

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Changing the Default E-Mail Client

Are you annoyed when you're working from home and you click on an e-mail address in your web browser or in a Word document and it launches Outlook Express, even though you've never used the program in your life? What if you only use Yahoo Mail? Or GroupWise? How do you change the preferences?

To change the default e-mail client in Windows XP, follow these steps:

1. Go to the Window's **Control Panel** and select **Internet Options**.
2. Click the **Programs** tab.
3. In the **E-mail** box, select the program you want. You will have a different list based on what programs are available on your computer.



4. Click **OK**.

Note: GroupWise will only appear on the list if you have the client version installed on the computer. If you are using GroupWise WebAccess only, it will NOT appear on the list. Also, you can only change the default e-mail client if you are logged into an administrator-level account.

How do I make Yahoo my default e-mail application?

<http://help.yahoo.com/help/uk/mail/ext/ext-09.html>

How do I make Gmail my default e-mail application?

<http://mail.google.com/support/bin/answer.py?answer=10966&topic=1543>

That's our technology tip for this week. If you have found the information about changing your default email application useful or have questions about using it, email us at training@luc.edu. If you'd like to go back to our archive of technology tips, please visit us on the web at <http://www.luc.edu/its/techtips.shtml>.