

# Outlook Express

## How to Organise Your email by Creating Rules from Messages

# Disclaimer

- Outlook Express is a Copyrighted © software product of Microsoft Corporation and we wish to advise that they DO NOT endorse this set of instructions for use of email and are in no way associated with this self helps series.
- Having said that;
  - PCProfile offers very practical solutions to the very wordy and sometimes “technical speak” and cumbersome instructions as found in help files etc.

# Other email clients

Although this pack is written for Outlook Express (commonly used by many SME/SOHO businesses) the concepts outlined here can be readily applied, with a little research, to Outlook, Windows Mail etc

# Annoyed by email interruptions?



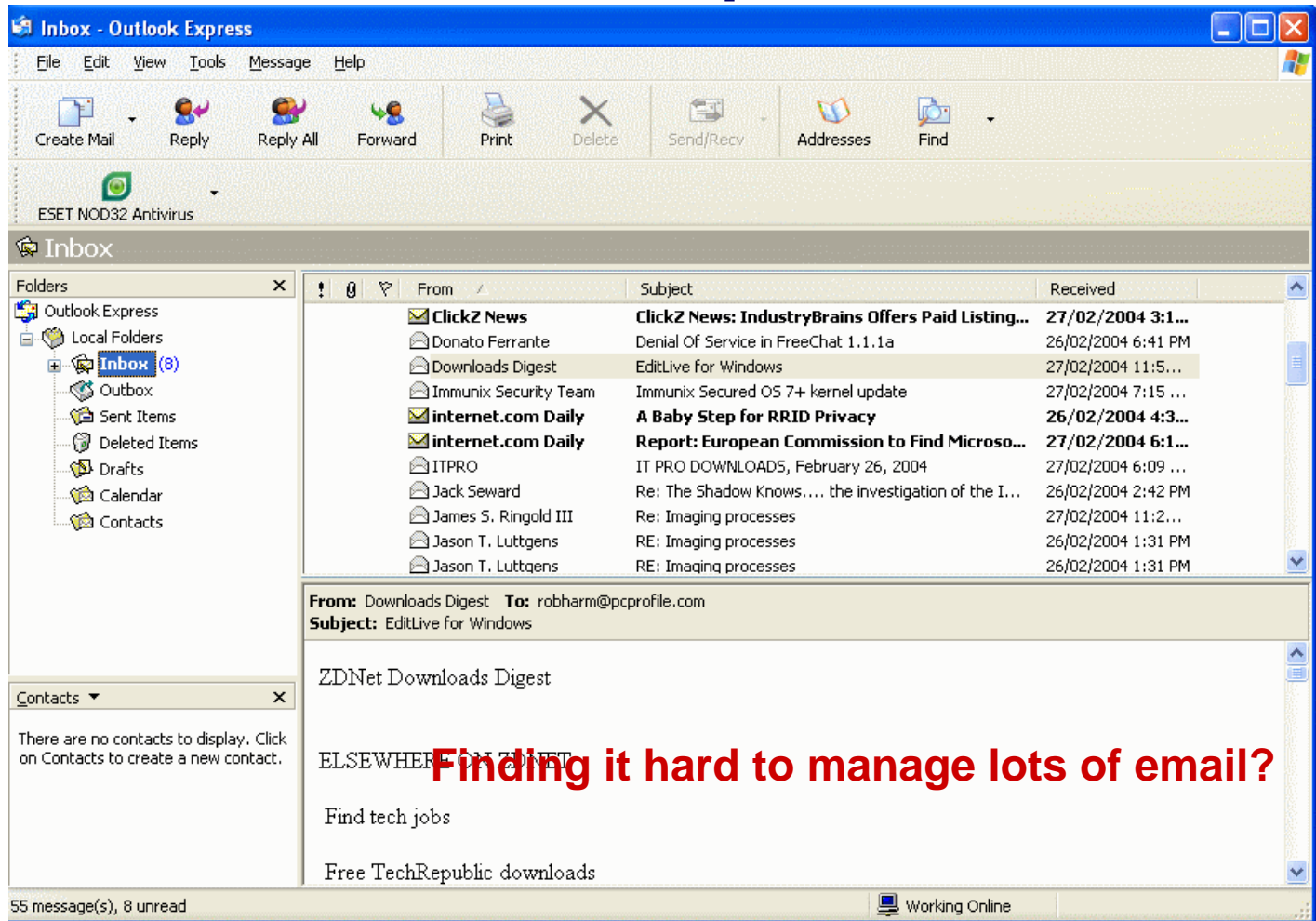
# Filing

- You use this sort of manual system to organise your paper files, don't you?



- You can do the same with email
- The 1 big advantage is that email can be **FILED ELECTRONICALLY for you as it arrives**
- You can then check emails later, at your leisure, by “sorting” the important items from the regular newsfeeds, spam etc

# Outlook Express



Finding it hard to manage lots of email?

# How Microsoft Describes Setting Rules

- **Straight From The Microsoft Help Files!**
- To create a rule for e-mail messages
- 1. On the Tools menu, point to Message Rules, and then click Mail.
- Message rules cannot be created for IMAP or HTTP e-mail accounts.
- 2. If this is the first rule you are creating, proceed to step 3. Otherwise, on the Mail Rules tab, click New and proceed to step 4.
- 3. Select the conditions for your rule by selecting the desired check boxes in the Conditions section. (You must select at least one condition.)
- You can specify multiple conditions for a single rule by selecting more than one check box. Click the and hyperlink in the Rule Description section to specify whether all of the rule conditions must be met before the specified action occurs (and), or whether at least one must be met (or).
- 4. Specify the actions for your rule by selecting the desired check boxes in the Actions section. (You must select at least one condition.)
- 5. Click the underlined hyperlinks in the Rule Description section to specify the conditions or actions for your rule.
- You can click contains people or contains specific words in the Rule Description section to specify the people or words you'd like Outlook Express to look for in messages. If you enter multiple people or multiple words per condition, use the Options button in the Select People or Type Specific Words dialog boxes to further customize the condition.
- 6. In the Name of the rule text box, select the default name or type a new name for your rule, and then click OK.
- Notes
  - You can create a new rule by selecting an existing one on the Message Rules tab and clicking Copy. This is helpful when the new rule you want to create is similar to an existing one.
  - You can create a rule from a message by selecting an e-mail message in the main window and then on the Message menu clicking Create Rule from Message. This helps by automatically filling in the name of the person on the From line; no other information from the message, however, is entered into the rule.
- To apply a rule to downloaded messages
- New rules you create for e-mail or news messages will be applied to new, incoming messages. To apply rules to messages that have already been downloaded to your computer, you can do the following:
  1. On the Tools menu, point to Message Rules, and then click News or Mail, depending on whether you want to apply e-mail rules or news rules to downloaded messages.
  2. In the Message Rules dialog box, click Apply Now.
  3. Select the rules you want applied to messages that have already been downloaded, or click Select All to select all your current rules.
  4. Click Browse to select the folders or newsgroups you want to apply the selected rules to.
  5. Click Apply Now to apply the selected rules to the folders or newsgroups you designated.

