

Outlook Express Instructions for Setting Up LAUSD Email Account

You can set up the Microsoft® Outlook® Express software to read and send LAUSD e-mail.

The first step to setting up the Outlook Express software is to create an LAUSD e-mail account. This will use your existing LAUSD account.

To create a new e-mail account in the Outlook Express software:

1. Launch the Outlook Express software.

(Note: If prompted to specify whether you want to use Outlook Express as the default e-mail program, click the **Yes** button.)

2. Click the **Tools** menu, then click **Accounts**.

3. Click the **Add** button, then click **Mail**.

4. In the Display name: box, type **your name** as you would like it to appear on your outgoing e-mail messages, then click the **Next** button. I normally type my name in this order: **First Name** and **Last name**.

5. In the E-mail address: box, type your **full e-mail address**, for example, rxk9721@lausd.net, then click the **Next** button.

6. Click the **My incoming mail server is a** drop-down menu to open it, select **POP3** appropriately from the list. I always select **POP3** if it is not already prepopulated in the given box.

7. In the Incoming mail (POP3, IMAP, or HTTP) server: box, type: **mail.lausd.net**

8. In the Outgoing mail (SMTP) server: box, type **mail.lausd.k12.ca.us**, then click the **Next** button.

9. In the Account name: box, type your LAUSD **screen name**.

(Note: Your screen name is generally the part of your email address immediately before the symbol @. The part that follows @ is called domain and it is not necessary to include it. For your convenience, Outlook Express prepopulates your screen name based on the information that you entered before. If it is not prepopulated you can type it. Later on, if the screen name alone does not work, then include the domain too i.e. type your full email address.)

10. In the Password: box, type your LAUSD **password**.

(Note: If you want Outlook Express to save your LAUSD password, click the **Remember password** box to place a **check mark** in it. I normally check it because LAUSD is not my primary account to send emails. In my view, it is safe not to remember the password for the account that you will be using as default account for sending the emails. For example, out of the three accounts that I have set up in Outlook Express (LAUSD, Gmail, and AOL), I use Remember Password for two (LAUSD and AOL) and I don't Remember Password for my Gmail as that is my default account for sending or receiving emails (99 % of my email traffic) and I want to have control over its security.)

Note: If you won't use the option Remember Password for your not so important email accounts, and then every time you try to send an email, Outlook Express will ask for the password. Sometimes, that becomes an irritation especially if you are hard pressed for time.

11. Click the **Next** button.

12. Click the **Finish** button.

After clicking on Finish you will land on a screen which is already on the **Mail** tab. If it not already there, click on **Mail** tab.

13. Click **mail.lausd.net** to highlight it and then click the **Properties** button.

14. Under the **General** tab, In the **Mail Account** section, select the current words which would be **mail.lausd.net** and replace it with the word **Lausd**.

15. **Check the box** in front of **Include this account when receiving mail or synchronizing**.

16. Click the **Advanced** tab.

17. In the **Server Port Numbers** if the numbers are not already prepopulated, then in the Outgoing Mail (SMTP): box type **25**. In the Incoming Mail (POP3): box type **995**. Also, **Check the box** in front of **This server requires a secured connection (SSL)**.

18. In the **Delivery** section, click the **Leave a copy of messages on server** box to place a **check mark** in it.

19. Click the **OK** button.

20. Click the **Close** button.

(Note: If you are prompted to download folders from the mail server, click the **Yes** button.)

21. Set up the general options by following the steps given below in **Setting Up General Options for all accounts in Outlook Express**.

Outlook Express Instructions for Setting Up Gmail Email Account

You can set up the Microsoft® Outlook® Express software to read and send Gmail e-mail.

The first step to setting up the Outlook Express software is to create a Gmail e-mail account. This will use your existing Gmail account.

To create a new e-mail account in the Outlook Express software:

1. Launch the Outlook Express software.

(Note: If prompted to specify whether you want to use Outlook Express as the default e-mail program, click the **Yes** button.)

2. Click the **Tools** menu, then click **Accounts**.

3. Click the **Add** button, then click **Mail**.

4. In the Display name: box, type **your name** as you would like it to appear on your outgoing e-mail messages, then click the **Next** button. I normally type my name in this order: **First Name** and **Last name**.

