

Email Supplement

to May 2000 issue

Peter Campbell asks:
What is Email?

Email is a means of sending electronic messages via the Internet. There are three main ways you can do this. Firstly, there is Telstra's *EasyMail*, which allows you (if you can get it set up!) to send messages without signing up with an Internet Service Provider (ISP).

Secondly, there are point of presence (POP) accounts which do require you to sign up with an ISP and also require you to use an email program (also called an 'email' client). Two such programs will be discussed in this supplement. They are *Eudora* and *Outlook Express*.

There are others, such as *Netscape Messenger* and *StarMail* (in *StarOffice*). We will try to include an article on *Netscape Messenger* in a future issue.

The third method is to use an on-line email service such as *Hotmail* or *MBox*. The disadvantage of this method is that you must answer your email on line, rather than doing so at your leisure. This ties up your phone line and, if your ISP charges by the minute for your connection, can incur substantial charges.

The advantage of this method is that you only need an Internet connection and an Internet browser to send and receive email from anywhere in the world. Some

services, such as *MBox* can also receive faxes and voice messages and convert them to email attachments (that is files attached to the email which you can then view/run with the appropriate program on your computer). Email attachments allow you send photos of the grandchildren to the other side of the world as simply as sending an electronic message. In this supplement we will explain how to do this and how to deal with attachments received with an email.

A word of warning: Some malicious people have used attachments to distribute programs that can wipe out some of your files and use your computer to distribute themselves further afield. ***Never open an attachment unless you are sure you know where it came from and that they meant to send it to you.***

If necessary, check with the sender before opening it, or just delete it and the message to which it was attached. You can always ask the sender to send it again. You cannot always replace files damaged by a malicious program.

Such programs are generally called 'viruses' (because of the way they spread 'infecting' other computers, but can also be called 'worms' or 'Trojans', depending on how they do their damage. All are dangerous and you should run anti-virus software to protect your system.

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Getting Started with Eudora

with Peter Campbell

The "Old" Eudora

Many early versions of Eudora can still be found on shareware websites. If you have a computer with limited memory, you may care to use the Windows 3.1 release, version 1.5.4. For Windows 95/98, the popular Eudora Light is version 3.0.6. The following notes apply to that version.

Before it can be used, Eudora must be configured for your email account. See Fig. 1.

Getting Started:

- Enter your email address for

that ISP (e.g. *pensey@southcom.com.au*). **NB:** For Primus you must add 'pop.' to the address thus *pensey@pop.iprimus.com.au*.

- Then enter your real name and the return email address you want shown on your messages (e.g. *pensey@bigfoot.com*).
- If you have to dial up your Internet Service Provider (ISP) you will have a Winsock connection so do not make any changes to the connection setting.
- Click on 'Personal Info' in the left column.

Personal Info:

- Eudora Light will transfer the information you have entered so far to the appropriate boxes in the rest of the configuration. All you need to complete is your 'Dialup Username'. This will normally be the part before the '@' in your email address (e.g. *pensey*).
- Click on Hosts in the lefthand column.

Hosts:

- Here you may need some help from your ISP as the address names of the host computers vary. For example, Southern Internet Services uses 'mail.southcom.com.au' for outgoing mail, while Primus uses 'smtp.iprimus.com.au' for outgoing mail. Refer to the information supplied by the ISP when you subscribed, or contact their support number.
- You do not need to put anything in 'Ph:' or 'Finger:'.
- Click on 'Checking Mail'.

Checking Mail:

