

Outlook Today

Microsoft Outlook a different
way to look at E-Mail

By Microsoft.com

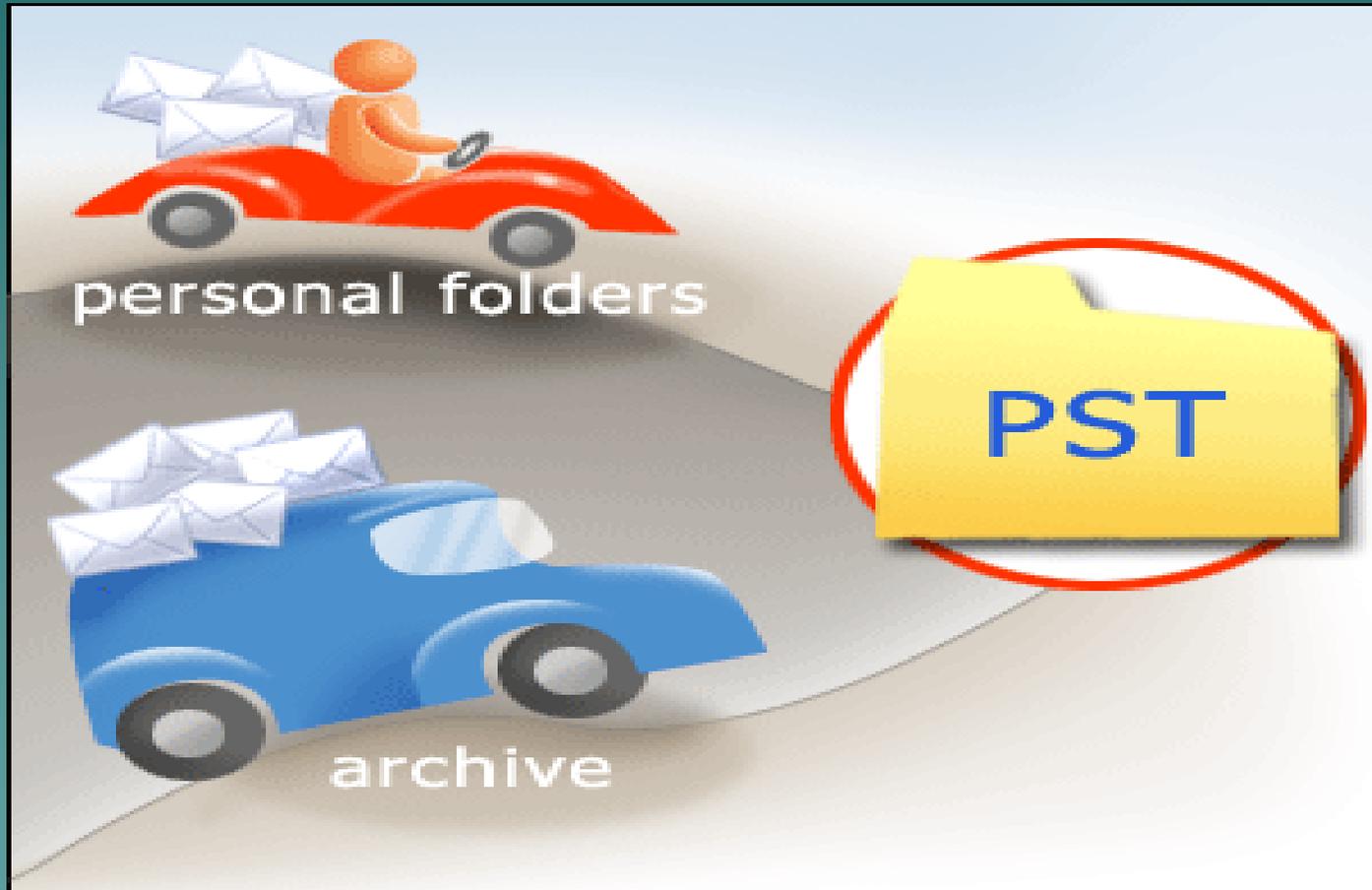
What to do, What to do

- ◆ How many times have you received a message from your system administrator telling you that you're keeping too much e-mail on the server? Are you perplexed every time Outlook tells you it's ready to archive your e-mail? Are you mystified by Personal Folders?
- ◆ If you answered Yes to any of these questions, or if you're just curious about how filing and archiving can help you get control of your e-mail, then this information is for you.

Let's take a Journey

- ◆ Are you perplexed every time Outlook tells you it's time to archive your e-mail?
- ◆ Are you mystified by Personal Folders?
- ◆ It is time to travel between those two folders:
 - ◆ Personal
 - ◆ Archive

Traveling Between 2 folders: Personal Folders and Archives



Choose your Route

- ◆ Outlook messages can be kept on your own computer in a personal storage (PST) file. To get them there, you choose between two routes: personal folders or archive.
- ◆ You need to know how you can create personal storage files for your e-mail messages.
- ◆ You can store these files locally on your own computer, where you won't be restricted to size limitations.

Benefits of Moving and Storing



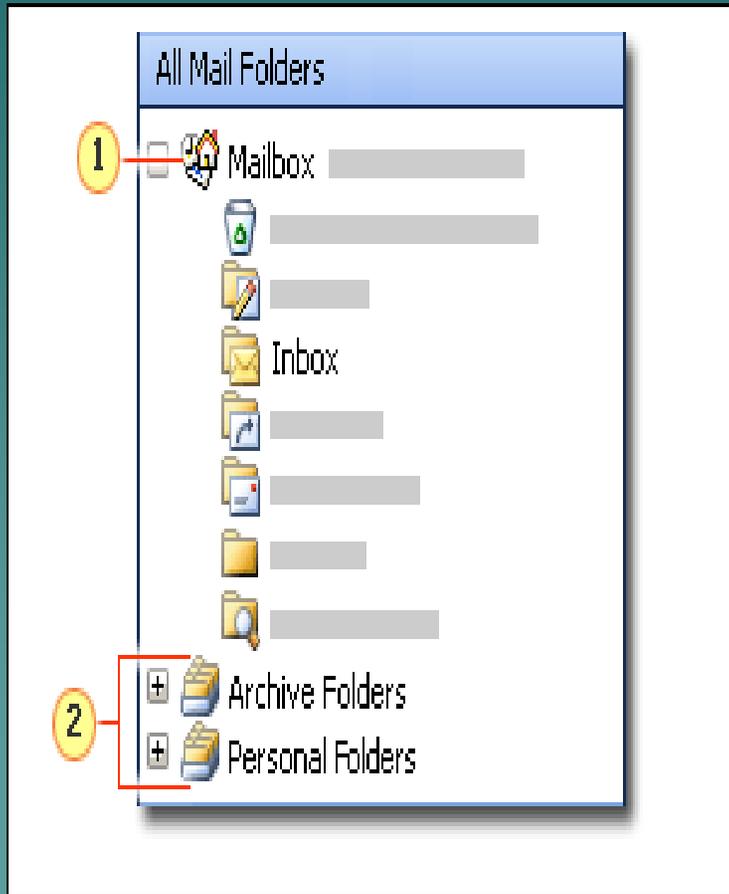
There are four big benefits to storing in a Personal Storage (PST) file:

- Freedom from nagging: It's time to clean up.
- Freedom from clutter: Concentrate on messages really needed.
- Freedom from bulkiness: Personal Storage (PST) files can be compressed
- Freedom of movement: Personal Storage (PST) files are portable.

These files can be moved from one computer to another, and you can easily store them on a CD.

Archive and Personal Folders

Archive Folders and Personal Folders are not part of the Mailbox.



1- Mailbox

2- Archive Folders and Personal Folders

When you receive messages, they're sent to the Inbox. Typically, the Inbox is stored *inside* the Mailbox, along with Calendar, Contacts, and other folders. When you store messages locally, you will send them to the Archive Folders or to the Personal Folders, these are separate data files that are *outside* the Mailbox. Outlook knows where to find them, but the server doesn't count them against you.

Two Roads One Computer



To store messages in a Personal Storage (PST) file, you can use:

Personal Folders or Archive Folders, or you can use both!

What is the difference between Archive Folders and Personal Folders?

- ◆ You can use one or the other or both types of folders if you want to!
- ◆ It's wise to keep the following points in mind:
 - ◆ Messages filed in Personal Storage (PST) files are not accessible from the e-mail server.
 - ◆ Personal Storage Folders are on your computer, and if you go to another computer, you can't read them unless you take them along yourself.
 - ◆ Only one person at a time can open a Personal Storage (PST) file. Even if you share your computer and share permission to access a Personal Storage (PST) files, each user must close it before another user can open it.

