

Outlook Express

1. Open My doc and delete all
2. Make a new folder
3. Close My doc
4. Open Internet
5. Type : www.google.com in the address bar
6. Search for an image
7. Save an image into your folder
Right click on the image → Save as image → Click Mydoc → Click your folder

Open Outlook Express

Send an e-mail to the person on your right.

1. Click Create
2. Type e-mail address
3. Type Subject
4. Type your mail
5. Click Send and Receive
the mail has gone into the outbox
That means it's still not send yet and you can change the mail
6. Send the mail
Click Send and Receive

When you want to check e-mails you need to click Send and Receive

When you want to send some documents or a picture

Click attach → Click My doc → Click your folder → Click the picture or document

If you want to insert a picture onto your e-mail

Click insert picture → Click My doc → Click your folder → Click the picture