

Intro

When forwarding a group of email messages in Outlook, it's best to send them in a single Zip container. These instructions are for Windows XP using the third-party WinZip utility or the native compressed folder utility. WinZip provides extended options and useful features that enhance productivity beyond the Windows XP utility offers, but is not necessary for occasional compression tasks.

NOTE: Due to variations in individual computer setups, the context menus in the example screen images may vary slightly from what you see on your computer. However, the options discussed in this instruction sheet will be on the menu.

Step 1: Create a new Folder on the Desktop

- Short-cut (Right-click) a free area of the desktop and select "New > Folder" from the context menu.

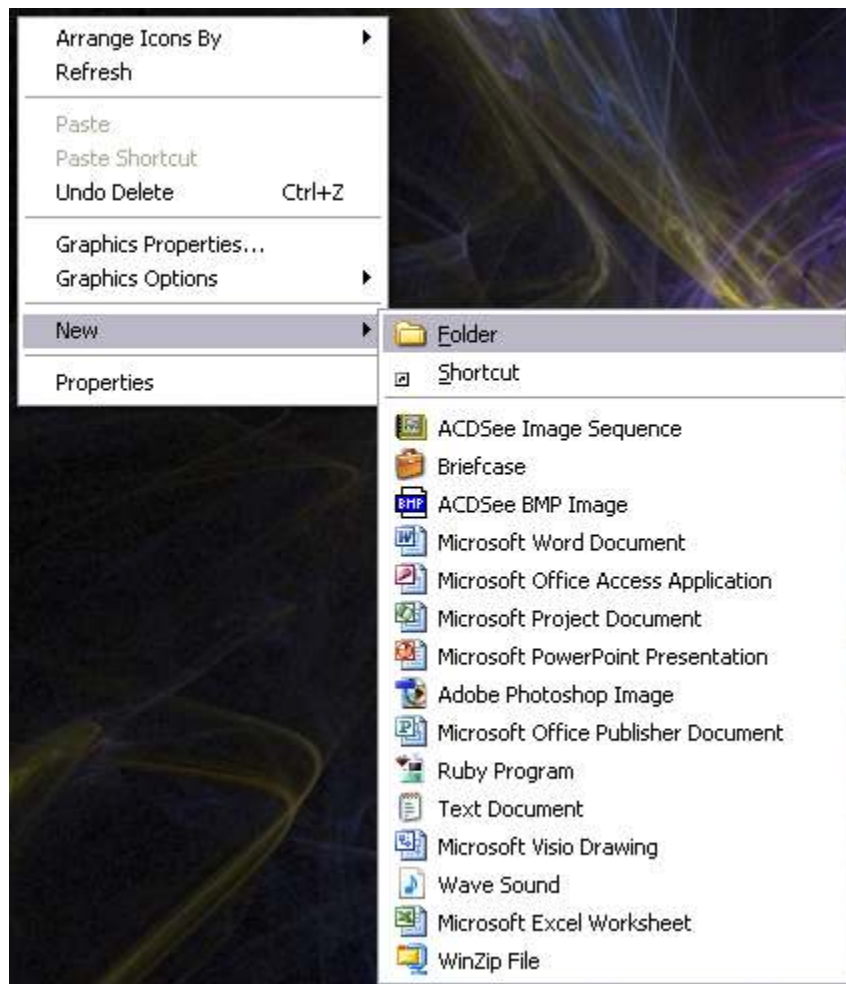


Figure 1. Context menu showing New Folder option

Step 2: Name the new folder appropriately

- During the folder creation process, you are given the opportunity to name the new folder. Name it appropriately. If this step is missed, Short-cut the folder icon and select “Rename” from the Context menu.



Figure 2. Named folder

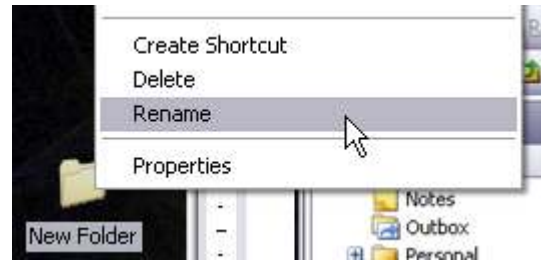


Figure 3. Cursor pointing to Rename option

Step 3: Select Emails to forward

- Click on the first message, then Shift-click on the last in a group of messages you want to forward. This action will select all messages between the first and last files selected.
- Or, Ctrl-Click each item separately to select discontinuous messages one at a time.