To AutoArchive or not

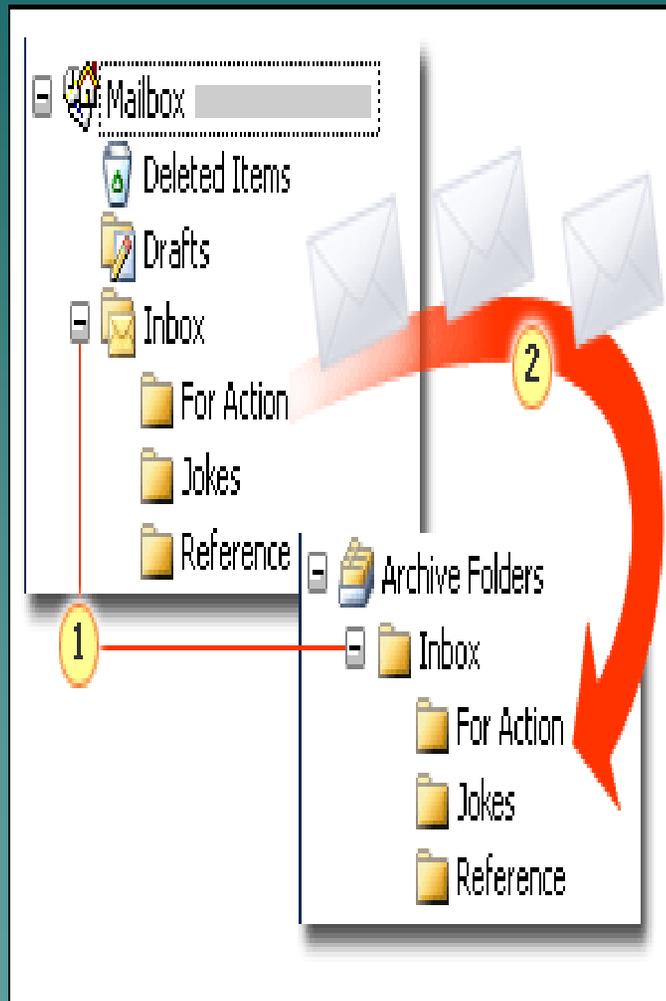


Is this message familiar?

Do you have guilty feelings when you click No in this dialog box because you're not really sure what AutoArchive does? Don't worry. It shouldn't be taken personally.

But perhaps you may learn to love AutoArchive. On the other hand, you may find that you prefer to archive manually or to use Personal Folders files. Then you can feel good about saying No.

Archive Subfolders are the same as Mailbox Subfolders



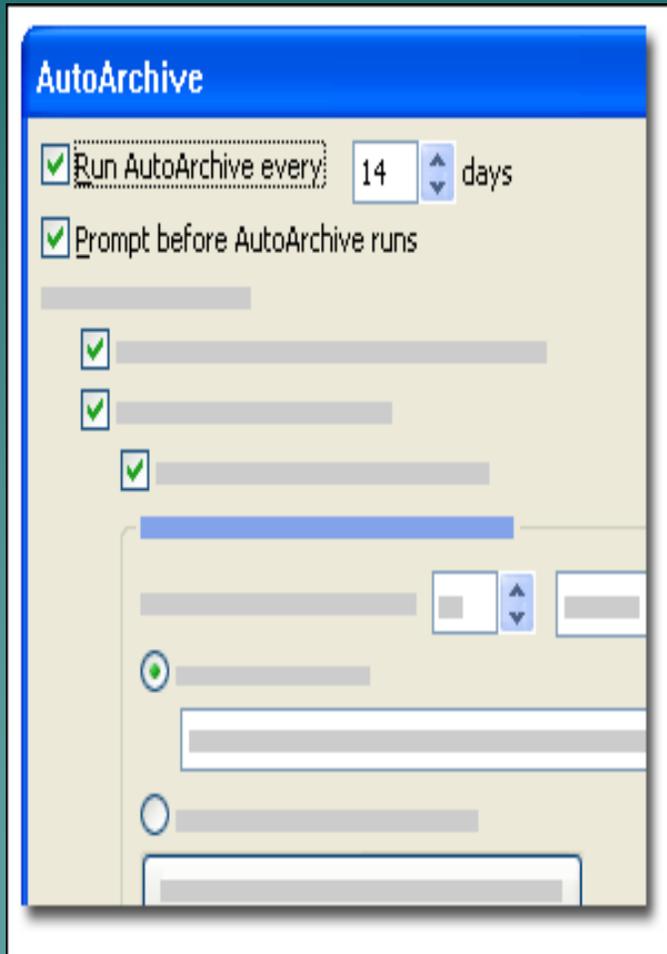
1. Subfolders in Archive Folders are exactly the same as subfolders in Mailbox.
2. Archived messages are removed from Mailbox and placed in the equivalent subfolders in Archive Folders.

AutoArchive

The great thing about AutoArchive is, you don't have to do anything. Once it is set up, it will take care of itself. No hassle, no mess.

- ◆ To use AutoArchive one just needs to ask "Is AutoArchive On".
- ◆ Does one of these this sound like you?
 - 1. You never move or delete e-mail messages.
 - 2. You may add folders to the Inbox, but you don't change their names or remove them. Once and for good, is your filing motto.
 - 3. Then AutoArchive is for you.
 - 4. AutoArchive creates its own rules that work behind the scenes (you don't have to bother creating them). In that process, it creates a folder called Archive Folders, which automatically mirrors the structure of the Mailbox. Wherever you were used to looking for your messages, the archive looks the same way.
- ◆ Note: AutoArchive stores the entire contents of the Mailbox in the same way that it stores your e-mail. For most people, getting e-mail under control is the first big AutoArchive benefit, so this course will focus on archiving the Inbox.

AutoArchive, Continued



❖ If the Run AutoArchive every check box is selected, AutoArchive will run. The number in the days box specifies how frequently messages will be archived.

❖ You can tell if Outlook is set up to use AutoArchive by opening the AutoArchive dialog box. To see this dialog box, you would click Options on the Tools menu, click the Other tab, and click AutoArchive.

❖ By default, AutoArchive is set to run every 14 days. To change the frequency, you would change the number in the days box.

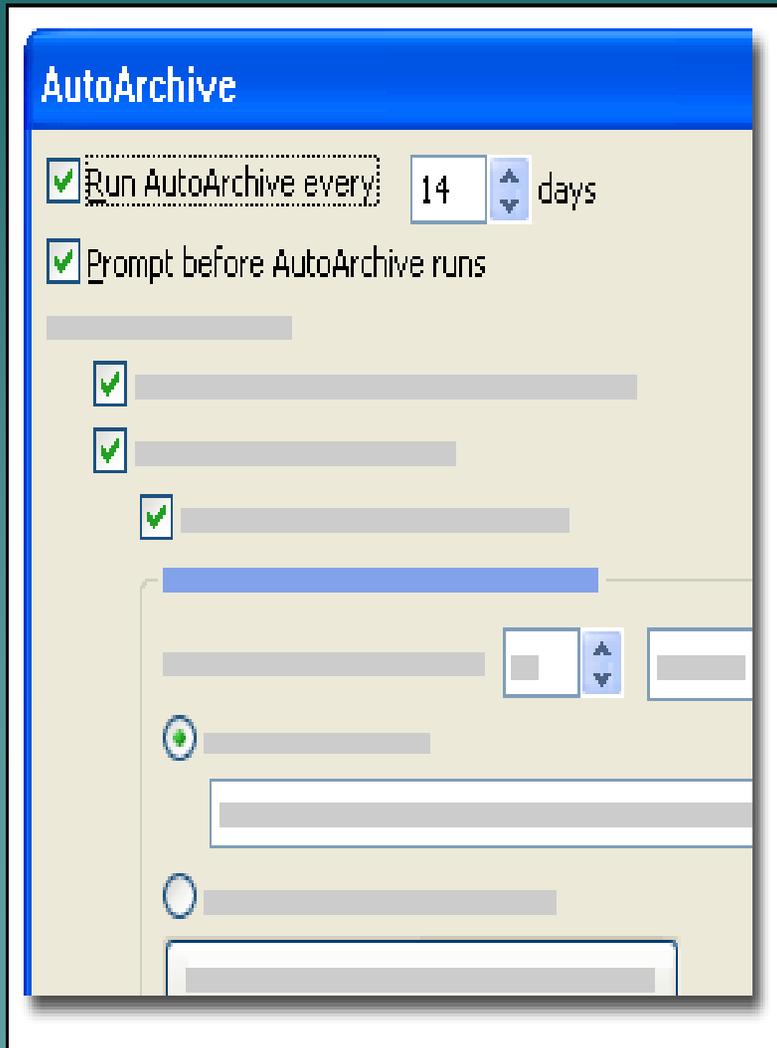
** Tip: You can also run AutoArchive at any time, if your Inbox is getting too full, by clicking AutoArchive in the Mailbox Cleanup dialog box (which you can get to from the Tools menu).

Is AutoArchive for you

❖ Then AutoArchive is for you. AutoArchive creates its own rules that work behind the scenes (you don't have to bother creating them). In that process, it creates a folder called Archive Folders, which automatically mirrors the structure of the Mailbox. Wherever you were used to looking for your messages, the archive looks the same way.

