



The Tech Club

The first computer club for teachers!

Enhancing Your Emails

Enhancing Your Emails is easy! Follow these simple steps:

Choosing Stationery or a Theme

- Open Outlook
- Click on "Tools"
- Click on "Options"
- Click on "Mail Format"
- Click on "Stationery Picker"
- Choose the one you like, and then click "OK"

OR Just Format Your Background

- Open Outlook
- Begin A New Email
- Click on the background of your email to get the blinking cursor
- Click on "Format" and then Click on "Background"
- You can change the background to a solid color

Choose fill effects for more fun! (change the color gradient textures, patterns, and a make picture background)

Adding Graphics

- Open Outlook
- Begin A New Email
- Click on the background of your email to get the blinking cursor
- Click on "Insert"

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- Click on "Picture"
 - Click on from where your picture will be coming
 - For Clip Art pictures, any picture with a yellow star in the lower right hand corner will be an animated picture. It will only animate when sent.
 - Or Copy and Paste pictures from the Internet

To Add Your Personal Signature Line

- Open Outlook
- Click on "Tools"
- Click on "Options"
- Click on "Mail Format"
- Click on "Signature"
- Write the way you want your signature to appear.
 - Click on "Finish"
 - Click on "OK"

Add An Emoticon

- Write your Email. Where you want a smiley face to go type on your key board a colon (:) and then a closed parentheses) with no spaces and you will get this ☺
- A colon and an open parentheses with no space gets you this ☹
 - See the attached list for additional emoticons.

Check out these websites for emoticons to copy and paste or download:

<http://www.tag-board.com/smilies/smilies.htm>

<http://www.maxplugs.com/emomail/>