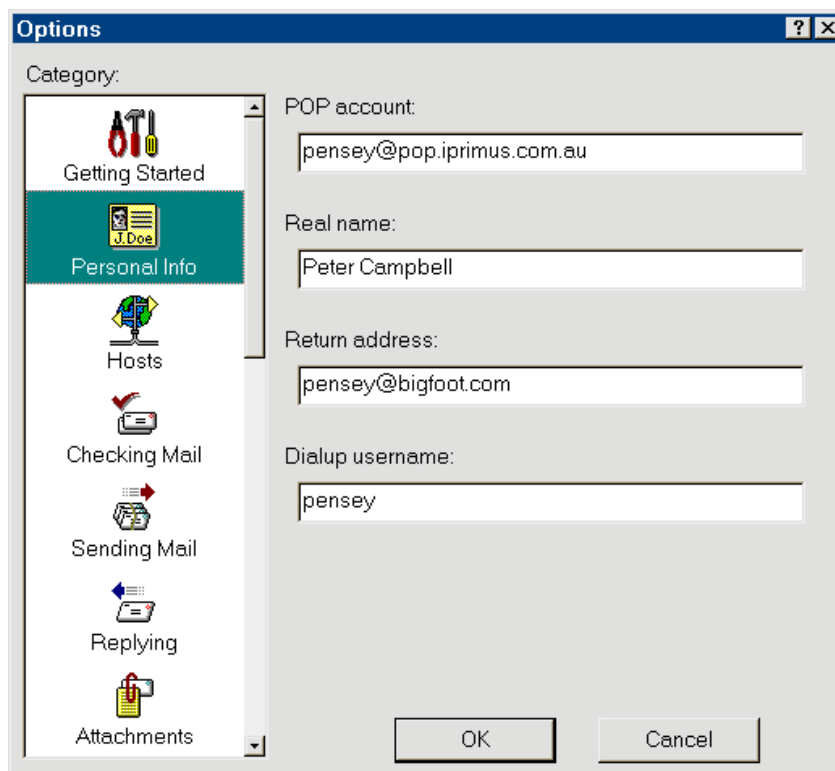


Fig. 1: Eudora Light's configuration dialogue box. You can get to this, if you want to change settings after the initial configuration, by clicking on Tools/Options.

- You should not need to alter any of the default settings in this dialogue box. However, if you elect to leave mail on the server, also set the number of days after which it is to be deleted, otherwise it may build up to occupy more space on the server than you are allowed.
- Click on 'Sending Mail'.

Sending Mail:

- You do not need to enter anything in the 'Domain for unqualified addresses'.
- Make sure that there is not a checkmark against 'Immediate Send'. Otherwise your modem will dial up every time you write a message. You can run up a large phone bill that way. Everything else can be left as is.
- Click on 'Replying'.

Replying:

- You do not need to change anything here.
- Click on 'Attachments'.

Attachments:

- If your email correspondents use PCs, 'MIME' is the usual encoding choice. If they use Macs, you may need to use 'BinHex'.
- You needn't change anything else here, but can choose to have attachments deleted when emptying the trash, to save hard disk space.
- Click on 'Fonts and Display'

Fonts and Display:

- Here you set the fonts and font sizes for your messages. Unless you have poor eyesight, try using the defaults as set.
- Click on 'Styled Text'

Styled Text:

- These settings determine how Eudora Light handles text containing 'styles', such as **bold** or *italics*. There is no need to change these settings.
- Eudora Light 3.0.6 does not allow you to write messages containing styles. As there are still quite a few people using email programs that don't support styles, it is best not to use them, unless you are sure that the person receiving your message can handle styles. So this is no great shortcoming.
- Click on 'Mailbox Columns'.

Mailbox Columns:

- Until you learn what each of these columns is, I suggest you leave the settings as they are.
- You may ignore all the remaining configuration items, except 'Auto Configuration'. If your ISP has supplied you with details of an auto-configuration server, click on this item instead of manually setting all the above items. ("Now he tells me!")

The "New" Eudora

When you install version 4.3,

it defaults to the new 'sponsored' mode (with advertisements) and starts a 'wizard' to help you configure it. This relies largely on default settings. You can change them later, if necessary, by clicking on 'Tools/Options' and setting them individually as outlined above, or you can choose 'Skip directly to advanced account setup' when the wizard starts.

The wizard also allows you to import settings from an existing email program, or to get settings from an automatic configuration server.

However, the usual choice will be to 'Create a brand new email account'.

- Click on 'Next'.
- Enter your name.
- Click on 'Next'.
- Enter the email address for the account.
- Click on 'Next'.
- The wizard will suggest your dialup name by filling in the part that precedes the '@'. Click on 'Next'.
- Type in the incoming server (e.g. *mail.southcom.com.au* or *pop.iprimus.com.au*).
- Click on 'Next'.
- Type in the outgoing server. (The wizard will suggest that its name is the same as the incoming one. If it isn't, amend it.)
- Click on 'Next'.
- Click on 'Finish' and you're ready to add a few manual configuration touches.

