

Windows DEFAULT EMAIL PROGRAM

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com



QUESTION: How can I change my default email program?

ANSWER: Your default e-mail setting affects not only e-mail links on Webpages but also such mail-aware applications as Microsoft Word.

To change your default e-mail program in Windows XP:

- 1 Open Internet Explorer 7.
- 2 From the MenuBar, select Tools > Internet Options
- 3 Left-click on the “Programs” tab
- 4 Choose your preferred program from the ‘E-mail’ drop-down menu (**Figure 1**).
- 5 Left-click on “OK” button to confirm your choice.

To change your default email program in Vista:

- 1 Left-click on Start (orb at lower-left of your screen) > Default Programs
- 2 Select “Set your default programs, Windows Mail.”
- 3 Left-click on the program that you want to serve as the default for e-mail.
- 4 Left-click on “Set this program as default.”
- 5 Left-click on “OK” button to confirm your choice.

Alternatively, you can specify which links and files the program should open by default. To do this, click Choose defaults for this program, make your selection, click Save, OK, and close the Default Programs applet. Under this arrangement, you could, for example, set FireFox as the default for mailto: links in Web pages, and Windows Mail as the default for .eml files.

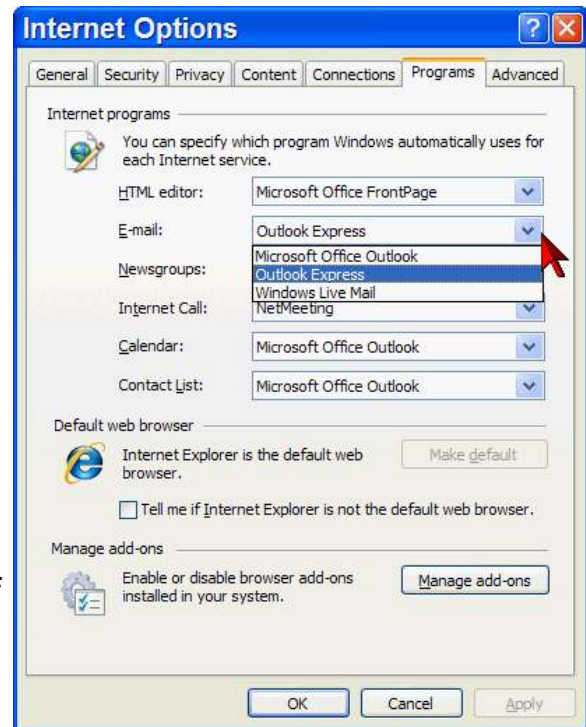


Figure 1