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Making AutoArchive Run



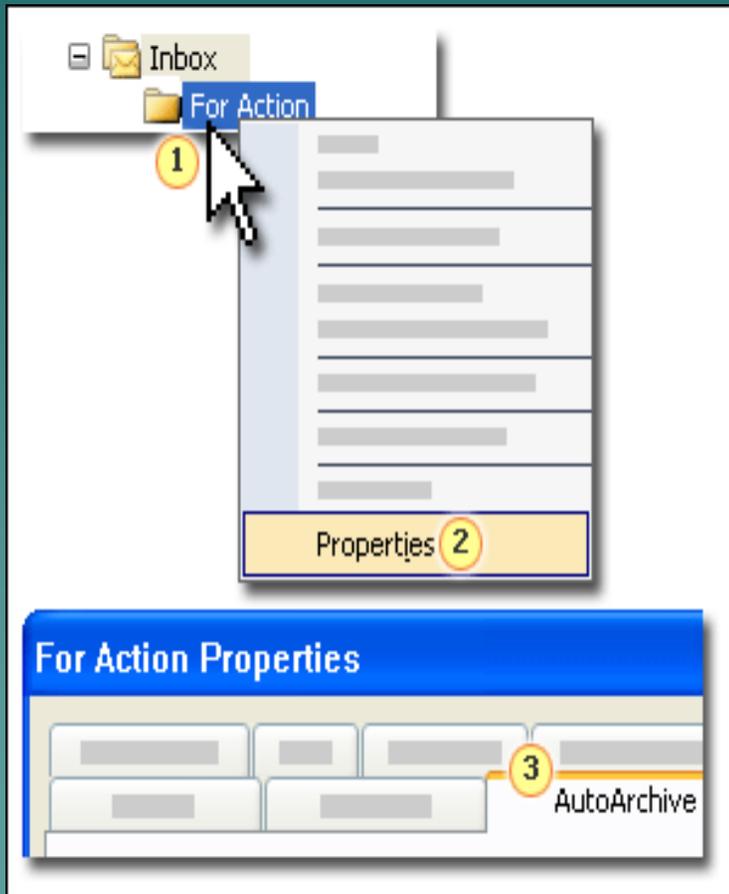
You will know whether **AutoArchive** is running if you see the friendly dialog box as shown. If you'd rather not see the dialog box each time **AutoArchive** runs, you would clear the **Prompt before AutoArchive runs** check box. This will allow you to do your **AutoArchive** the way you want it done **“Your Way.”**

Archive it your way

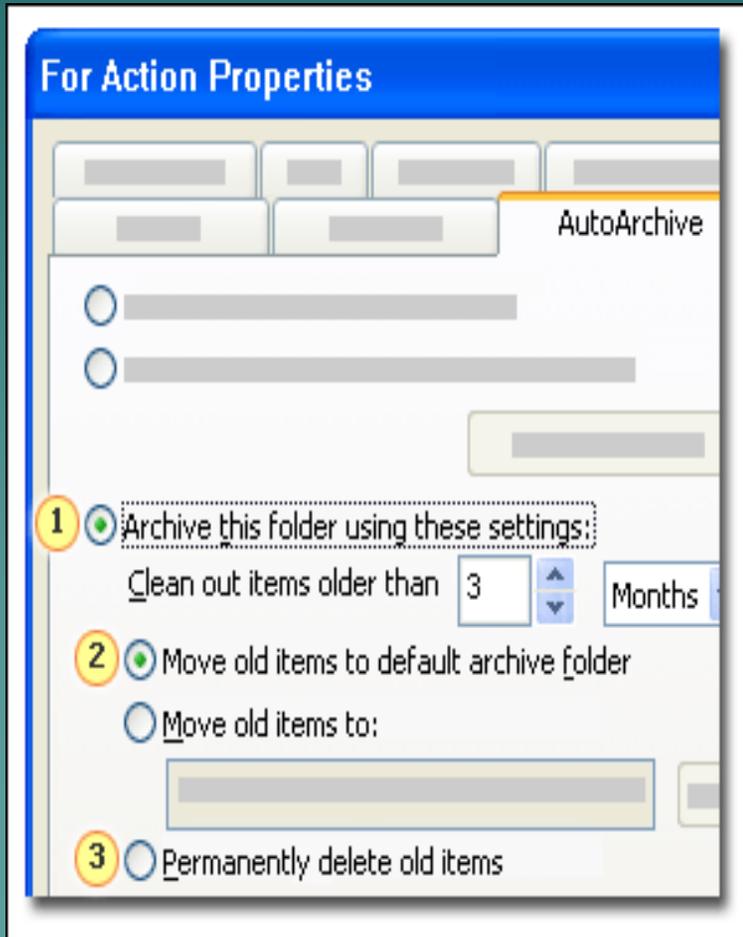
Use the Properties dialog box to specify different archiving for different folders.

1. Right-click the folder.
2. Click Properties on the shortcut menu.

In the Properties dialog box for the folder, click the AutoArchive tab and specify archive settings. (In this case, the folder name is "For Action" so the dialog box is called For Action Properties.)



You can choose your settings



1. Select this option to specify custom archive settings.
2. Use these settings to specify whether to send items to a folder other than the default folder.
3. Use this setting if you want to delete items in the folder that you are customizing.

To customize archive settings for a folder, first you would right-click the folder and click Properties. On the AutoArchive tab of the Properties dialog box, you would click Archive this folder using these settings, as shown in the picture. Then, you would specify the archiving details for that particular folder.

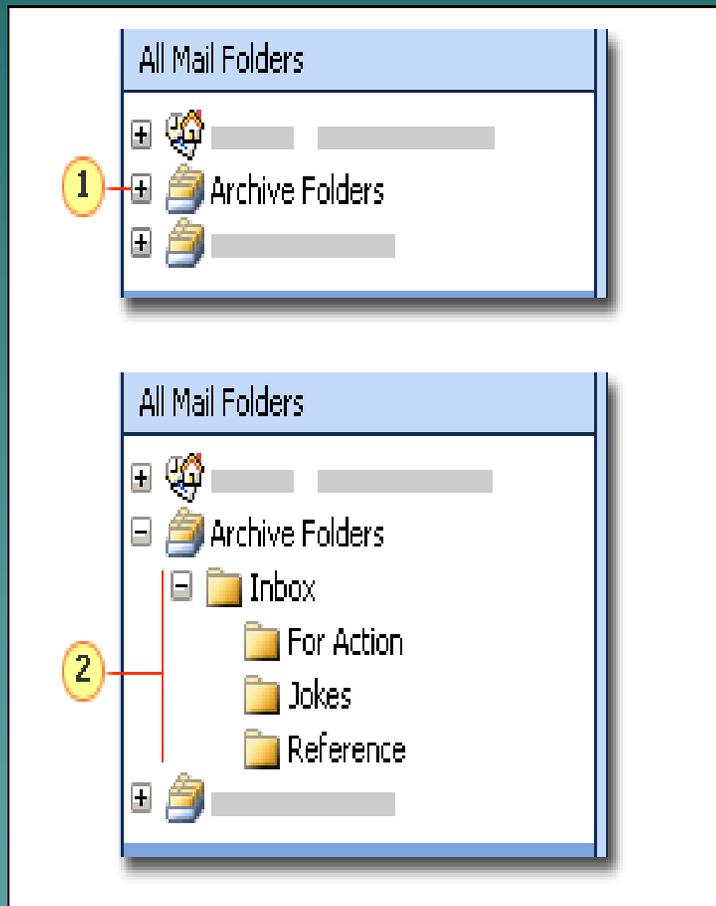
You can specify to Archive or Not

- ◆ You can specify whether you want to archive the contents of a folder at any time, or you can delete the folder contents permanently without archiving them.
- ◆ You can choose any Personal Storage (PST) file as your archive folder (the folder doesn't have to be named "Archive" it can be named anything).
- ◆ Once you choose these settings, AutoArchive will just happen. This is what makes AutoArchive so easy.
- ◆ It is important to remember to do periodic tune-ups. As you add or remove folders, you'll want to adjust your custom AutoArchive settings to match.
- ◆ You'll probably want to adjust your settings if you get more (or less) mail for a while, join newsgroups, or otherwise change the rate of activity in the Inbox.

*** Tip Test your AutoArchive settings by clicking AutoArchive in the Mailbox Cleanup dialog box, which you can get to from the Tools menu.