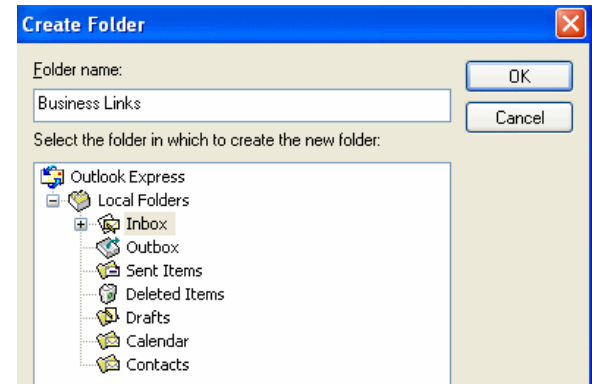
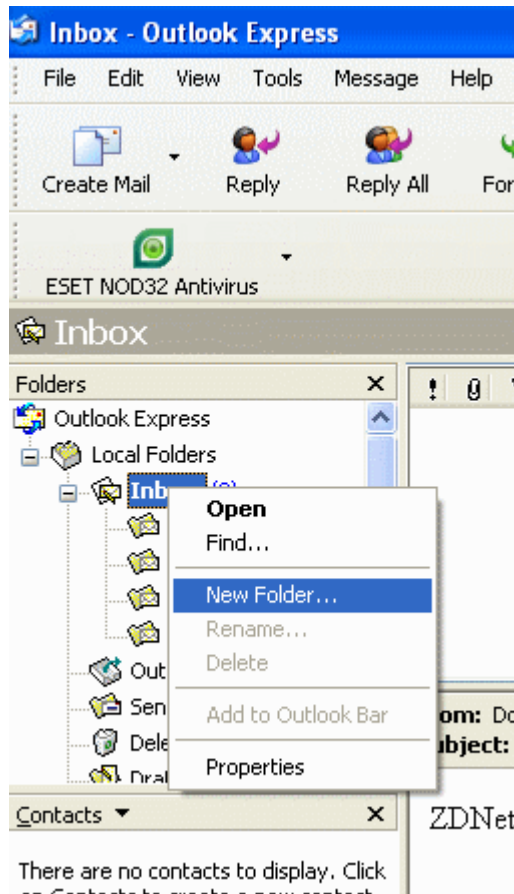
We believe “showing you via action steps” is far better!

# Step 1

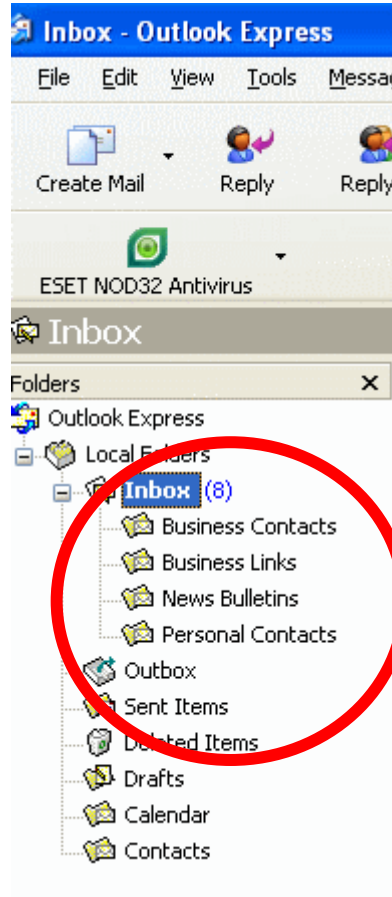
- Let's Get Organised
- HINT - Plan out your Folder structure eg;
  - Business
  - Personal
  - Newsletters
  - Business Groups
  - Customers
  - Hot Sales Prospects
  - Suppliers etc

# To Create Folders

- Right Click over Inbox and scroll to New Folder
- Enter Name of Folder and Click OK



