

Stupid Outlook Tips and Tricks

Change That Font

To change the Default Font used by Outlook Express simply click on TOOLS and then STATIONERY from the menu bar. Here you can set the Default font for both Mail and News. Using this technique, you can make your email more lively and/ or individualistic.

Change That Sound

It's simple to change the notification sound you hear when new email arrives. Simply go to CONTROL PANEL and open the SOUNDS applet. From the list of EVENTS, choose NEW MAIL NOTIFICATION. In Sound, you can browse for .wav files, and preview them. When you've found one you like, click OK.

Mail Back-Up Made Easy

To back up your mail message files, simply follow these steps:

- First, review your mail message folders and delete any unneeded messages.
 - Click the FILE menu, select FOLDER | COMPACT ALL FOLDERS
 - Find the files with the extension .mbx and .idx on your computer. These files are usually located in a folder under C:\Windows \ Application Data \ Microsoft \ Outlook Express \ Mail. The files might be in a different folder if you did not accept the default folders during setup.
 - Copy the files to a backup folder on your computer, a floppy disk, or a network drive.
- Now you have a 'safe' archive of all your mail messages.

Page Down With The Space Bar

Try this next time you're viewing multiple messages in the preview pane: To scroll down through the message a page at a time, press the spacebar. From the end of a message, press spacebar, and you jump to the beginning of the next message.