

Using Outlook with your new e-mail account

Open a message

1. Click **Inbox** .
2. In the message list, double-click the message you want.

Create a message

1. On the **File** menu, point to **New**, and then click **Mail Message**.
2. Enter recipient names in the **To**, **Cc**, and/or **Bcc** boxes.

To select recipient names from a list, click the **To**, **Cc**, or **Bcc** button.

3. In the **Subject** box, type the subject of the message.
4. In the text box, type the message.
5. Click **Send** .

Reply to a message

1. Open the message you want to reply to.
2. To reply to only the sender of the message, click **Reply** .
3. To reply to all of the recipients in the **To and Cc boxes**, click **Reply to All** .

Forward messages

1. Click **Inbox** .
2. Select the messages you want to forward.
3. Click **Forward** .
4. Enter recipient names in the **To, Cc, and Bcc boxes**.

To select recipient names from a list, click the **To**, **Cc**, or **Bcc** button.

5. Click **Send** .

Attach a file to an item

1. Create or open the item that you want to attach a file to.
2. Place the insertion point in the text box of the item, and click **Insert File**.
3. Choose the file that you want to attach, and then click **Insert**.
4. In a message, click **Send**, and in any other type of item, click **Save and Close**.

Open a file attachment from within an item

1. Open the item that contains the file attachment you want to open.
2. Double-click the icon for the attachment.

Save a file attachment

1. Open the item that contains the file attachment you want to save.
2. Right-click the icon for the attachment, and then click **Save As**.
3. In the **File name** box, enter a name for the file, and in the **Save as type** list, click a file format.

Note If the item includes more than one attachment, you can hold down SHIFT and click any number of attachments to save them to the same location. On the **File** menu, click **Save Attachments**.

Add an Address to My Outlook 2000 Contacts Folder from E-mail I Receive

In Microsoft Outlook® 2000, you can easily add to your Contacts folder the name of anyone who sends you an e-mail message.

Add a sender's name to your Contacts folder

1. Open the e-mail message.
2. On the **From** line, right-click the name of the sender, and then click **Add to Contacts**.

A contact will open with the sender's name and e-mail address filled in. You can add any other information you want.

Keyboard Shortcuts

Useful Shortcut Keys in Outlook 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Outlook®, from accessing commands and toolbar buttons to opening a new e-mail message. Shortcut keys are sometimes listed next to the command name on Outlook menus. For example, on the **Edit** menu, the **Delete** command lists the shortcut CTRL+D.

Activity	Shortcut Keys
Open an e-mail message	CTRL+SHIFT+M
Open the address book	CTRL+SHIFT+B
Open an appointment	CTRL+SHIFT+A
Open a contact	CTRL+SHIFT+C
Open a meeting request	CTRL+SHIFT+Q
Open a task	CTRL+SHIFT+K
Make the Find a Contact box active	F11
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Check for new mail	F5 or CTRL+M
Open the Advanced Find dialog box	CTRL+SHIFT+F
Mark an e-mail message as read	CTRL+Q
Delete an e-mail message, contact, calendar item, or task	CTRL+D
Delete a word	CTRL+BACKSPACE
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Print	CTRL+P