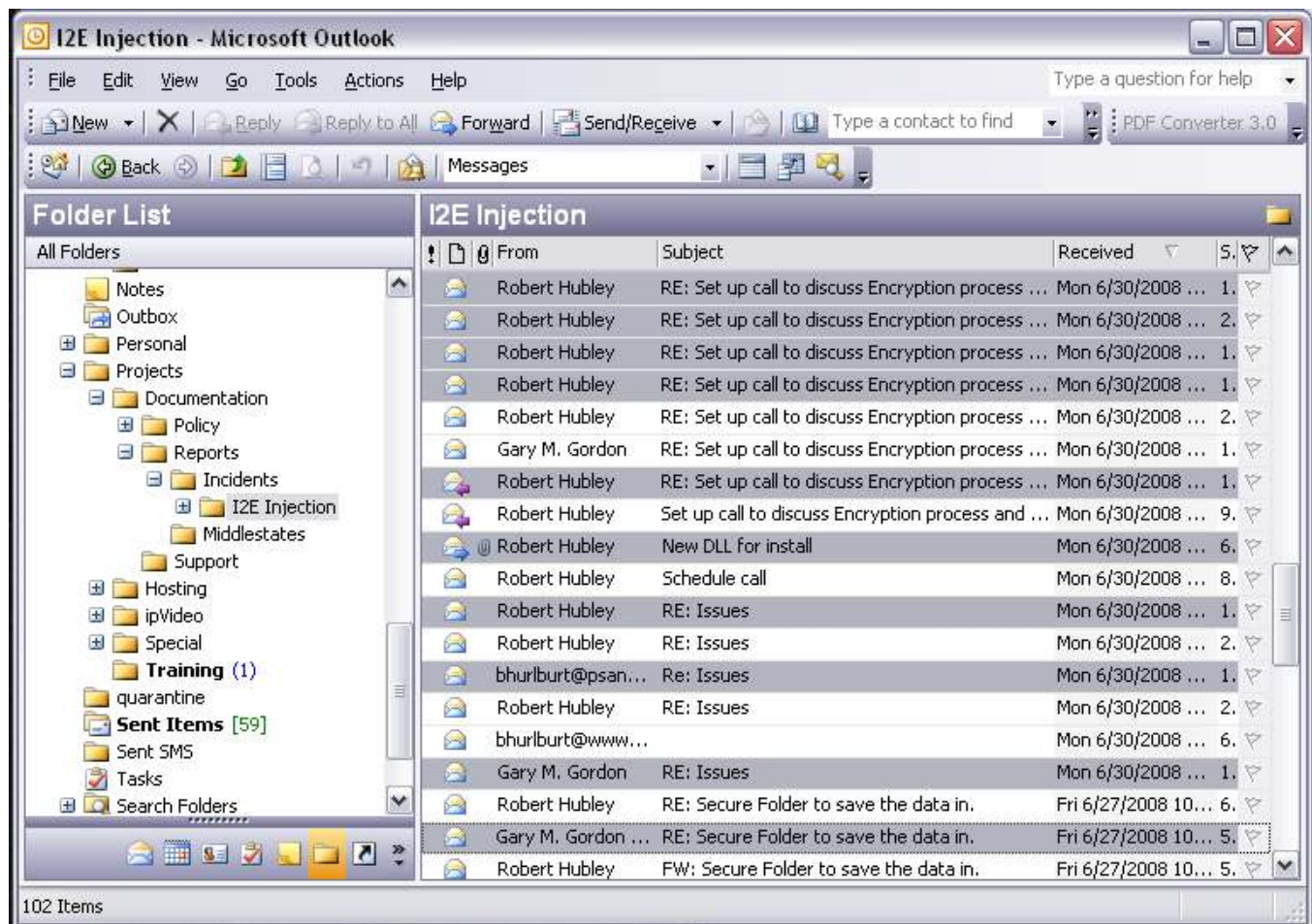


Figure 4. Outlook messages selected

Step 4: Copy messages to folder

- Click and drag the marked messages to the external folder.