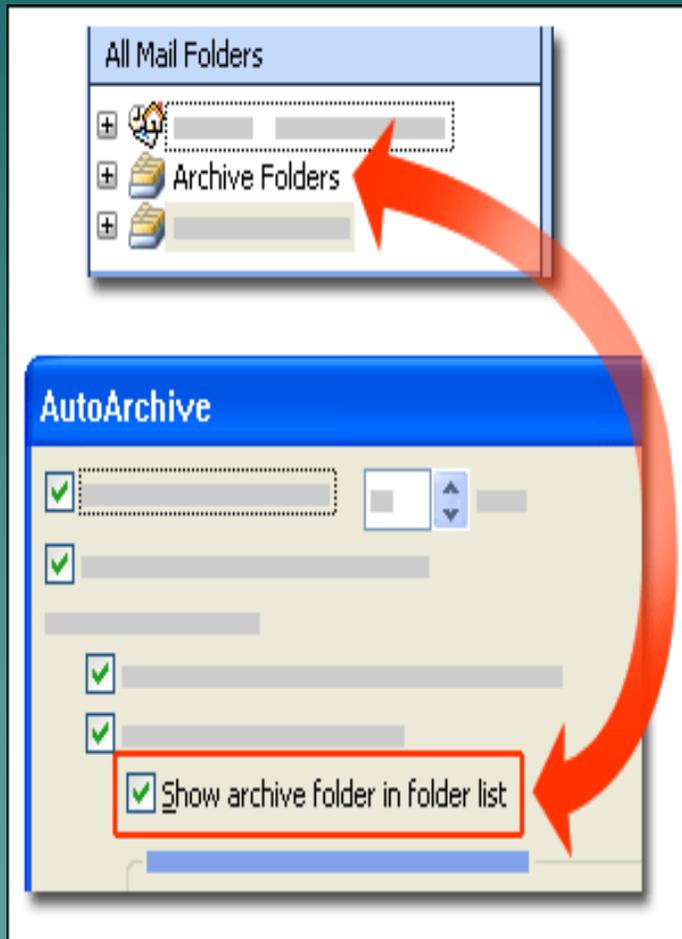
To Read Archived Messages

1. Click the plus sign to read archived messages.
2. Archived messages are visible in Archive Folders. Click a subfolder to read the messages.



You can read your archived messages by clicking the plus “+” sign next to Archive Folders in the Folder List. The list of your archived folders will appear. Clicking on an archived folder displays its contents in the same form that you are used to seeing in the Mailbox. When you open an archived message, it will look the same as before it was archived.

You Don't Want to Read Archived Messages



Maybe you don't want to read your archived messages. In that case, you may not want to see Archive Folders in your Folder List, either. To stop seeing it, you would right-click Archive Folders and click Close on the shortcut menu.

To make sure that Archive Folders doesn't reappear whenever AutoArchive runs, clear the Show archive folder in folder list check box in the AutoArchive dialog box. You can do that when the dialog box next appears, or by opening that dialog box.

Clear this check box to make sure that Archive Folders stays hidden.

Moving Mature Mail to Archive Folders



Messages move to an archive folder when they achieve maturity. "Maturity" doesn't mean self-control or emotional balance here. It means how long a message sits around without your touching it. Maturity is based on the last *modified* date. The actions below change the modified date (and time) of a message:

- Forwarding
- Replying
- Replying to All
- Editing and Saving
- Moving
- Copying

****Tip** To see the last modified date of a message, you can add the Modified field to your view of messages.

When messages reach maturity, they move to an archive folder.

Exporting creates copies



When you export e-mail messages, you create a copy of the messages in the Exported file. The original messages will remain in the Mailbox. You may or may not be familiar with the process of exporting data.

Resulting into: two identical files.

Be warned: In Outlook, exporting isn't like archiving. When you export messages, they stay in their original location and they're duplicated in a new file. By exporting messages this doubles them in number and in the amount of space require.

Export only when you want to copy the messages.

Archive when you want to move messages from one place to another in Outlook.

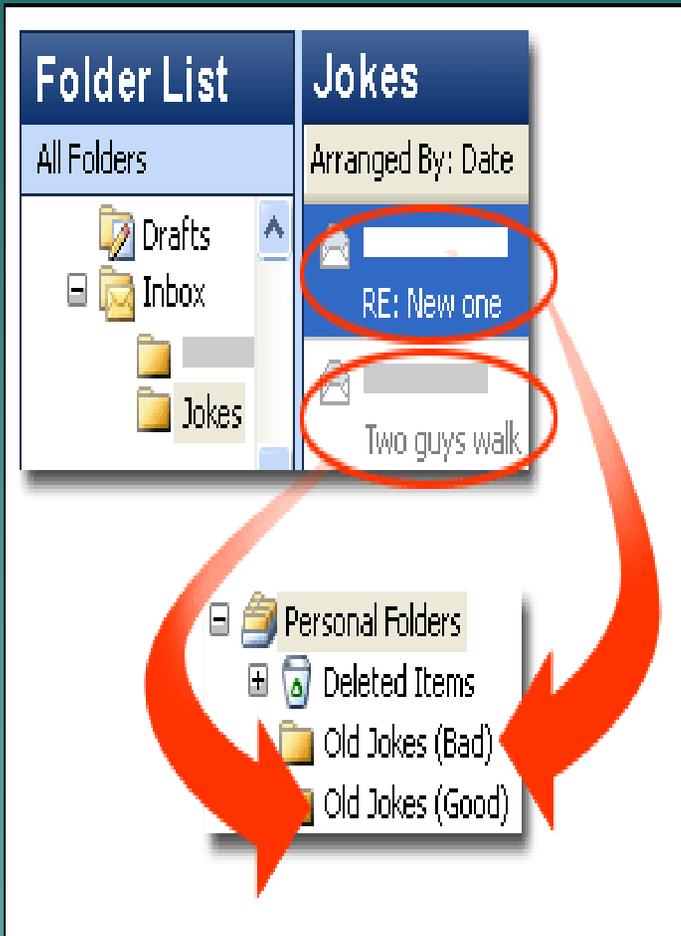
Route Personal Folder



Let's take the personal folders route, filing e-mail in a personal folder gives you maximum control over how and where your stuff is stored.

With personal folders, you set up the folders and move messages manually, exactly the way you want them.

You can design your filing system



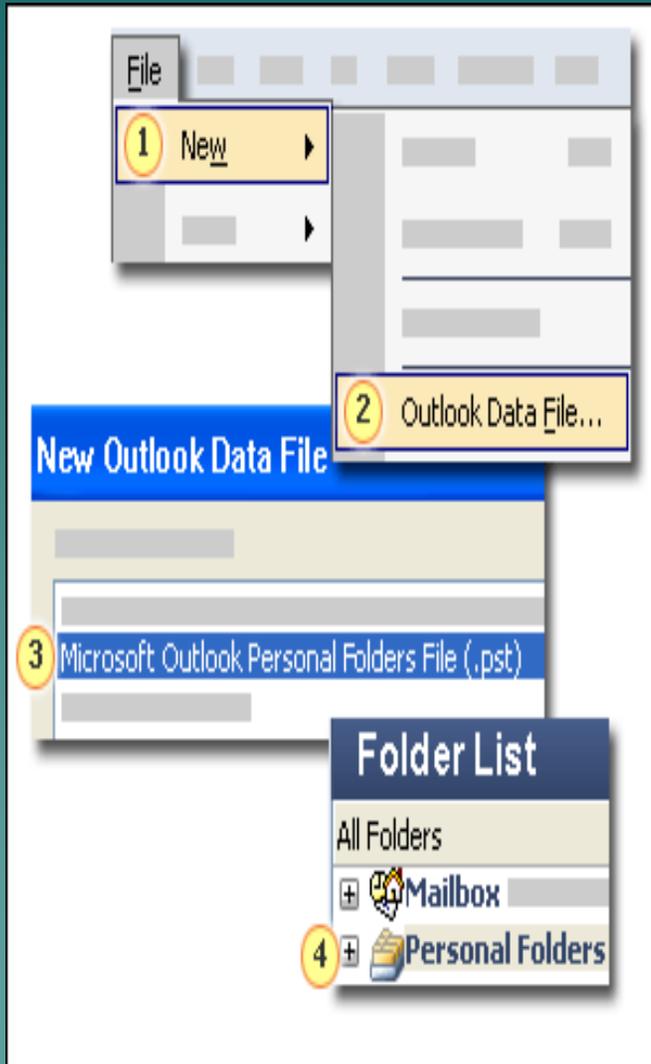
You name all the folders inside Personal Folders. In this picture, the Inbox contains a Jokes folder for all incoming jokes. After reading them, you could move the jokes you want to keep to Personal Folders, placing them in one of *two* folders: Old Jokes (Bad) or Old Jokes (Good).

With personal folders, you design the filing system. You can combine folders that are separate in Mailbox, or you can split Mailbox folders, depending on your long-term needs for these filed messages. You could group messages by a project or divide them by sender. This freedom is unlike archive folders, which simply mimic Mailbox.

Do any of the these sound at all like you?

- ◆ You like an empty Inbox.
- ◆ You like to file mail as soon as you finish reading it.
- ◆ You like to group messages by project, topic, or other major category.
- ◆ You enjoy devising filing systems.
- ◆ You naturally think to update your filing system, for example when old projects are completed and new ones start.
- ◆ You create rules to move messages to specified locations.
- ◆ If so, you'll really enjoy the control that personal folders give you.

Now create your filing system



1. On the File menu, click New.
2. Select Outlook Data File.
3. Select Microsoft Outlook Personal Folders File (.pst).
4. Personal Folders appears in the Folder List.

You would start creating your Personal folders by clicking New on the File menu. After that, follow the procedure shown in this illustration.

