

# Mail Program Setup and Use

Discussion February 23, 2017

## Exporting data from WLM

- **Recommendation:** First clean up your Windows Live Mail account folders before exporting.
  - Delete unwanted Inbox and Sent Items first.
  - Delete permanently all unwanted Deleted Items (probably all items).
- Export contacts to a CSV file.
  - Open contacts and use Export button at the top.
  - Choose "as CSV file".
  - Give the file a name and location to be saved into.
  - Be sure all desired items are included.
    - Particularly notes and names (first middle and last).
  - Unfortunately, email groups (categories) cannot be exported.
    - They will need to be recreated manually.
- Export messages either to a Windows Live Mail
  - Saves all messages in designated folder as individual EML files.
  - If planning to use Thunderbird or similar (Incredimail for instance).
  - Will need to import them to new mail client.
- Or to Microsoft Exchange (only after creating your Outlook profile as described below).
  - It asks to confirm, and sends all messages and folders directly to the Outlook email account you established (also below).
  - From there, can drag them into any new profile folders as desired.

## Choosing whether you want IMAP or POP account.

- Up side of IMAP:
  - All folders created will exist on every device set up as IMAP.
    - Thus, all messages saved, on the inbox, and even messages deleted but not yet purged are present on every device.
      - Including the email carrier's website and webmail.
  - All messages are also automatically backed up by the server.
    - To gain access on a new computer requires only establishing the account.
  - But IMAP does not sync the contacts!
    - Those must still be backed up by the user.
    - Just because you have your contacts online in the webmail,
      - They are not transferred to the newly created Outlook account.
      - Or any other IMAP account or computer for that matter

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## Outlook 2016

- Setup Outlook
  - First time opening Outlook, it will ask if you want to add an email account.
    - Usually this is what you want, so you choose YES.
    - Or just use it without an email account to use it just for the calendar or ToDo list capabilities, NOT to pick up email.
  - Create your email account.
    - If available from your email provider, Outlooks want to set accounts up as IMAP.
      - But will create POP account if IMAP not available.
    - Downside of IMAP:
      - Outlook does not always sync new mail until clicking the Inbox of the particular account.
        - For me, it did start syncing my mail account after setting Send/Receive frequency to 5 minutes.
        - But still with multiple accounts it sometimes does not notify until you click on the Inbox.
      - POP accounts work as always, immediately picking up the mail and showing new mail is available (the numbers in blue to the right of the folder (such as Inbox).
  - In the New Account window, simply provide your email address and password.
    - Most likely Outlook will set it up correctly and test the connection.
  - In order to set up as a POP account, must choose the **Manual setup** button (lower left of the window) before hitting Next.
    - For manual setup, provide the email address and what name you wish displayed when an email is sent, as requested.
    - Provide the incoming and outgoing addresses, user ID and password.
    - Choose **More settings** to set SSL, and port settings as required by many carriers.
    - Obtain these settings from your Mail server Support or Help.
      - You can also google (do a search) for necessary settings.
      - Again, Outlook will check settings, and attempt to send a test message.
  - You must Import contacts using the CSV file exported from your old email service or client (as described above).
    - During the import process, you will be asked where to put the information once imported.
    - Scroll up to the Outlook folder **Only This Computer** towards the top.
      - If you choose the manila folder just above, you will not get the Map fields or the Next button.
    - Be careful to make sure the fields are properly "mapped".
      - Particularly first middle and last names, and email addresses.
  - Send/Receive ribbon to change send/receive frequency.
    - Send/Receive Groups | Define Send/Receives groups

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- Using Outlook
  - Change Time between Send/Receives cycles from 30 minutes (default) to desired.
  - Remember the Quick Access menu which displays at the top left by default.
    - Add icons by right-clicking a function button on any ribbon and choosing to add the Quick Access Toolbar
      - Add items used frequently to avoid scrolling through ribbons.
    - Show above or below ribbon.
      - I personally find below ribbon more advantageous.
  - Adding additional email accounts:
    - File | Info | Add Account.
    - Avoids constantly searching or scrolling/changing ribbons.
  - One good function.
    - You can drag folders from one account to another
    - Or from one folder into another.
  - Can create email groups.
    - Keep groups at the top by adding an asterisk \* to the start of the name.
  - One initial downside from WLM, names do not automatically come up.
    - Until after you have used each name at least once.
    - Until then, use the To, CC or BCC buttons, or Address Book
      - far right on the Home ribbon.
    - Search with radio button in the Names option.
      - Searches based on name display.
        - If displayed by first name, must enter start of first name.
        - If displayed by last name, only enter the last name.
      - Change display preference:
        - File | Account Settings | Address Book tab | Change
  - Set Outlook as default mail client:
    - Start | Settings | System | Default apps | Email
      - Choose Outlook 2016 (or your version).
  - Reading Pane by default is on right side
    - Change with View ribbon.
  - See who you sent to BCC
    - Open the sent email and click on the down arrow at the right lower area of To and From box.
  - Attaching photos from the Picture folder works like it traditionally did before the WLM changed to wanting to send only an email link nonsense.
  - Otherwise Outlook works very similar to Windows Live Mail, Outlook Express and Windows Mail.
    - Except with some additional word processing options.