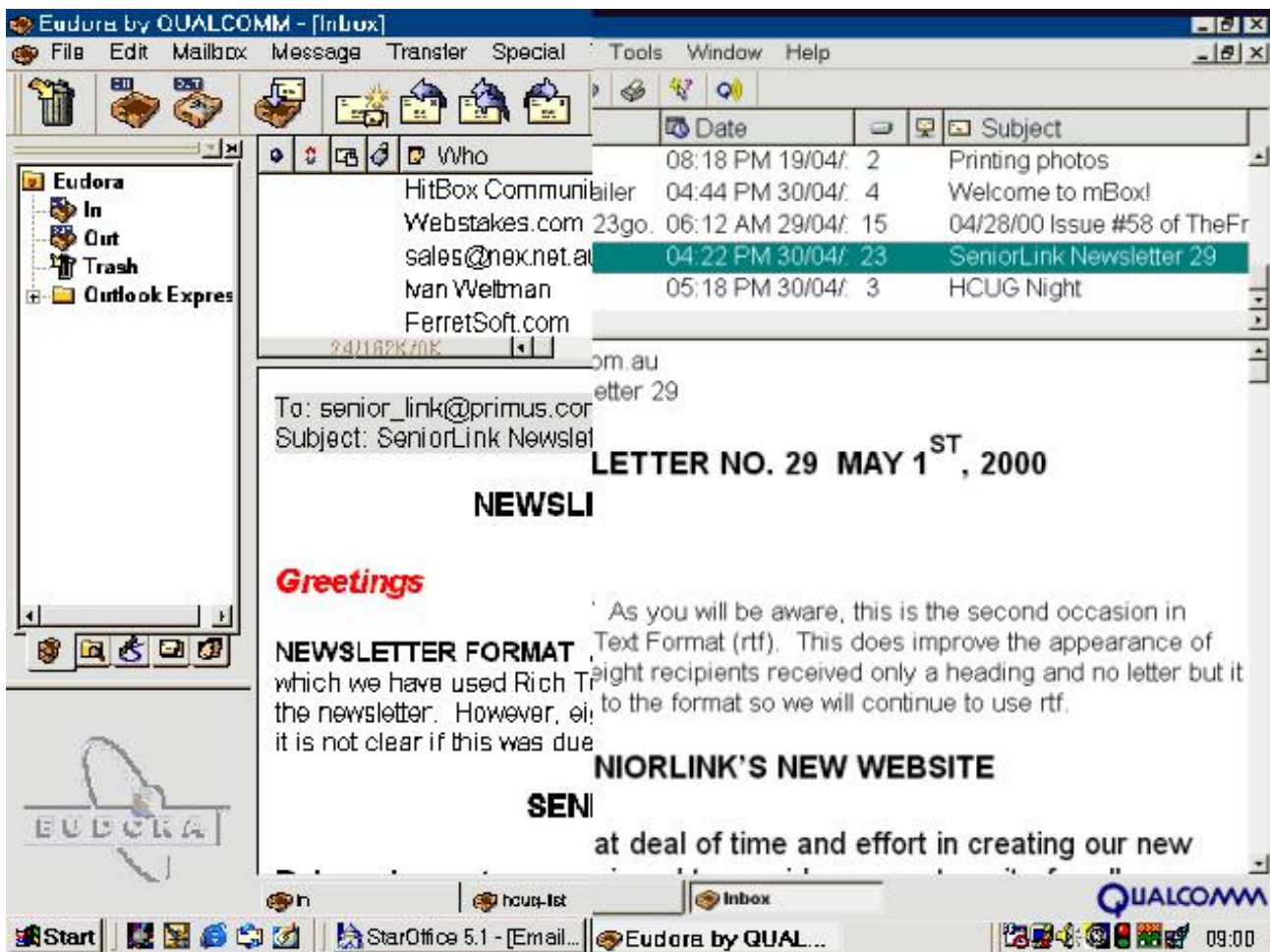


Fig. 2: Eudora's new look. Here I have imported some messages from Microsoft's Outlook. Note the difference choosing small buttons makes. On the left are the default buttons; on the right are the optional small buttons. The Eudora logo in the lower left corner is replaced by advertisements once you go online.

Manual Configuration Options

Toolbar Buttons:

- If you want more screen space for processing messages, click on 'Tools'.
- Click on 'Options'.
- Click on 'Display' in the left column.

See Fig. 2: for the effect of using small buttons.

Mode:

- Eudora 4.3 has three modes. To choose between them, click on 'Help'.
- Click on 'Payment and Registration and choose the mode you wish to use.

Sending Mail:

- By default Eudora 4.3 is set

up to send mail immediately. This is not a good idea if you have a dialup connection. With it set, Eudora dials up and sends each email you write immediately instead of storing them for despatch next time you check for incoming mail.

- Click on 'Tools'.
- Click on 'Options'.
- Click on 'Sending Mail' in the lefthand column. (You may need to scroll the column of icons to find it.)
- Uncheck 'Immediate Send'.

Internet Dialup:

- Click on 'Internet Dialup' in the lefthand column.
- Uncheck 'Hangup after receiving and sending' if you want to collect your mail with Eudora while continuing to surf the 'Net'.

Fonts:

- Click on 'Fonts' in the lefthand column.
- If you want to display more message at the expense of font size, choose 'Smallest' for message and screen.
- If you want a larger size on screen because of poor eyesight, choose a larger setting.