Now create your filing system, Cont'd

- ◆ Once you create Personal Folders, it's a good idea to create some folders inside it—you're doing this because you want to get organized, right?
- ◆ A folder named Temporary can be a useful place to put messages you need to keep but don't expect to keep for long.
- ◆ After you've got your filing system worked out, you can start moving messages by:
 - Right-clicking them and then clicking Move (this is the only way to move a message while it's open for viewing).
 - ◆ Dragging.
 - ◆ Creating rules to move them automatically.

Split Personal Folders

1- Two folders both called Personal Folders are hard to distinguish.

2- If you change those folder names from Personal Folders, it's easier to tell them apart.

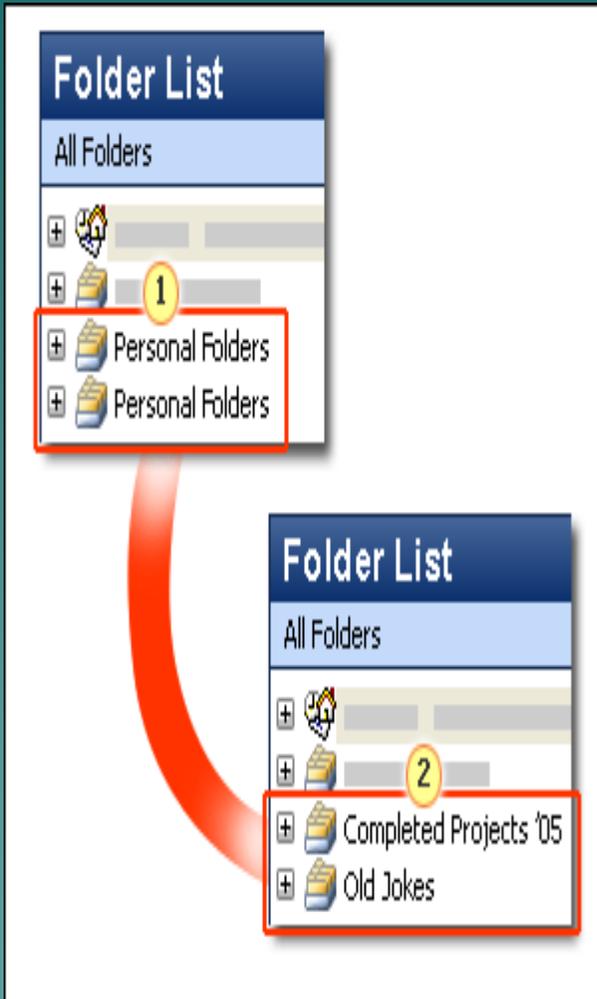
It might be best to have two separate sets of personal folders:

1-One top-level folder for messages about a specific project.

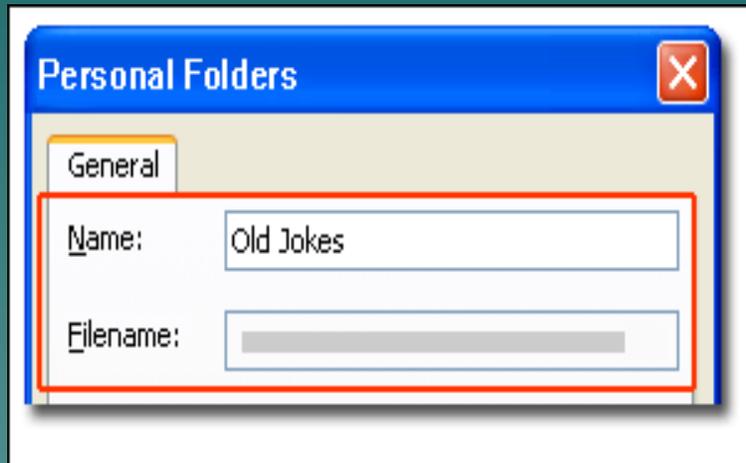
2-A second top-level folder stores non-business mail.

By default, whenever you add a new set of personal folders, the default top-level folder name is Personal Folders.

Change each new folder name from Personal Folders to something meaningful. Give your personal folders personal names.



Personal Folders



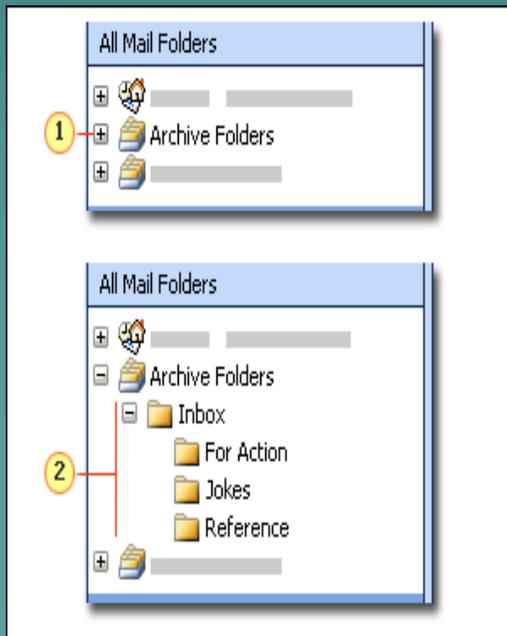
You can change a folder's name by changing its settings. To change the name of a folder from Personal Folders to something more personal, you would use the Outlook Data Files dialog box. To open that, you would click Data File Management in the Navigation Pane for Folder List.

****Tip** If you want, you can also change the name Archive Folders to something more personal, using these same steps.

Quick Reference Card - File or archive your e-mail on your own computer

- ◆ Manage stored Microsoft® Outlook® e-mail folders
- ◆ Note that these procedures can be used with either Archive Folders or Personal Folders.

Read Messages



1-In the Folder List, click the plus sign next to the folder that contains the messages that you want to read.

2-The folder opens and the subfolders appear.

3-Click a subfolder to see the messages in it.

Quick Reference Card

Change the name of an e-mail storage folder

1- On the File menu, click Data File Management.

2- From the list in the dialog box, select the data file for which you want to create a new name, and click Settings.

3-Select the text in the Name box and replace it by typing the new name that you want to use.

4-Click Apply and then click OK.

Quick Reference Guide, Cont'd

Create a password :

On the File menu, click Data File Management.

Select

an Archives Folders or Personal Folders file in the

dialog box and click Settings. Click Change Password.

Type a password in the New Password and Verify

Password boxes.

Quick Reference Guide, Cont'd

Hide an e-mail storage folder
from the Folder List

To keep Archives Folders or Personal Folders (or whatever name you have given a folder) from showing up in the Folder List on the Navigation Pane, right-click it and click Close.

Quick Reference Guide, Cont'd

Re-open a hidden e-mail storage folder:

On the File menu, point to Open, and click Outlook Data File.

Select the file that you want to show on the Navigation Pane, then click OK.

Quick Reference Guide, Cont'd

See the last modified date of a message. Messages are archived based on the date when they were last modified. To create a custom view for messages that shows you the **Modified** field, follow these steps: On the **View** menu, click to close **Reading Pane** and **Navigation Pane**. Right-click the gray area at the top of the list of messages (where the **From** field appears), and click **Field Chooser**. Click the arrow next to **Frequently Used Fields** and select **All Mail Fields**. Scroll to and select the **Modified** field. Then drag it next to **Size** in the gray top area.

Quick Reference Guide, Cont'd

You will be able to see the last modified date of a message

Messages are archived Based on the date when they were last modified. To create a custom view for messages that shows you the Modified field, follow these steps:

1- On the View menu, click to close Reading Pane and Navigation Pane.

2- Right-click the gray area at the top of the list of messages (where the From field appears), and click Field Chooser.

3- Click the arrow next to Frequently Used Fields and select All Mail Fields.

4- Scroll to and select the Modified field. Then drag it next to Size in the gray top area.

Quick Reference Guide, Cont'd

Manage AutoArchive

Check that AutoArchive is turned on:

- 1- On the Tools menu, click Options.
- 2- Click the Other tab, and click AutoArchive.
- 3- If the Run AutoArchive every check box is selected, AutoArchive is active.

Quick Reference Guide, Cont'd

Customize Archive settings for a folder:

- 1- Right-click the folder for which you want to create custom archive settings.
- 2- Click Properties on the shortcut menu.
- 3- Click the AutoArchive tab.
- 4- Click Archive this folder using these Settings. Specify the settings that you want to use for the folder.

Quick Reference Guide, Cont'd

Run AutoArchive at any time:

This procedure can be used to archive messages before the next scheduled AutoArchive operation.

- 1- On the Tools menu, click Mailbox Cleanup.
- 2-Click the AutoArchive button.
- 3-Click Close to close Mailbox Cleanup.

Quick Reference Guide, Cont'd

Manage Personal Folders:

Create personal folders:

- 1- On the File menu, point to New, and click Outlook Data File.
- 2- Select Microsoft Outlook Personal Folders File (.pst), or, if you will be using these folders in an earlier version of Outlook, select Microsoft Outlook 97-2002 Personal Folders File (.pst). Click OK three times.