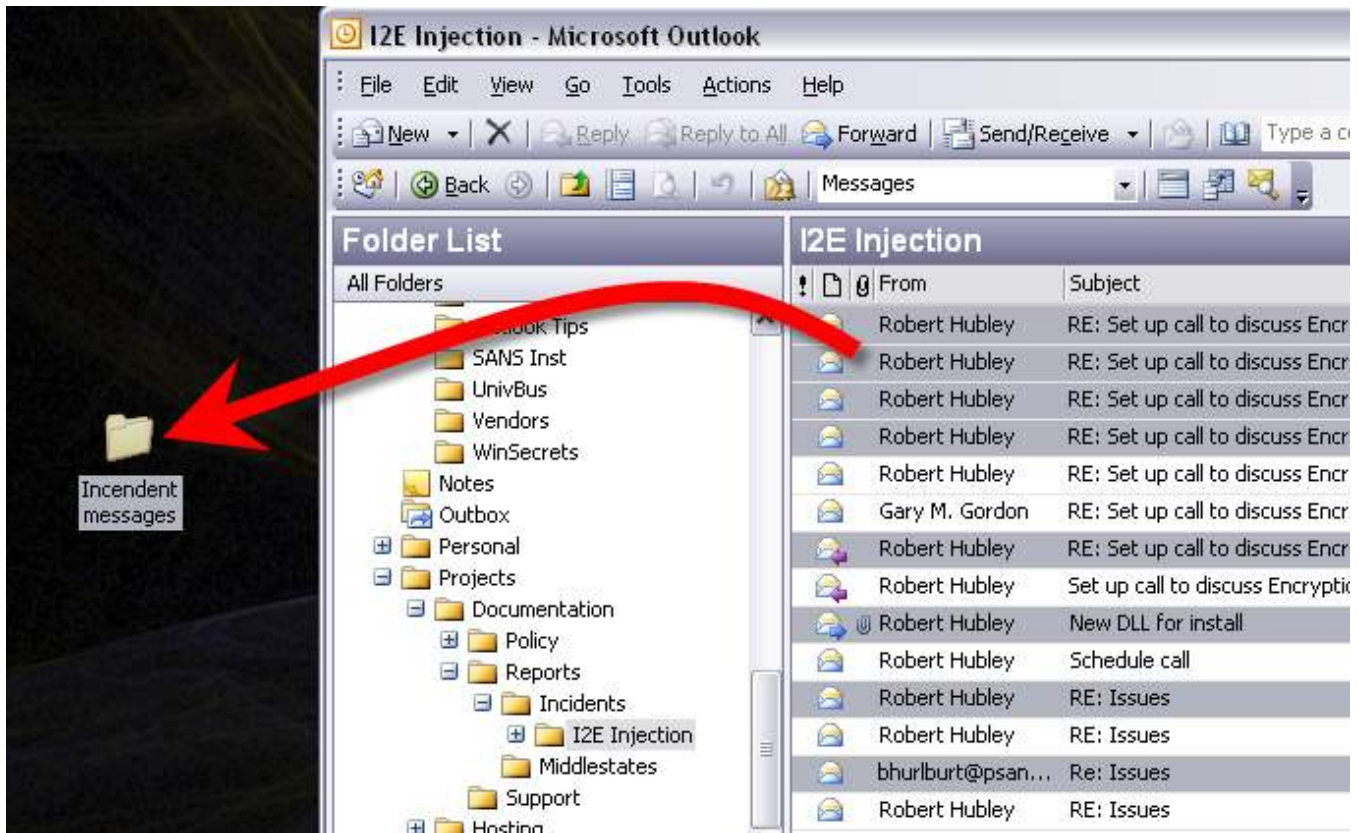


Figure 5. Drag messages to external folder

Step 5: Zip and Send

- Shortcut the folder and select “WinZip > Zip and E-Mail _____” from the Context menu.