5. In the E-mail address: box, type your **full e-mail address**, for example, chandelr@gmail.com, then click the **Next** button.

6. Click the **My incoming mail server is a** drop-down menu to open it, select POP3 appropriately from the list. I always select **POP3** if it is not already prepopulated in the given box.

7. In the Incoming mail (POP3, IMAP, or HTTP) server: box, type: **pop.gmail.com**

8. In the Outgoing mail (SMTP) server: box, type **smtp.gmail.com**, then click the **Next** button.

9. In the Account name: box, type your Gmail **screen name**.

(Note: Your screen name is generally the part of your email address immediately before the symbol @. The part that follows @ is called domain and it is not necessary to include it. For your convenience, Outlook Express prepopulates your screen name based on the information that you entered before. If it is not prepopulated you can type it. Also, if the screen name alone does not work, then include the domain too i.e. type your full email address.)

10. In the Password: box, type your Gmail **password**.

(Note: If you want Outlook Express to save your Gmail password, click the **Remember password** box to place a **check mark** in it. I normally do not check it because Gmail is my primary account to send emails. In my view, it is safe not to remember the password for the account that you will be using as default account for sending the emails. For example, out of the three accounts that I have set up in Outlook Express (LAUSD, Gmail, and AOL), I use Remember Password for two only (LAUSD and AOL) as these two accounts are used only 1% of the time anyway so what is the use of wasting time in putting the password every time I access it through Outlook Express.

11. Click the **Next** button.

12. Click the **Finish** button.

After clicking on Finish you will land on the screen which is already on the **Mail** tab. If it not already there, click on **Mail** tab.

13. Click **mail.gmail.com** to highlight it and then click the **Properties** button.

14. Under the **General** tab, In the **Mail Account**, select the current words which would be **mail.gmail.com** and replace it with the word **Gmail**.

15. **Check the box** in front of **Include this account when receiving mail or synchronizing**.

16. Click the **Advanced** tab.

17. In the **Server Port Numbers** if the numbers are not already prepopulated, then in the Outgoing Mail (SMTP): box type **465**. Also, **Check the box** in front of **This server requires a secured connection (SSL)**. In the Incoming Mail (POP3): box type **995**. Also, **Check the box** in front of **This server requires a secured connection (SSL)**.

18. In the **Delivery** section, click the **Leave a copy of messages on server** box to place a **check mark** in it.

19. Click the **OK** button.

20. Click the **Close** button.

(Note: If you are prompted to download folders from the mail server, click the **Yes** button.)

21. Set up the general options by following the steps given below in **Setting Up General Options for all accounts in Outlook Express**.

Outlook Express Instructions for Setting Up AOL Email Account

You can set up the Microsoft® Outlook® Express software to read and send AOL or AIM e-mail. Now you can access your AOL® or AIM® E-mail using any e-mail program that supports both the POP3 and IMAP protocols. The major difference between POP3 and IMAP is that POP3 downloads the messages and stores them on your computer's hard drive and IMAP stores the messages on AOL's mail servers.

The first step to setting up the Outlook Express software is to create an AOL or AIM e-mail account. This will use your existing AOL® or AIM® account.

To create a new e-mail account in the Outlook Express software:

1. Launch the Outlook Express software.

(Note: If prompted to specify whether you want to use Outlook Express as the default e-mail program, click the **Yes** button.)

2. Click the **Tools** menu, then click **Accounts**.

3. Click the **Add** button, then click **Mail**.

4. In the Display name: box, type **your name** as you would like it to appear on your outgoing e-mail messages, then click the **Next** button. I normally type my name in this order: **First Name** and **Last name**.

5. In the E-mail address: box, type your **full e-mail address**, for example, ZolaOnAOL@aol.com or GabbyGrace@aim.com, then click the **Next** button.

6. Click the **My incoming mail server is** a drop-down menu to open it, select IMAP or POP3 appropriately from the list. I always select **POP3** if it is not already prepopulated in the given box.

7. In the Incoming mail (POP3, IMAP, or HTTP) server: box, type:

- **imap.aol.com** or **imap.aim.com** if using IMAP
- **pop.aol.com** or **pop.aim.com** if using POP3.