Personal Folders appears in the Folder List.

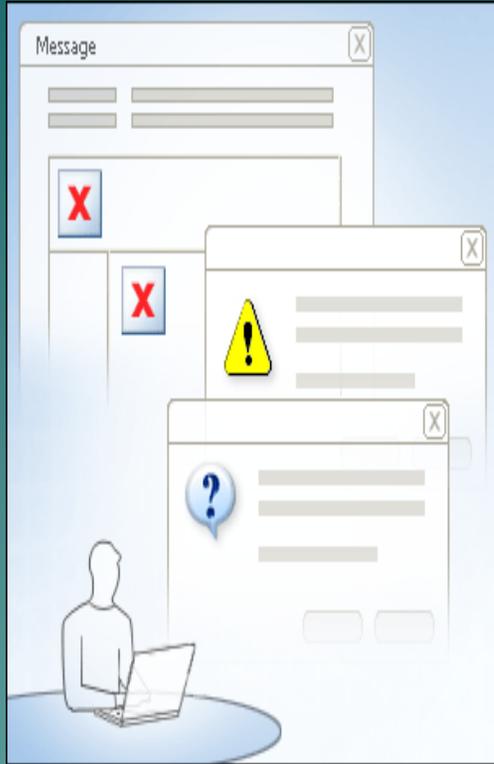
Quick Reference Guide, Cont'd

Manage Personal Folders:

Create subfolders in Personal Folders:

- 1- Right-click Personal Folders, then click New Folder.
- 2- In the Name box, type the name that you want to give the subfolder, and click OK.
- 3- Click the plus sign next to Personal Folders to see the new subfolder.

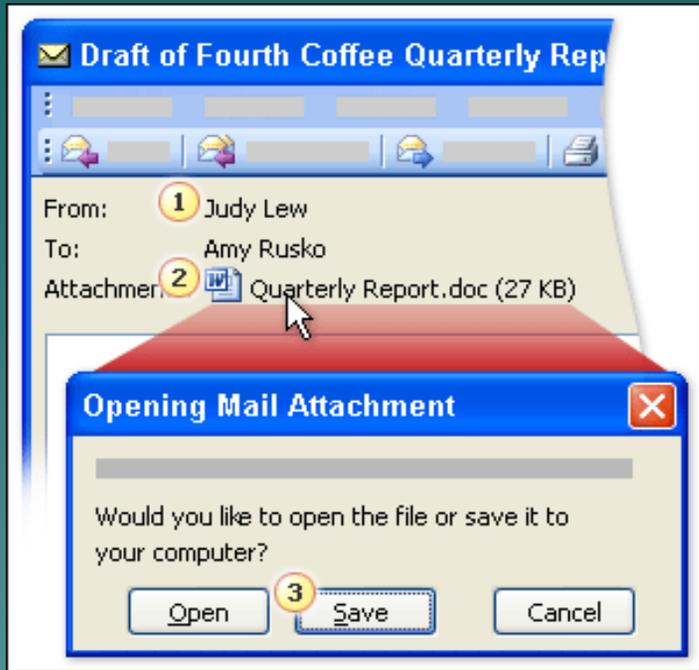
Blocked Attachments with warnings:



Suppose you receive an e-mail newsletter that you've signed up to get. You want to receive it. So, why do you see red Xs instead of pictures in that message? And have you noticed that you receive warnings every time you try to open an attached file? Does it bug you that some attachments get blocked automatically? What's all the fuss about? There are real technical reasons for the fuss. But don't worry, it's not necessary for you to understand all of the nitty-gritty technical details. Being aware of the big picture is enough — that's what we'll talk about here. Whether you're looking at pictures or opening attached files, you'll learn steps you can take to help keep your computer safe.

Blocked pictures and warning messages with attachments. What's all the fuss about?

Open attachments Safely:



1. Look at the sender's name. Do you know and trust the name? Even if you do, proceed with caution.
2. The file name extension (.doc) gives you a clue about the type of program required to open the file. (In this case, it's Word.)

3. If you're concerned about whether a file is safe, you can save it to your hard disk by clicking **Save**, and then you can check it with a virus checker. If you discover that it's bad, delete it, don't open it.

In order to open an attachment *safely*, you should always follow a few basic rules: **Make sure you know and trust the sender, but don't rely on the sender's name alone.** (Unfortunately, the name that appears on the From line is easy to spoof. Some junk e-mail senders will disguise themselves as people you trust — sometimes they'll even disguise themselves as you.)

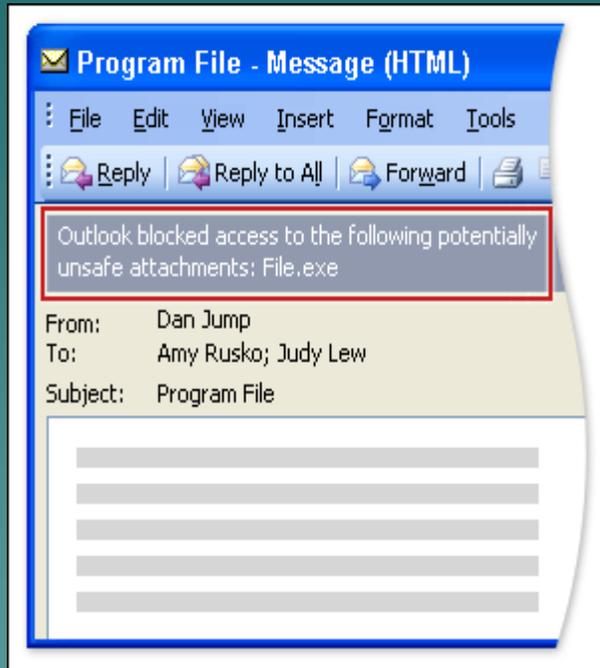
If you're ever in doubt: Save the file to your hard disk and scan it with your virus-checking software before you open it. And, if the file turns out to be bad, delete it!

A word on attachments and mailbox size

- ◆ Attachments are stored with the messages they're attached to. That means that, unless you remove them, attachments live in your mailbox (and therefore possibly on your server where they take up much space).

Blocked attachments:

A received message with a blocked attachment

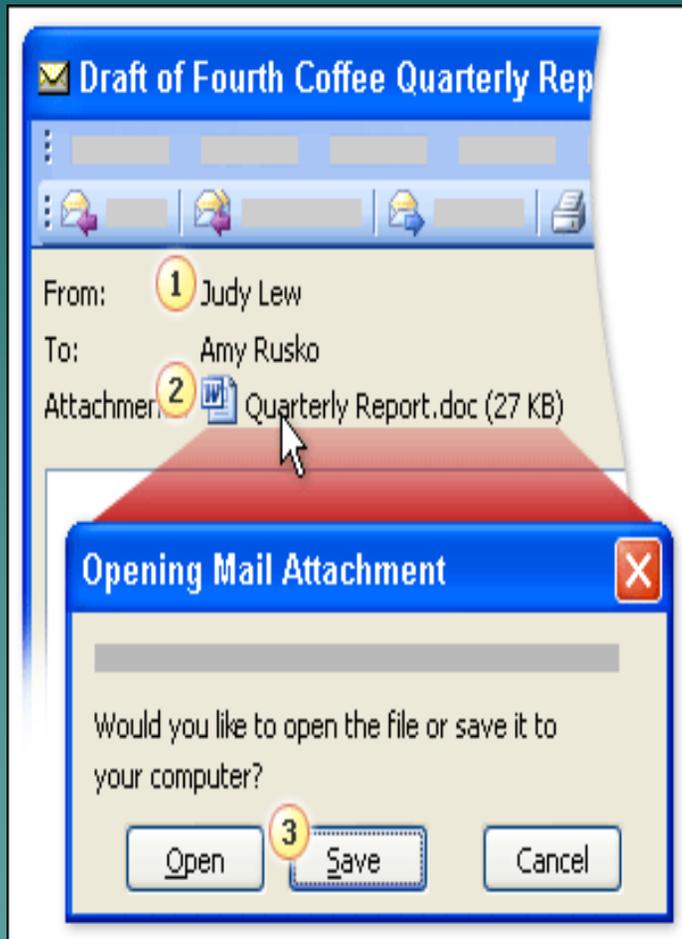


Does the message in the picture look familiar? It's a message about a blocked attachment.

You may already be aware that not all types of attachment can be opened in Outlook. Because of their enormous potential to do harm, Outlook now blocks certain file types automatically. Examples of blocked file types include executable files (.exe, as shown in the picture), batch processing files (.bat), and active server page (.asp) files.

This blocking helps protect your computer from viruses and cannot be changed. Although this enforced blocking makes file sharing less convenient, you should be aware that you can still use e-mail to share any file type with trusted friends and colleagues — you'll just need to take a few extra steps for the sake of enhanced security. If you receive a message with a blocked attachment, you'll need to ask the sender to re-send the message using a different method.