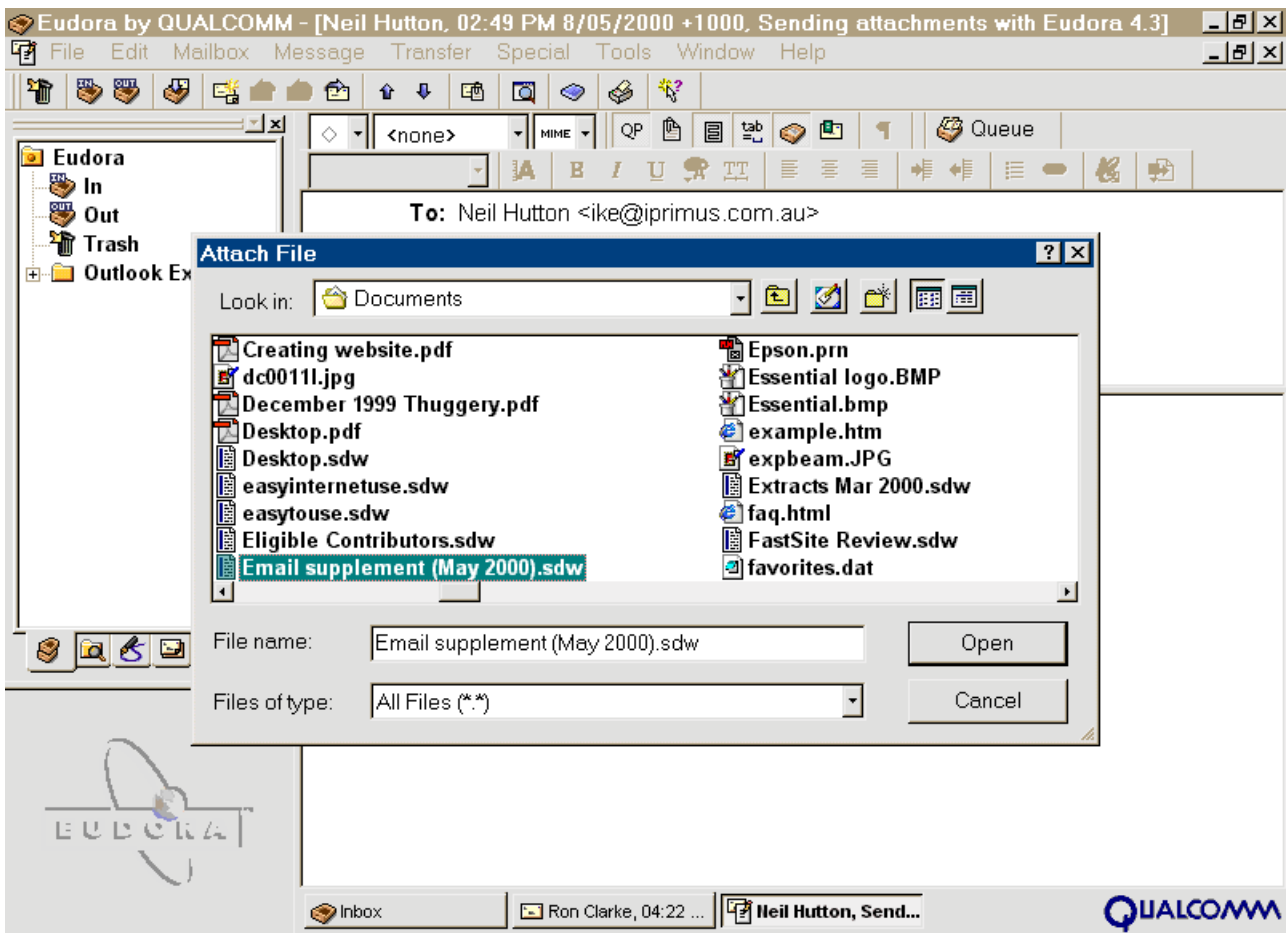


Fig. 3: Attaching a file to an email is simple. Just click on Message. Click on 'Attach File' and browse your way to the file you want to attach. Click on it and its name will be filled in. Click Open and the process is finished. It can also be done by dragging the file from Windows Explorer to the Eudora icon.

For Help, press F1

- Check the printout and choose a smaller or larger size, if necessary.

Attachments:

- Click on 'Attachments' in the lefthand column.
- If the recipient asks you to send attachments in something other than MIME, make a choice here. BinHex is often preferred by Mac users and you can also use Uuencode if the recipient wishes you to.

All done:

Eudora should now be configured to suit your requirements and you can begin sending and receiving mail.

Attachments

Attachments are files that are sent along with the email message. They should not be too large, or the addressee may not be able to receive them. They can be photographs, spreadsheets, word processing documents, or any other type of file stored on your computer's hard drive.

To attach a file to a Eudora email click on 'Message'.

