Using Microsoft Exchange to send and receive e-mail

You can use Microsoft Exchange to send and receive e-mail within the organisation or across the world. In order to send mail you must know the e-mail address of the person you want to mail to.

Within XXXX all email addresses are of the form jbloggs@XXXX.ie

Outside of XXXX e-mail address may be much longer than this. The responsibility is on you to get the correct address. Incorrectly addressed mail will be returned to the sender. Microsoft Exchange provides an personal address book in which you can store frequently used e-mail addresses, plus, additional information such as the client's address, phone numbers and other details.
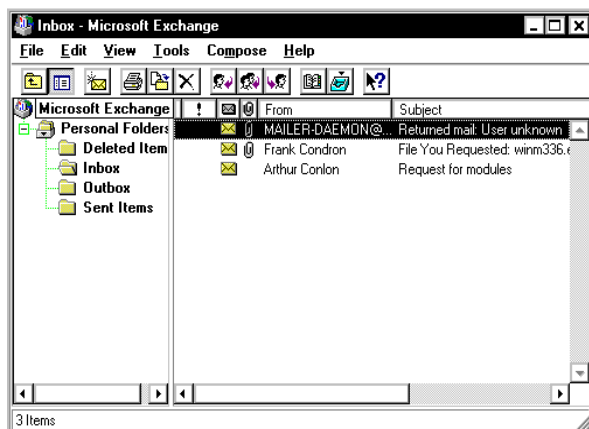
Overview of MS Exchange
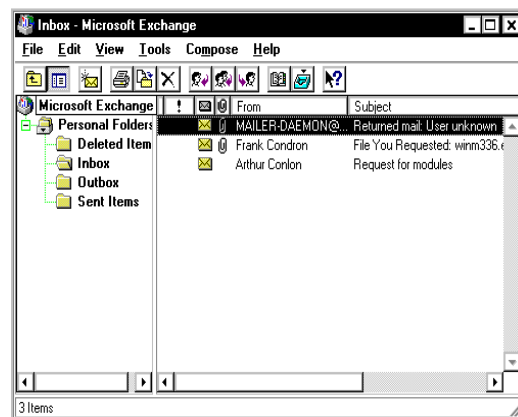

Double click on the in-box to start MS Exchange

The title screen appears

The Exchange viewer is displayed.
There are four main parts to the viewer..
- The blue title bar at the top
- The menu bar (File, Edit, View etc)
- Toobar
- The main viewer screen is divided in two.
    - The left side of the viewer lists your personal folders,
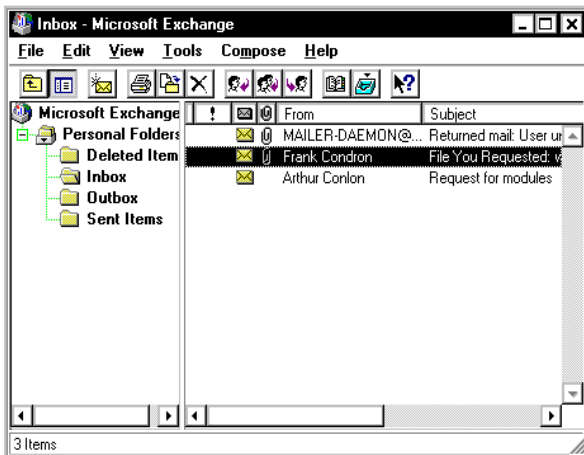   - The right side, the contents of the selected folder.

Viewing items in your inbox.
The inbox is the destination for your incoming mail. Click on the inbox folder icon in the left pane and you can see your incoming mail in the right pane.

