

More E-mail Accounts Than Elbows? Keep Them All In One Place With Outlook Express

Statistics on e-mail usage are difficult to track given the sprawling nature of the Internet, but recent research suggests that fewer than 6% of people in the western world own only a single e-mail address. And this makes a lot of sense, since a personal address for friends usually isn't presentable enough for work (do you *really* want to e-mail documents to an important client from [foxxxxy_chick_69@bthome.co.uk?](mailto:foxxxxy_chick_69@bthome.co.uk))

As online webmail is offered at no charge by countless companies, it is not uncommon to have large numbers of accounts for every facet of your daily life. Although it's certainly useful to have a different e-mail addresses for each type of correspondence, it can be time-consuming to manage. For instance, if you have five different addresses all set up on a single provider (I.e. Hotmail) you can't keep all your inboxes open at the same time - you're forced to switch between accounts to view each one separately. You could, of course, have your accounts spread over different web servers, but having five browser windows open all the time isn't the ideal option.

Since you're very likely to be one of the many who own two or more e-mail accounts, let's look at how to integrate them using Outlook Express. Even if you only have one e-mail address, Outlook is well worth playing with as it has a number of advantages over its browser-based counterparts - what's more, it's absolutely free (you probably have it already installed, but if not it can be downloaded [here](#).)

Please note that Outlook Express is not the same as Microsoft Outlook, which isn't free. Microsoft have also dropped support for Express since the release of Vista and have replaced it with a similar program known as Windows Live Mail, but for the purposes of this article we're going to assume you are using the still massively-popular Outlook Express.

Adding an Account

Outlook Express is a e-mail centre which is used to organise your existing accounts. You can utilize it to manage all of your e-mails no matter where they're being sent to/from and it has some other powerful functions, such as calendars, daily reminders and to-do lists, which can make your work and personal life a lot easier.

We're going to take a stab in the dark and guess you have one or more Hotmail accounts set up. If you haven't already got an e-mail address, it's very easy to get started - simply [click here](#) and follow the onscreen instructions.

1) With Outlook Express open, click on the **tools** option in the menu bar and then **accounts**, which will bring up a new pop up window.

2) In this window, select the **mail** tab and click on the **add > mail**. This will take you to a personal info prompt where you can enter your name as you want it to appear to others when you send an e-mail through Express. From here you'll be asked for your e-mail address, for example bob@hotmail.com

3) Here you will need to plug in some vital information Outlook needs to know about your account server. In this case, Hotmail is a **HTTP server** and selecting this in the first drop down menu should bring up '**Hotmail**' automatically as an

option in the second.

4) Pop in your account info on the following screen, which is the same login information you would use if signing into Hotmail.

5) You should now be prompted to finish the session successfully and will be asked if you want to **download your Hotmail folders** - answer yes to this!

And you're done! You will return to the main screen where you'll be able to see all of your e-mails archived in your inbox (along with sent, deleted and junk e-mails.) You can navigate around your account using the expandable menu on the left-hand side. You're also able to add further accounts by going through the above process as many times as you need - these will be lined up and easily accessible within the menu tree also. Adding accounts from other webmail providers, such as Gmail and Yahoo, is very simple (most providers have how-to guides on their respective sites which will give you the necessary account info to configure Outlook.)

Now that everything is in one place, you'll probably find it more efficient to manage your e-mails and there are plenty of tools in Outlook to play with which you can use to streamline things further. Try fiddling with the calendar to set auto-reminders, create extra folders to help archive old mail and set up spam filters to keep the clutter down.