# Results after New Folders Created

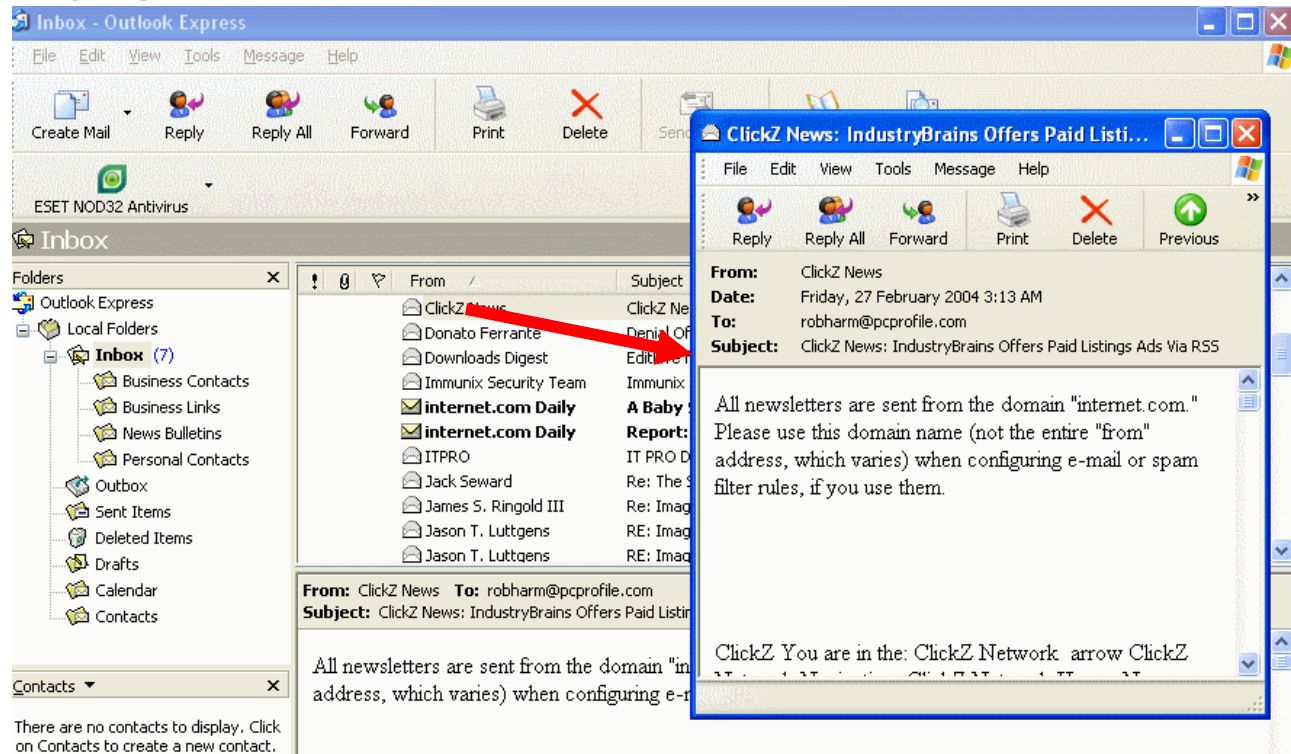


# Step 2

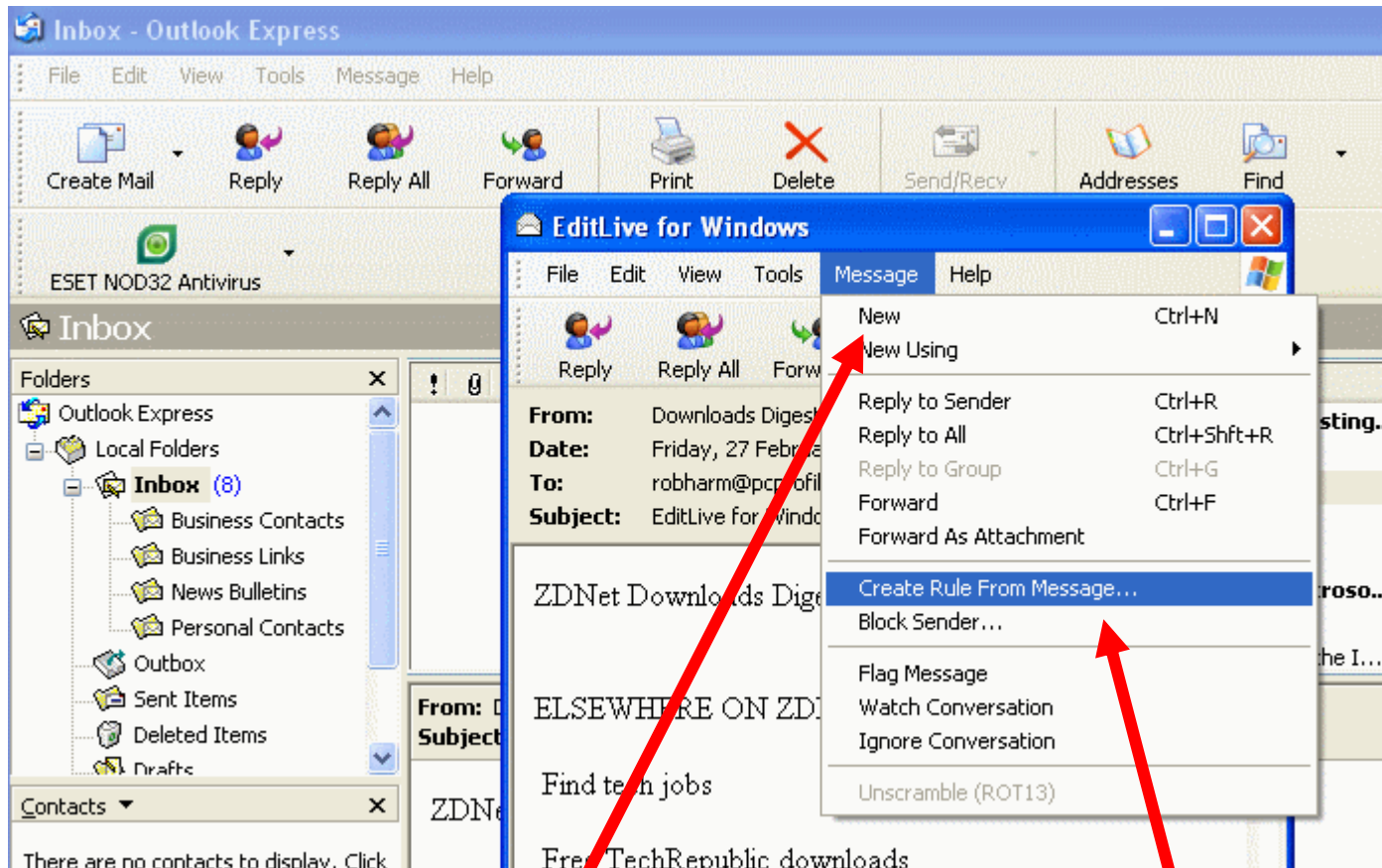
- Lets create some email “Filing Rules”
- HINT - You can use existing emails to create rules very quickly

# Pick a Message

Open up a message you wish to use to create a rule



# Create Rule from Message



Then select **Message** as shown here and **Create Rule** as shown here

# Nominate Rule Conditions

**New Mail Rule** ? X

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
 Where the From line contains  
 'CNET Networks Member Services@newsletter.online.com'

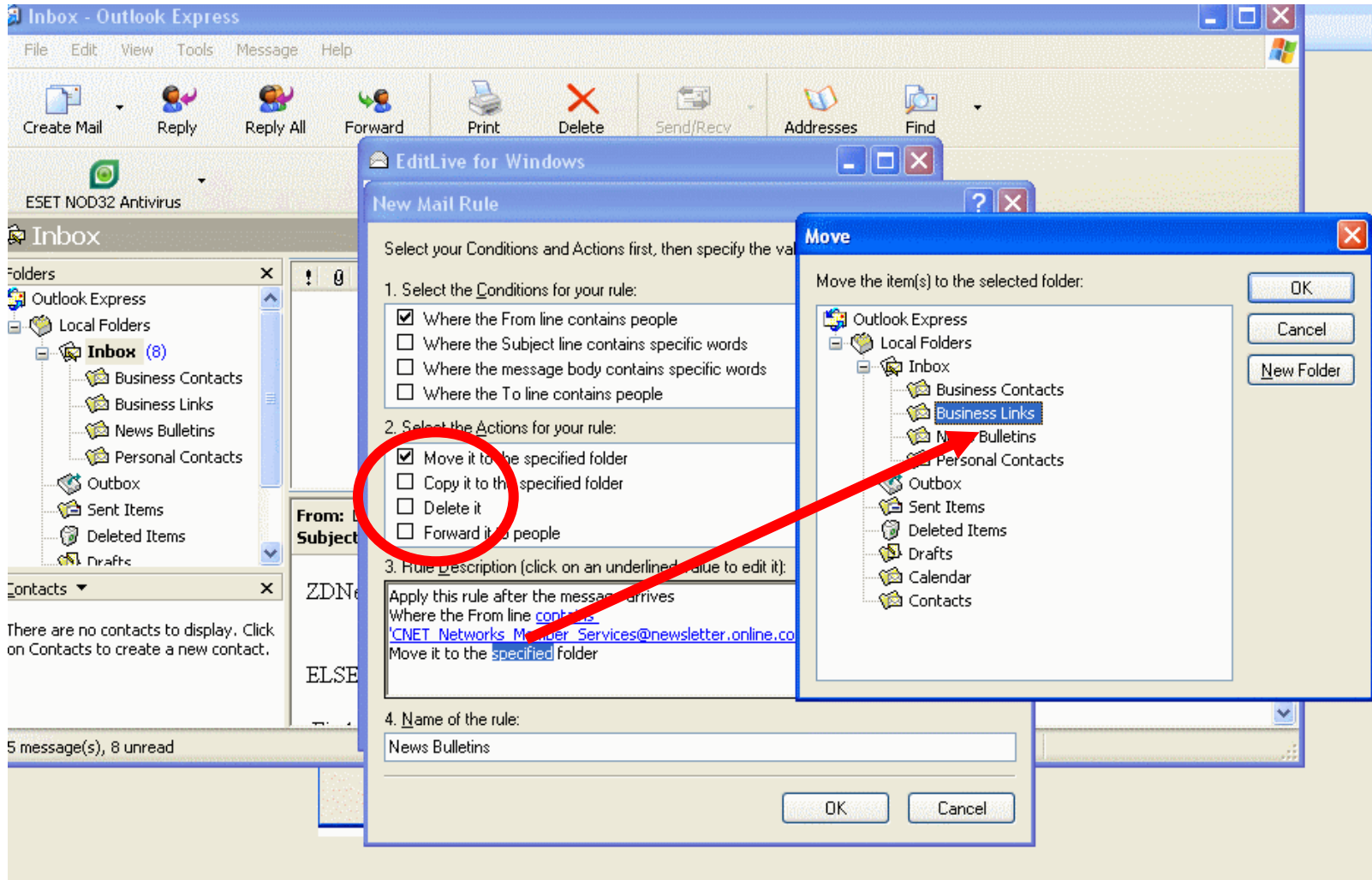
4. Name of the rule:

