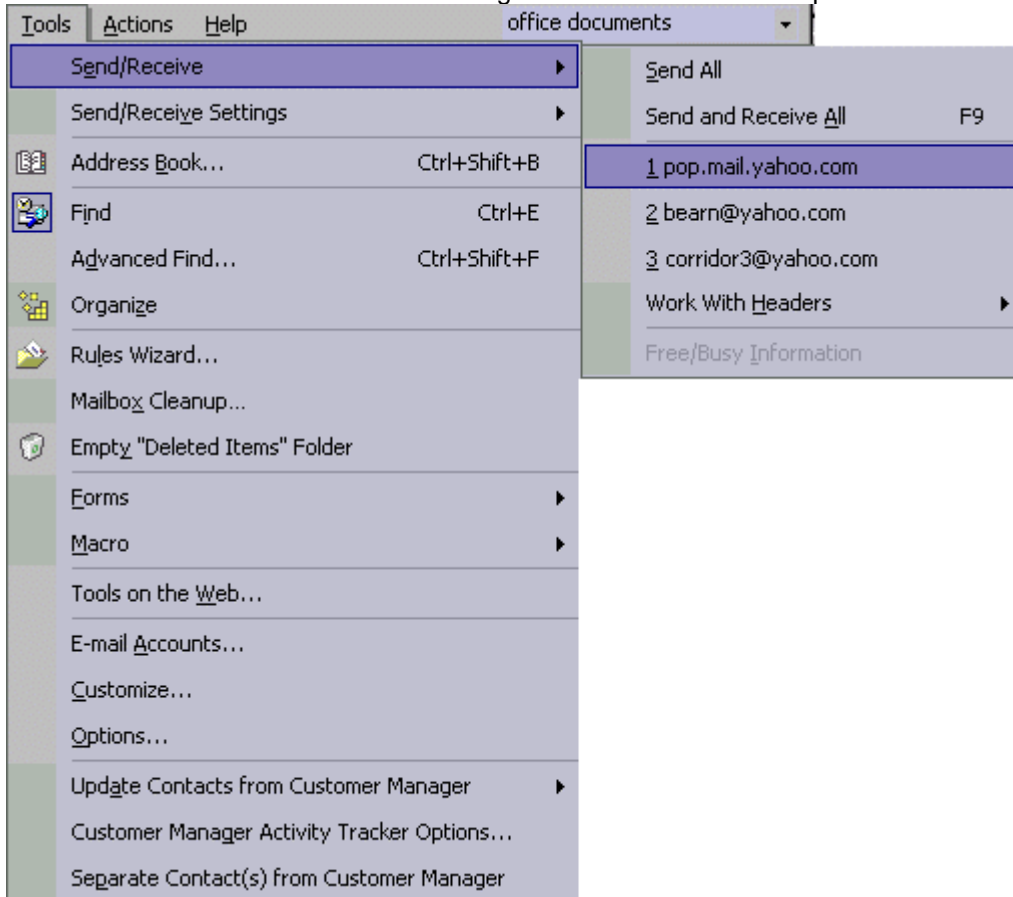


Type in keyword in the 'Look for' field. Select folders to be searched for. Click on 'Find Now' button to begin the keyword search.
The search results will be displayed on the search list box.

How to Send and Receive E-mail Messages

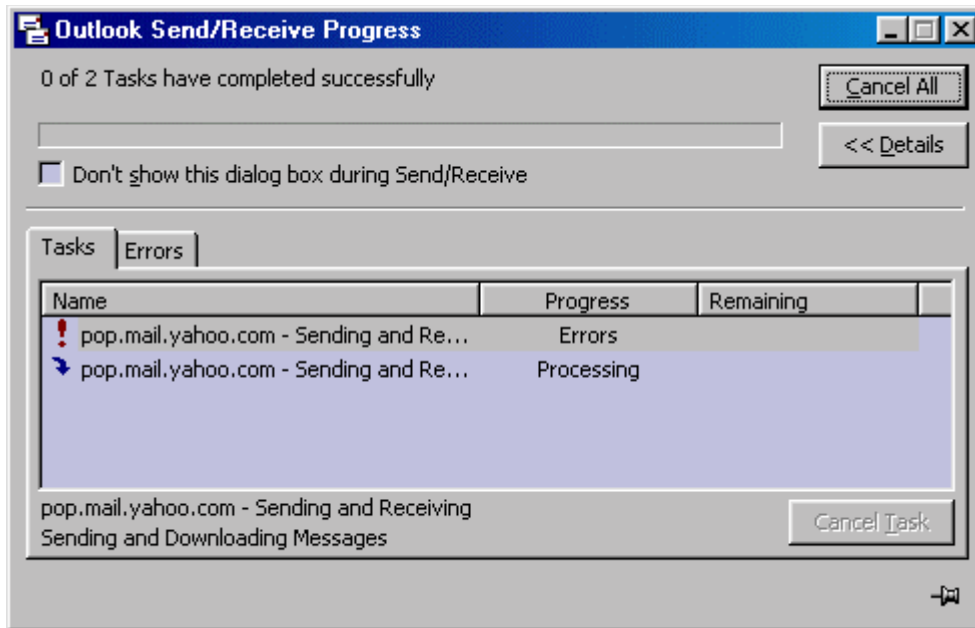
To Send and Receive E-mail Messages

You can check and send all e-mail messages from an e-mail or multiple e-mail accounts.



Sometime you may compose or reply e-mails without connecting to Internet (off-line). To send all e-mails that are inside your Outlook Outbox, click on 'Send All' from the fly-out menu. Please make sure that your computer is connected to Internet before sending your e-mails 'on-line'.

To check e-mails from specific e-mail account, simply select the relevant e-mail account from the fly-out menu bar. You will see a downloading message box indicating the number and percentage of e-mails received from the mail server.

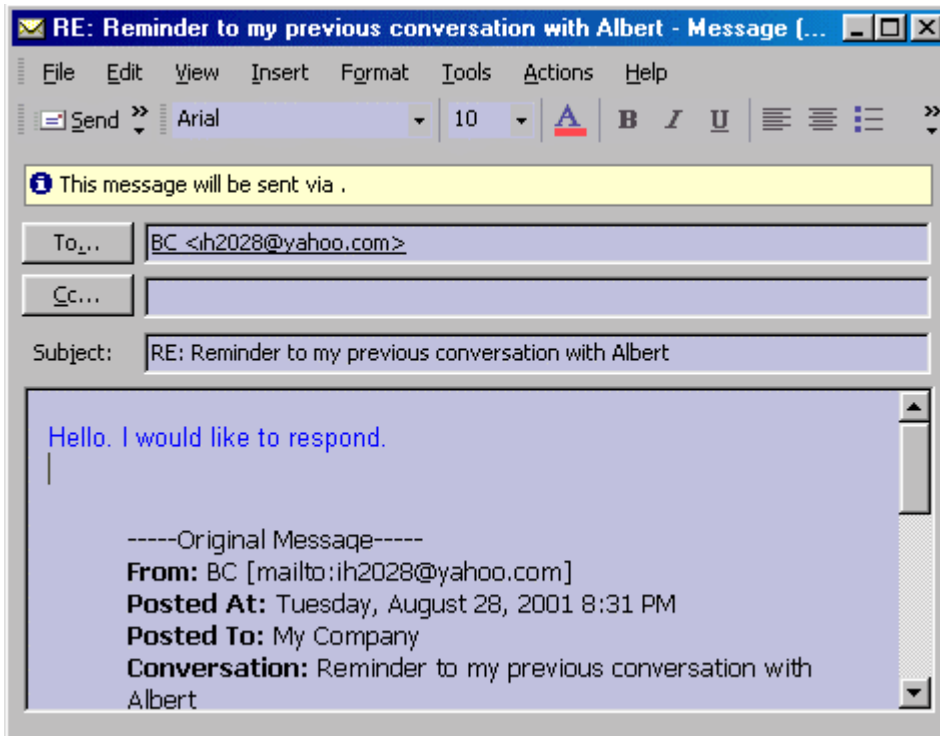


The downloaded e-mail list will be displayed in your Inbox immediately.

How to Reply and Add Signature to an E-mail

To Reply and Add Signature to an E-mail

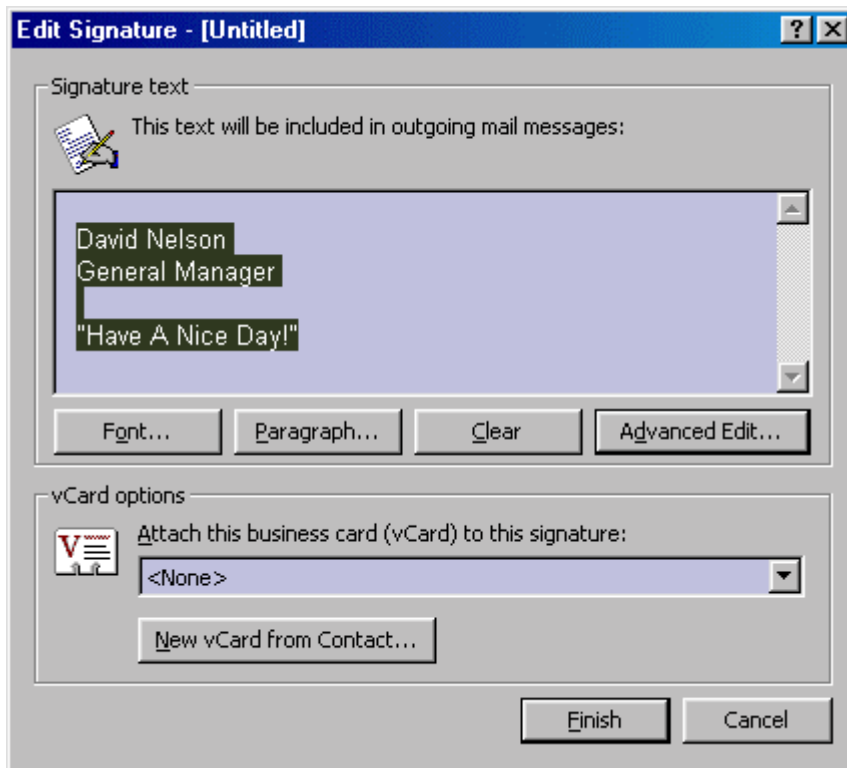
You can select any e-mail message from the folders of Outlook bar and reply it. After you have selected the specific e-mail message, click on **Actions > Reply**



You can type your message in the message box. Note that the original message is also attached which will be visible by the e-mail recipient(s). After you have completed the replied message, click on 'Send' button to send it.

