

How to Do
Everything
with the

Internet

Use any browser to tap the Internet's vast resources, including metasearches, directories, library and news portals, and expert sites

Communicate freely through newsgroups, online and E-mail gaming, chat rooms, virtual communities, and your own home page

Defend against viruses with anti-virus programs, firewalls, and browser security settings



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How To ...

- Use multiple e-mail addresses
- Organize mail with mailboxes and folders
- Automate mail organization with filters and rules
- Back up your messages
- Use e-mail on the road
- Zip e-mail attachments for fast transmission
- Use free e-mail accounts
- Understand LISTSERV mailing lists
- Learn e-mail etiquette
- Understand and prevent junk e-mail (spam)

The previous chapter presented the basics of sending and reading e-mail and using an address book. However, there's more to e-mail than that. In what follows, we'll examine some of the other tools that will enhance your use of it.

Use Multiple E-mail Addresses

It's not uncommon for people to have more than one e-mail account and therefore more than one e-mail address. For example, you may have two accounts set up with the same ISP. One might be for personal correspondence, such as `cdickens@someisp.com`, and the second for your home office, such as `charlesdickens@someisp.com`. You might also have a third account with a free e-mail provider such as Hotmail, for instance, an account called `cd@somefreemail.com`.

Outlook 2000, Outlook Express, and Eudora (in paid or sponsored mode) all allow you to use such multiple addresses. Netscape Messenger, however, does not allow multiple accounts with POP servers, only with MAP servers. Most ISPs provide e-mail services through POP servers, so if you need multiple accounts you should use one of the other three clients, or some other program that permits using POP-based multiple e-mail accounts.

Use Multiple E-mail Addresses with Outlook 2000

To set up a new e-mail account, choose **Tools | Accounts** to open the Internet Accounts dialog. In this dialog, choose **Add | Mail**. This opens the Internet Connection wizard. To add the new account, refer to the procedure in the section titled "Set Up Outlook 2000" in Chapter 11, and follow steps 3 through 9. After you return to the Internet Accounts dialog at the end of that procedure, click **Close** and the new account will be ready for use.

To check for incoming e-mail on all accounts at once, click the **Send/Receive** button on the toolbar and all the accounts you have will be checked. To check just one account,

use the menu bar (not the toolbar) to choose Send/Receive. This opens a submenu that lists the accounts separately. Click the account to be checked and the action will be carried out.

Note that automatic checking, which is done when you open Outlook and have an active Internet connection, is only applied to the default account. To change the default, choose Tools | Accounts to open the Internet Accounts dialog. Click the Mail tab and select the account you want as the default. Then click the Default button to make the change, and close the dialog.

To remove an account, choose Tools | Accounts to open the Internet Accounts dialog. Click the Mail tab and select the account you want to remove. Then click the Remove button to make the change, and close the dialog.

Use Multiple E-mail Addresses with Outlook Express

To set up an additional e-mail account on Outlook Express, begin by going to its opening screen and clicking the link labeled Set Up a Mail Account. The setup is exactly the same as it was for the setup of the initial account, so for details refer to the section entitled "Set Up Outlook Express Version 5" in Chapter 11, steps 1-6.

To check for mail on all accounts at once, and also send any mail that is waiting in your Outbox, first select the Inbox icon. Then choose Tools | Send and Receive | Send and Receive All. To receive mail only, choose Receive All. To receive mail from a specific account, choose Tools | Send and Receive and select the name of the desired account from the menu.

As a shortcut, clicking the Send/Rev button on the toolbar checks all accounts and also sends any unsent mail in the Outbox.

Use Multiple E-mail Addresses with Eudora

In Eudora, e-mail accounts are referred to as "Personalities." The "dominant personality" in Eudora is another name for the default account, which is the term used by the other three programs.

Note: You can have multiple e-mail accounts only if Eudora is in sponsored or paid mode. The unpaid, unsponsored mode is restricted to one account.

To set up more personalities once the dominant personality has been created during the Eudora installation, do this:

1. Choose Tools | Personalities to make the Personalities window appear at the left of the main Eudora window.
2. Right-click inside the Personalities window and choose New from the pop-up menu. The New Account Wizard appears.
3. Follow the procedure to set up a new account as described in the section entitled "Set Up Eudora" in Chapter 11, steps 1-7.

When you've finished, the new account will appear in the Personalities window.