New Mail Rule #1

OK Cancel

**This screen opens up when you click on Create Rule From Message**

# Set Rules – where it's to be filed



# Click OK



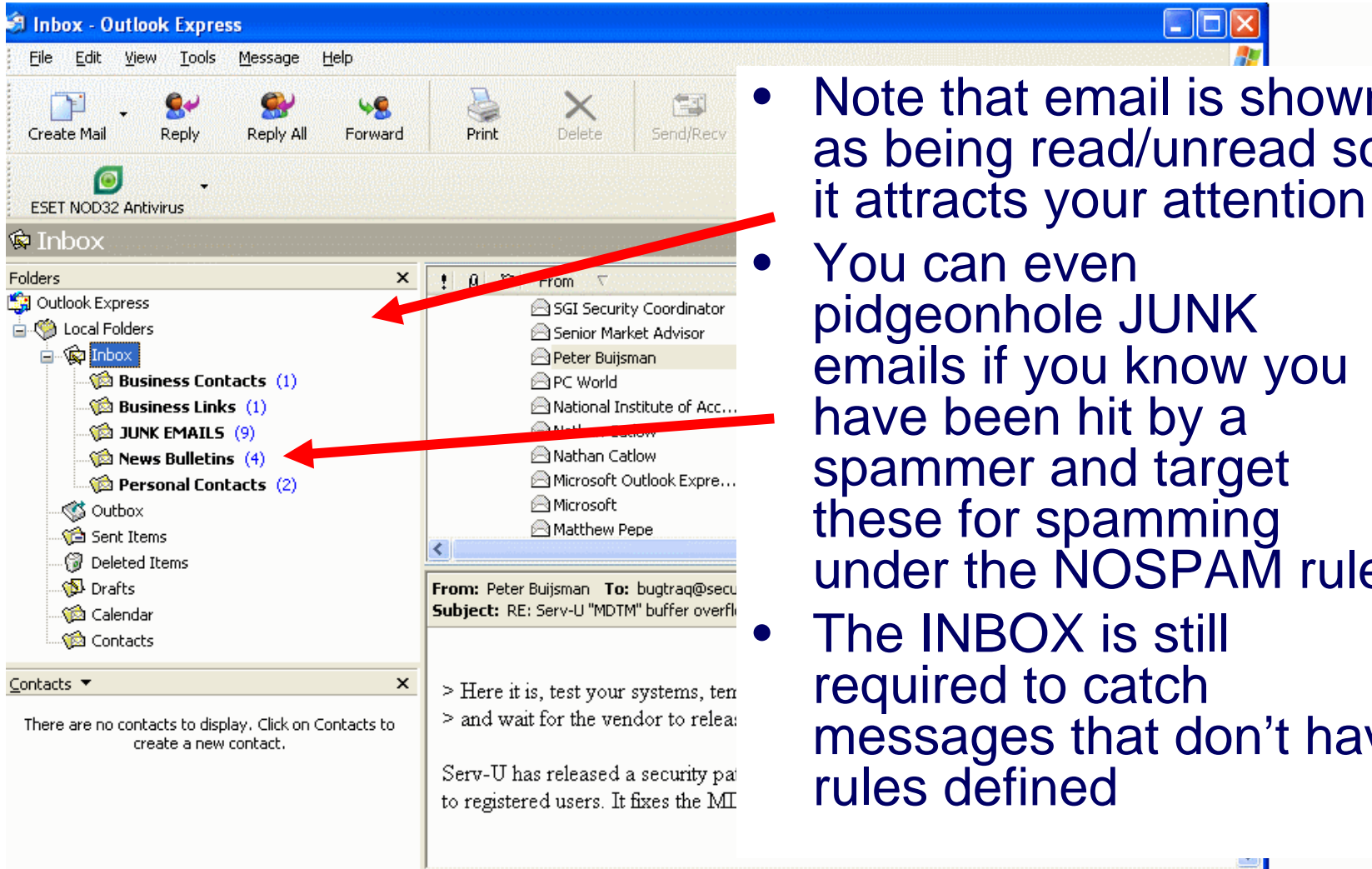
Add as many message folders as you need

# When the email arrives next

Emails will be directed to each folder according to rules eg;