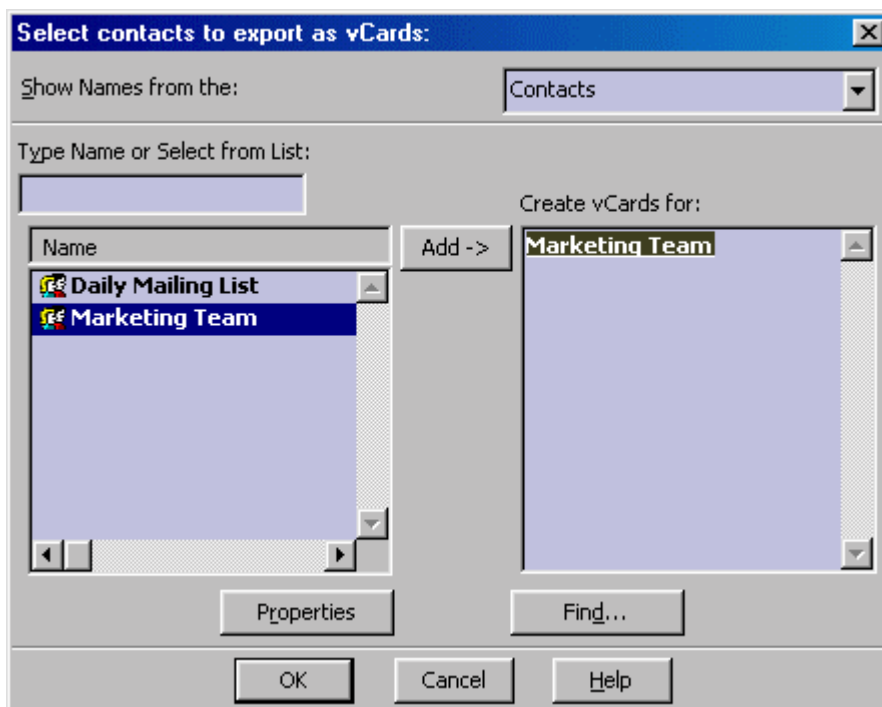
Text and/or pictures can be added automatically to the end of an outgoing e-mail message. We called this 'Signature'.

If you want to add 'Signature' to your e-mail message, you can click on **Insert > Signature > More...**



Type in your signature text in the text box, and click 'Finish'. This will include the signature text to your outgoing e-mail messages.

A contact can be saved as vCard to be sent together with e-mail message. To add a business card (or vCard) to the end of e-mail message, you can click on 'New vCard from Contact...' button:

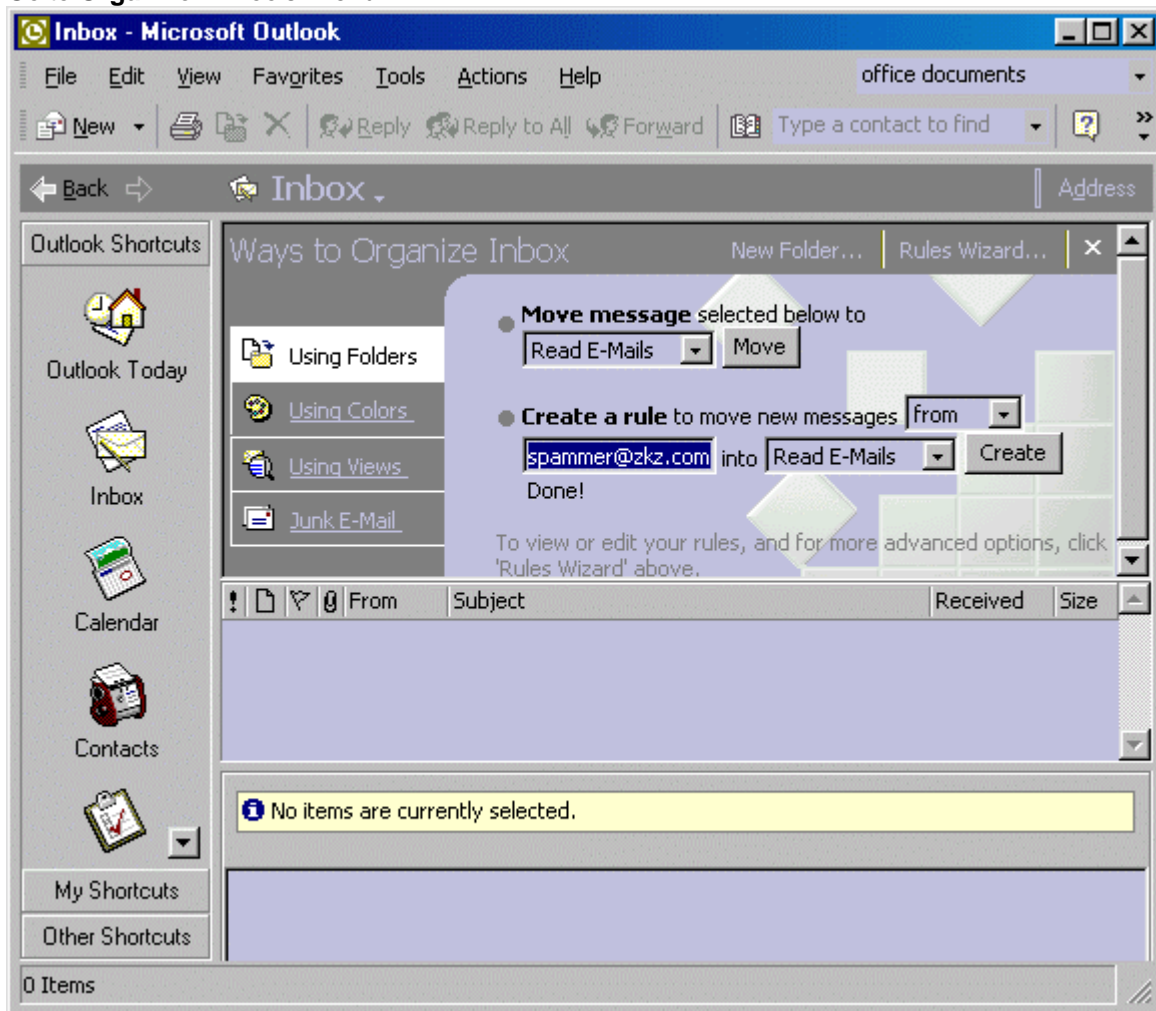


Click 'OK' button to add the vCard or contact to the end of the e-mail message.