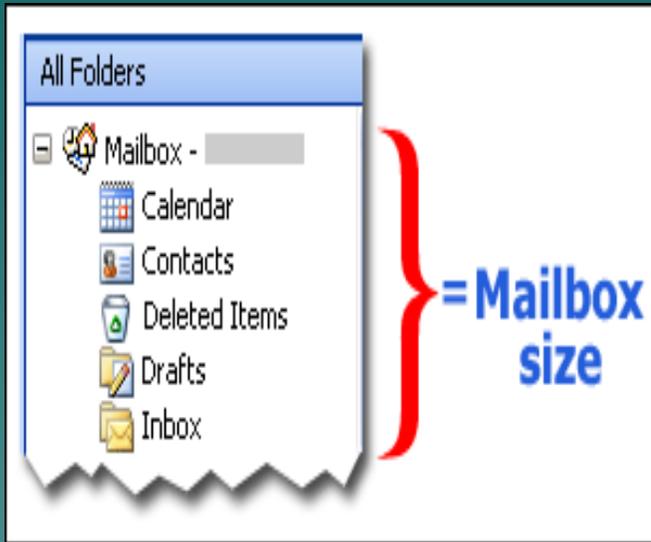
Print all Attachments for a copy or save it in your documents folder



- ◆ You can print all of the files attached to a message at once by selecting the message in your Inbox and clicking Print on the File menu.
- ◆ If someone sends you a contract or a form as an e-mail attachment, you may want to print the attachment so that you can sign it. Whatever your reasons for printing, you should know that you don't need to open the attachments in a message to print them (in fact, you don't even need to open the message).
- ◆ To print the attachments associated with a message, you can keep the message closed.

****Tip:** If you want a printed copy of the message with the attachment name associated with it (just as it appears in the Attachments box or in the text of the message in RTF format), you can do that by clicking Print on the File menu.

What is your Mailbox Size



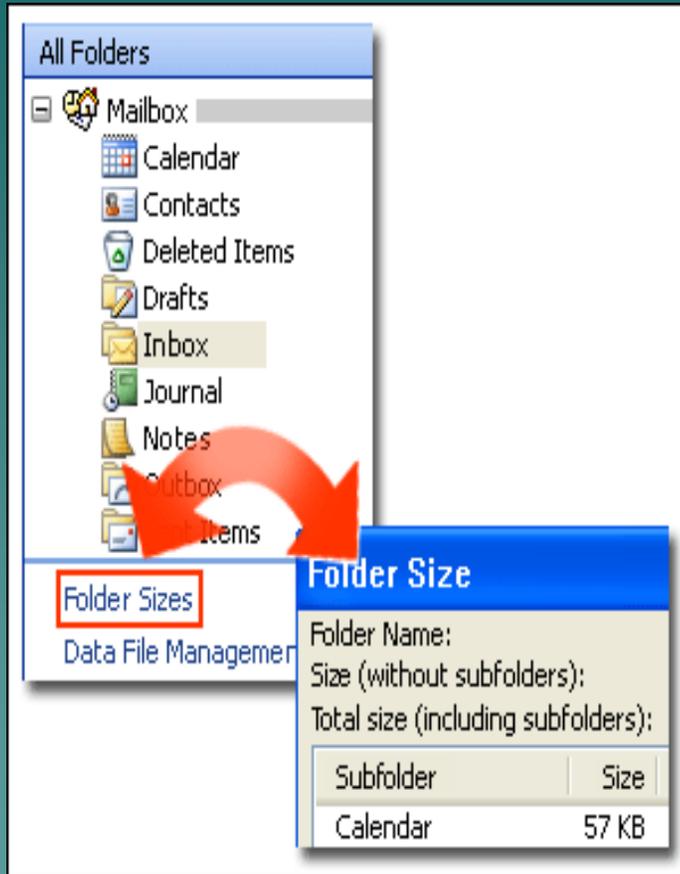
Mailbox size is determined by the size of the folders inside it. As you can see in the illustration on the left, your mailbox is made up of subfolders. The size of the mailbox is determined by the size of each subfolder inside it.

As you send and receive messages, make appointments, create tasks or notes, and record journal entries, these folders fill up, so your mailbox starts to fill up too. We'll tell you how to see mailbox size next. You'll also get a chance to see the size of your own mailbox in the practice session at the end of this lesson.

What is your Mailbox Size and Who sets the limits

- ◆ Who sets the limits? If you store your e-mail on a server, your mailbox size limitations are usually set by a system administrator. Size limitations can vary greatly and can be anywhere from 1 megabyte (MB) to 90 MB or more.
- ◆ Not sure where your e-mail is stored? If you get periodic nasty notes from the system administrator, chances are that your e-mail is stored on the server.
- ◆ What happens when a limit is reached? Once a mailbox reaches its upper limit, an administrator may start limiting functionality: for example, at 90 MB you may get a warning; at 100 MB you may no longer be able to send e-mail; and, at 110 MB you may no longer receive e-mail.

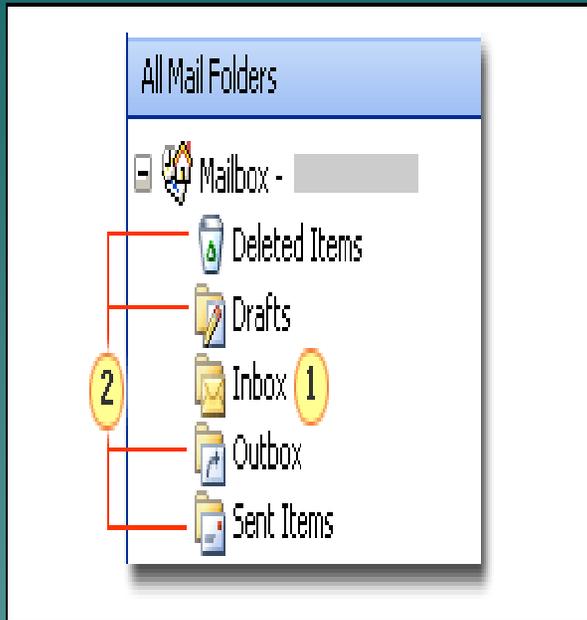
View your Mailbox and Folder sizes



From Folder List (which you can get to by clicking Folder List on the Go menu), click Folder Sizes to see the sizes of your e-mail folders. To see the sizes of your mailbox and the e-mail folders inside it, you would click Folder Sizes on the Navigation Pane. The Folder Size dialog box appears and mailbox and folder sizes are displayed.

Seeing the mailbox size this way can help you identify areas that you may want to "tone and trim." For now, remember that clicking Folder Sizes is a convenient way to find out how big your mailbox is or how much space a particular folder is taking up.

What makes your mailbox big



Your mailbox is made up of folders. E-mail folders only are shown here (on the **Go** menu, click **Mail**).

You can see all of the folders in your mailbox by clicking **Folder List** on the **Go** menu.

- 1- **Inbox.**
- 2- **Other e-mail folders.**

It's the stuff inside, of course.

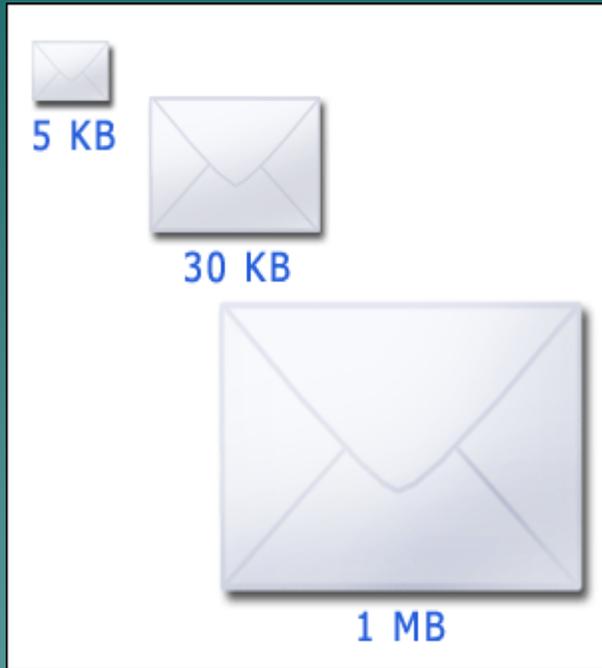
Your main e-mail folder is the **Inbox**. That's where e-mail gets delivered. Your **Inbox** is located *inside* of your mailbox along with the other folders that are created by Outlook to store information. Some of the other folders that contain e-mail include **Deleted Items**, **Drafts**, **Outbox**, and **Sent Items**. You may not even think of these as folders, but knowing how much space is being taken up by them is your first step towards keeping your mailbox trim.

Viewing and Processing Messages:



It's useful to be able to spot the big messages. Knowing individual message size can help you as you work to control the overall size of your mailbox. It's also useful to be aware of size as you send mail. That way you won't unintentionally clog someone else's mailbox or try to send messages that are "unsendable" (for example, if your system administrator has set a limit on the size of a message that can be sent).

What does it mean when a message is BIG?



