

Instruction on setting up HTML E-Mail in Outlook Express

by: Rik Datta

I used FrontPage to create a web page: Mine is titled 'Rik E-Mail.htm'

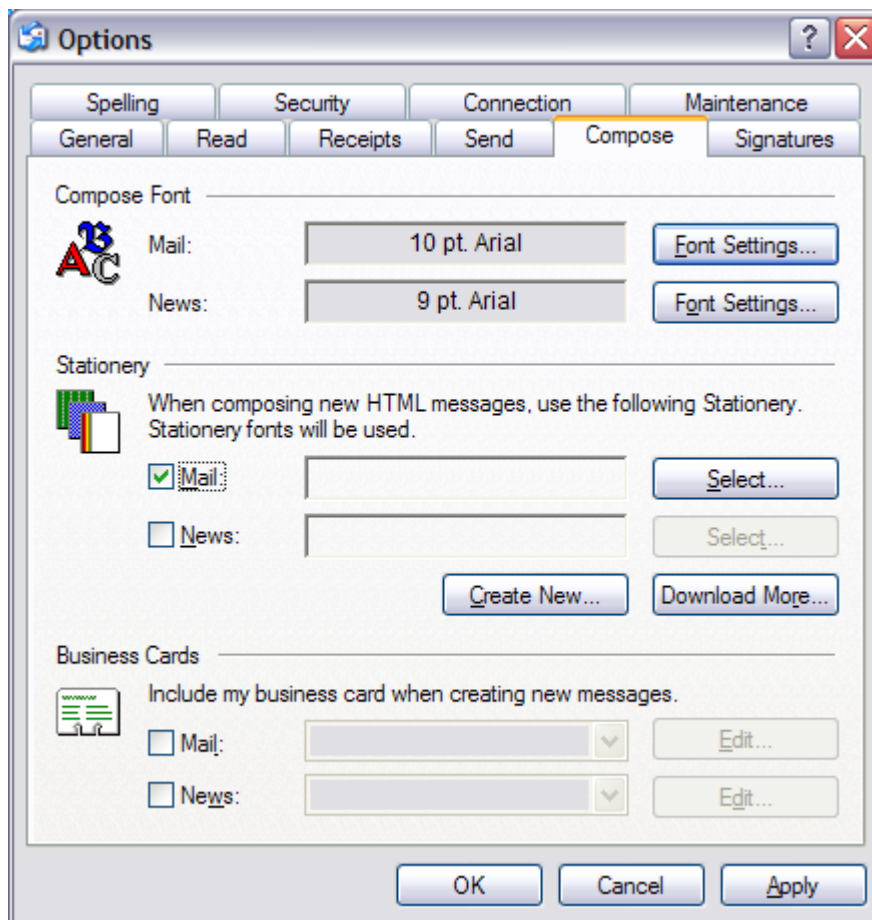
Ensure the artwork is where it should be (if you know web design then you should know this)

I created a folder on c:\ drive called 'HTML E-Mails' and saved 'Rik E-Mail.htm' in this folder.

Start Outlook Express

Click on 'Tools' and then 'Options...'

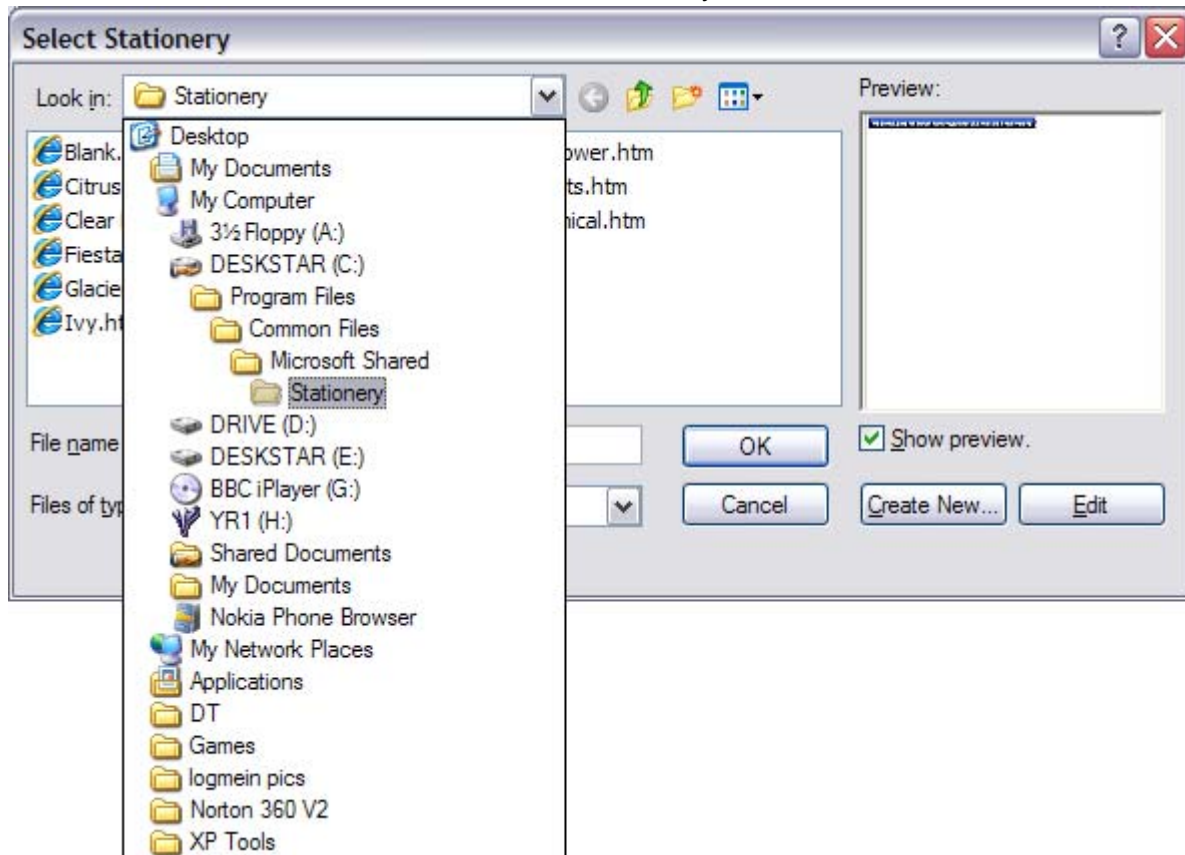
Click on the 'Compose' tab and...