How to Use Junk Mail List

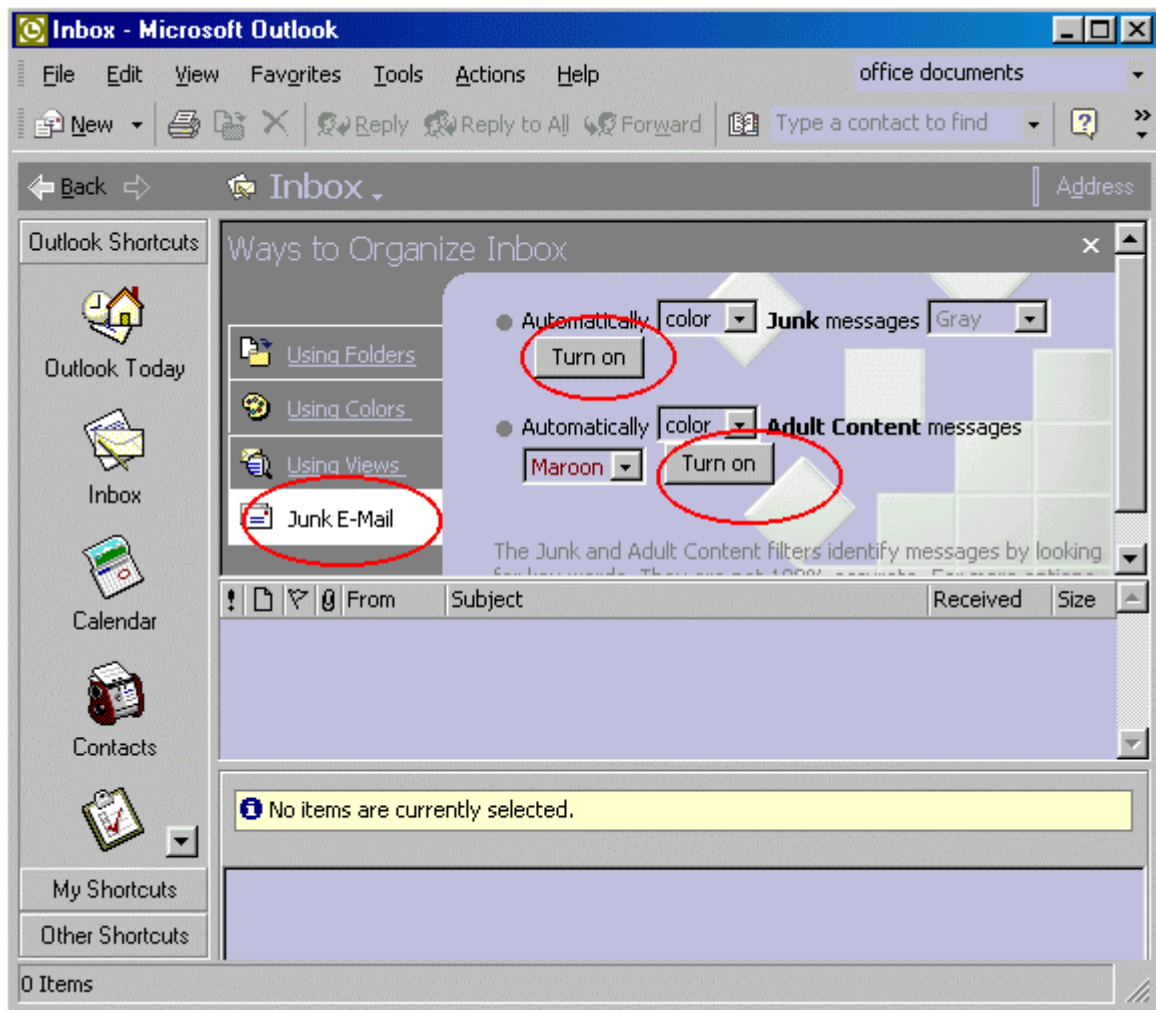
To Use Junk Mail List

You must first turn on the Junk E-mail feature in Option.
Go to **Organize** in 'Tools' menu.



You must create a rule to filter out the junk e-mails.
Determine if you want to move new messages from/send to specific junk e-mail address into specific folders inside Outlook bar.
Click on 'Create' button to create this new filter rule.
If you want to easily create more filters to junk e-mails, you can click on 'Rules Wizard' button and follow the instructions to add more rules to junk e-mails.

You must then 'turn on' the filter rules:

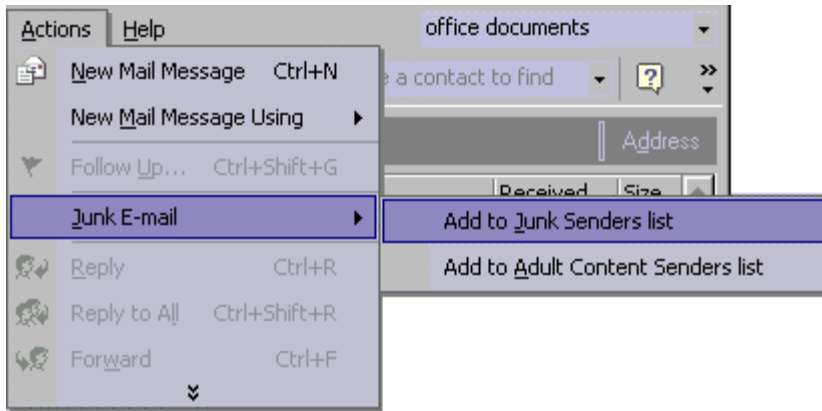


Click on 'Junk E-mail' link. Then click on 'Turn On' buttons to activate the filter rules.



You can then click on the 'X' button to close the Organize window.

If you have received any unwanted email and want to add it to Junk Mail list, select the e-mail message, and click on **Actions > Junk E-mail > Add to Junk Senders List**

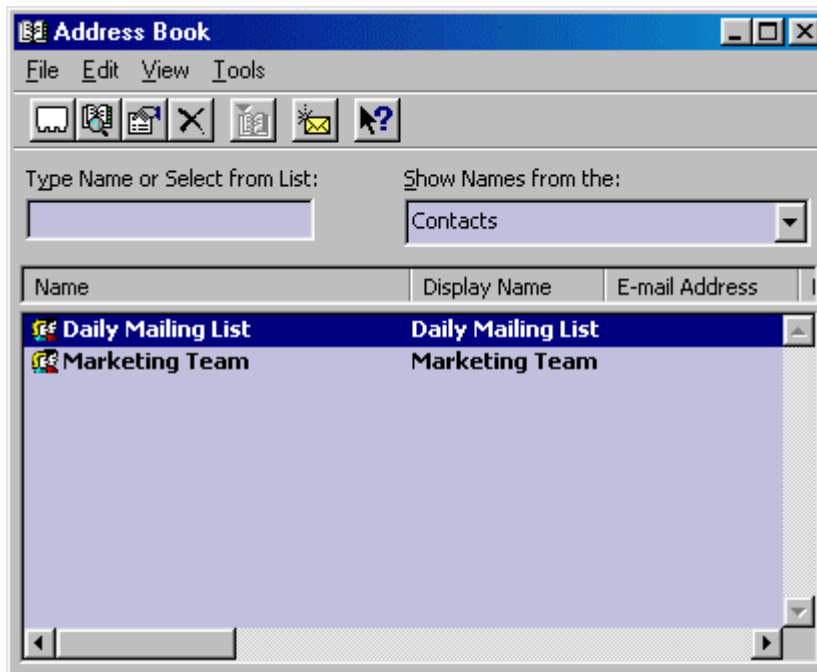


How to Find People from Address Book

To Find People from Address Book

Address book is available in Outlook and you can search for people information from its search function.

Click on **Tools > Address Book**

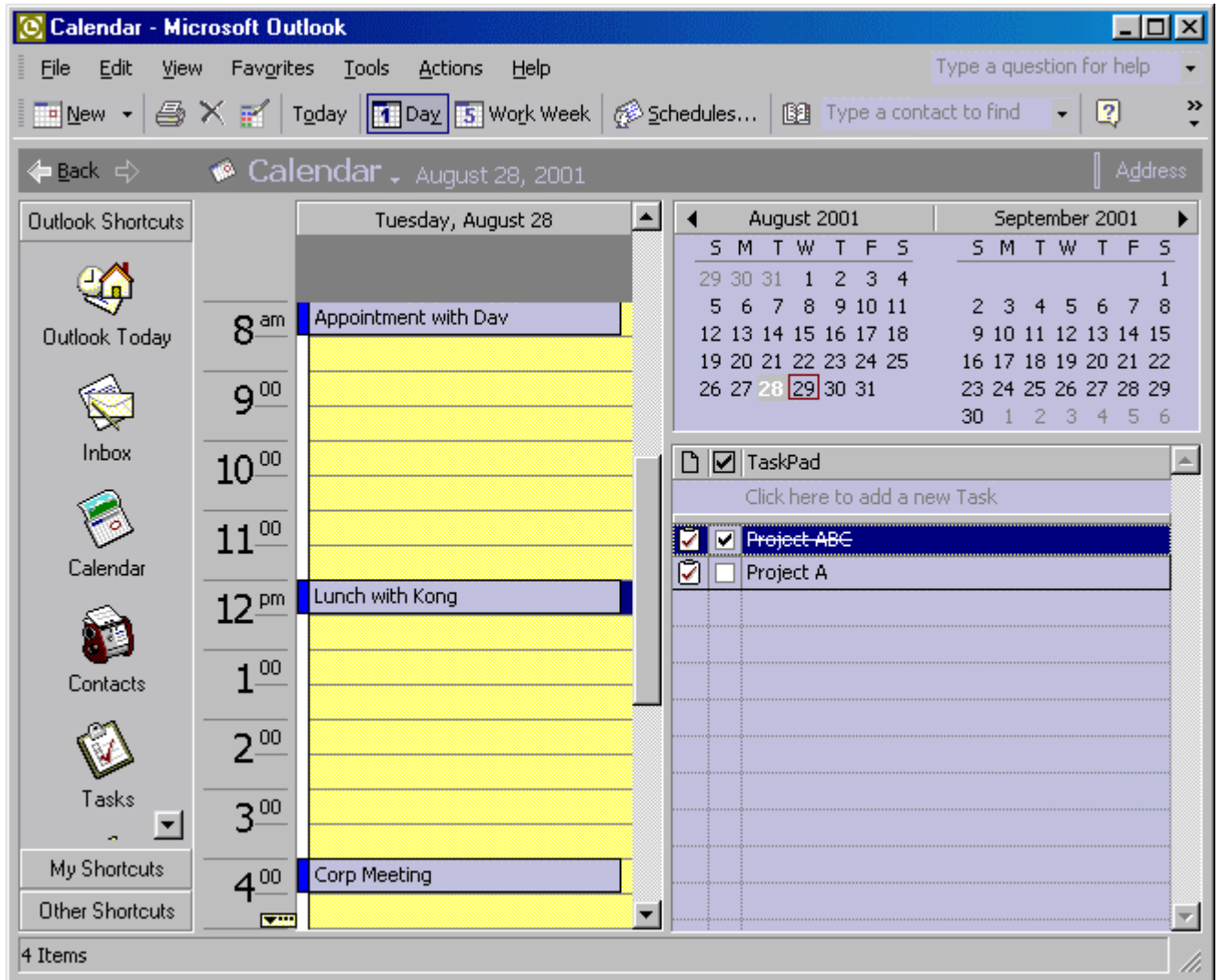


Type in the Name that you want to find. You can double click on the selection on the Name list to find out more contact information.

How to Create Appointment in Calendar

To Create Appointment in Calendar

You can use Calendar in Outlook to keep track of daily activities efficiently. Click on 'Calendar' button on Outlook bar:



You can create an appointment at specific time by clicking on the timetable.

Go through Plan 09123 with Thomas - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees...

Appointment Scheduling

Subject: Go through Plan 09123 with Thomas

Location: This is an online meeting using: Microsoft NetMeeting

Start time: Wed 8/29/01 1:00 PM All day event

End time: Wed 8/29/01 1:30 PM

Reminder: 15 minutes Show time as: Busy Label: None

Go through Plan 09123 with Thomas.
Make sure he remembers to bring his proposal in.

