

### **3-3 Microsoft Outlook**

Outlook is one of the most important programs used to send and receive mail, and it comes with the Windows operating system. Microsoft Outlook 2010 provides premium tools for managing business and personal email. Outlook is a program for getting e-mail from the Internet without having to open the e-mail service provider page. It features:

1. There is no need to download or purchase it, as it is simple and easy to use.
2. Its main benefit is to store all incoming and outgoing mail on the computer, and therefore we can return to it at any time.
3. It does not contain the advertisement windows that we see on other email pages.
4. Store all the mail of friends and those we deal with, their phone numbers and addresses, so that you can return to this information at any time.

And to create an account on Outlook, we need the following:

1. The user's e-mail address.
2. Post Office Protocol (POP3) incoming mail server - mentioned in the first chapter - it is a protocol for storing incoming mail in the mail server, and all Internet service providers support it.
3. Simple Mail Transfer Protocol (SMTP) outgoing mail server - mentioned in Chapter 1 - It is a simple mail transfer protocol over the Internet that is usually used for outgoing mail.
4. Email username and password

#### **Add an email when you start Outlook 2010 for the first time**

When you open Outlook from the Start menu or install Outlook 2010 for the first time on a new computer, the "automatic account setup" feature that helps to configure the user's email account settings will be automatically launched, as in Figure (3-21). This setting requires that you only specify the name, email address, and password. If the e-mail account cannot be created automatically, the additional required information must be manually entered as follows:

##### 1- Start Outlook



Figure (3-21) Starting Outlook

2. Prompt to create an email account, and click Next.
3. To add an e-mail account, click Yes, and then click Next
4. Enter your name, email address, and password, then click Next.

A progress indicator appears while creating the account, and the setup process can take a few minutes. If the portal email address ends in outlook.com or msn.com, you must use the Microsoft Outlook Hotmail Connector to add the email account (Figure 22-3).

And clicking Retry, or select the Manually configure server settings check box. For more information, as in Figure (3-23).

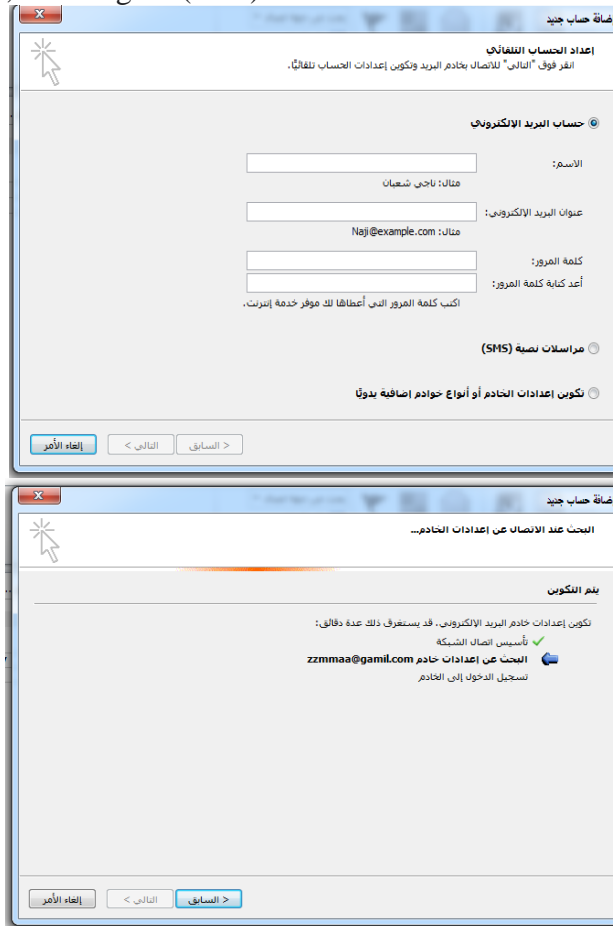


Figure (22-3) adding a new email account

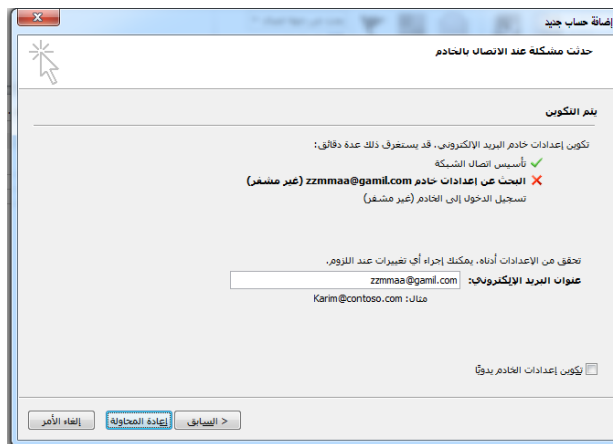


Figure (23-3) completing registration in Outlook

5. After the success of the account addition process, you can add more accounts by clicking on Add another account. To exit the Add New Account dialog box, click Finish, as shown in Figure (3-24).