The left pane shows an envelope icon for each item of mail.
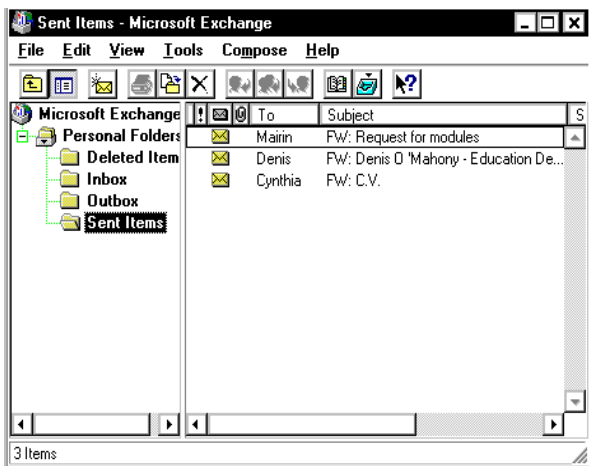If a paper clip appears beside the envelope, the message contains an attachment.
The senders name, the subject of the message and the date received is also displayed.

Inbox - Microsoft Exchange

	!	✉	📎	From	Subject
		✉	📎	MAILER-DAEMON@...	Returned mail: User un
		✉	📎	Frank Condron	File You Requested: v
		✉		Arthur Conlon	Request for modules

3 Items

Outbox - Microsoft Exchange

	!	✉	📎	To	Subject
	!	✉		'Ray_oneill@msn.com'	test

1 Item

To read a message double click it.
The message is shown in a new window.
To return to the main windows select *File*
and *Close* (or click the close button on the
top right of the window).
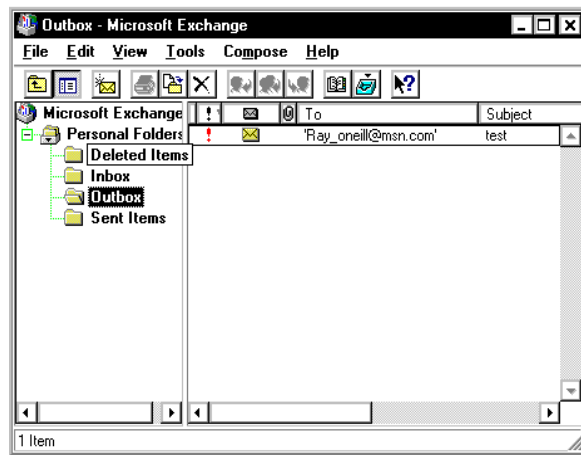
You can view the contents of your **Outbox** in
the same way as above. This folder will be
empty most the time, as messages are
delivered automatically and usually quickly.

Sent Items - Microsoft Exchange

	!	✉	📎	To	Subject	S
		✉		Mairin	FW: Request for modules	
		✉		Denis	FW: Denis O 'Mahony - Education De...	
		✉		Cynthia	FW: C.V.	

