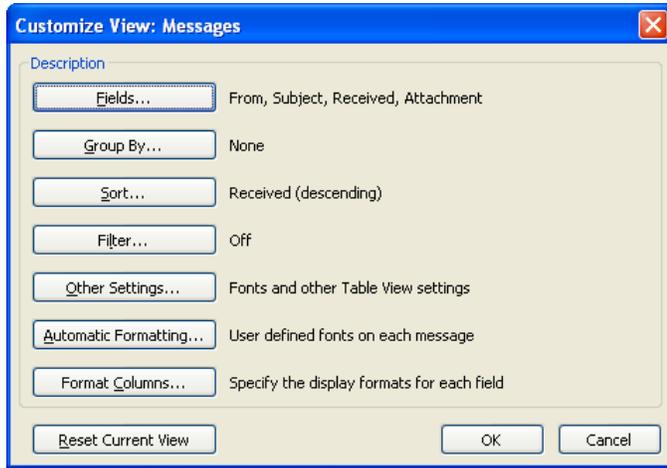


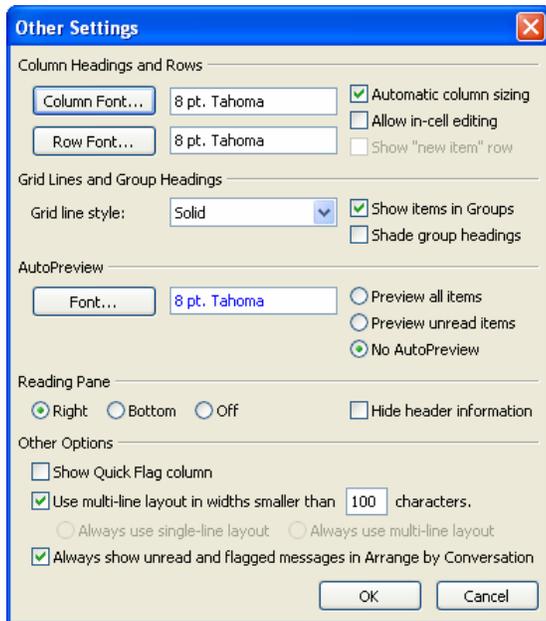
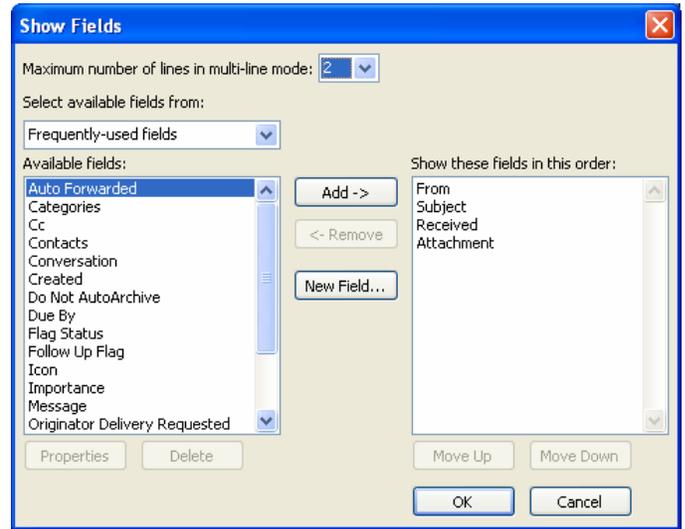
Fun with Outlook 2003

Inbox

The default view has a lot of extra stuff that most people don't care about right-click in the from/subject/received line and pick **Customize Current View**



Then click on Fields and remove and add fields, so things look the way you want them to.



Click on Customize View > Other Settings to change font and font size in views

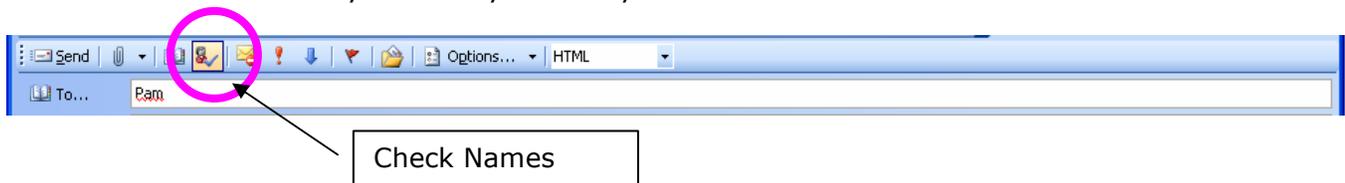
(You can customize other folders in the same way.)

