After completing this lesson, you will be able to:

- Specify e-mail options.
- Customize the appearance of e-mail messages.
- Add a signature to an e-mail message.
- Set viewing options.

(continued)

After completing this lesson, you will be able to:

- Sort messages.
- Create folders.
- Move messages between folders.
- Filter junk e-mail messages.

Specifying E-Mail Options

To specify e-mail options

1. On the Standard toolbar, click the New Mail Message button.

2. On the Standard toolbar in the message window, click Options.

3. Select the options that you want.

4. Click the Close button.

Customizing the Appearance of E-Mail Messages

To change message format

1. On the Tools menu, click Options.

2. Click the Mail Format tab.

3. In the Message Format section, click the Compose in this message format down arrow, select the desired format, and then click OK.

Adding a Signature to an E-Mail Message

To add a signature to an e-mail message

1. On the Tools menu, click Options.

2. Click the Mail Format tab.

3. Click the Signatures button.

4. Click the New button.

(continued)

Adding a Signature to an E-Mail Message

To add a signature to an e-mail message (*continued*)

5. Type the name of your signature and select the method that you want to use to create the signature.

6. Click the Next button.

7. Type the text that you want to include in your signature.

8. Click Finish and then click OK twice.

Setting Viewing Options

To set viewing options

1. On the Standard toolbar, click the Organize button.

2. Click the Using Views link.

3. Select the view option that you want.

4. On the Standard toolbar, click the Organize button to close the Organize pane.

Sorting Messages

To sort messages

1. On the View menu, point to Current View.

2. Click Customize Current View.

3. Click the Sort button.

4. Select your options and click OK twice.

Creating Folders

To create folders

1. On the Standard toolbar, click the Organize button.

2. Click the Using Folders link.

3. In the top of the Organize pane, click the New Folder button.

4. In the Name box, type a folder name.

5. In the Select where to place the folder list, select the location and click OK.

Moving Messages Between Folders

To move messages between folders

1. Highlight the desired message.

2. On the Standard toolbar, click the Organize button.

3. Click the Using Folders link.

4. In the first line, select the folder to which you want to move the message.

5. Click the Move button.

Filtering Junk E-Mail Messages

To filter junk e-mail

1. On the Standard toolbar, click the Organize button.

2. In the Organize pane, click the Junk E-Mail link.

3. Select the desired filter options.

4. Click the Turn On button.