(Since I selected POP3 on top previously, I always use the second option and since I have an AOL account instead of AIM, I choose **pop.aol.com**)

8. In the Outgoing mail (SMTP) server: box, type **smtp.aol.com** or **smtp.aim.com**, then click the **Next** button.

(Since I selected **pop.aol.com** on top previously, I have to use the first option which is **smtp.aol.com**)

9. In the Account name: box, type your AOL® or AIM® **screen name**.

(Note: Your screen name is generally the part of your email address immediately before the symbol @. The part that follows @ is called domain and it is not necessary to include it. For your convenience, Outlook Express prepopulates your screen name based on the information that you entered before. If it is not prepopulated you can type it. Also, if the screen name alone does not work, then include the domain too i.e. type your full email address.)

10. In the Password: box, type your AOL® or AIM® **password**.

(Note: If you want Outlook Express to save your AOL or AIM password, click the **Remember password** box to place a **check mark** in it. I normally check it because AOL is not my primary account to send emails. In my view, it is safe not to remember the password for the account that you will be using as default account for sending the emails. For example, out of the three accounts that I have set up in Outlook Express (LAUSD, Gmail, and AOL), I use Remember Password for two (LAUSD and AOL) and I don't Remember Password for my Gmail as that is my default account for sending or receiving emails (99 % of my email traffic) and I want to have control over its security.)

11. Click the **Next** button.

12. Click the **Finish** button.

If using IMAP, click the **Close** button, then click the **Yes** button if prompted to download folders from the mail server.

Proceed if using POP3 only:

After clicking on Finish you will land on the screen which is already on the **Mail** tab. If it not already there, click on **Mail** tab.

13. Click **pop.aol.com** to highlight it and then click the **Properties** button.

14. Under the **General** tab, In the **Mail Account**, select the current words which would be either **pop.aol.com** or **pop.aim.com** and replace it with the word AOL.

15. Check the box in front of **Include this account when receiving mail or synchronizing**.

16. Click the **Advanced** tab.

17. In the **Server Port Numbers** if the numbers are not already prepopulated, then in the Outgoing Mail (SMTP): box type **25**. Also, Check the box in front of **This server requires a secured connection (SSL)**. In the Incoming Mail (POP3): box type **110**.

(Note: if **25** does not work in the Outgoing Mail section above, then try **587**.)

18. In the **Delivery** section, click the **Leave a copy of messages on server** box to place a **check mark** in it.

19. Click the **OK** button.

20. Click the **Close** button.

(Note: If you are prompted to download folders from the mail server, click the **Yes** button.)

21. Set up the general options by following the steps given below in **Setting Up General Options for all accounts in Outlook Express**.

Setting Up General Options for All Accounts in Outlook Express

1. Click on **Tools**, then **Options**, then

A. Under **General** tab:

under **General** section

Check the boxes in front of **When starting, go directly to my “inbox” folder** and **automatically display folders with unread messages**.

under **Send/Receive Messages** section

Check all the boxes in front. Also, in **Check new messages every** select **5** minutes by clicking on drop down arrow. The default option is 30 minutes and you don't wanna wait until half an hour for the new message to arrive.

B. Under **Read** tab:

under **Reading Messages** section

Check the **first, third, and fifth boxes** in front. Also, in **Mark messages read after displaying for** select **5** seconds by clicking on drop down arrow. In **Highlight watched messages** select **Red** color by clicking on drop down arrow.

C. Under **Send** tab:

under **Sending** section

Check all the **six boxes** in front if they are not already checked.

under **Mail Sending Format** section

Check the **HTML** in front.

D. Under **Compose** tab:

under **Compose Font** section

In the **Mail**, click on **Font Settings** button to select **Verdana, Regular**, and **10**. Then select the color by clicking on drop down arrow. I normally select **Green**. You may try different colors based on your preference. That will be the color in which your mail will be typed.

E. Under **Signatures** tab:

under **Signature Settings** section

Check all the **two boxes** in front if they are not already checked.

under **Signatures** section

Click on **New** button to add the signatures. You will see the cursor blinking in the **Edit Signatures** section. Go ahead and type your name as you would like to. Some people add the address and other relevant information too. Still others go to further extreme when they add a quote or two too. Click on **Set as Default** button to finish. You will see **signature #1** immediately under **Signatures** section. You may rename, edit, or remove these signatures any time by clicking on the buttons on the right. Also, you may add any number of signatures by changing the information and make any of those as your default signatures. They will be added as signature #2, 3, and so on.