Contacts... Categories...

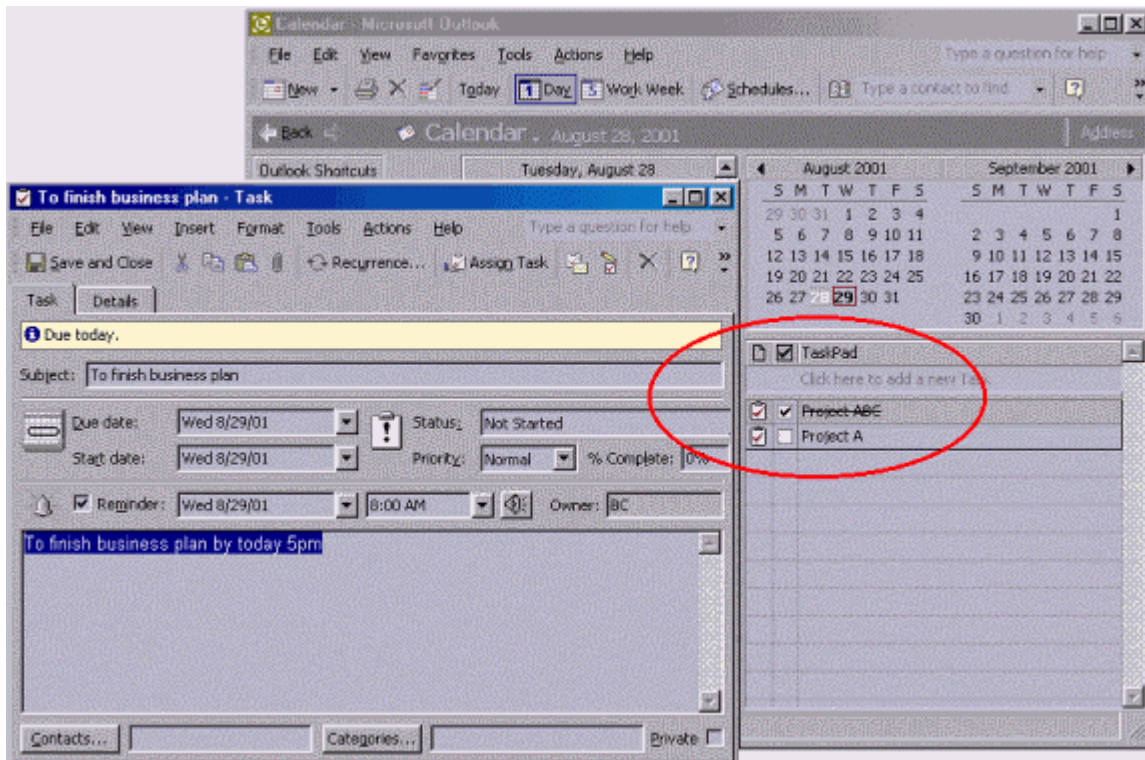
Type in the subject of the appointment. Indicate the start and end times for it. You can also add message to the appointment. Click on button to save and close the appointment window.

How to Create Task in Calendar

To Create Task in Calendar

You may have many tasks to accomplish within a working day.

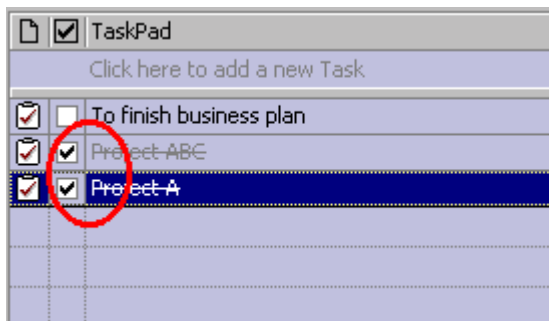
To organize tasks efficiently, you can double click on the Task Pad to add new task of the day inside Calendar system.



Type in Subject of the task on the field. You can change the due and start dates from the fields as well. Determine if the priority is High, Normal or Low.

You can add many tasks to the Task Pad. In case you need a Reminder for any specific task, simply check on the Reminder box.

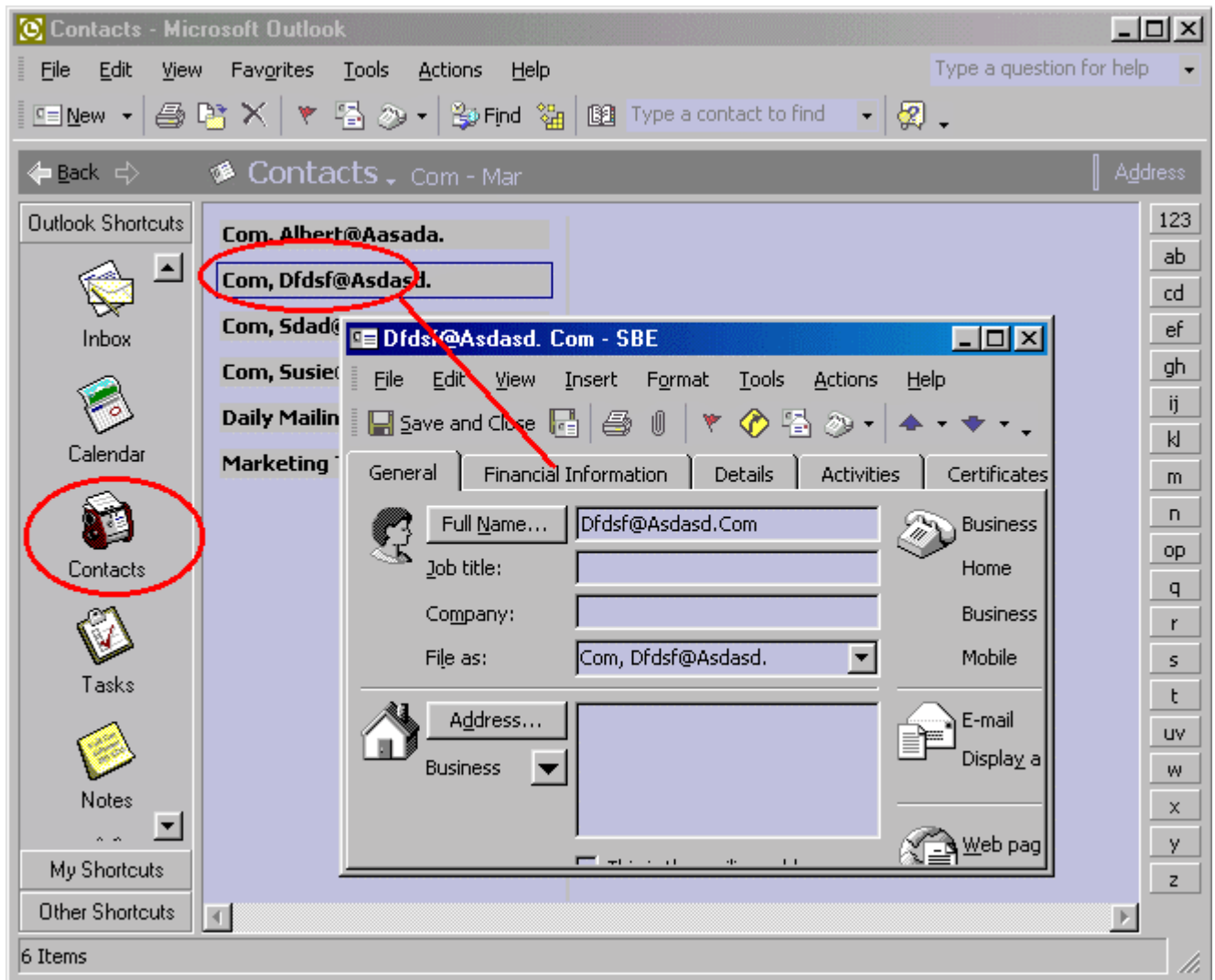
To indicate that certain tasks have been accomplished, you can add 'strikethrough' to the task list by checking on the box next to each task:



How to Find People from Contact List

To Find People from Contact List

The Contacts button at Outlook bar provides convenience to find the existing contact list. Click on Contacts button to view the list:



Double clicking on the specific name on the list will bring out the detailed contact information. You can also click on the numeric and alphabet buttons at the right-hand side to find the existing contact list.

To finish business plan - Task

File Edit View Insert Format Tools Actions Help Type a question for help

Save and Close Recurrence... Assign Task

Task Details

Due today.