Signature

To set up your signature, start a new email, then click on the arrow next to Options, then make it the way you want it—you can even add a graphic! You can also create a signature by going to Tools > Options > Mail Format and clicking on the Signatures button.

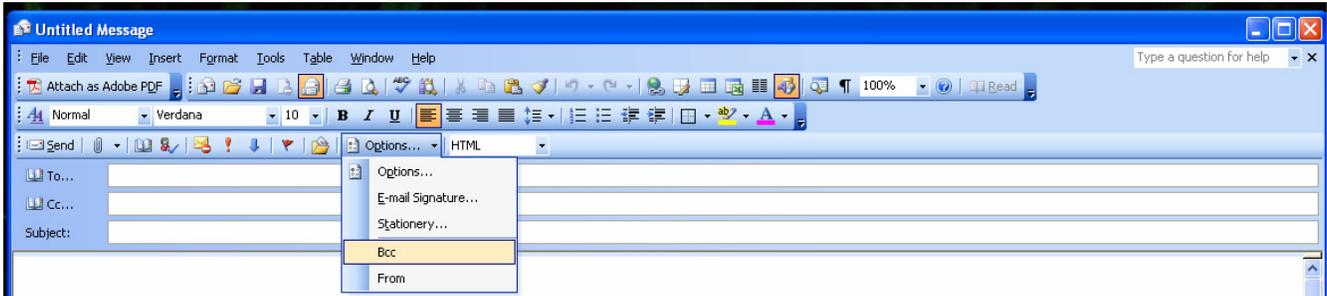
Addressing Emails

Use this to fill in address you already have in your address book

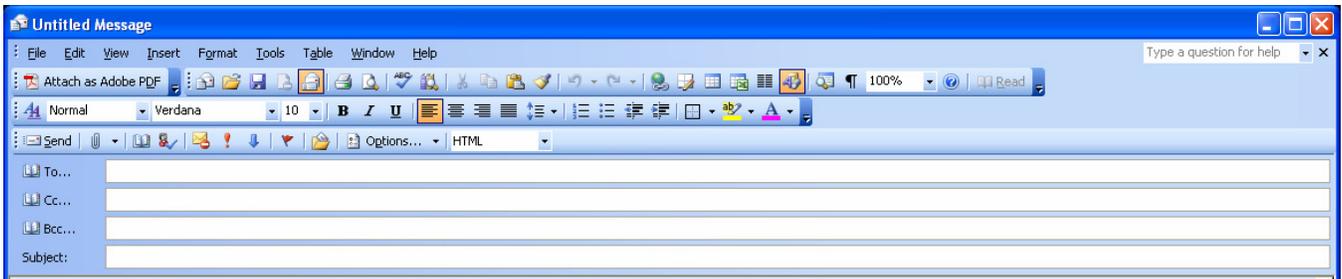


Bcc—where did it go?

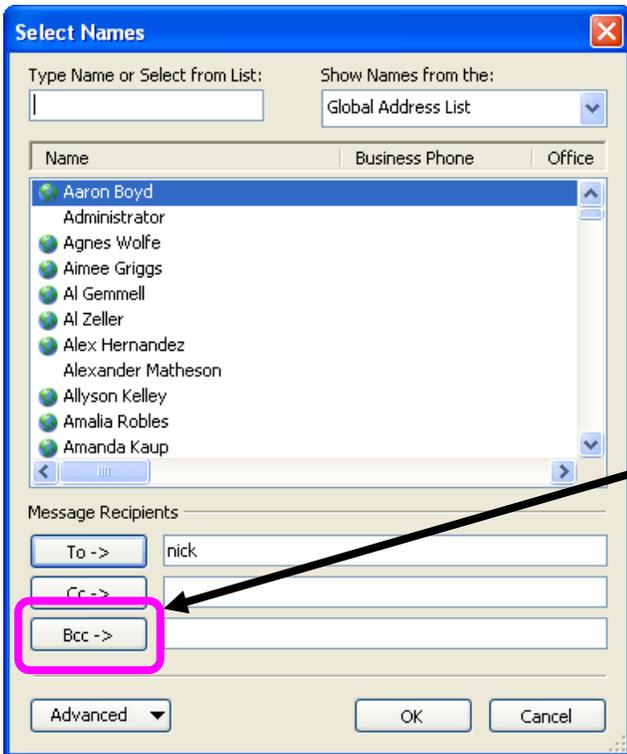
It's hiding. But that doesn't have to stop you. To send a blind copy of your email, start a new email, then click on the little down triangle to the right of Options... and pick Bcc



When you do that, you'll have a Bcc... field to work with:



Here's yet another way: click on the To... or Cc... field and you'll see this window:



Then all you have to do is click on this button and put in your Bcc address.