

At the end of this chapter you will be able to:

- **Describe** the structure of an **email address**
- **Configure** the Outlook Express email client to work with your ISP
- **Check** your ISP's mail server for any waiting mail
- **Read** mail addressed to you
- **Compose, Address and Send** a message to another person
- **Attach** a file to an email message

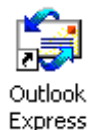
Electronic Mail, or **E-Mail**, is an Internet service that allows you to send electronic messages to **anyone** connected to the Internet.


You send and receive e-mail with an **e-mail client** program. When you purchase an Internet **account** from an ISP, they will create a directory on their **e-mail server** with the same name as your **user name**. Messages directed to your **e-mail address** will be stored in your account on your ISP's e-mail server until you retrieve or delete them.

Your **Email Address** is usually your **User Name** added to your ISP's **domain name** separated by the @ symbol. In other words: **username@yourisp.com**. If your company or school has its own domain name, then it is likely that your email address will be something like **username@yourcompany.com**.

## Starting the Outlook Express Email Client

Start the **Outlook Express** Email Client Application using one of the following methods:



- Click on its icon on the **Start** menu (**Start...Programs... Outlook Express**)  
or
- Double-click on its desktop icon  
or
- Click on the **Launch Outlook Express** button on the Windows 2000 Taskbar 

**Exercise**  
*Starting Outlook Express Email*