Subject: To finish business plan

Due date: Wed 8/29/01 Status: Not Started

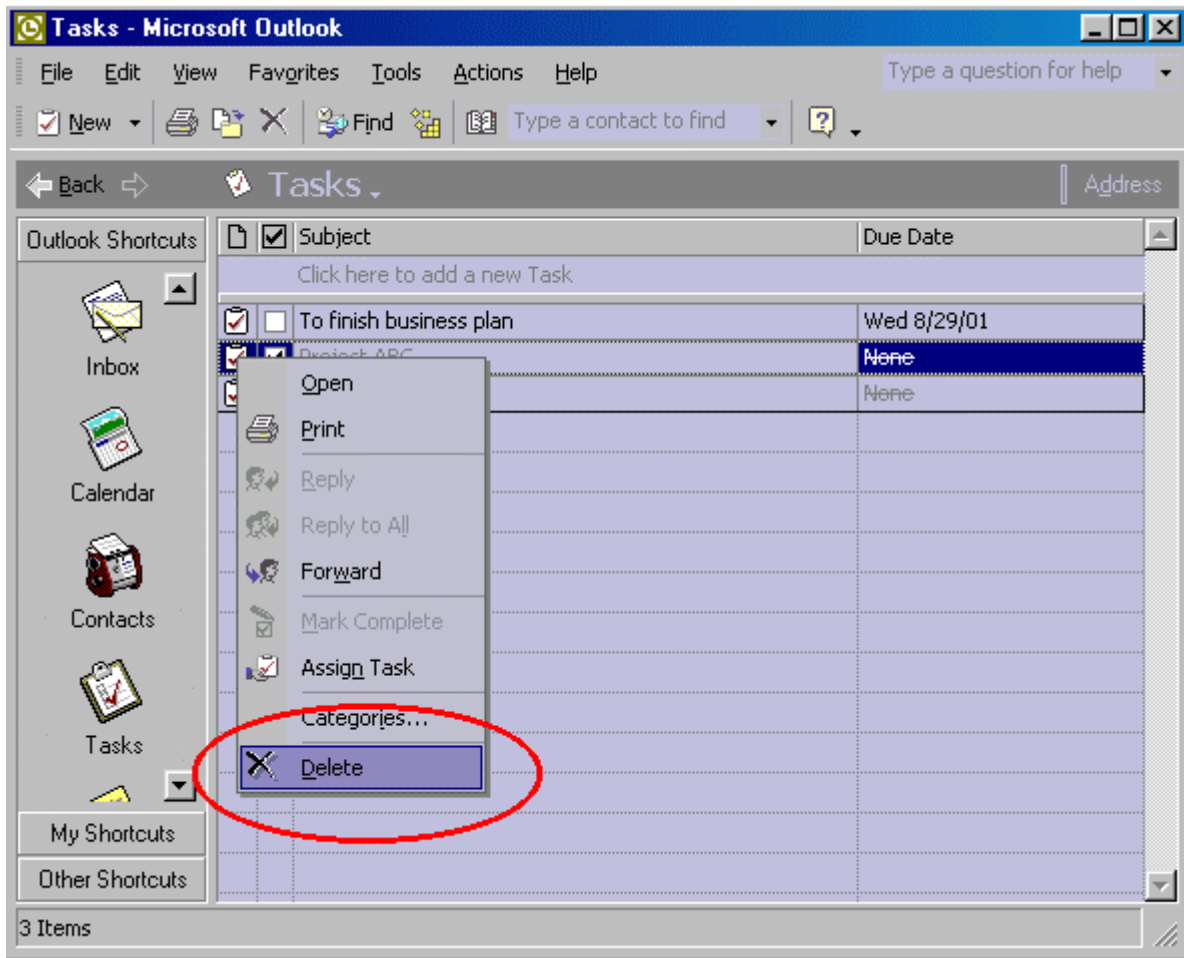
Start date: Wed 8/29/01 Priority: Normal % Complete: 0%

☒ Reminder: Wed 8/29/01 8:00 AM Owner: BC

To finish business plan by today 5pm.
If cannot complete, need to inform CEO immediately.

Contacts... Categories... Private ☐

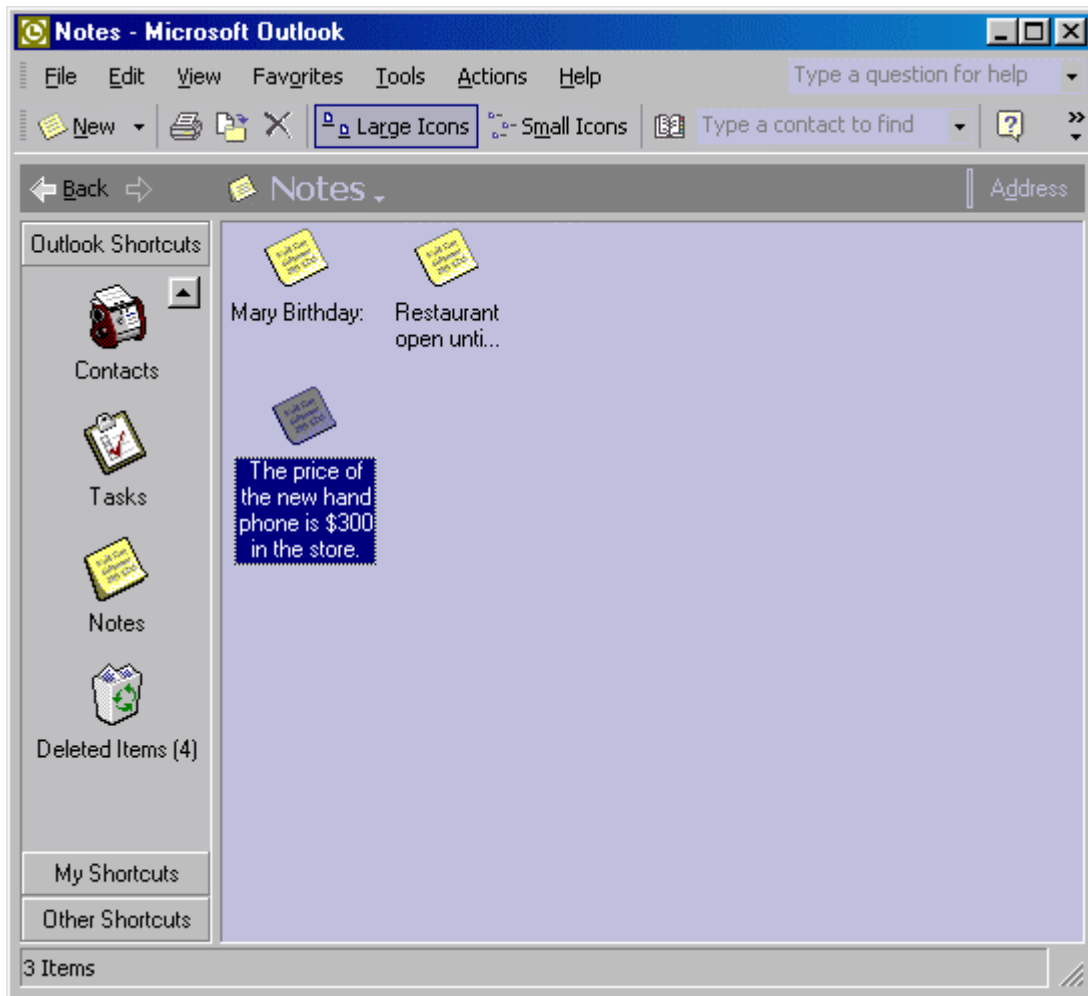
To delete unwanted task from the task list, right click on the specific task icon and select 'Delete' to remove it:



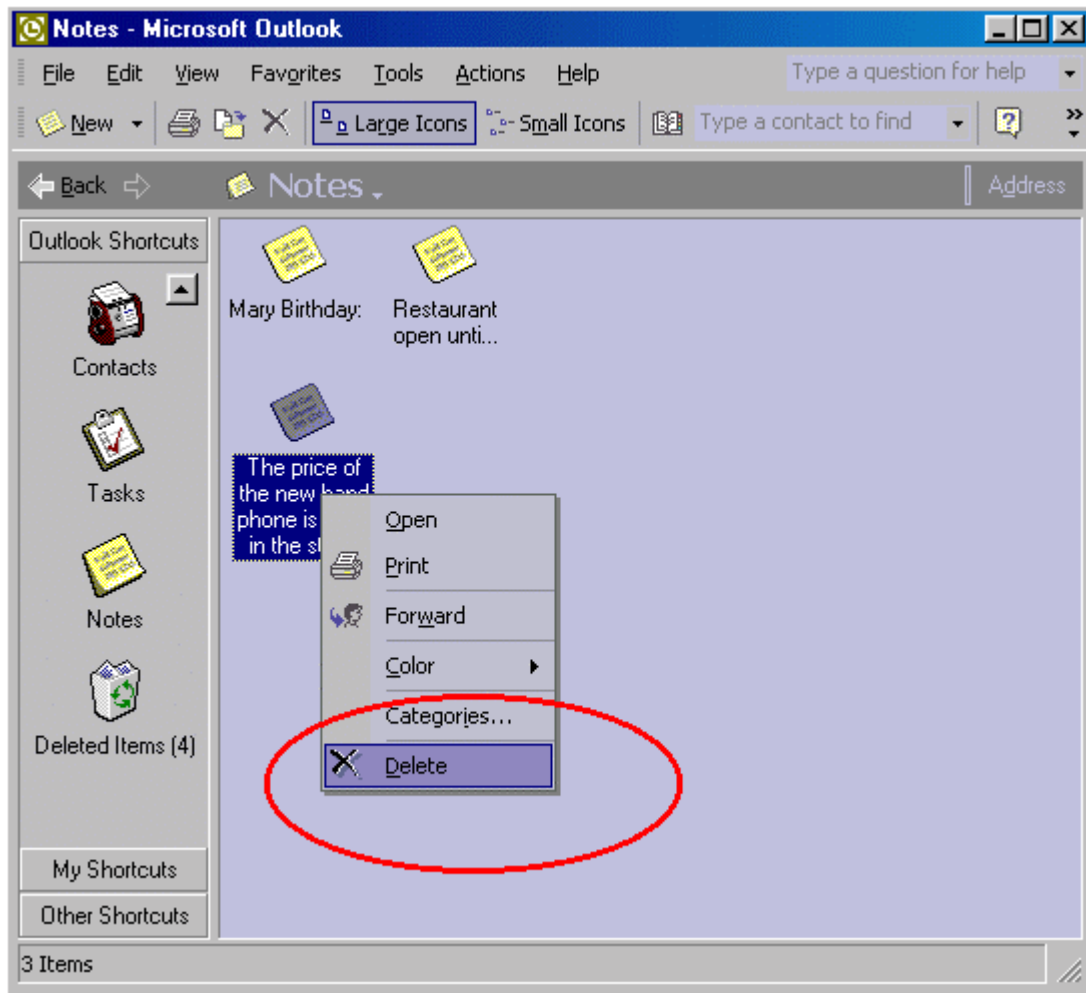
How to View All Notes in Outlook Shortcut

