

# Outlook and Outlook Express Stationery

Microsoft Outlook and Outlook Express are very popular E-Mail programs. A lot of people are using these programs to send E-Mail to their friends and family. Unfortunately, people don't explore the full potential of these powerful programs. They send textual messages. These are fine, but Outlook and Outlook Express offer something more – stationery. Stationery provides such things as background, sound or music, and font control to which you add your own text. Stationery allows you to be more expressive than you can be with just plain text. Outlook and Outlook Express make a few stationeries available for free, but these are not very exciting. Fortunately, there are a number of people who enjoy making stationeries and sharing them with their friends. Some of the stationeries that are available are fantastic and are well worth getting and using.

## Stationery Components

Stationery can consist of up to three files. Because all of these files are necessary in order for the stationery to function properly, they will frequently come bundled in something called a ZIP file. ZIP files are simply a convenient way of combining files for the purpose of sending them from one computer to another. If you receive stationery as a ZIP file, you will need some way of looking into the file and extracting the files inside. One tool for doing this is called WinZip and is a shareware program that can be downloaded from the Internet. As I say, stationery can consist of up to three files – HTM or HTML file, MID or Midi file and a graphic file.

### ***HTM***

This is the primary file for stationery. It will always exist. It consists of HyperText Markup Language (HTML) that will refer to the other files if present. The name of the HTM or HTML file is the name you will use to access the stationery.

### ***MID***

This file is a music file. It may or may not be present. Some stationery incorporates music and some don't. If present, the music file will be incorporated by the HTM file.

### ***Graphic***

Most stationery incorporates some sort of a graphic file. There are a number of different types of graphic files available (BMP, GIF, JPG, TIF, etc.). The

most common graphic file that is used in stationery is the JPG file because this file is the smallest of graphic files. If present, the graphic file will be incorporated into the stationery by the HTM file.

## Downloading Stationery

If you want to download stationery from the Internet, you need to find a website that makes stationery available. There are a number of such websites out there. You can use a search engine to search for something like “Outlook stationery”. One website I have been to for stationery is <http://www.geocities.com/Heartland/Village/5806/contents.htm>. If you download stationery, it will usually consist of a single ZIP file as described [above](#). Once you access the component files, follow the instruction in [What to Do with Stationery](#).

## Stationery in E-Mail

If someone sends you stationery as an attachment to E-Mail, it can arrive in any number of different formats. The most common format is again the ZIP file since it packages the component files of the stationery into an easy to send single file. If this is the way you’ve received stationery, follow the instructions in [Stationery Components](#) above to access the components. Once you have the components, follow the instructions in [What to Do with Stationery](#).

## What to Do with Stationery

Once you have the files that comprise the stationery, you need to place them where Outlook and Outlook Express can find them. This is really pretty simple. All of the files comprising stationery need to go in the same place. If you look at your C-drive, you will see a folder called **Program Files**. Inside this folder is another folder called **Common Files**. Inside the **Common Files** folder is the **Microsoft Shared** folder. Inside the **Microsoft Shared** folder is the **Stationery** folder. All three files (if present) need to go in the C:\Program Files\Common Files\Microsoft Shared\Stationery folder.

## Using Outlook Stationery

## Using Outlook Express Stationery