

OUTLOOK EXPRESS: Windows XP

The Start menu in Windows XP can display a link to open your e-mail.

To set up the option if it is not automatically displayed OR to change the program you want associated with the e-mail link:

- 1) Right click on the START button.
- 2) Select Properties
- 3) Hit the Customize Button
- 4) Towards the bottom of the General screen, you will see e-mail.
- 5) If a check is not present in the box by E-mail, click in the box to select it.
- 6) To the right of the E-mail option is a drop down menu to choose the program you would like to use for e-mail.
- 7) Hit OK
- 8) Hit Apply & OK

When you open the mail program, you should receive a box that pops up & asks if you would now like that program to be your DEFAULT MAIL PROGRAM. Answer yes.