- Click on 'Attach File' and browse your way to the file you want to attach.

- Click on it and its name will be filled in.
- Click 'Open' and the process is finished.
- If someone asks you to send them a file, find the file in Windows Explorer and drag it onto the Eudora icon.
- Eudora 4.3 will start a blank message with the file already attached.
- Complete the address and message details and send. See Fig. 3.

Attachments Received

- When Eudora receives and

attachment, it decodes it and displays a message at the foot of the incoming email message.

- Right click on this footer and preview it with Quick View, if you are unsure about why it was sent to you. This does not open it and can prevent a virus attachment from spreading.
- If you are sure about the attachment, or have previewed it, double click on the footer and Eudora will start the appropriate application for you to view/read the attachment.

Address Books

One of the more useful features of most email programs is the address book. According to the Help files, Eudora 4.3 can import address books from other email programs. However, I had no success at all doing that.

It is, though, quite easy to create a new address book. Here in slightly abbreviated form is information from the Help files.

Note: This applies to Sponsored and Paid modes only

- From the Tools menu, select Address Book.
- Click New, or right-click anywhere in the nickname list and from the drop-down menu, choose New. A dialog box appears asking what you want to call it.
- Enter a name for the file and choose Make it an Address Book, then click OK to create

it. The file appears in the list, and you can now add entries to the file.

To create a new entry to be included in an existing file, do the following:

- From the Tools menu, select Address Book.
- Click New or right-click anywhere in the nickname list and from the drop-down menu, choose New.
- Select an address from anywhere in Eudora and drag it to the Address Book, or drag a message summary to the Address Book. A dialog box appears.
- Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the email addresses in the entry. Nicknames can be used in place of proper email addresses in the To, Cc, and Bcc fields of outgoing messages.
- To create the entry, click OK. Then you can enter the information for that entry.
- In the Address(es) tab, enter the complete email addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nick-

names and complete email addresses.

Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

- In the Name field (in the Info tab), enter the real name of the person or group. If there is just one address for the entry, the real name and the address are included in the To field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the To field for your recipients—they do not see the whole list of recipients. If there is nothing in the Name field, the recipients do see the whole list.
- In the other fields provided in the Info (Postal Address, Phone, and Fax) and Notes tabs, you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.
- To save your changes to the Address Book, from the File menu, choose Save.

Signatures

Instead of typing in your name, phone number, mobile phone number and fax number at the end of each email message, such information can be inserted quickly and easily by setting up

a signature.

It is usual not to exceed four lines in the signature. Otherwise messages become unnecessarily long and this wastes server and transmission space (called 'bandwidth').

To set up a signature:

- Click on 'Tools'.
- Click on 'Signatures'.
- Click on 'Standard' or 'Alternate', or give the signature a new name by right clicking in the signature name column and choosing 'New'. See Fig. 4.
- In the righthand panel, type in the details you want included in your signature.

Note: It is usual to prefix the signature with two dashes (--) on a line by themselves. This lets autoresponders know that what follows is not a command to be acted on, but merely the signature to the message.

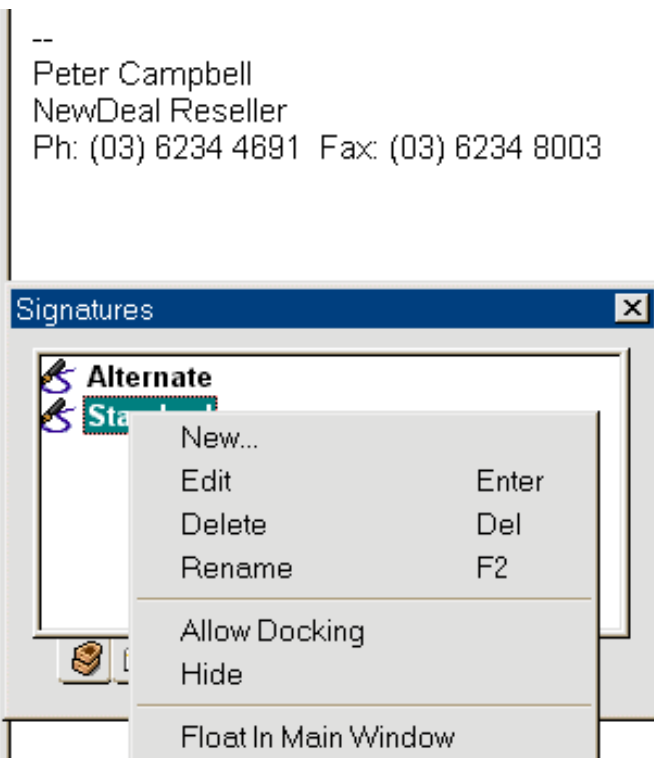


Fig. 4: The Signature menu. The Signature window can be floated free (as shown here) or can be docked to the main menu. Right clicking on it opens the Signature menu for creating new signatures, deleting, editing or renaming existing ones.