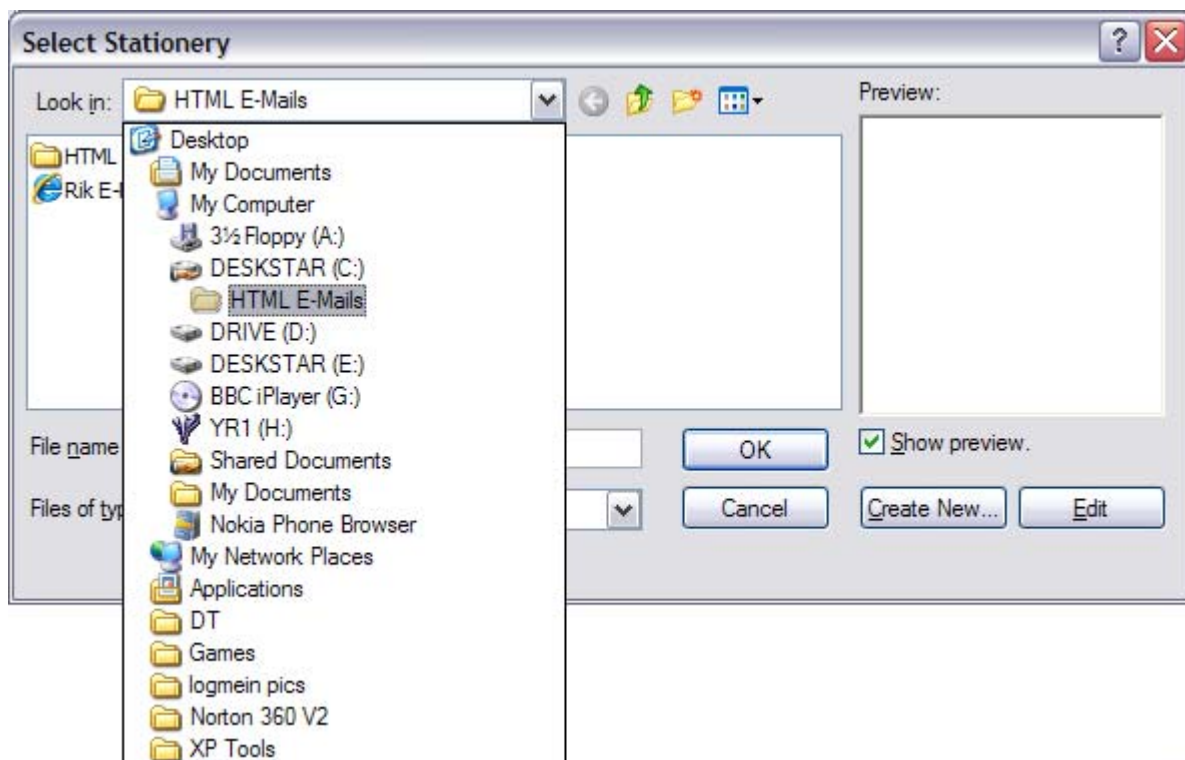
... put a tick in the box to select 'Mail' - under the heading 'Stationery'