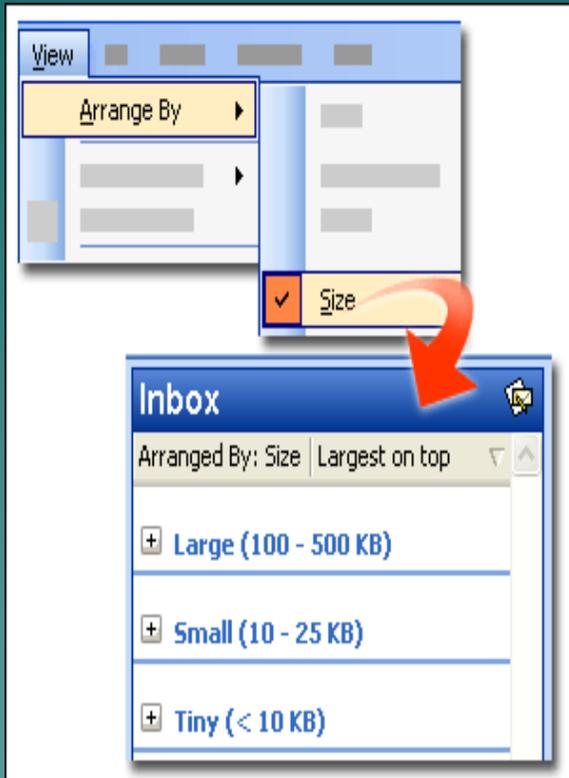
An average sized message is around 30 KB.

Earlier it was stated that your mailbox size is determined by the size of its folders. Logically enough, the folder size is determined by the sizes of the messages (or calendar appointments, contact information, notes, etc.) inside it.

Average sizes for messages will vary from organization to organization and from person to person. A very rough estimate is that an average sized message is about 30 KB. And, like mailbox size, message size limitations are set by a system administrator at the server level—they're not something you can change in Outlook.

Most organizations impose some sort of size limitation both for incoming and outgoing e-mail messages. For example, in some organizations, a message over 1 MB may be unsendable or unreceivable.

Check size of incoming messages : Arrange by size



View messages based on size.

- ◆ The best goal is to reduce the overall size of your mailbox or of a specific folder in your mailbox.

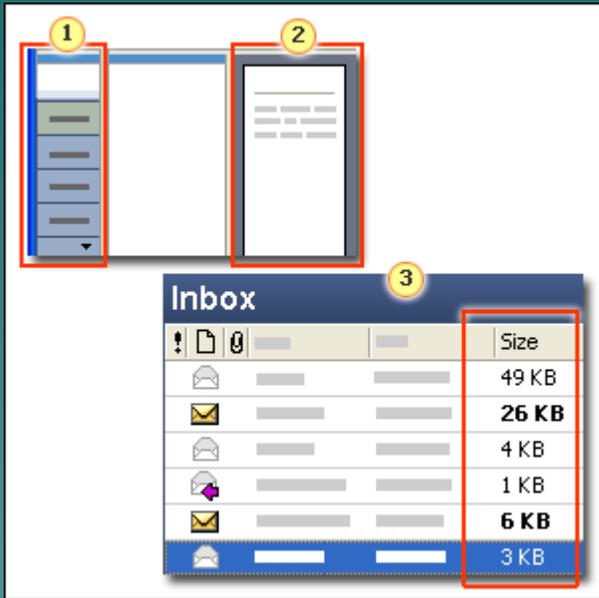
- ◆ The best strategy would be to:

- 1- read
- 2- respond to e-mail
- 3- file the e-mail
- 4- delete messages based on their sizes

To achieve these goals you can use tools in Outlook to monitor individual message sizes. Staying aware of sizes (and knowing what your organization's size limits are) will also ensure that your messages are properly delivered or received. As you look at messages in your Inbox (or in any other folder that stores e-mail messages), you can group messages by size.

If you point to Arrange By on the View menu, and click Size, your messages will be sorted into groups such as Tiny (< 10 KB), Small (10 - 25 KB), and so on. Make sure Show in Groups (also on the Arrange By submenu) is selected.

See the Message Size

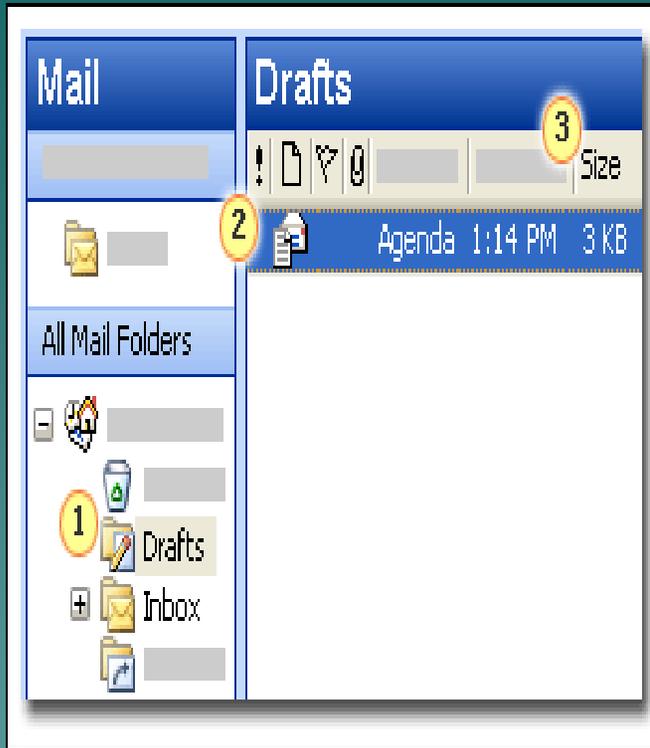


To see more information about your messages, you may need to hide or resize the panes in Outlook.

- 1- Navigation Pane.
- 2- Reading Pane.
- 3- With the Navigation Pane and the Reading Pane closed, you can see the individual fields such as Size.

- ◆ If you're interested in size beyond the range of "Tiny," "Small," and so on, you can manipulate the Outlook window so that you can see the *exact* size for each message that lands in your Inbox.
- ◆ Because most of the built-in views include the Size field by default, all you need to do to see size is to make more room in the list of messages. For example, if you hide the Navigation Pane and resize or temporarily close the Reading Pane, you'll be able to see more information about the messages in the list, including their sizes

See outgoing message size before the message goes out



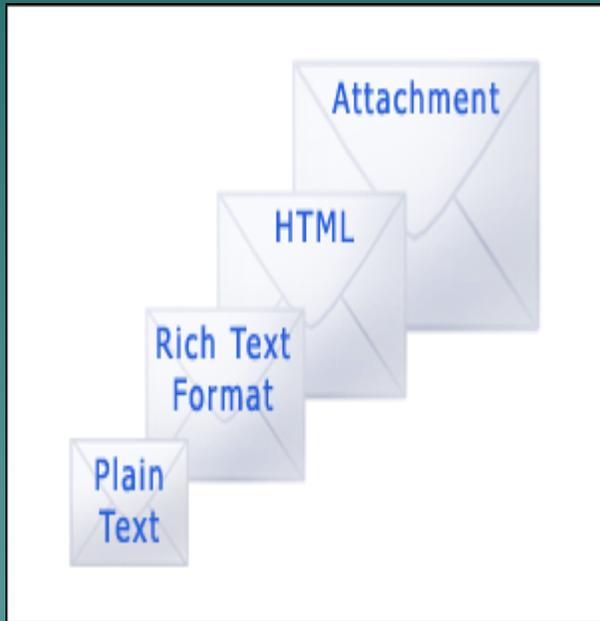
Reveal the size of a message by saving a draft.

- 1- The Drafts folder.
- 2- A message saved in the Drafts folder.
- 3- Size is displayed for the message.

- ◆ Size limits for messages are set up on the e-mail server by the system administrator, it's useful to know what they are so that you can stay within the mailbox size. Become aware of your message size since an average sized message is around 30K—this will ensure that your messages are properly delivered or received.
- ◆ Sometimes limits on mail size are just practical, not official. Just out of courteous make all messages small. This would mean that you'd want to verify the size of the *outgoing* message before you send it.
- ◆ You would do this by saving a draft copy of the message and showing the file sizes for messages in your **Drafts** folder. You'll find the **Drafts** folder by looking at the **Folder List** on the Navigation Pane.
- ◆ **Note** If your message has a file attached to it, the file size in the **Drafts** folder may be slightly smaller than when you actually send the message.

Choosing the right Format for sending

- ◆ In Outlook, you have three choices for e-mail message format:



Different attributes change message size.

plain text,
Rich Text Format (RTF)
HTML

- The smallest type of message is a plain text message. As you add attributes to a message, that is, make it fancier by adding formatting or pictures, its size increases. Adding a large attachment will also increase a message's size.
- ◆ **Tip** By default, Outlook uses Microsoft Word as the e-mail editor. You can have Word remove extraneous HTML from your e-mail messages before you send them, making the messages smaller. Instructions for activating this feature are located on the Quick Reference Card at the end of this course.