To use the signatures manually, select them from the dropdown menu headed '(none)'.

Mailboxes and Filters

You can have Eudora sort your email into different groups. Sorting can be done based on the sender, the subject matter, the addressee, or other criteria. Sorting can be applied to incoming or outgoing mail. This is done with filters which look for specified words in the headers or body of the message and when they find the words, they then carry out the sorting action you have specified.

To set up a filter:

- Click on Tools.
Click on Filters.
- Click on New.
- Select where the word, or words, is to be found.
- Select the actions to be taken.

You can also manually transfer items to different mailboxes. Simply click on 'Transfer' in the main menu and select the box you wish to transfer it to. Alternatively you can drag it across from the list of the contents of that mailbox to any other mailbox listed in the lefthand window. Just hold down the left button of your mouse while dragging and release over the name of the box to which you wish to transfer it.

Eudora, especially when used in the Sponsored or Paid mode, boasts many features to make your emailing more efficient and enjoyable. These include applying styles to messages and using fancy stationery for messages. Care should be taken when using such features to ensure that the intended recipient's email program can handle them. Otherwise, they might not be able to read your message, or may not even receive it.

For further information, consult Eudora's online manual, or the Help files.

OUTLOOK EXPRESS VERSIONS 4 & 5

TIPS AND TRICKS

Papers by Ron Clarke, SeniorLink Tasmania

Outlook Express Version 4

NOTE - The tips and tricks in this section refer particularly to version 4. A separate paper follows covering version 5. If you are unsure which version you have, open Outlook Express, click on 'Help' then 'About Microsoft Outlook Express'.

IMPORTANT NOTE - By arranging these settings you will have greater flexibility in using Outlook Express. It does mean that you MUST use the independent commands for connecting and disconnecting from your ISP as you will not be connected and disconnected automatically through Outlook Express.

If you are unsure how to do this please check with our help desk. As the desktop appearance of the various ISP icons or shortcuts differ, make sure that you understand the connect/disconnect commands. Usually it requires you to click on the ISP icon on your desktop, then click dial or connect. To disconnect, right click on the little screens in the bottom right corner of the task bar and click disconnect or

click again on the ISP icon and disconnect. Some programs may differ.

One of the most frequent comments we receive is that when Outlook Express is opened it tries to dial your ISP when all you want to do is prepare emails offline, read mail at your leisure, or access other functions within the program.

Another irritation is that you will be disconnected from your ISP when mail transfer is completed and you wanted to stay online and access the Internet.

These annoyances can be overcome by changing the settings as described below.

NOTE: The word 'Check' means to click on the command and a tick will appear;

'Uncheck' means to click on the command so that the tick disappears.

1. SETTING UP YOUR OPTIONS

Open Outlook Express. If it tries to dial your ISP click cancel. Click on

Tools/Options. This opens a window with several tabs. Move through these as follows:

General: Check these - 'Make Outlook Express my default e-mail program' 'Make Outlook

Express my default news reader' 'When starting, go directly to my 'Inbox' folder'. All other commands unchecked.

Send: Both mail and news checked as plain text. Check these: 'Save copy of sent...' 'Reply to messages...' 'Automatically complete...' All others unchecked.

Read: Check 'Automatically show pictures...' All other unchecked. Make any required adjustments to font and size in this window.

Spelling: Check as required.

Security: Zone - Internet Zone. Secure mail commands unchecked.

Dial Up: Check 'Do not dial a connection' All other commands unchecked.

Advanced: All commands unchecked.

2. PREPARING MESSAGE OFFLINE

Having completed the settings above you can now open Outlook Express without it dialing your ISP. To prepare 'New Mail' click on that button; you also have options to use stationery if you click the small down arrow just to the right of 'New Mail'.

You have three sending op-

tions - To: Cc: and Bcc: (Bcc means blind carbon copy and any addressees included on that line will NOT be listed in the message itself (although they will receive it), whereas To: and Cc: addressees are shown in the message.

Once you have completed your message click on 'Send' - NOT 'Save' - repeat, click on 'Send'. This will place the message in your outbox ready for when you next go online.

To send and receive messages, go online through your ISP connection command, open Outlook Express then click 'Send/Receive' and sit back while Outlook Express transfers outward and inward mail. If you want to surf the 'Net and read your mail later, minimise Outlook Express and click on the Internet Explorer icon. Remember, you will remain connected until you disconnect through the ISP connection command.

