



## 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.

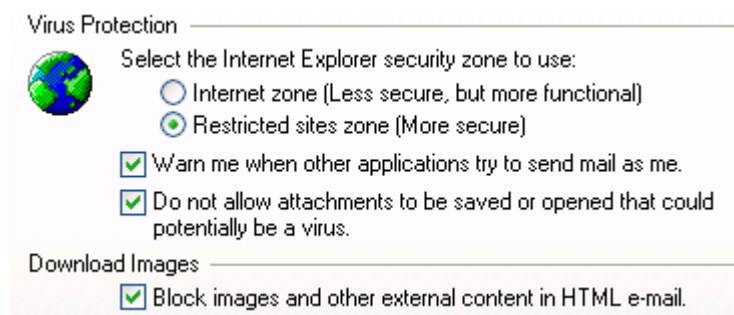


Figure 1: Security tab settings

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** is checked. This feature will help prevent some potentially harmful content from executing.

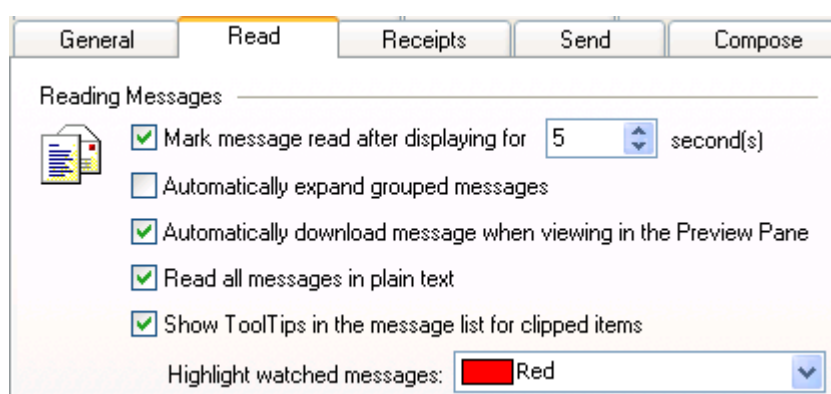


Figure 2: Read tab settings

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

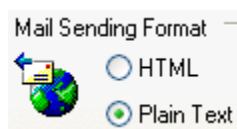


Figure 3: Send tab

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