Click the 'Select...' button along this line

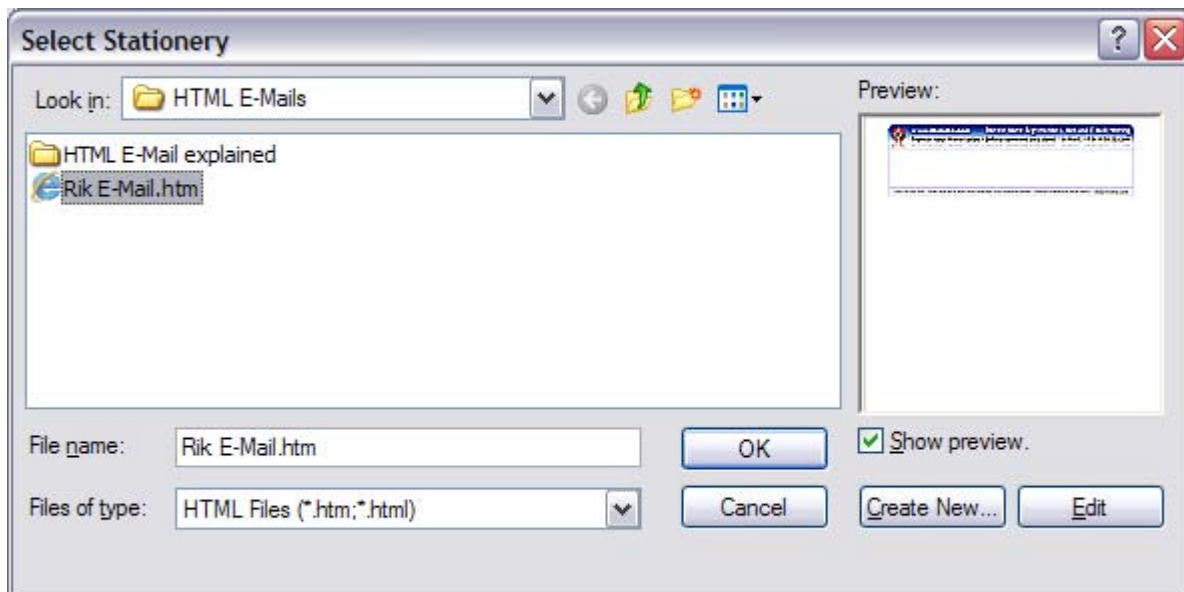
Open up the 'Look in:' dropdown menu
You can see below that the default folder is 'Stationery'



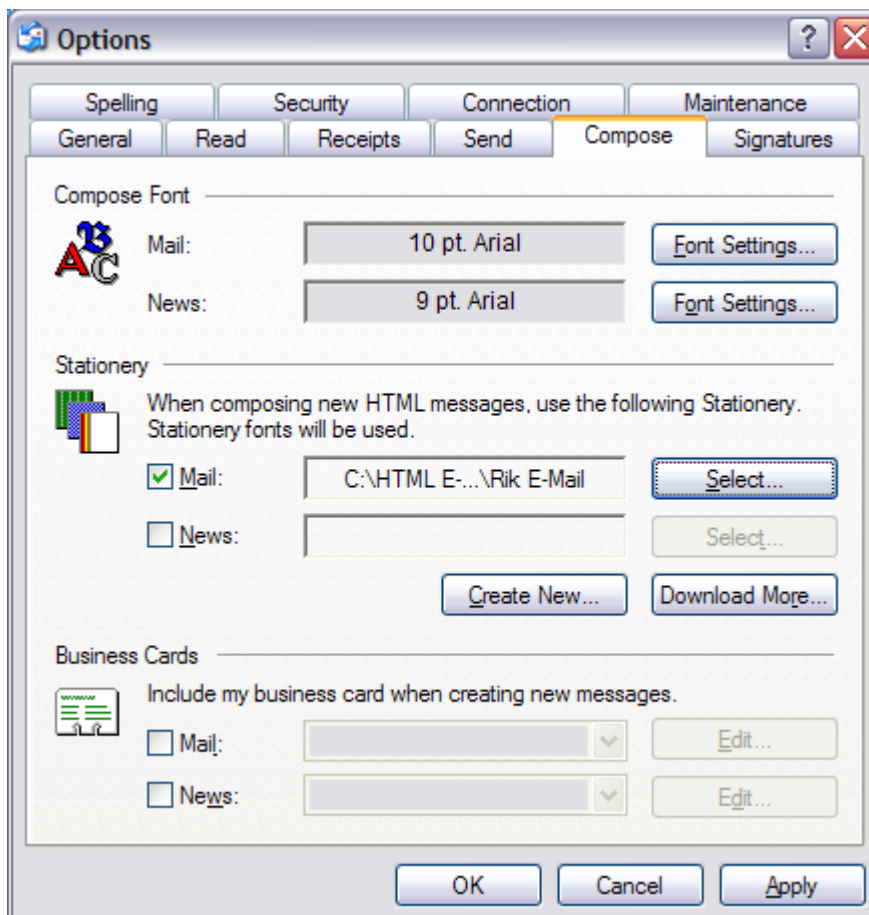
Navigate to the 'HTML E-Mails' folder you created on c:\ drive earlier and click to select that folder



Click to select the web page you created (mine is called 'Rik E-Mail.htm')



Click on 'OK' to accept...



... then click on 'Apply' and then on 'OK'.

Now simply click on 'Create Mail' in Outlook Express and... Hey Presto, there it is !!!

Hope you found this useful.

Enjoy!