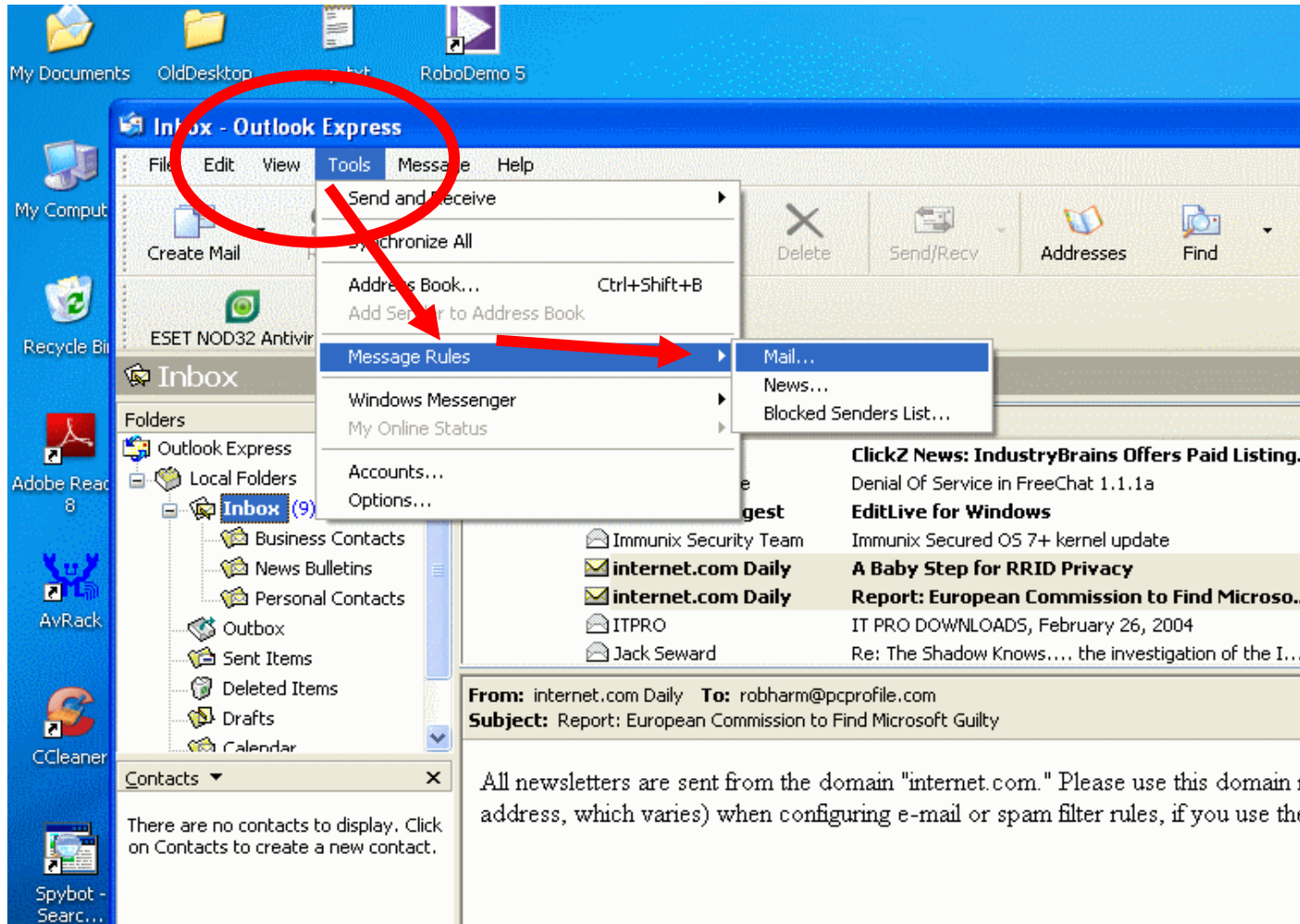
- Business
- Personal
- Newsletters
- Business Groups
- Customers
- Hot Sales Prospects
- Suppliers etc

# Organised Mail!



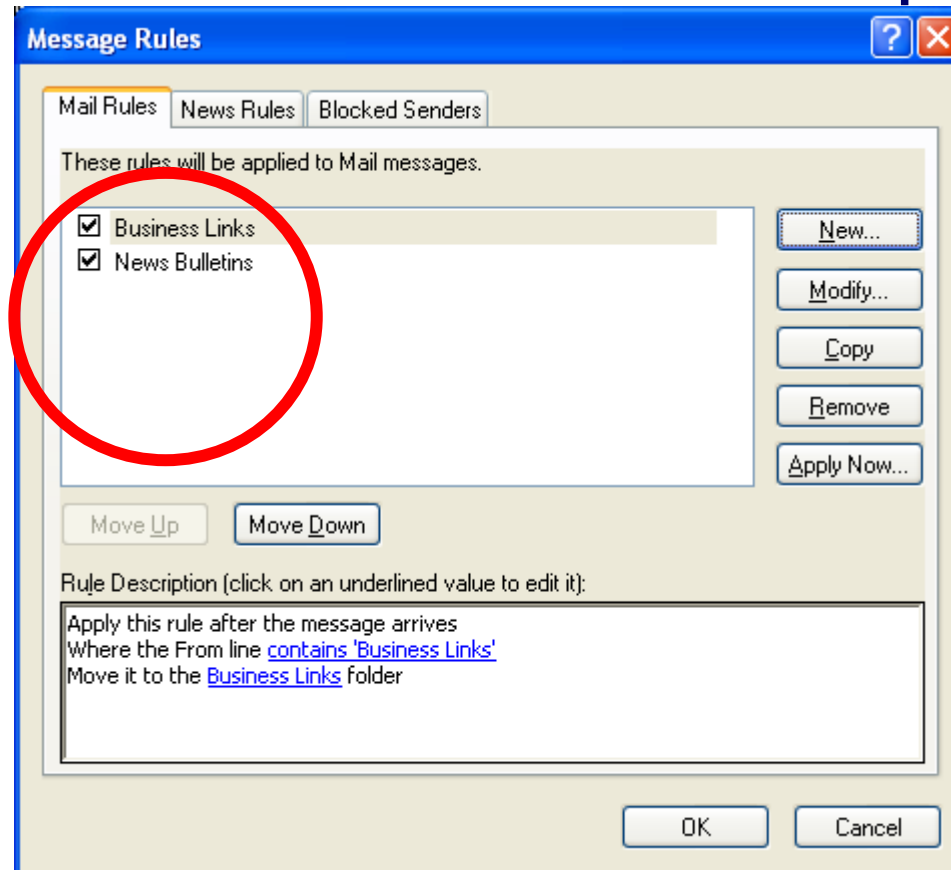
- Note that email is shown as being read/unread so it attracts your attention
- You can even pidgeonhole JUNK emails if you know you have been hit by a spammer and target these for spamming under the NOSPAM rules
- The INBOX is still required to catch messages that don't have rules defined