3. ADDRESS BOOK

To avoid errors, wherever possible use your address book for messages. By clicking on To: Cc: or Bcc: your address book will open. Scroll down until you find the address/es you want. Click on it/them and they will highlight, then click on To: Cc: or Bcc: in the centre pillar, and OK. This will transfer the address to your message, but only the name of the addressee. Don't worry that the full email address is not shown - Outlook Express

cleverly extracts this information behind the scenes.

To add addresses to your address book - click on Address Book, then New Contact.

Fill in all the personal details you require to file, then click OK.

If you want to add the address from an incoming email, open the message, then 'Tools' and 'Add to Address Book/Sender'. It should add that address with the senders name (if given) and the email address (if you need to find that email address right click the message line, then 'Properties' on the form that opens).

If you double click on an address in your address book it will open a window in which you can make any additions or alterations as required.

4. MANGEMENT OF MESSAGES

You can easily create folders in which you can file inward and sent messages.

Click on File/Folder/New Folder and create folders of your choice, such as "SeniorLink Mail" or "Letters from Aunty" Place your inward and sent messages into those folders by simply dragging and dropping them, using the left hand mouse button. Keep the folders tidy by emptying the inbox (highlight message line, then delete; the same for sent messages). These messages will finish up in the 'Deleted Items' file which should be emptied regularly (right click

on the Deleted Items folder and select 'Empty Deleted Items Folder').

5. CREATING GROUPS

If you have need to create an address list for a number of people, such as a club, to which you can send an email to them all automatically, then you need to

create a group. Open the address book, click on 'New Group'. Give it a name, then click on 'Select Members'. This will open your address book, then select (click) each name you want included in the group then click 'Select' in the centre pillar, then finally OK. It will return you to the group list - click OK. You will now find this group in your address book's alphabetical list in BOLD TYPE and if you need to access it at any time to add or delete a member, just double click on it and follow instructions.

To send a message to the group prepare it in the usual way and on the message pad click on Bcc: This will open the address book, scroll down to find the name of the group, click on it and then on Bcc: in the centre pillar, then OK. Don't worry, names and email addresses will not be shown, but they will receive the message.

6. ADDING ATTACHMENTS

The document/picture etc. must be identified with a name and you must know where it can be located on your hard drive.

In your message form click on Insert/File Attachment then find the file on your hard drive, highlight it, then click on 'attach'. This will create an extra section at the bottom of the message form with details of the attachment. Check it out by double clicking it and make sure its the one you want to send.

7. RETURNED MESSAGES

There are many reasons why a message is returned - incorrect address, addressee has changed ISP; server 'down' etc. Can you re-send message without typing it all again? Yes, the original message will be in your 'sent' file (I always leave my sent messages there for a day or so just in case they are returned).

Open the original message, Edit/SelectAll/Edit/Copy and paste into a new message form and treat as new outward mail, but re-check the address first - it was returned for a reason.

If you have any difficulty with these notes, please contact Ron Clarke 'phone 6261 1457

Outlook Express Version 5

NOTE - The following tips and tricks refer to version 5. Some may also apply to version 4 but commands and the location of those commands may differ

from the later version. If you are unsure which version you have, open Outlook Express, click on 'Help' then 'About Microsoft Outlook Express'.

IMPORTANT NOTE - By arranging these settings you will have greater flexibility in using Outlook Express. It does mean that you **MUST** use the independent commands for connecting and disconnecting from your ISP as you will not be connected and disconnected automatically through Outlook Express. If you are unsure how to do this please check with our help desk. As the desktop appearance of the various ISP icons or shortcuts differ, make sure that you understand the connect/disconnect commands. Usually it requires you to click on the ISP icon on your desktop, then click dial or connect. To disconnect, right click on the little screens in the bottom right corner of the task bar and click disconnect or click again on the ISP icon and disconnect. Some programs may differ. One of the most frequent comments we receive is that when Outlook Express is opened it tries to dial your ISP when all you want to do is prepare emails offline, read mail at your leisure, or access other functions within the program. Another irritation is that you will be disconnected from your ISP when mail transfer is completed and you wanted to stay online and access the Internet. These annoyances can be overcome by changing the

settings as described below.

1. SETTING UP YOUR OPTIONS

Open Outlook Express. If it tries to dial your ISP click cancel. Click on Tools/Options. This opens a window with several tabs. Move through these as follows:

General: Check 'When starting, go directly to my Inbox folder' - suggest the others be left **UNCHECKED**, particularly the "Send and receive messages at startup" command.

Read: Check as required.

Send: Check "Save copy..."; "Automatically complete..."; "Reply to messages...."

If "Include message in reply" is checked it will send the entire incoming message back with your reply; if unchecked only the incoming heading will be sent.

Compose: set your default font and size.