3 Items

Deleted Items - Microsoft Exchange

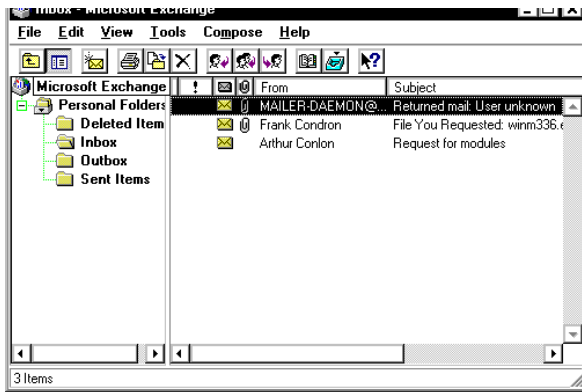|	!	✉	📎	From	Subject
		✉		Tom Conlon	

1 Item

As soon as mail is sent from your station, a
copy of the message is moved to the **Sent
Items** folder. So, it is possible to check the
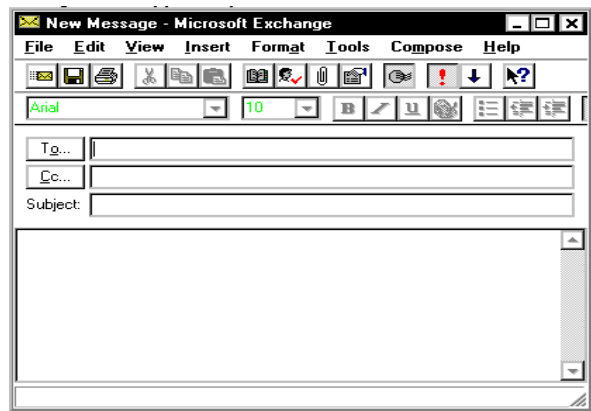contents of a message after it has been sent.
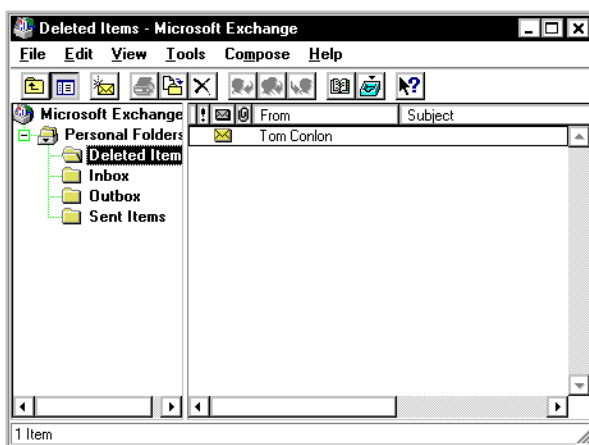
The fourth personal folder is the **Deleted
Items** folder, we will explore this later.

Composing and Sending mail

Click on the **Compose New Mail** button

In to the **To** box type the full e-mail address of the person you want to send the message to. E.g. jbloggs@xxxx.ie (Multiple names can be separated with a semicolon).
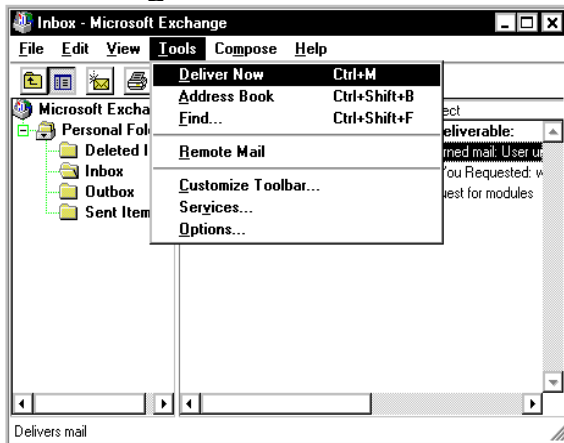Click the subject box and type the subject. E.g. *re BOS meeting*
Click the message area and type the message.
On the File menu, click send. (or click the Send button on the menu bar.
This moves your message to the **Outbox,** closes the new message dialog and returns you to the exchange explorer.
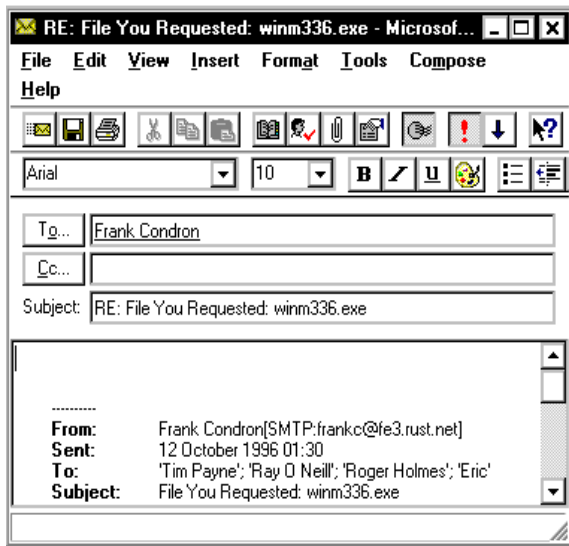
Receiving e-mail