F. Under **Maintenance** tab:

under **Clean Up Messages** section

I normally **Check** the **box** in front of **Empty messages from the “deleted items” folder on exit**. That ensures the Deleted Items folder is always empty.

2. Click on **OK** to exit.

3. Next, I normally create another folder named **Archives** and put all the old mail in it after a few days if I have not deleted it already. To create a new folder, Go to **File**, then **New**, then click on **folder**. Type the **folder name** (e.g. Archives or Temporary or School Stuff etc.), then click on **Local Folders** and then click on **OK**. This will ensure that the new folder appears in the same place where other folders like Inbox etc. are.

Using Outlook Express Keyboard Shortcuts

You can use shortcut keys to select commands and navigate through the preview pane and the message list. Except where indicated, shortcuts apply to both e-mail and newsgroups.

Main window, view message window, and send message window

To	Press
Open Help topics	F1
Select all messages	CTRL+A

Main window and view message window

To	Press
Print the selected message	CTRL+P
Send and receive e-mail	CTRL+M
Delete an e-mail message	DEL or CTRL+D
Open or post a new message	CTRL+N
Open the Address Book	CTRL+SHIFT+B
Reply to the message author	CTRL+R
Forward a message	CTRL+F
Reply to all	CTRL+SHIFT+R or CTRL+G (news only)
Go to your Inbox	CTRL+I
Go to the next message in the list	CTRL+> or CTRL+SHIFT+>
Go to the previous message in the list	CTRL+< or CTRL+SHIFT+<
View properties of a selected message	ALT+ENTER
Refresh news messages and headers	F5
Go to the next unread e-mail message	CTRL+U
Go to the next unread news conversation	CTRL+SHIFT+U
Go to a folder	CTRL+Y

Main window

To	Press
Open a selected message	CTRL+O or ENTER
Mark a message as read	CTRL+ENTER or CTRL+Q
Move between the Folders list (if on), message list, preview pane, and Contacts list (if on).	TAB
Mark all news messages as read	CTRL+SHIFT+A
Go to a newsgroup	CTRL+W
Expand a news conversation (show all responses)	LEFT ARROW or PLUS SIGN (+)
Collapse a news conversation (hide messages)	RIGHT ARROW or MINUS SIGN (-)
Go to the next unread newsgroup or folder	CTRL+J

Download news for offline reading

CTRL+SHIFT+M

Message window—viewing or sending

To

Close a message

Find text

Find a message

Switch among the **Edit**, **Source**, and **Preview** tabs

Press

ESC

F3

CTRL+SHIFT+F

CTRL+TAB

Message window—sending only

To

Check names

Check spelling

Insert a signature

Send (post) a message

Press

CTRL+K or ALT+K

F7

CTRL+SHIFT+S

CTRL+ENTER or ALT+S

Address Book

To import an address book from another program

You can import address book contacts from other Windows Address Book files (.wab), as well as from Netscape Communicator, Microsoft Exchange Personal Address Book, or any text (.csv) file.

For Windows Address Book files:

1. In Address Book, on the **File** menu, point to **Import**, and then click **Address Book (WAB)**.
2. Locate and select the address book you want to import, and then click **Open**.

For all other address book formats:

1. In the Address Book, on the **File** menu, point to **Import**, and then click **Other Address Book**.
2. Click the address book or file type you want to import, and then click **Import**.

If your address book is not listed, you can export it to either a text (.csv) file or an LDIF (LDAP Directory Interchange Format) file, and then import it using that file type.

To change contact information

- In the Address Book list, locate and double-click the name you want, and then change the information as needed. Click the tabs to access different information sections.

Note

- To delete a contact, select the contact name in the Address Book list, and then click **Delete** on the toolbar. If the contact is a member of a group, the name will also be removed from the group.

To create a group of contacts

You can create a single group name (or *alias*) to use when sending a message to several contacts at once. Simply create a group name and add individual contacts to the group. Then, just type the group name in the **To** box when you send e-mail.

1. In the Address Book, select the folder in which you want to create a group. Click **New** on the toolbar, and then click **New Group**.
2. The **Properties** dialog box opens. In the **Group Name** box, type the name of the group.
3. There are several ways to add people to the group:
 - To add a person from your Address Book list, click **Select Members**, and then click a name from the Address Book list.
 - To add a person directly to the group without adding the name to your Address Book, type the person's name and e-mail address in the lower half of the **Properties** dialog box, and then click **Add**.
 - To add a person to both the group and your Address Book, click **New Contact** and fill in the appropriate information.