To View All Notes in Outlook Shortcut

All existing notes are saved in the Notes folder on the Outlook Bar. Click on Notes button to view all of them:



To create a new Note, simply click on the 'New' button at the menu bar. To remove unwanted note from the note list, please right click on the specific note, and select 'Delete' to remove it:

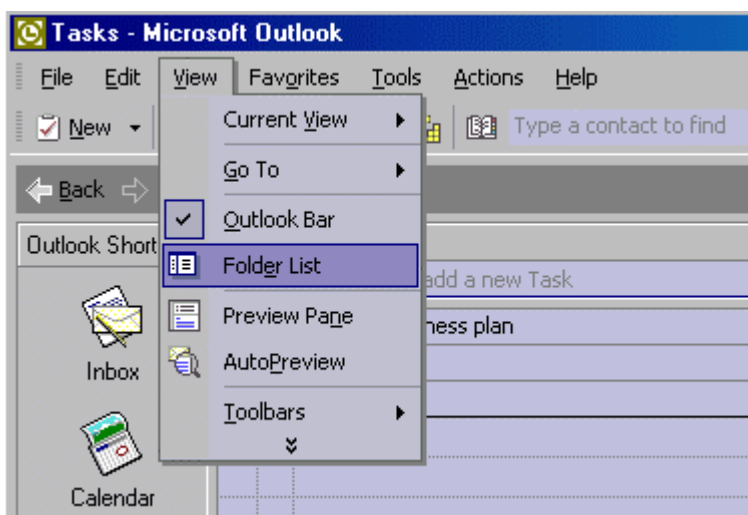


How to Add Folder List to Outlook

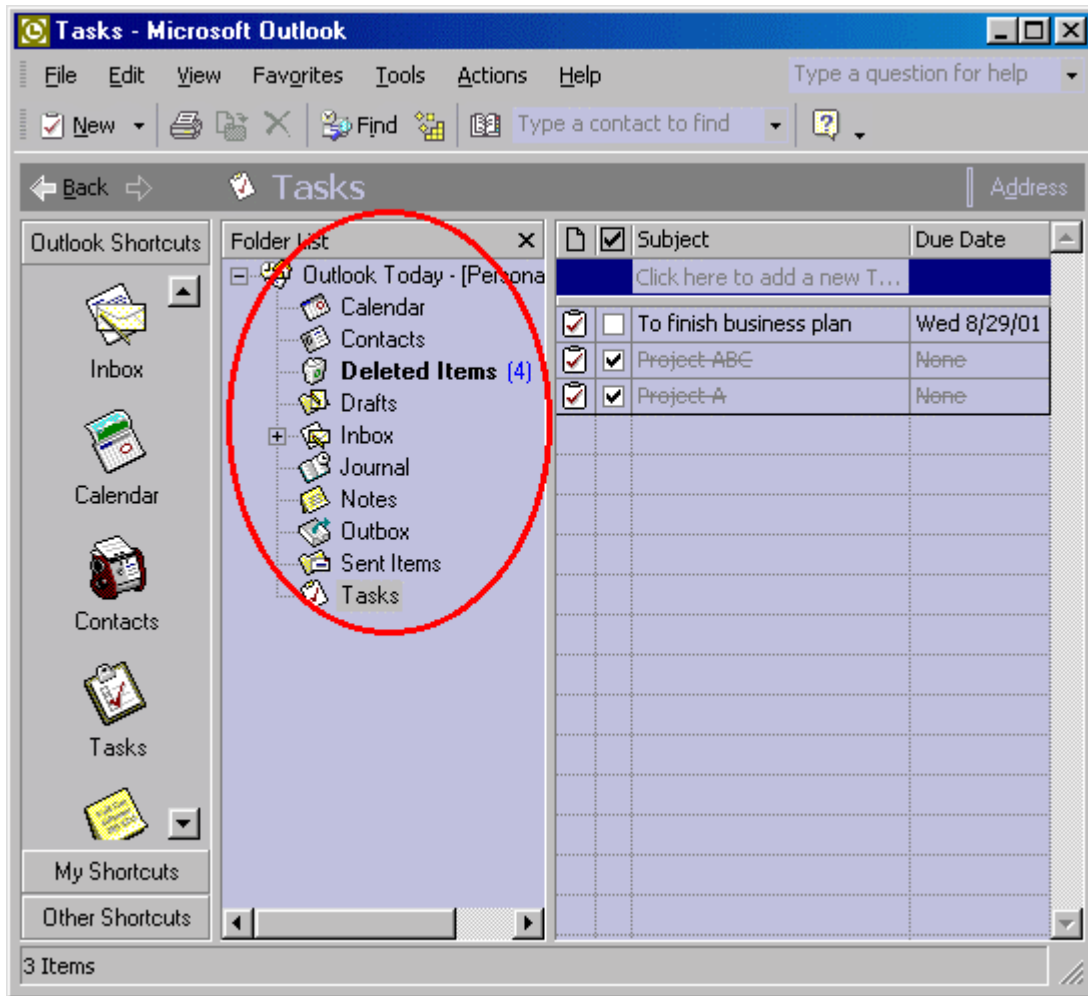
To Add Folder List to Outlook

You may have created many folders to your Outlook program.

To view the folder list directly in Outlook, you can select **View > Folder List**



The Folder List will be displayed directly in the Outlook main window:

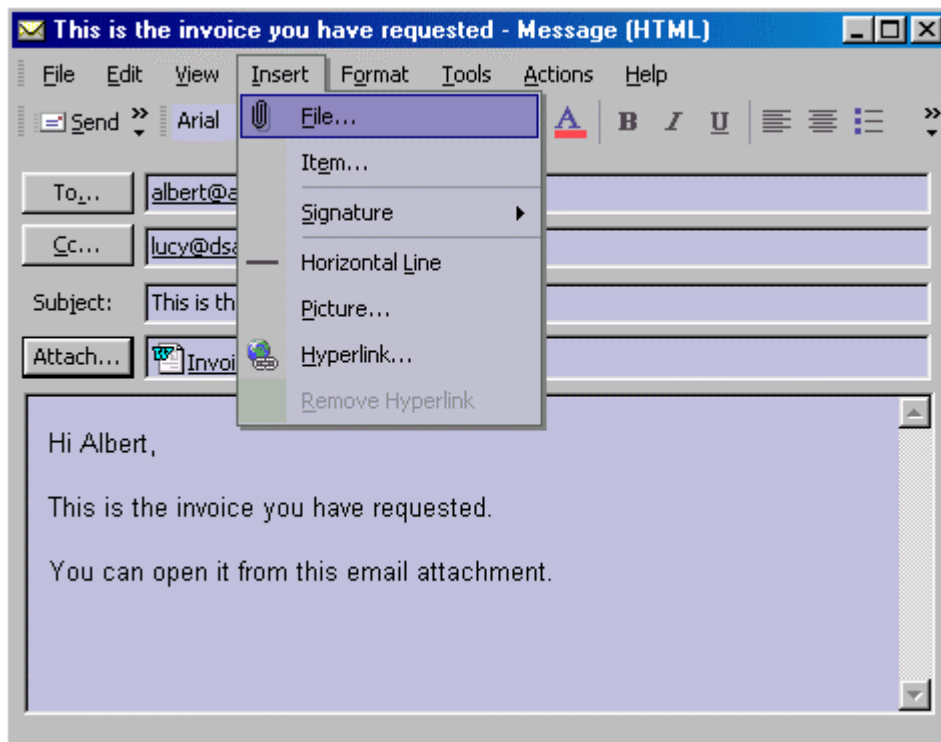


With Folder List, you can check exactly the number of messages in each mail folder. You can drag and drop your inbox e-mails to your designated folders easily.

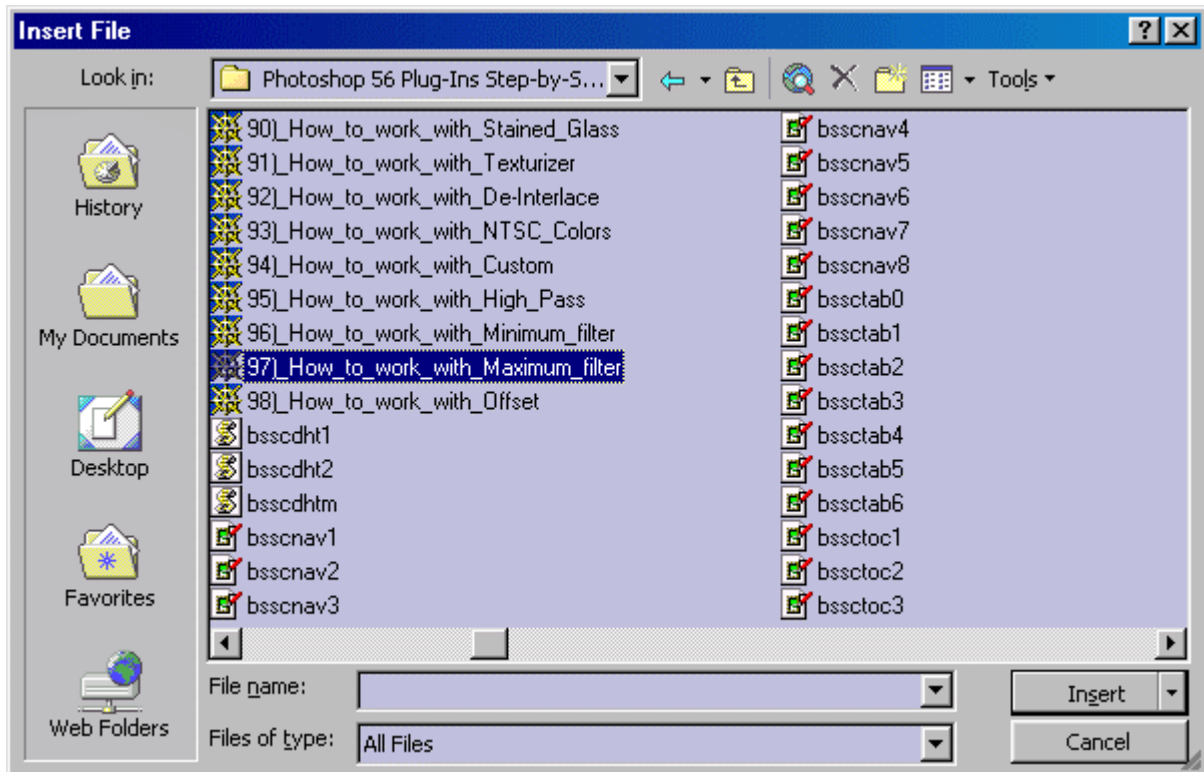
How to Attach Various Files in E-mail

To Attach Various Files in E-mail

You can attach various files in your outgoing e-mails.
In the e-mail composition window, select **Insert > File...**