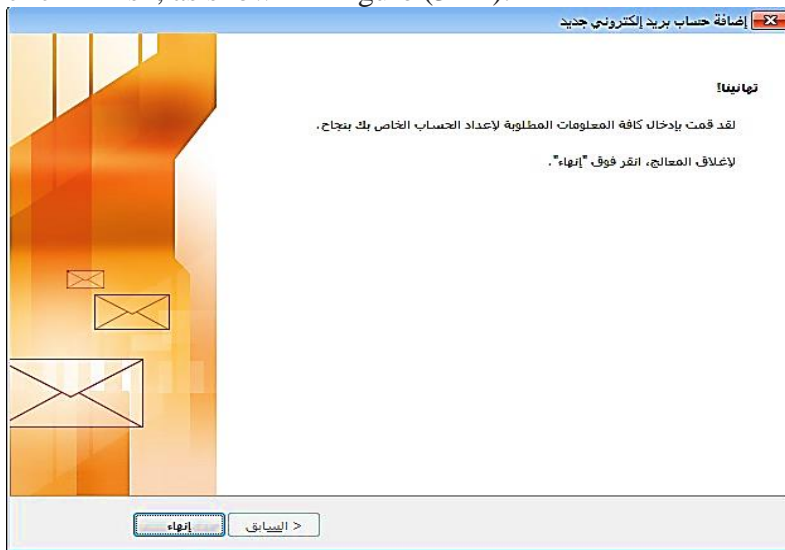
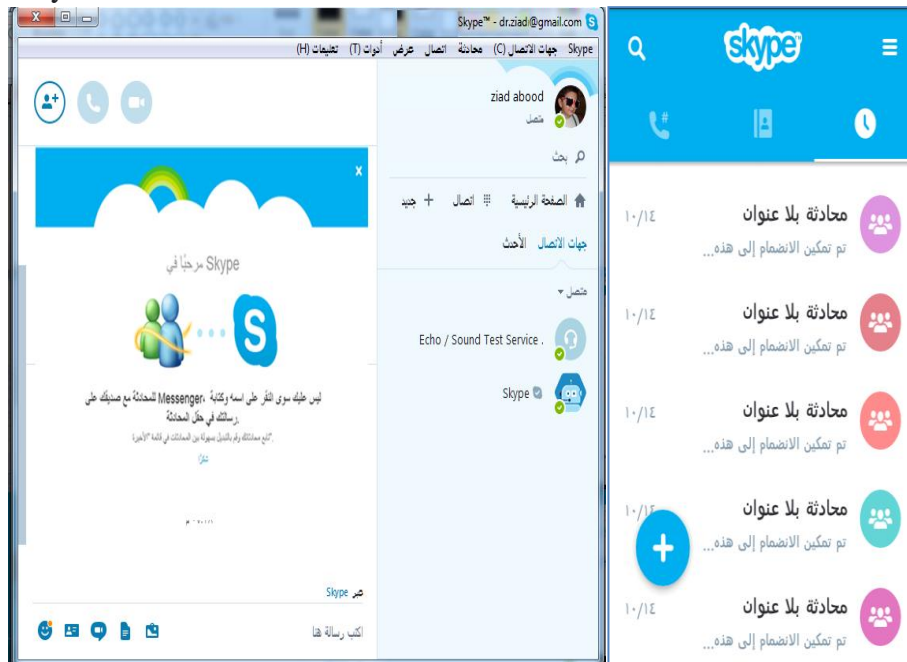


Figure (3-24) Completion of registration in Outlook

### **3-4 Skype chat program:**

The Skype program (Figure 3-25) is one of the popular communication programs on the Internet, as it is easy for the user and activation using a computer or smart phone, as well as between computers and smartphones. Skype is known for its Voice over IP technology, and the number of its users has reached hundreds of millions, and these numbers have been on the rise since its launch, prompting Microsoft to buy Skype in May 2011.



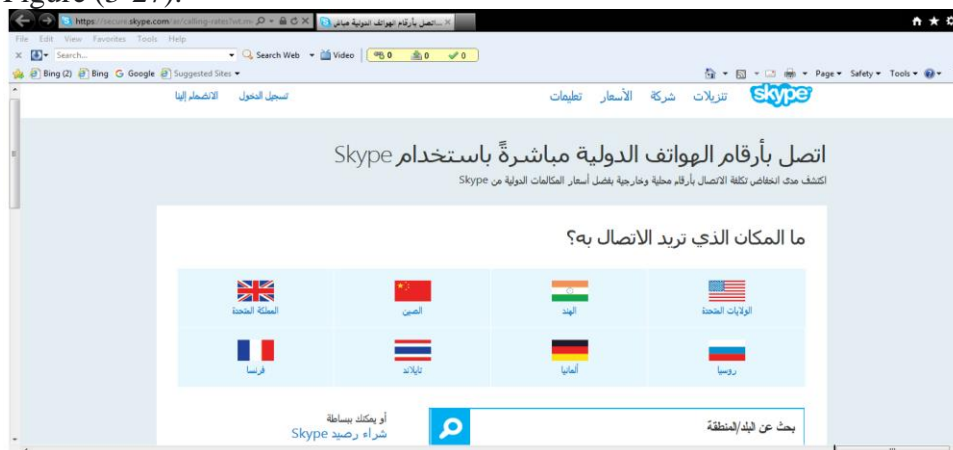
Skype is available on many operating systems such as Windows, Mac, and Linux, and mobile smartphones such as the iPhone and its system (iOS), Nokia device, Symbian

and Memo systems, Android, Symbian and others. There is a special Business Download version. With the possibility of a paid subscription to get additional benefits such as: support for group video calling (for more than one person), support and provide customer service (often for companies), and support for viewing the camera with high quality. Skype contains features including:

- Skype to Skype calls: Chat for free with anyone in the world over video or voice calls.
- Group video calls: Make a free group video call to family members or a group of friends through a smartphone, tablet or PC.
- Instant Messaging: Exchange messages with others or with a group of friends and contain emoticons and new Mojis, as in Figure (3-26).



- Calling phone numbers: Access to friends or local companies who are not connected to the Internet by calling mobile and landline numbers at reasonable rates. As in Figure (3-27).



Share Screen: This feature allows sharing the computer screen with another user, as this feature provides assistance to others in identifying a technology implemented on the computer or viewing the desktop and accessing computer files. This feature must be used only with trusted persons in order to preserve the computer and personal

information, as in Figure (3-28). This feature supports working on all versions of Skype, whether on Windows or Mac.



Figure (3-28) Sk