Click on *Tools* and select *Deliver Now*
Click on the *Inbox* to see a list of messages. Unread messages appear in bold type.
Double click on the message you wish to read.
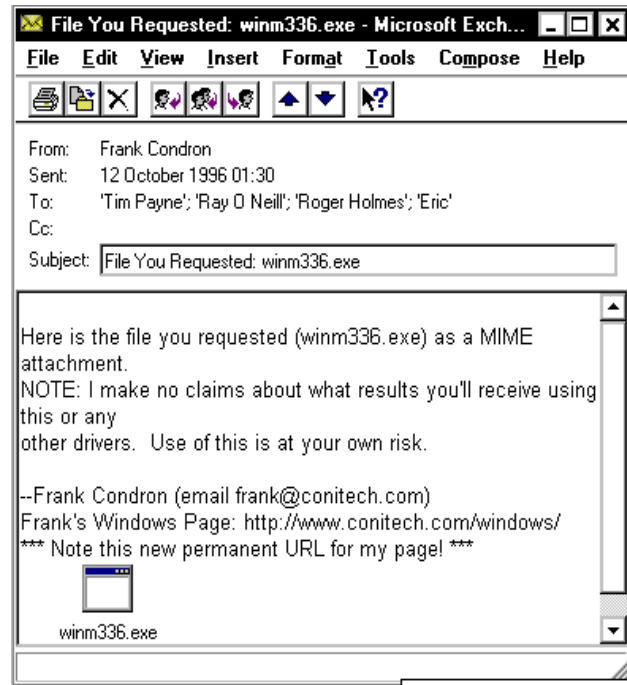
The **Received Message** window opens to display the message. (Note this message includes an attachment indicated by the icon at the bottom of the message)

RE: File You Requested: winm336.exe - Microsof...

File   Edit   View   Insert   Format   Tools   Compose
Help

To...   Frank Condron
Cc...
Subject: RE: File You Requested: winm336.exe

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From:       Frank Condron[SMTP:frankc@fe3.rust.net]
Sent:       12 October 1996 01:30
To:         'Tim Payne'; 'Ray O Neill'; 'Roger Holmes'; 'Eric'
Subject:    File You Requested: winm336.exe
```

FW: File You Requested: winm336.exe - Microsof...

File   Edit   View   Insert   Format   Tools   Compose
Help

To...
Cc...
Subject: FW: File You Requested: winm336.exe

```
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From:       Frank Condron[SMTP:frankc@fe3.rust.net]
Sent:       12 October 1996 01:30
To:         'Tim Payne'; 'Ray O Neill'; 'Roger Holmes'; 'Eric'
Subject:    File You Requested: winm336.exe
```

To reply to the message.
Select *Compose*, *Reply* to sender (or click the **Reply to sender** button)
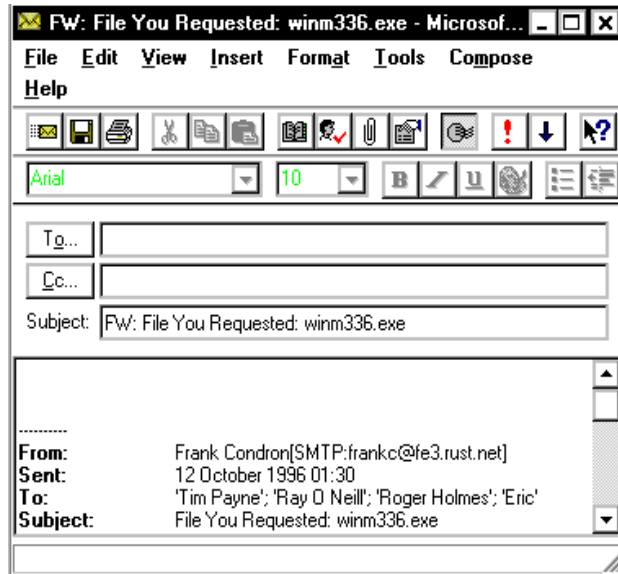
A **Compose new message** window appears with the name of the addressee and a copy of his message automatically included. You can type your message and send it by selecting *File*, *Send* (or clicking the **Send** button).
You can Forward the message to a colleague or anyone else with an e-mail address by selecting **Compose, Forward** (or clicking the Forward button)
entering the name of the proposed recipient in the **To** box.
You can also add comments of your own to the message before it is sent.