

# JAZZING UP YOUR EMAIL

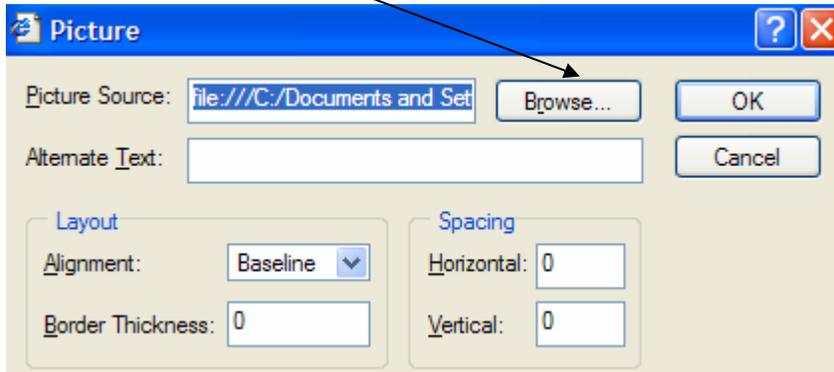
A Seminar Presented by Edith Einhorn  
June 2008

## Formatting an Outlook Express Email Message

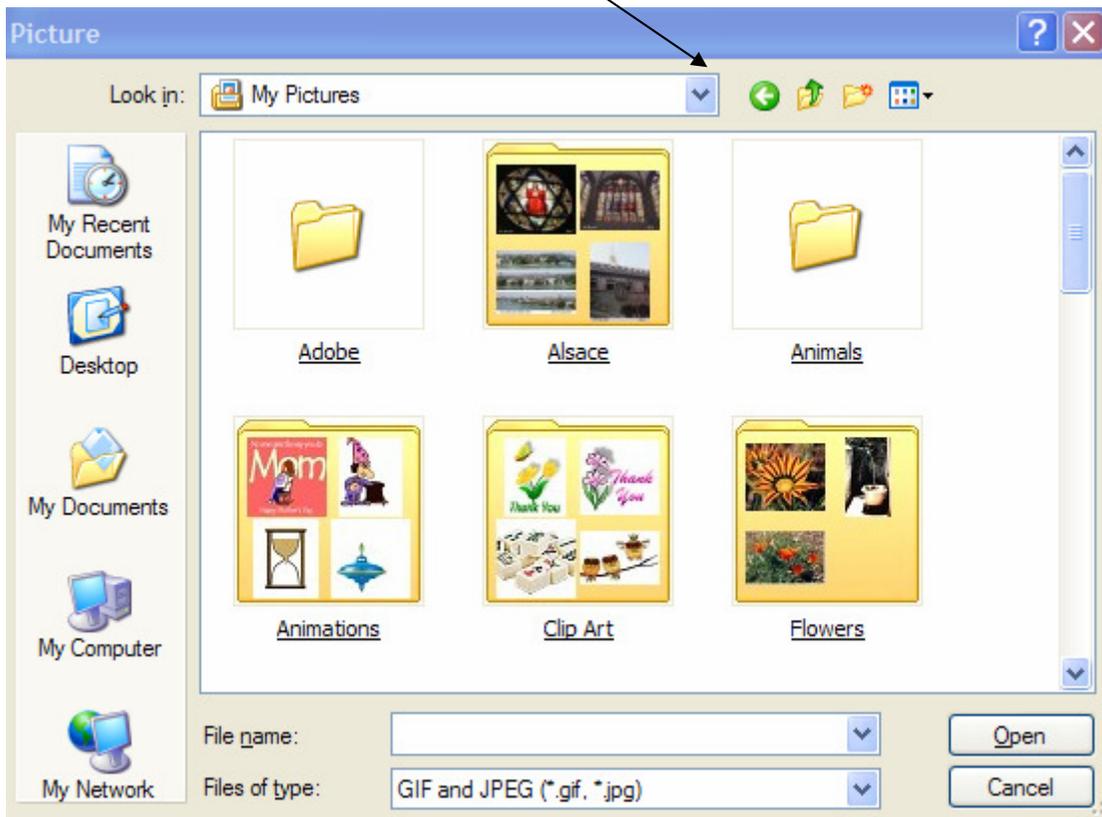
1. You must choose HTML as your mail sending format
  - a. for all messages, click on the TOOLS Menu → Options → Mail Sending Format = HTML
  - b. for specific messages, click on FORMAT Menu → Rich Text (HTML) in the New Messages window
2. To change font style, size and color, or to **bold**, underline, *italicize*
  - a. select text to be formatted
  - b. click the appropriate buttons or pull-down windows on the format tool bar in the New Message window
3. To change the color of the background click on the FORMAT menu → Background → Color
4. To use a stationery background, click on the MESSAGE menu → New Message Using or click on New Mail button, then click on the FORMAT menu → Apply Stationery