# Where Do You Find Message Rules?



# Rules List

- Make sure each rule has a unique name



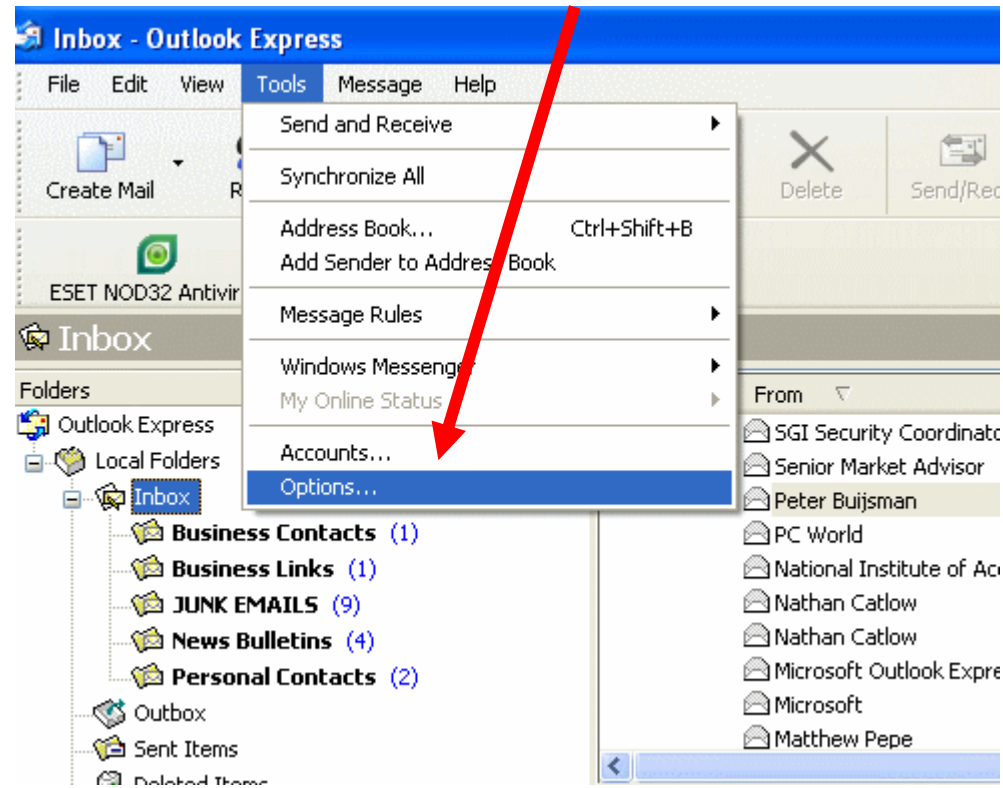
# Be More Productive

- DO NOT Automatically Receive email
- Collect messages when YOU want to collect the mail
- The Postman doesn't come to your door every 5 minutes
- Snailmail comes once a day
- Adopt similar rules for email