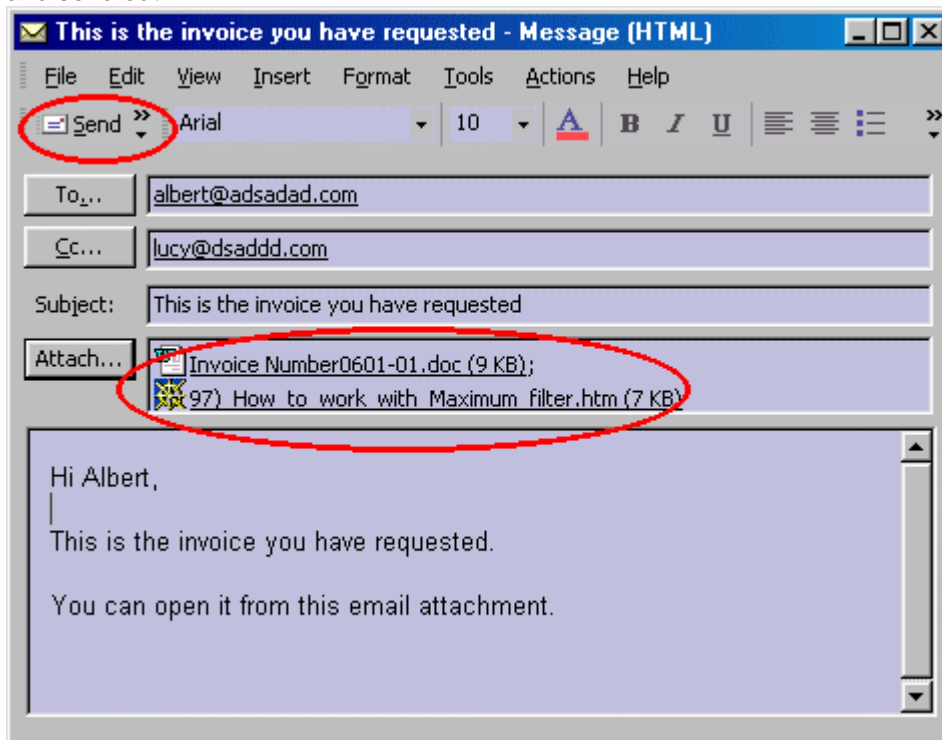


Select a file and click 'Insert' button to attach the file to the e-mail:



To add another file, simply repeat the procedures above to attach additional files to the e-mail.

After completing your e-mail message, you can click on 'Send' button to send the e-mail. Since the e-mail contains attachments, it may take a little while to upload the files to your e-mail server and send out.

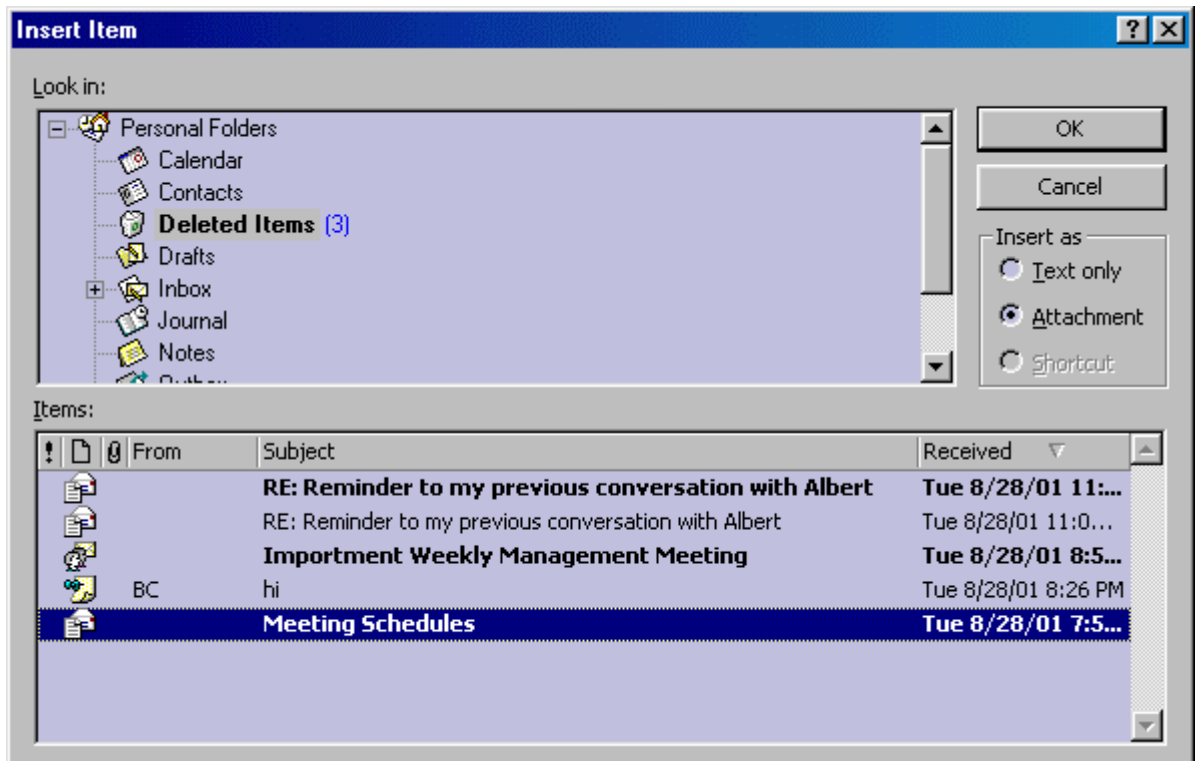


How to Attach E-mail Item to E-mail Message

To Attach E-mail Item to E-mail Message

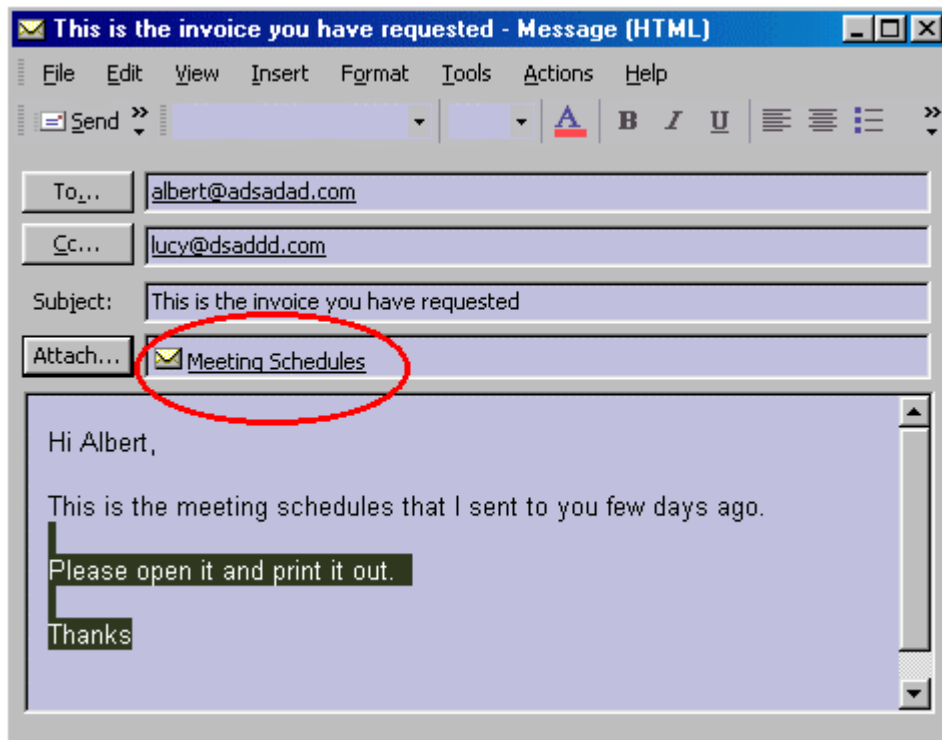
You can attach other items, such as 'E-mails' to your outgoing e-mail.

In the e-mail composition window, click on **Insert > Item...**



Select an item from Outlook folders, such as existing email message, to be attached to the e-mail message.

Note that you can select to insert the item as Text or Attachment. If an item is inserted as Text, the recipient will be able to read the attached item from the e-mail message directly. If it is inserted as 'attachment', the recipient will need to double click on the attachment item in the e-mail message it order to open and read it.



You can see the e-mail item has been attached to the e-mail message. You can click on 'Send' button to send it to the email recipients.