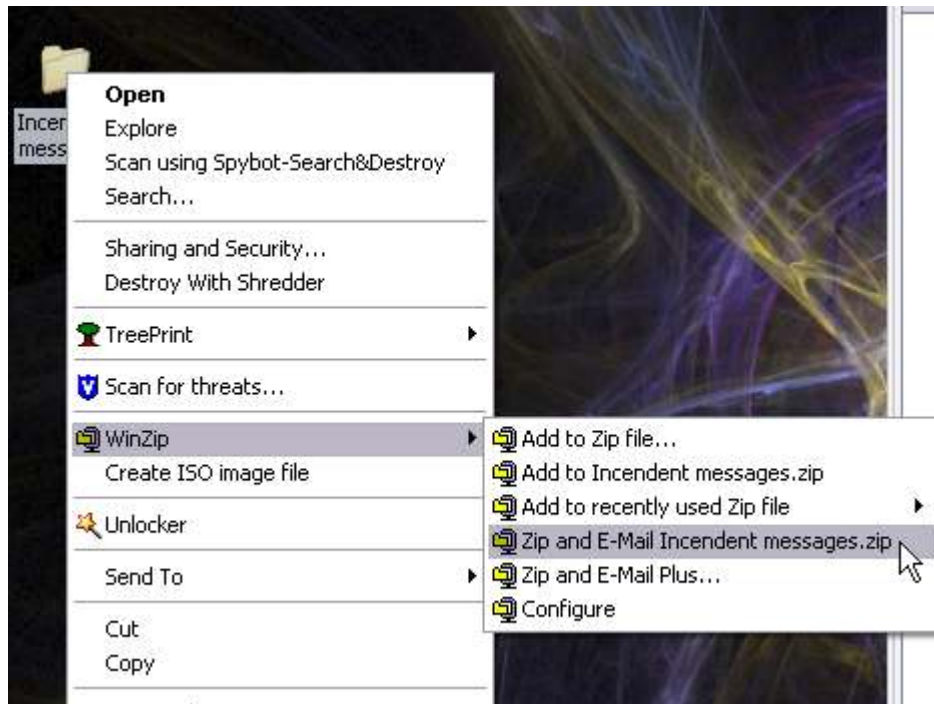


Figure 6. Cursor pointing to Zip and Send option

This option will automatically start a new Outlook message and attach the Zip file. Enter a recipient name, appropriate subject and message body, and send.

Alternate instruction not using WinZip

For those who do not have WinZip, Windows XP provides a program that creates a “Compressed Folder”. Don’t let the different naming convention confuse you. This is actually a Zip container with the standard “.zip” extension and, once created, can be manipulated as any other file on your computer (Figure 7, next page).

- Short-cut the folder and select “Send to> Compressed (Zipped) Folder” from the Context menu.

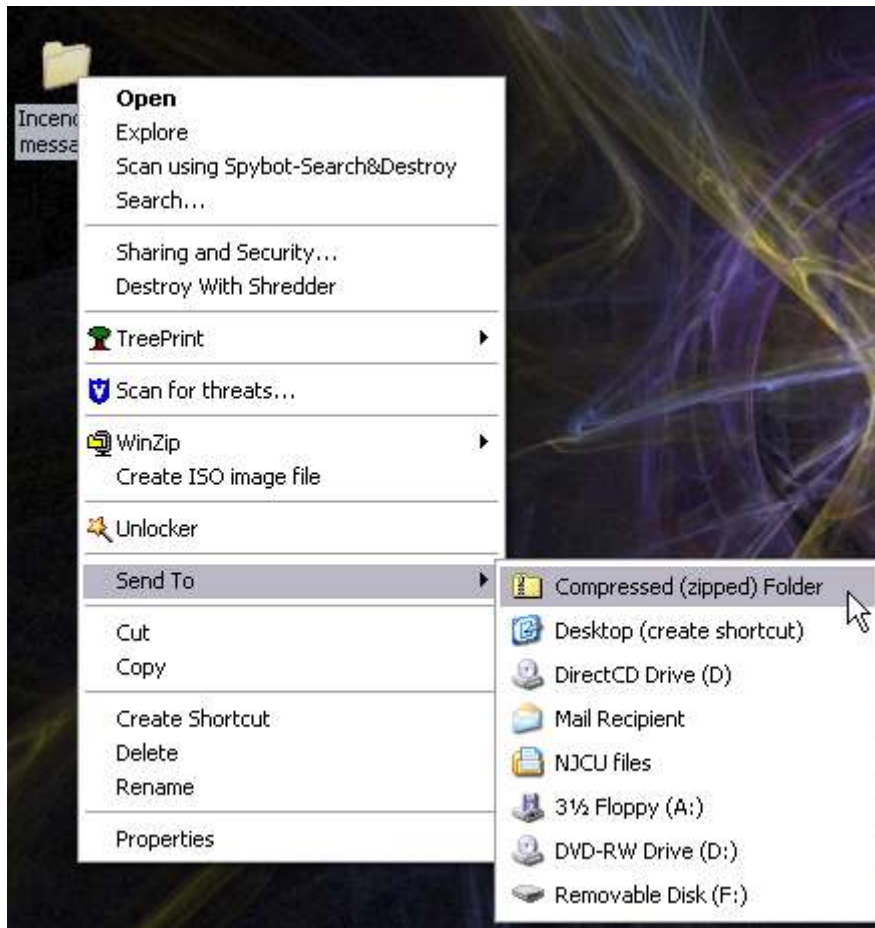


Figure 7. Cursor pointing to Windows XP Compressed Folder option

- Unlike the WinZip utility, after creating the Zip file, it must be sent manually. Open a new message in Outlook and attach the file.

More application hints and tricks are available on the IT website, Support page.