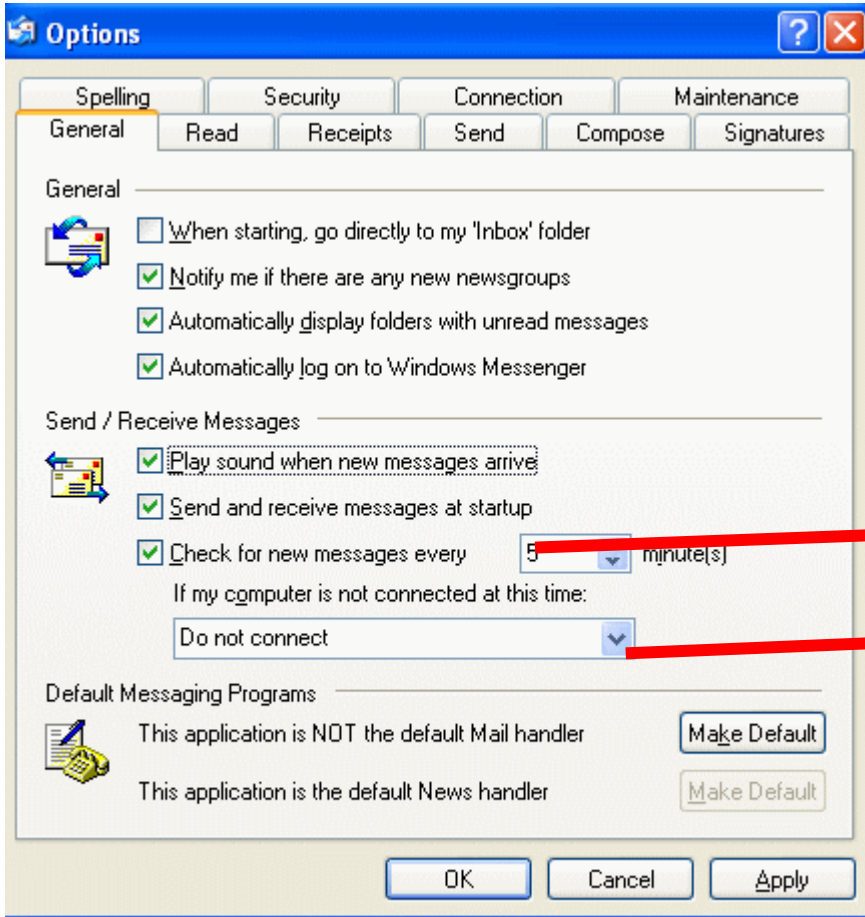


# How?

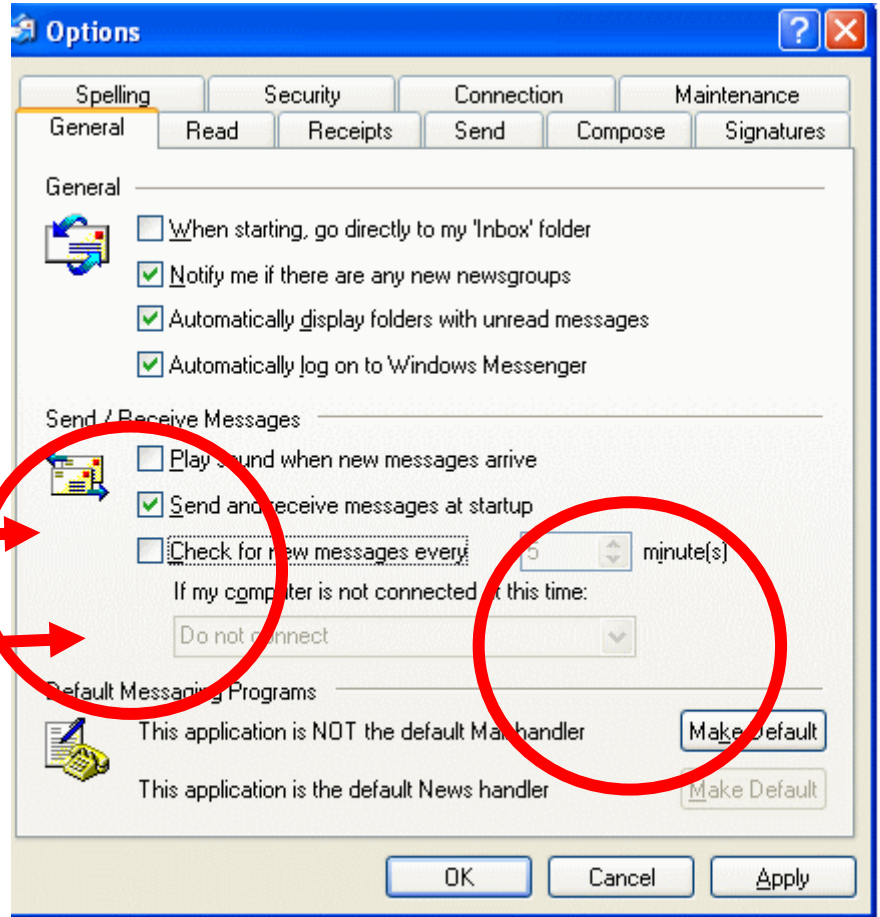
- Select >> Tools >> OPTIONS



# TURN OFF automatic collection



From This

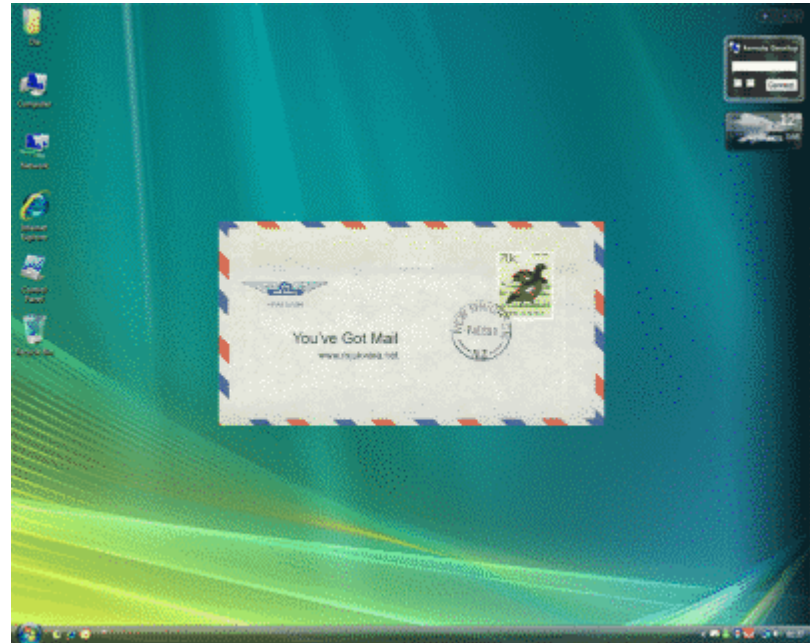


To This

**UNCHECK THESE  
BOXES & APPLY**

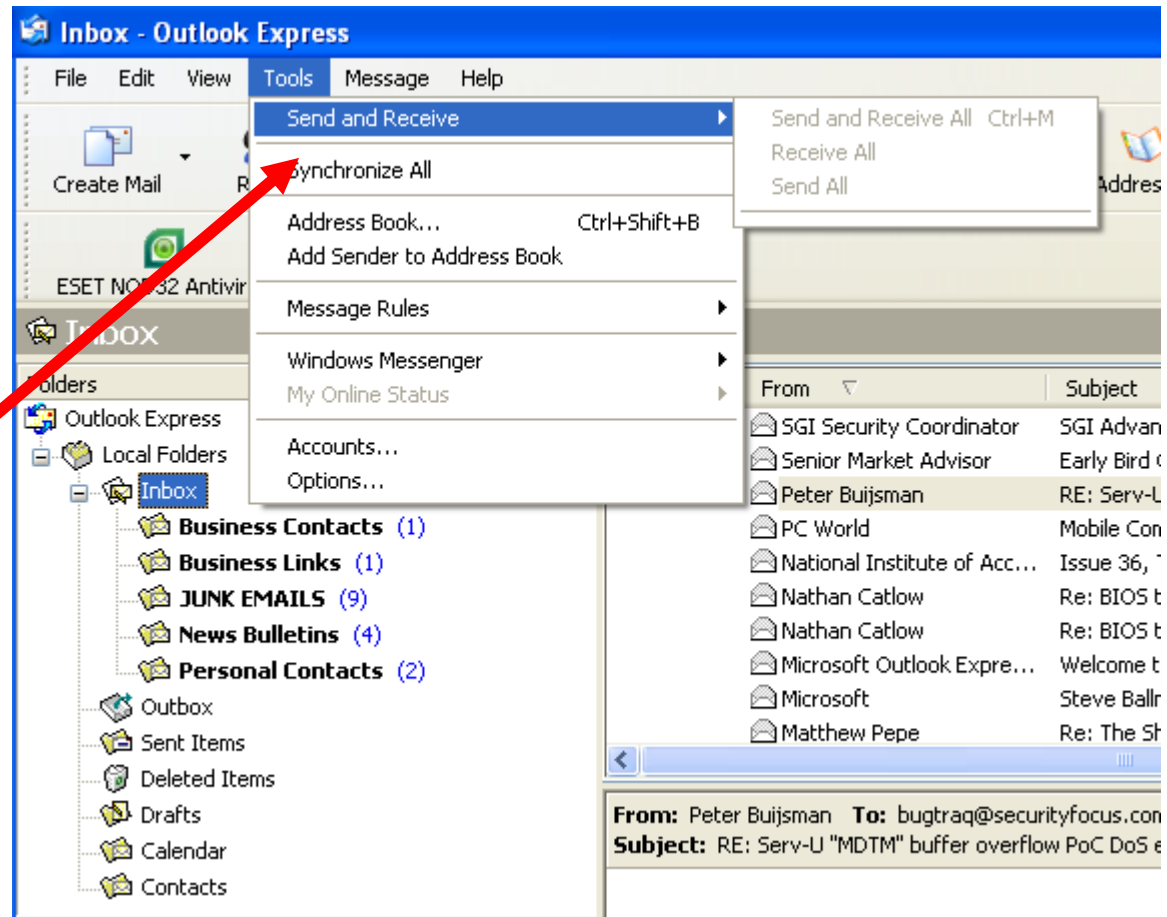
# How Do You Collect Mail Then?

- Manually! When it suits you rather than be annoyed by “a ding” and a flag advising “You’ve Got Mail”.



# Manual Collection of email

- When connected to your ISP (dialup or broadband)
- Click >> Tools >> Send Receive on the Toolbar!