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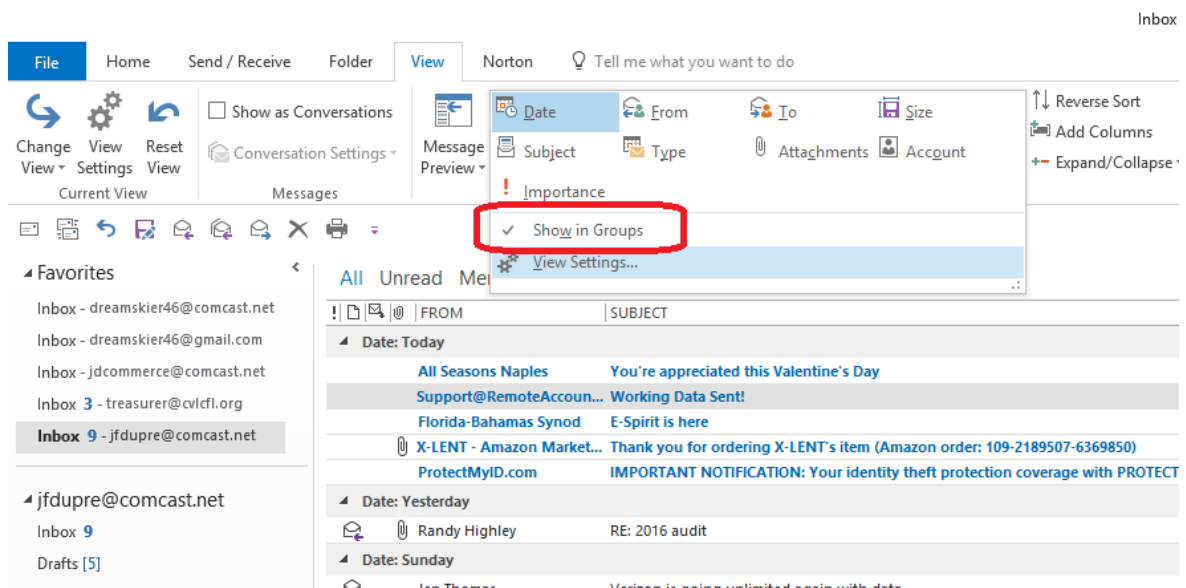
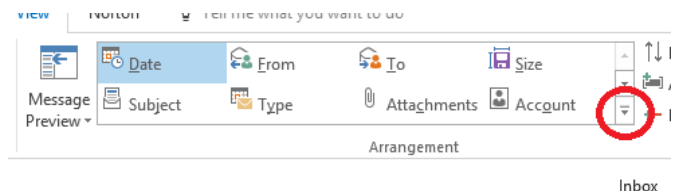
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- Using Outlook (cont'd)
  - Creating new folders
    - Usual right-click on the parent you wish to have the new folder in.
    - Or right-click on the account if you wish the folder to be a parent folder (same level as Inbox, Sent, Deleted (Trash), etc..)
  - Create new email
    - Home ribbon, New Email icon at far left.
  - Reply to email
    - Either the Home ribbon, or Reply, Reply All, and Forward just above message preview.
  - Make CC and BCC appear.
    - On new Message window, under the Options ribbon
    - Click on BCC button (icon) for BCC to appear.
  - Create mailing groups.
    - In the lower left of the folder pane, there are several icons at the bottom
      - The important ones are Mail, Calendar, and People.
    - Click on the **People button** at the bottom left (third icon).
    - On the Home ribbon (after clicking on the People icon), click the New Contact Group button at the top left (second icon on the Home ribbon).
    - Give the group a name.
    - Now click on the **Add Members button** on the Contact Group ribbon.
    - Now double-click on each email individual you wish to add to the group.
    - Once all names are chosen, click OK.
    - Remember to click **Save & Close** at the far left of the Contact Group ribbon.
      - To add more names later, double-click on the Group and click Add Members.
  - Create signatures
    - File | Options | Mail | Compose Messages section (top)
    - Click the Signatures button and follow prompts.
      - Name signature
      - Add graphics
      - Add text
      - Decide if you want it on all messages or none.
        - If none, you can add it selectively.
      - Before closing, click on Save.
  - Also, choose to spell check, whether original message is included, whether you wish a receipt, etc.
    - File | Options | Mail | review various sections.
    - Spell check is File | Options | Mail | Compose Messages section (top)