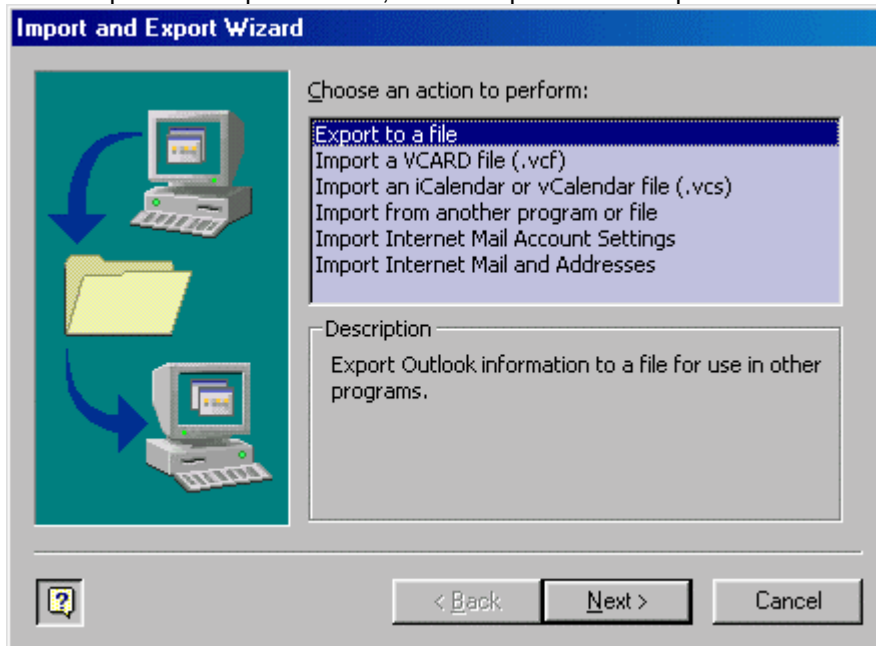
How to Export Outlook Information to a File

To Export Outlook Information to a File

You can export Outlook information to a file for use in other programs.

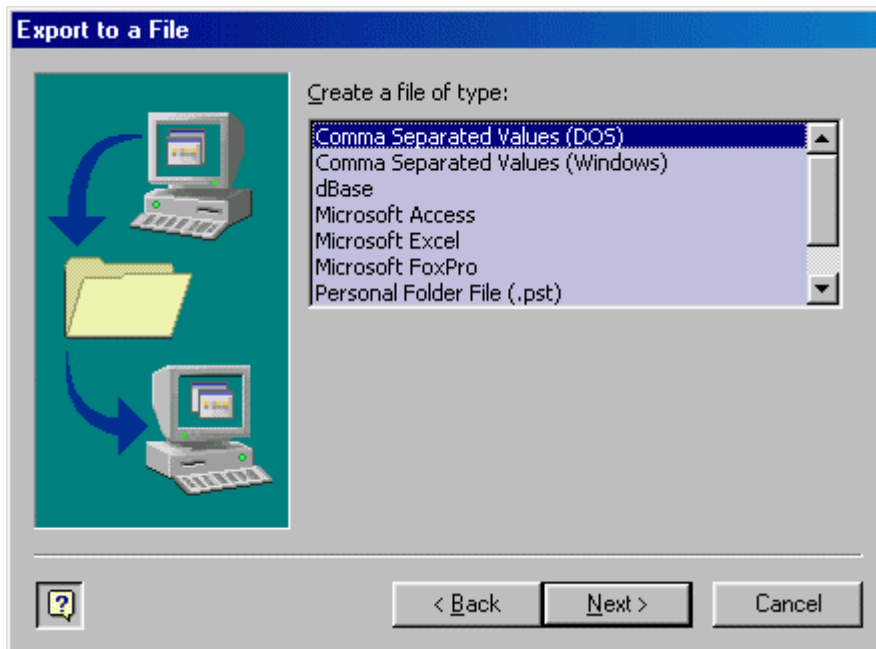
Click **File > Import and Export...**

In the Import and Export Wizard, select 'Export to a file' option:



Click 'Next' to continue.

You can choose the export the Outlook information to Comma Separate Value, dbase, Access or other formats:

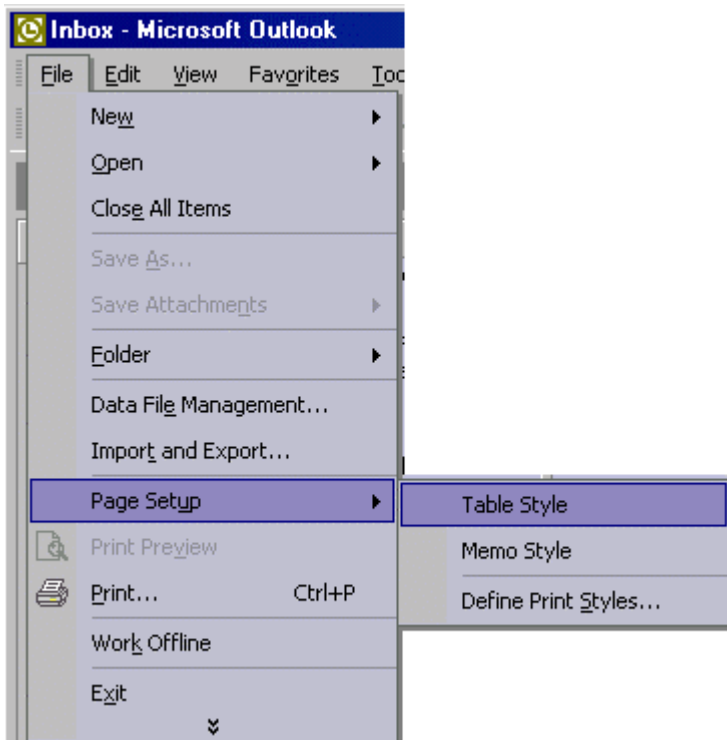


The exported file will be accessible in the specific program that you have selected.

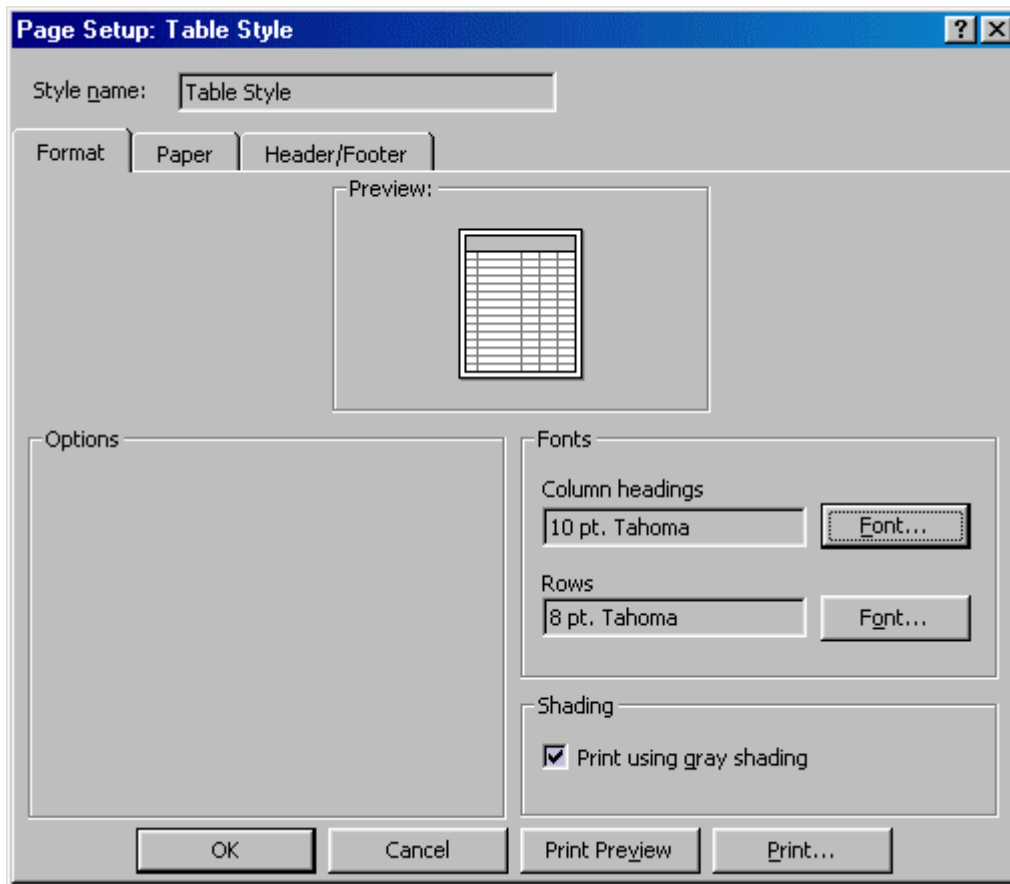
How to Setup E-mail List Page

To Setup E-mail List Page

You can print out your e-mail list in different formats. Before that, you will need to setup the page. Click **File > Page Setup > Table Style**



You can setup the Format, Paper and Header/Footer of the e-mail list page:



By choosing the fonts and other setting, you can also determine the look and feel of the header and footer for the e-mail list page:

Page Setup: Table Style [?] [X]

Style name:

Format | Paper | Header/Footer

Header:

--	--	--

Footer:

<input type="text" value="[User Name]"/>	<input type="text" value="[Page #]"/>	<input type="text" value="[Date Printed]"/>
--	---------------------------------------	---

☐ Reverse on even pages

[OK] [Cancel] [Print Preview] [Print...]

The printer output will be in this style:

!	📄	🔍	0	From	Subject	Received	Size

Edited By Norashikin. 082901

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