# Where Do You Go For More Help?

# Help Your Self

## The following self-help tools are available for you to purchase

- **35 email Tips in 30 minutes- slideshow pack complete \$20**  
includes GST (normally \$30)
- **Tips and Tricks for Outlook Express – tutorial software that can be used and applied irrespective of whether it is Outlook Express, Outlook or Windows Mail \$20** (includes GST)
- **If purchased together at/after the seminar the above 2 items are available for \$30** (includes GST)

**Normally \$50 Available for \$30**

**When purchased at same time**

(Price includes GST)

**ORDER HERE [www.pcprofile.com/seminaroffer.pdf](http://www.pcprofile.com/seminaroffer.pdf)**

# Tips and Tricks for Outlook Express

**SECRET SYSTEMS**

*Tips and Tricks for Outlook Express*

How Do I...

**Main Menu**

- Find My Way Round Outlook
- Create Accounts
- Write Messages
- Read Messages
- Use The Address Book
- Manage My Messages
- Configure Outlook
- Troubleshooting Tips and Tricks

Help

Contact Us

Other Products

Quit

Although this pack is written for Outlook Express (commonly used by many SME/SOHO businesses) the concepts outlined here can be readily applied, with a little research, to Outlook, Windows Mail etc

# SECRET SYSTEMS

## Tips and Tricks for Outlook Express

### Welcome

#### Welcome

Welcome to Tips and Tricks Tips for Outlook Express from Secrett Systems.

Throughout this program all occurrences of the word 'Outlook' refer to Outlook Express 5 © 1995-1999 Microsoft Corporation.

Our aim is to teach you the things you need to do to get Outlook 'up and running' the way you want it.

You learn by carrying out the actions to set up Outlook in a 'safe' environment until you are ready to do it for real.

You can repeat the lessons as many times as you like.

The tutorial will guide you through the steps you need to take to make those changes at a pace that is totally controlled by you.

A tip before you start. Click on the 'Help' button on the bottom left. You'll then get a brief description of each of the buttons you'll find in this tutorial.

**This program is not produced, sponsored or endorsed by Microsoft Corporation.**

**Nor is Secrett Systems in any way affiliated with Microsoft Corporation.**

**Normally \$25**  
**Available for \$20**  
(Price includes GST)

Main Menu

Contact Us

Other Products

Quit

Help

### Creating Accounts

**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back    Next >    Cancel

Before Outlook can actually collect or send your email, it needs to know a little bit about the servers that handle the mail.

Firstly, it needs to know what type of server delivers the mail. This could be either Post Office Protocol (POP3), Internet Message Access protocol (IMAP) or HyperText Transfer Protocol (HTTP) as shown in the drop down list (circled).

When you are ready to continue, click on POP3 in the list.

**Normally \$25**  
**Available for \$20**  
(Price includes GST)

- Main Menu
- Previous Lesson
- Next Lesson
- Contact Us
- Other Products
- Quit

# Where to Buy Tips and Tricks for Outlook Express?

- The software is available via email and only takes a few minutes to download and install, and then you can start using the software straight away.
- Tips and Tricks for Outlook Express runs on Windows 98, Windows NT, Windows 2000, Windows XP and Windows Vista.
- The techniques demonstrated in Tips and Tricks for Outlook Express , in general terms, also apply to other email programs although the screens may look slightly different eg; Outlook, Windows Mail etc
- The Tutorial can be used over and over again, if needed, to help you gain a better understanding of how email systems work and how they need to be setup.
- Each lesson can be restarted or advanced forward, back according to user experience level.
- **Tips and Tricks for Outlook Express can be purchased from PCProfile for \$25 incl GST**
- **Order form is available here [www.pcprofile.com/seminaroffer.pdf](http://www.pcprofile.com/seminaroffer.pdf)**

# Add-On for Microsoft Outlook

There is a great low cost add-on for Microsoft Outlook that allows you to automatically categorise emails by date, this week this month, by business type, topic etc, with powerful search capabilities included.

A free trial version is available here

<http://www.caelo.com/a/rl.php3?i=P4X7B>



(NOTE: This does not work with Outlook Express)



**Get the edge!**  
Superior email management  
for the peak performer!

**NEO Pro**

# NEO Pro for Microsoft Outlook



**FREE 30 Day Trial  
available**



**Filter bar**  
Reduce clutter.  
Focus on the email  
you want.

**View tabs**  
See your  
messages in  
different ways.

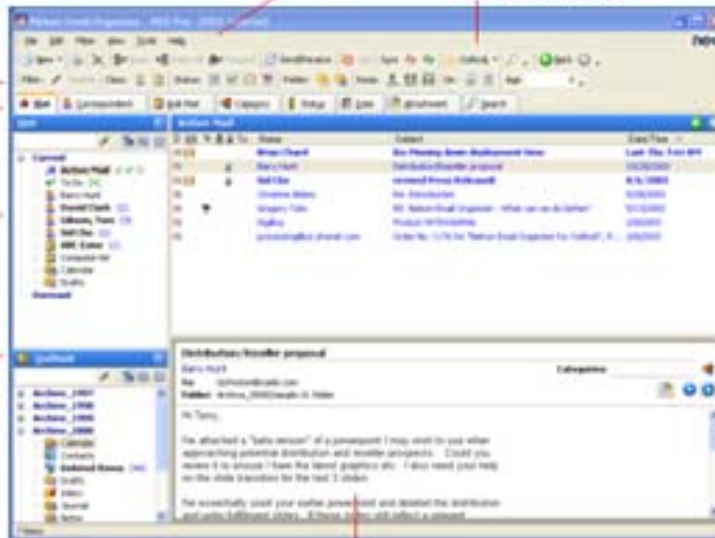
**NEO Folders**  
Click a folder to  
display messages in  
the Message List  
Pane.

**Outlook Folders**  
Access to your  
Outlook folders.

**Unified Message  
Stores**  
In NEO Pro - view and  
search across all your  
message stores!

Outlook toolbar commands

Jump to Outlook



**Reading pane with a Subject line that you can edit**  
Quick access to editing a Subject and speedy input of Categories (NEO Pro)

**(Note: does not work with Outlook Express)**



# Wireless Security



**Check Your Wireless Connections NOW!**



## The risks of unsecured wireless?

Data theft, identity theft, loss of credit card information, bank account details, passwords, personal details, business information, customer records, sensitive financial details etc

If your systems are not secure then this is not a sound or safe way to run your business! WEP is also not as secure as you believe!

## “Wireless Security Tips and Tricks”

This tutorial software package will teach you HOW to secure your own SOHO/small business system safely for less than the callout cost of any computer technician!



[www.pcprofile.com/wifi.htm](http://www.pcprofile.com/wifi.htm)



Designed and developed by [PCProfile](http://www.pcprofile.com) in South Australia

Available for \$55 incl GST which is less than the cost of a technician callout to your site!  
 Order form is available here <http://www.pcprofile.com/orderWiFiTaT.pdf>

**“Struggling with  
technology?”**

“PCProfile offers practical technology  
tips aimed at helping you use your  
PC business systems more efficiently.”



[www.pcprofile.com](http://www.pcprofile.com)



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*Managing Clouds and Moving Goalposts*