Signatures: create a standard default signature by clicking 'new'. Then, if you check the box "Add signature to all outgoing messages" this will be done automatically, otherwise you will have to add a signature manually (details later).

Spelling and Security: as required.

Connection: Both commands should be unchecked otherwise you will be disconnected from your ISP when mail transfer is complete. This can be annoying if you want to stay online to go on the Internet. In this panel click on "Change" and under

"Connection" check the command 'Never dial a connection'. If this is unchecked Outlook Express or Internet Explorer will dial your ISP every time you open up rather than allow you to prepare messages offline. Click OK to return to Outlook Express options - click Apply and OK. Your settings are now completed.

2. PREPARING MESSAGES OFFLINE

Having completed the settings above you can now open Outlook Express without it dialing your ISP. To prepare 'New Mail' click on that button; you also have options to use stationery if you click the small down arrow just to the right of 'New Mail'.

You have three sending options - To: Cc: and Bcc: (Bcc means blind carbon copy and any addressees included on that line will NOT be listed in the message itself (although they will receive it), whereas To: and Cc: addressees are shown in the message. If Bcc: is not showing on your new message pad click on 'View' and check 'All Headers'.

Once you have completed your message click on 'Send' - NOT 'Save' - repeat, click on 'Send'. This will place the message in your outbox ready for when you next go online. If you have created a default signature (above) then this will be added automatically, otherwise

sign your message as required.

To send and receive messages, go online through your ISP connection command, open Outlook Express then click 'Send/R(eceive)' and sit back while Outlook Express transfers outward and inward mail. If you want to surf the 'Net and read your mail later, minimise Outlook Express and click on the Internet

Explorer icon. Remember, you will remain connected until you disconnect through the ISP connection command.

3. ADDRESS BOOK

To avoid errors, wherever possible use your address book for messages. By clicking on To: Cc: or Bcc: your address book will open. Scroll down until you find the address/es you want. Click on it/them and they will highlight, then click on To: Cc: or Bcc: in the centre pillar, and OK. This will transfer the address to your message, but only the name of the addressee. Don't worry that the full email address is not shown - Outlook Express cleverly extracts this information behind the scenes.

To add addresses to your address book - click on Address Book, then New, and New Contact. Fill in all the personal details you require to file, then click OK.

If you want to add the address from an incoming email, click on the message line to highlight it, then 'Tools' and

'Add Sender to Address Book'. It should add that address with the senders name (if given) and the email address (if you need to find that email address right click the message line, then 'Properties' on the form that opens). If you have one of the latest keyboards tap the 'File' key and you will then have access to add the address or view properties. If you double click on an address in your address book it will open a window in which you can make any additions or alterations as required.

4. MANAGEMENT OF MESSAGES

You can easily create folders in which you can file inward and sent messages.

If you click the word INBOX on the left hand side a drop down list of basic files will appear, usually In/Out/Sent/Deleted. Click the push pin to keep this menu open. Right click anywhere in that menu, then 'New' to create folders of your choice, such as "SeniorLink Mail" or "Letters from Aunty" Place your inward and sent messages into those folders by simply dragging and dropping them, using the left hand mouse button. Keep the folders tidy by emptying the inbox (highlight message line, then delete; the same for sent messages). These messages will finish up in the 'Deleted Items' file which should be emptied regularly (right click on the Deleted Items folder and

select 'Empty Deleted Items Folder').

5. CREATING GROUPS

If you have need to create an address list for a number of people, such as a club, to which you can send an email to them all automatically, then you need to create a group. Open the address book, click on 'New' then 'New Group'. Give it a name, then click on 'Select Members'. This will open your address book, then select (click) each name you want included in the group then click 'Select' in the centre pillar, then OK. It will return you to the group list - click OK. You will now find this group in your address book's alphabetical list in **BOLD TYPE** and if you need to access it at any time to add or delete a member, just double click on it and follow instructions.

To send a message to the group prepare it in the usual way and on the message pad click on Bcc: This will open the address book, scroll down to find the name of the group, click on it and then on Bcc: in the centre pillar, then OK. Don't worry, names and email addresses will not be shown, but they will receive the message.

6. ADDING ATTACHMENTS

The document/picture etc. must be identified with a name and you must know where it can be located on your hard drive. In your message form click on

'Attach' then find the file on your hard drive, highlight it, then click on 'attach' (or 'open', depending on your operating system). This will create an extra line under the address on the message form with details of the attachment. Check it out by double clicking it and make sure its the one you want to send.

If you have any difficulty with these notes, please contact Ron Clarke 'phone 6261 1457.

E-mail:

Reclarke@primus.com.au

Snail mail:

RMB8291 Molesworth Road,
Molesworth 7140