- To use a directory service, click **Select Members**, and then click **Find**. Select a directory service from the drop-down list at the end of the text box.
After finding and selecting an address, it is automatically added to your Address Book.
4. Repeat for each addition until your group is defined.

Note

- To view a list of your groups separately from the Address Book listings, in the Address Book, on the **View** menu, make sure that **Folders and Groups** is selected.
- You can create multiple groups, and contacts can belong to more than one group.

To add a contact to an existing group

1. In the Address Book list, double-click the group you want. The group's **Properties** dialog box opens.
2. You can add people to the group in several ways—and in some cases you can add them to your Address Book as well.
 - To add a person from your Address Book list, click **Select Members**, and then click a name from the Address Book list. Click **Select**, and then click **OK**.
 - To use a directory service (use the drop-down list at the end of the text box to see directories you have added to Outlook Express), click **Select Members**, and then click **Find**. Select a directory service to search, enter your search criteria, and when you find the person, click **Select**, and then click **OK**.
This person's name and e-mail address is added to your Address Book.
 - To add a person directly to the group without adding the name to your Address Book, type the person's name and e-mail address in the boxes provided in the lower half of the dialog box, and then click **Add**.
 - To add a person to both the group and your Address Book, click **New Contact**, fill in the appropriate information, and click **OK**.

To export your Address Book contacts to other programs

You can export your Address Book contacts to other Windows Address Book (.wab) files, as well as to Microsoft Exchange Personal Address Book, or any text (.csv) file.

To export your Address Book files to another Windows Address Book:

1. In Address Book, on the **File** menu, point to **Export**, and then click **Address Book (WAB)**.
2. Locate and select the Windows Address Book file you want to export to, and then click **Open**.

For all other address book formats:

1. In the Address Book, on the **File** menu, point to **Export**, and then click **Other Address Book**.
2. Click the address book or file type you want to export to, and then click **Export**.

Creating & Sending Email Messages

To send an e-mail message

1. On the toolbar, click the **Create Mail** button.
2. In the **To** or **Cc** boxes, type the e-mail name of each recipient, separating names with a comma or a semicolon (;).

To add e-mail names from the Address Book, click the book icon in the New Message window next to **To**, **Cc**, and **Bcc**, and then select names.

To use the **Bcc** box, on the **View** menu, select **All Headers**.

3. In the **Subject** box, type a message title.
4. Type your message, and then click **Send** on the toolbar.

Notes

- If you have multiple e-mail accounts set up and you want to use one other than your default account, click in the **From** box, and then click the e-mail account you want to use.
- If you are composing a message offline, your message will be saved in the Outbox. It will be sent automatically when you go back online.
- To save a draft of your message to work on later, on the **File** menu, click **Save**. You can also click **Save as** to save an e-mail message in your file system in e-mail (.eml), text (.txt), or HTML (.htm) format.

To use stationery with outgoing messages

With Outlook Express stationery, you can create attractive messages for both e-mail and newsgroups. Stationery is a template that can include a background image, unique text font colors, and custom margins.

To apply stationery to all your outgoing messages

1. On the **Tools** menu, click **Options**, and then click the **Compose** tab.
2. Under **Stationery**, select the **Mail** or **News** check box (or both), and then click **Select**.

To apply stationery to an individual message

- On the **Message** menu, point to **New Message Using**, and then select a stationery style.

To apply or change stationery after you start a message

- On the **Format** menu, point to **Apply Stationery**, and then select a stationery style.

Note

- You can only use stationery in messages that are sent in Rich Text (HTML) format. To make sure HTML formatting is turned on, on the **Format** menu in a new message window, click **Rich Text (HTML)**. A black dot appears by the command when it is selected.

To insert a file into a message

1. Click anywhere in the message window.
2. On the **Insert** menu, click **File Attachment**, and then find the file you want to attach.
3. Select the file, and then click **Attach**.

The file is listed in the **Attach** box in the message header.

Note

- You can also add a text (*.txt) file into the body of your e-mail message by clicking the **Insert** menu and then clicking **Text from File**.