## Inserting a Graphic in Outlook Express

1. In the message, place the cursor where you want the image to appear.
2. Click on the Insert menu.
3. Click on Picture (see note 1 below).
4. Click on Browse.

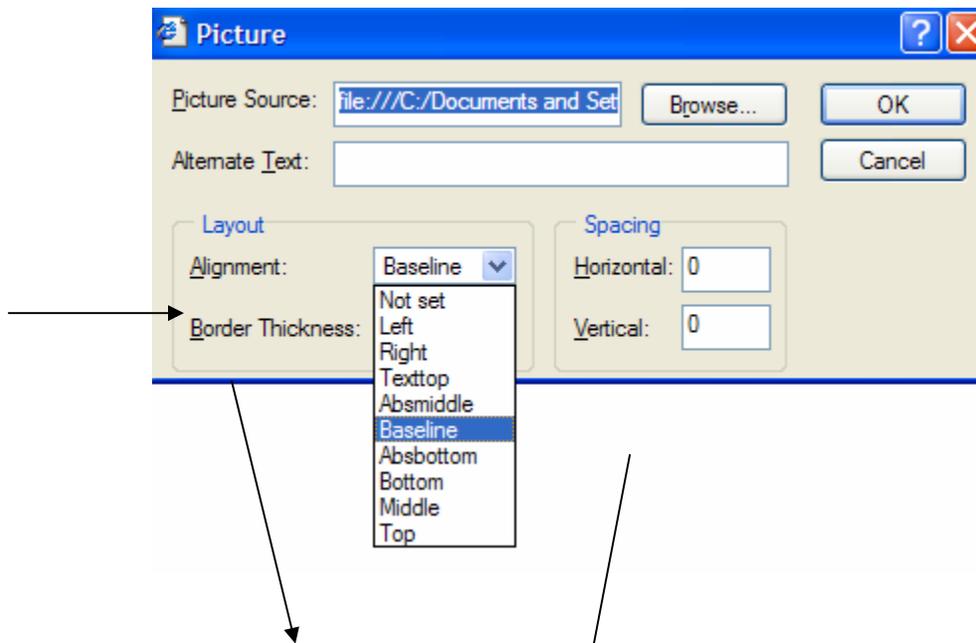


5. In the window that opens, find the folder in which the image is stored; click on the image.



6. If you need to resize the image, place your cursor on one of the corner circles on the image and push or pull until the image is the desired size.
7. To move the image, place your cursor in the middle. When you get a 4-headed move cursor, left click and hold the mouse button down, then drag and drop.
8. By default, the image is aligned as baseline, which means the lower side of the image is lined up with the first line of text. You can change this by clicking on the alignment arrow and choosing the alignment you want.

You don't have too many options here, and you'll have to experiment until you find the alignment you want. The choices are all relative to the baseline of the text.



9. You can place a border around the image by choosing the width in pixels. Type a number between 0 and 999.
10. You can specify the amount of space in pixels at the top and bottom of the image. Type a number between 0 and 999.

Notes:

1. If you cannot select Picture, make sure HTML formatting is turned on by clicking the Format menu in the message window and then clicking Rich Text (HTML). A black dot appears by the command when it is selected.

2. You can also choose HTML format for all messages by clicking on the Tools menu → Options → Send. Click HTML as the mail sending format.

3. If message recipients cannot view your inserted images, click the Tools menu → Options → Send. Click on HTML Settings, then choose send picture with message.