



## Factsheet 4 – How to secure Outlook Express in Windows XP

Every day we receive spam email. Some spam will be from criminals who wish to compromise our computers or defraud us. Therefore, spam is a security issue, not just a nuisance.

It is possible to improve email security by using settings in your email software to block or warn you about potentially harmful content and attachments (or executables) before you open them.

These settings are for Microsoft Outlook Express version 6 and need to be enabled for each user account.

1. Open Outlook Express
2. On the Menu Bar, select Tools
3. Click on the Options label which is at the very bottom of the list.
4. Select the Security Tab

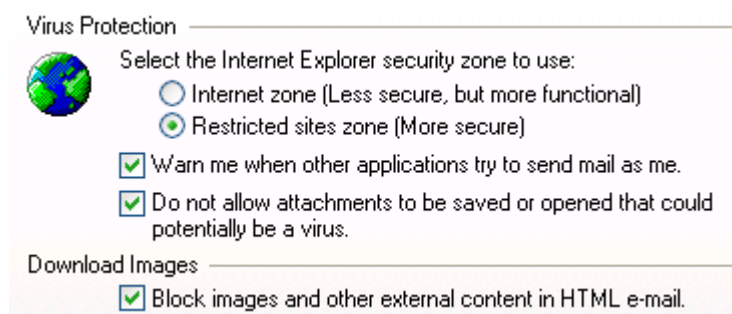
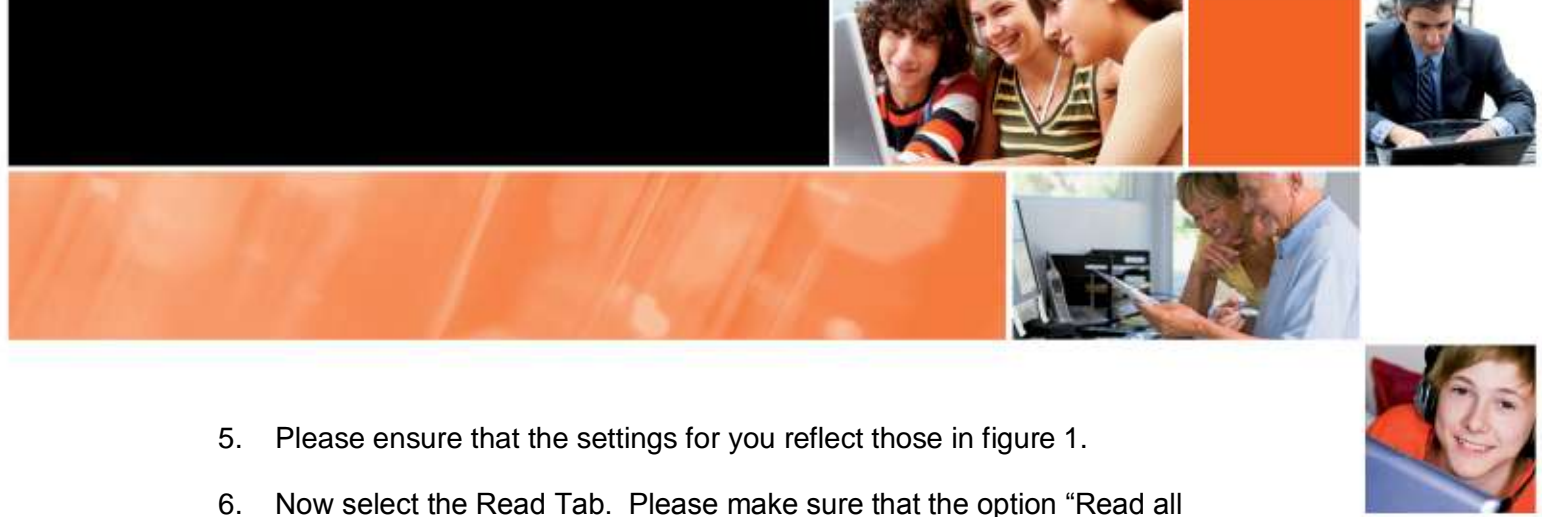


Figure 1, Security Tab Settings

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5. Please ensure that the settings for you reflect those in figure 1.
  6. Now select the Read Tab. Please make sure that the option “Read all messages in Plain Text” has been checked. This feature will help prevent some potentially harmful content from executing.

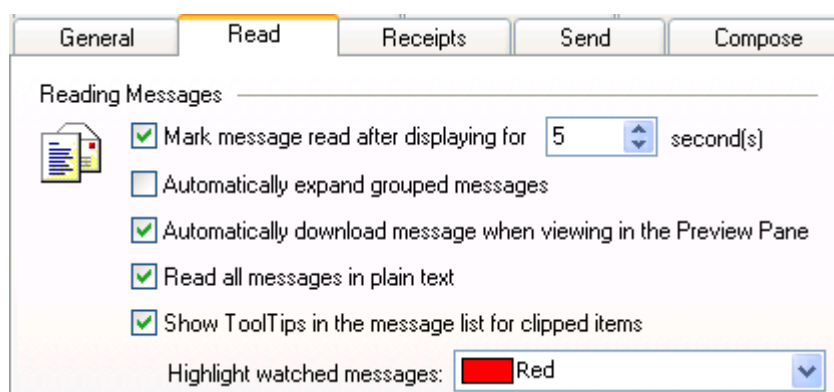


Figure 2, Read Tab Settings

7. Select the Send Tab. Select the Plain Text radio button for the Mail Sending Format.



Figure 3, Send Tab

8. Click OK to save the settings and close the Options pop up window.

Report prepared May 2008