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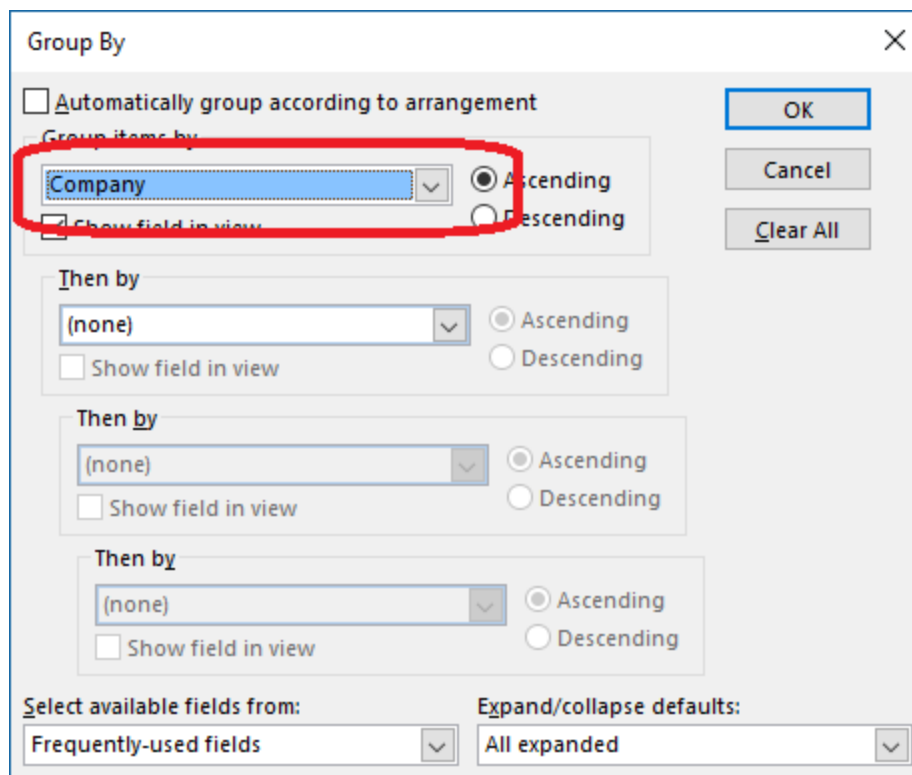
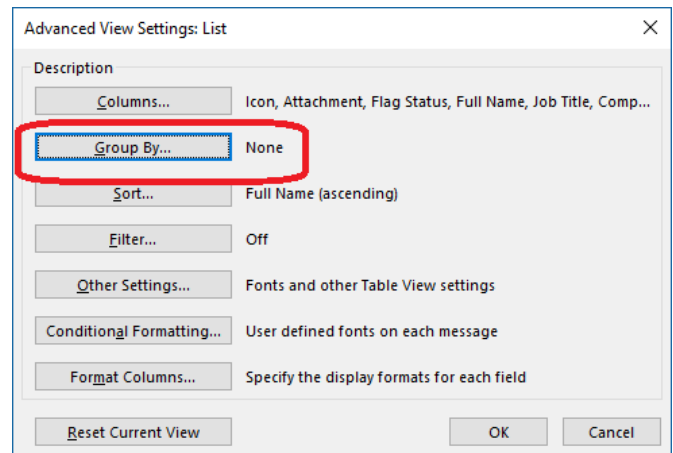
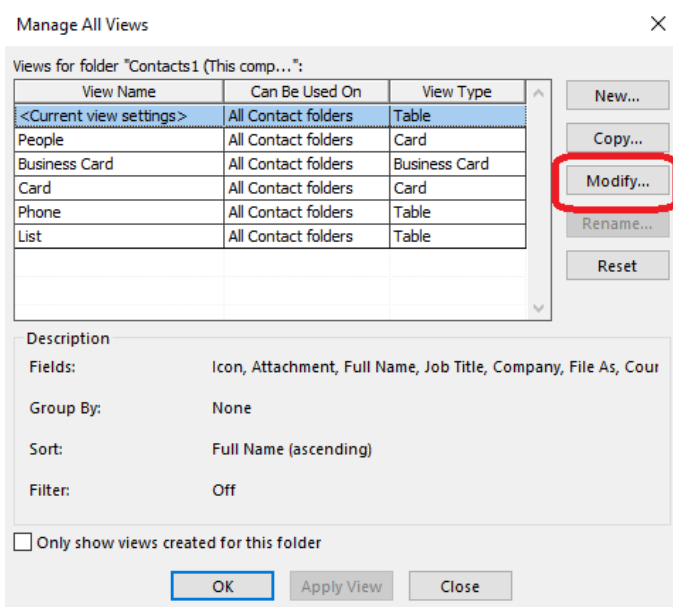
- Default Outlook Settings to consider changing
  - By default, Outlook displays each message with first line of message displayed beneath each entry and also groups messages by date received.
    - This takes up a lot of space, so if desired to change:
      - Ungroup by date:
        - View ribbon | View Settings (second icon on the left)
        - On the group by: window, scroll up to **none**,
          - and then click **OK**.
      - To make messages only single line:
        - View ribbon | Message Preview button (in Arrangement grouping)
        - It will show 1 line; click Off.
  - Change Account Settings
    - File | Account Settings | Change
      - Often need to click on **More Settings** button.
  - Change functionality settings
    - File | Options | Mail
    - Stop the preview pane or switching from message to message changing status to Read.
      - On Mail, under Outlook Panes, click on Reading pane.
  - Choose Junk Mail options
    - Home ribbon | Junk drop-down (close to the far left).
  - To remove the grouping by dates and weeks, go to the View ribbon and click on the down arrow next to the Arrangement icons (date folder from, etc. Then the menu comes up. Click on Show in Groups (it currently has a check). Now the grouping stops and messages just have the date and time like Windows Live Mail.



