

# Email Clients Available at NTU

## Microsoft Outlook 200x: Email Basics

Outlook 200x is the recommended email client. It can fully utilise the capabilities of our Exchange Server 2003, giving you powerful integrated email features with tools for scheduling, contacts and tasks. This fact sheet aims to get you started in using Outlook 9x/200x for emailing.

### Exchange Profile



Before you can use Outlook 200x to read your emails you must first create an Exchange Profile which tells Outlook your mailbox name and location. Expert users can manually create this via *Start/Settings/Control Panel/Mail*. Fortunately, there is a simpler way to create your Profile. If you are not sharing the PC, you only need to do this once. To do this:

1. Logon to Windows using your network username and password. (RAS users must select *Logon to network*)  
*For Outlook 98/2000 Users:* Type [\\student2\profile\\$\profNTU](#) in the *Start/Run* box. Staff use: [\\staff2\profile\\$\profNTU](#)  
*For Outlook 2002 Users:* Type [\\student2\profile\\$\MailNTU.prf](#) in the *Start/Run* box. Staff use: [\\staff2\profile\\$\MailNTU.prf](#)
2. Double click on *Microsoft Outlook* if it has not already started.
3. If you see a *Choose Profile* window, choose *Current Profile* (or *Custom Profile*) and click *OK*.
4. You should now see your mailbox.


### Communicating via Email

#### Sending



You are now ready to compose an email message. To send an email:

1. Click the *New Mail Message* button on the top left of the window. An *Untitled – Message* window appears. 
2. In the *To* box type in the address of the person you want to send to. You can even send to yourself. To send to more than one person, enter their addresses separated by semicolons (;). You can look up the NTU *Global Address List* by clicking on the *To* button. [Your email address is normally *yourUsername@ntu.edu.sg*]
3. Fill in the *Subject* box with something suitable.
4. Type in your message in the blank area at the bottom of the window.
5. When you have finished with your message, click the *Send* button. Your message will be sent and the window closes. By default, the emails you sent are stored in the *Sent Items* folder. 

#### Checking New Emails

New emails are placed in your *Inbox* by default. Every time you start Outlook you will be shown your *Inbox*. You can also click on the *Inbox* icon on the Outlook Bar on the left of the window to go to your *Inbox*. The number in brackets indicates the number of unread emails you have in your *Inbox*. Unread messages appear in **bold** type. 

#### Replying & Forwarding

To read a message, simply double click on it and a window opens. To reply to the message, click the *Reply* button. This opens a RE: window where the *To* and *Subject* are already filled in. Notice that the original message automatically appears below. The *Reply to All* button replies to all the recipients of the original message. Sometimes you may like to pass-on a copy of a message you received to someone else. You can do this by forwarding it. With the message open, just click on the *Forward* button and a FW: window opens. You may type in some comments and then send the message off as usual.  

#### Deleting Emails

Your mailbox size has a limit and you should constantly delete unwanted emails in your *Inbox* and *Sent Items*. To delete a message, first click on it to select, then click the cross button to delete. You may select more than one at a time. This moves the messages to your *Deleted Items* folder. By default this folder is cleared when you exit Outlook. You can also manually clear this folder by right clicking on the *Deleted Items* icon on the Outlook Bar. Then select *Empty “Deleted Items” Folder* from the shortcut menu. 