



## FALL 2005 NEWSLETTER

**OUTLOOK EXPRESS VS. OUTLOOK** – Most people use Microsoft Outlook Express (OE) as their email client software. It is installed along with Internet Explorer (IE) which is the web browser software that comes with Windows. Microsoft's premium email software is Outlook which comes with Microsoft Office. It may seem that Outlook is just Outlook Express on steroids, but they are actually different programs.

We recommend that you use Outlook Express unless you have a specific reason to use Outlook. Here is a summary of the differences, and reasons why you might need Outlook:

### Outlook Express

- distributed free with Internet Explorer
- latest version: OE6
- easy to set up and use
- includes newsgroup reader

### Outlook

- sold as part of Microsoft Office
- latest version: Outlook 2003
- includes calendar
- includes spellchecker
- supports Exchange mail
- integrates with Act! and Goldmine
- expand functionality with add-in software

If you have OE5 or 5.5, it is outdated and we recommend downloading Internet Explorer 6 from Windows Update. You can get additional security improvements by installing Windows XP Service Pack 2, which unfortunately may require new drivers or software on some computers.

Outlook 2002 and Outlook XP are similar to Outlook 2003, but if you have Outlook 97 or 2000 the menus and functionality are quite different and we recommend upgrading to Office 2003. Please note that you don't necessarily have Outlook XP just because you have Windows XP. The version of Outlook will match the version of Office you installed, not the version of Windows.

**CUSTOMIZE YOUR START MENU** – When you install Office, your Start menu will change to show Outlook instead of Outlook Express, but this is easily undone. Right-click on the Start button and select Properties to bring up the Taskbar and Start Menu Properties control panel. Go to the Start Menu tab and make sure "Start menu" is selected, not "Classic Start menu", then click the Customize button. Make sure the "E-mail" box is checked under "Show on Start menu", then select "Outlook Express" as the email program to show in the Start menu.

**WHERE TO FIND OUTLOOK SETTINGS** – Go to the Tools menu and click on E-mail Accounts. To add an account, select "Add a new e-mail Account" and then click Next. On the Server Type screen, select POP3. To view or modify the settings for an existing account, select "View or change existing e-mail accounts" and then click Next. Highlight the account you want to view or change, and then click the Change button. All the basic settings are on the next screen. Click on the More Settings button if you want to leave messages on the server, or if your outgoing server requires authentication.

**SCHEDULE SEND/RECV IN OUTLOOK** – Outlook checks for new mail when it is launched and when you click on Send/Recv. If you want it to automatically check for new mail, go to the Tools menu and click on Send/Receive, then Send/Receive Settings, then Define Send/Receive Groups. In the settings for the group "All Accounts", place a checkmark next to "Schedule an automatic send/receive every ..." and set the number of minutes to a reasonable value like 15.

**ALERT WHEN NEW MAIL RECEIVED IN OUTLOOK** – Outlook can alert you with a sound or a desktop alert when you receive new mail. Go to the Tools menu and click on Options. In the Preferences tab, click E-mail Options, then Advanced E-mail Options. You can play a sound, change the mouse cursor, display an envelope icon in the notification area at the bottom right of your screen, or (in Outlook 2003) display a desktop alert with the sender and subject. Click the Desktop Alert Settings button to adjust the duration and transparency of the desktop alert window.

**SKIP DOWNLOADING LARGE MESSAGES IN OUTLOOK** – It can be annoying when someone sends you a gigantic email and you must wait for it to download before receiving the rest of your mail. Outlook gives you the option of downloading just the message headers and then manually selecting which

messages you want to download before deleting them off the mailserver. You can also tell Outlook to download just the headers for messages over a certain size. You can then come back and download the big messages at your convenience.

Go to the Tools menu and click on Send/Receive, then Send/Receive Settings, then Define Send/Receive Groups. Click to highlight the All Accounts group and click the Edit button. Under Folder Options, select "Download headers only". Or to skip large messages, select "Download complete item including attachments" and "Download only headers for items larger than ..." and select a reasonable size like 100 KB. If you download only the header, double-clicking on the message will give you the option to download or delete the message next time Outlook does a Send/Recv.

**OUTLOOK ADD-INS** – The capabilities of Outlook can be expanded with third-party add-in software that will integrate into the Outlook toolbar and/or menus. Here is a sampler, but you can find lots more by doing a Google search on "Outlook add-ins".

PKZIP v8 with Email Integration lets you zip and/or password protect attachments directly from the Outlook toolbar. You can set preferences to automatically zip files of a certain type, or files over a certain size. More information at: <http://www.pkware.com/store/pkze.php>

Outlook Photo Crush can automatically resize and compress photos that you email. The dimensions and quality settings are customizable. More information at: <http://www.clubcrosscontrols.com/>

MAPILab has a whole toolbox of Outlook add-ins for people who maintain large address books and send mail to distribution lists. More information at: <http://www.mapilab.com/outlook/>

Lookout is a search tool that can search your emails from the Outlook toolbar. Require Microsoft's .NET framework. More information at: <http://www.lookoutsoft.com/Lookout/lookoutinfo.html>

Use RSS feeds to automatically aggregate news items that interest you and read them in Outlook, with NewsGator Outlook Edition. More information at: <http://www.newsgator.com/business.aspx>

**INTERNET EXPLORER 7** – Microsoft is feeling the heat from browsers like Firefox that offer new features like tabbed browsing, search toolbar, and RSS feeds. Internet Explorer 7 is in early beta testing, with the final version expected in early 2006. IE7 will be included in Windows Vista, the successor to Windows XP, expected in late 2006.

IE7 will finally include a shrink-to-fit print feature, which will automatically resize webpages to fit on the printed page. It will also provide several anti-phishing tools and other security upgrades. IE7 will require Windows XP with Service Pack 2.

**DIALUP ACCELERATORS** – Dialup accelerators use caching and image compression to transfer fewer bits across your dialup line, making it appear faster. There are 3 major accelerator services which are wholesaled to ISPs – Propel, Proxyconn and Slipstream. Propel and Proxyconn also sell subscriptions to end users. We periodically review the latest versions of these accelerators, and despite their claims of 5X to 6X speed increases, our tests show more like 2X on typical webpages, depending on how much image degradation you are willing to accept.

Unfortunately, the accelerators don't speed up software downloads, music, video, or secure websites. The biggest speed increase is when you return to a website you have recently visited, or download a large very high quality JPEG image. Unfortunately, images on web pages have usually been compressed already to the smallest size possible without serious image degradation.

We hoped to find an accelerator that would compress photos attached to emails, since many of our subscribers are bothered by people who send photos at the largest file size their digital cameras are capable of, rather than resizing and compressing them with a program like Photoshop Elements. It would actually be beneficial to compress these photos even at the expense of slight image degradation. Unfortunately, the accelerators only speed up download of text in emails, not file attachments.

Based on our recent evaluation, we continue to believe that dialup accelerators are mostly hype, so we are not offering a premium priced "high speed dialup" service. If you still want to try a dialup accelerator, Propel and Proxyconn offer free trial periods, and you can use them with your KWOM dialup.

**COMICS ONLINE** – King Features offers subscription access to over 70 syndicated comics online at [www.dailink.com](http://www.dailink.com) for \$15 per year. Comics are available online the same day they appear in the newspapers. The archive includes the past year of comics, plus selected vintage comics like Krazy Kat.