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- By default, the address book is grouped by company. If you would rather all contacts be listed in alphabetical order by name, open up People, and then go to the Home tab, and click the down arrow in Current View group (same as before), and choose Manage Views. On the Manage views window, click Modify. Then on the next window, choose Group by, and change Company to none (the drop-down list needs to scroll up to none).



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## Mail App in Windows 10

- **This is not Windows Mail!** It is the **Mail app** for Windows 10.
- No similar ability to migrate (export) to Mail.
  - Suggestion: create IMAP account with WLM and move or replicate desired mail and folders in it.
    - Now when you set up the IMAP with Mail, the old mail will all be there.
- Mail App for windows 10 setup
  - Similar to Outlook, as it will set up most mainstream email accounts automatically.
    - Again, sets up as an IMAP if that capability is available.
    - Simply by providing the email address and password.
    - Only if IMAP is available.
    - If IMAP not available, POP must be configured manually.
  - To set up POP account:
    - Choose the Advanced setup.
      - Other suggests IMAP or POP, but truly sets up as IMAP as well.
    - Provide the incoming and outgoing addresses, user ID and password.
      - Again, Obtain these settings from Mail server support or help.
        - Or google for necessary settings.
  - Very limited options for view or handling.
    - Preview pane is on the right, without options to change location.
    - Find available options by clicking on the sprocket icon in lower left horizontal menu.
    - This menu also switches between Mail, Calendar and People apps.
- In order to have Contacts, you must put them online in the People section of you Microsoft Account.
  - Open the People App online by opening your browser and going to outlook.com.
    - Sign in if needed.
  - Now on the far left, click on the small icon with multiple cubes and choose People.
  - Once on the People area, click on Manage, and choose Import.
  - When it asks where to import them from, choose Windows Live Mail.
    - Even if you don't have a Windows Live Mail account.
    - This is how you get to the import function from a CSV file.
  - Now browse to the CSV file you created, and click Open.
  - If it wants to map fields do so. And follow the prompts.
  - If you have a Gmail, Yahoo, or Outlook (example: 2013, 2016), choose those.

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- Using Mail App for windows 10
  - Note the Hamburger menu in the upper left-hand corner.
    - Displays Accounts and folders.
      - If they are displaying only icons.
      - Occurs automatically if window is small.
  - At the bottom on the left is a horizontal menu with 4 icons.
    - Mail
    - Calendar
    - People
  - If you have multiple accounts, on the account listed displays it menus.
    - Must click on a different account to see **its** folders.
  - Create new mail with the Plus sign next to the label **New mail**.
    - Offers a few common options.
      - Can insert picture
      - Add attachment
        - Also by dragging from File Explorer
    - At far right of To: line is the icon to display your contact list.
      - And the CC and BCC lines.
    - Send button is at the top far right.
      - As is the Discard icon (trash can).
  - Read mail in preview pane by clicking on it.
    - Or in an abbreviated window size, click a message to move to full window view of preview pane.
    - Move back to Inbox using the left-directed arrow at top left.
    - Open message in new window using the icon at the top right of the message preview window.
  - Add another email account
    - Click on the Settings icon at the bottom and Manage Accounts
      - Or click on the Word Accounts (above your email account list
    - Choose Add account at the bottom of menu which opens on the right.



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- Using Mail App (cont'd)
  - Create new folders
    - In the Folders list, choose More.
    - For a folder in the main menu level, click the Plus sign to the right of **All Folders**.
    - To create sub-folders, merely right-click and choose New Folder.
  - Create a single signature for each account using the Settings button and then **Signature** in the list.
    - Choose to include in all messages, or not by turning On.
    - Apply the same signature to all accounts by placing a check in box.