

HOTMAIL

e-mail

Information

Guide

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1. SIGNING (LOGGING) IN

Before you can send, create or read any new e-mail messages, you need to sign in your Hotmail account. Think of this as opening the door at your house when you arrive so you can get in.

1. Go to www.hotmail.com
2. The following screen appears:

The screenshot shows the 'Sign In to Hotmail' page. It features a blue header with the title 'Sign In to Hotmail' and a 'Help' link. Below the header are two input fields: 'E-mail address:' and 'Password:'. A 'Forgot your password?' link is positioned below the password field. A 'Sign In' button is located to the right of the password field. Below the input fields are three radio button options: 'Save my e-mail address and password', 'Save my e-mail address', and 'Always ask for my e-mail address and password'. A 'Sign in using enhanced security' link is located below the radio buttons. At the bottom of the page, there is a 'Windows Live ID' section with the text 'Works with Windows Live, MSN, and Microsoft Passport sites' and links for 'Account Services' and 'Privacy Statement'. Three red boxes with arrows point to specific elements: the first box points to the first radio button option with the text 'Never choose 1st option'; the second box points to the second radio button option with the text 'Choose 2nd option if using home computer'; the third box points to the third radio button option with the text 'Choose 3rd option if using public computer (e.g. E-Play)'.

3. Type your e-mail address in the **E-mail address** box.
4. Type your password in the **Password** box.
5. **BEFORE YOU PRESS**  choose either one of the options:

- “Save my e-mail address” – if you’re using your home computer

OR

- “Always ask for my e-mail address and password” – if you’re using a public computer (e.g. E-Play).

NEVER CHOOSE THE FIRST OPTION
(“Save my e-mail address and password”).

Step 5 is important for your privacy.

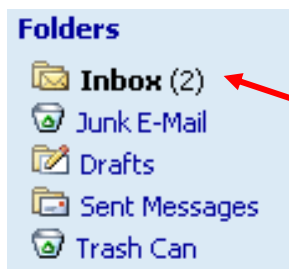
6. Press 

2. WHAT ARE THE FOLDERS IN HOTMAIL USED FOR?

1. Click the **Mail** tab.



2. You will see a list of folders on the left:



A number in brackets next to the folder name tells you how many e-mail messages are in that folder.

3. To open any of these folders, click on it with your left mouse button.

Inbox: this is where you receive e-mail messages others send you. Think of this like your letterbox at home.

Junk e-mail: This is where e-mail messages that you do not want in your **Inbox** folder are saved or received in. Think of this like a filing cabinet for unimportant messages.

Drafts: This is where e-mail messages that you did not finish writing are temporarily stored. You can go back to them any time to finish writing them, then send them.

Sent messages: this is where a copy of the e-mail messages you send to others is saved. Think of this like you photocopying a letter you wrote for someone before posting it in the mail, so you can have a copy of it.

Trash can: This is where e-mail messages you delete go. It's really a rubbish bin.

3. OPENING E-MAIL MESSAGES

3.1 Opening e-mail messages you received from others

1. To print an e-mail you received, go to your **Inbox** folder.
2. Click the name under the **From** column whose e-mail you want to open.

| From |
|--------------------------|
| [name 1] |
| [name 2] |
| [name 3] |

3.2 Opening e-mail messages you sent to others

1. To print an e-mail you sent, go to your **Sent Messages** folder.
2. Click the e-mail address or name under the **To** column whose e-mail you want to open.

| To |
|--------------------------|
| [name 1] |

4. CREATING & SENDING A NEW E-MAIL MESSAGE

4.1 Creating a new e-mail message

1. There are 2 ways that you can create a new message:

- If you are in the **Today** tab, press

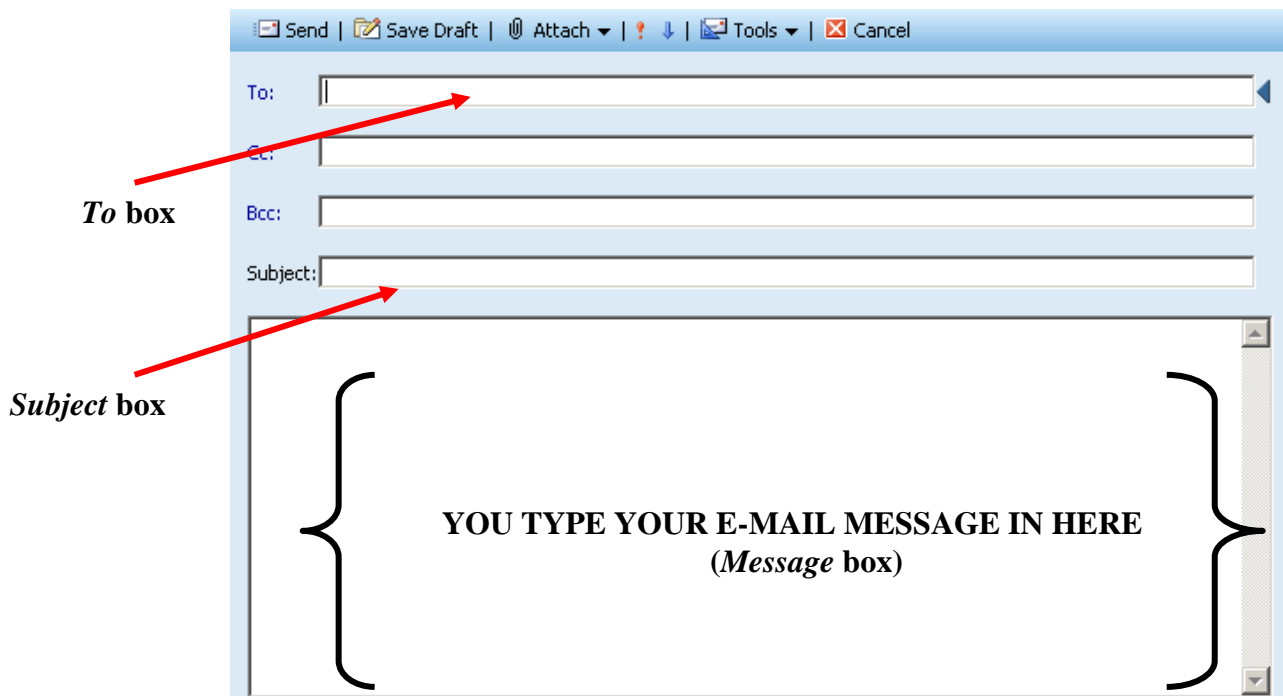


OR

- If you are in the **Mail** tab, press



2. The following screen then appears:



3. In the **Message:** box, you type your e-mail message.

Example A

Dear mum,

I just came back from my holiday in Paris. I had so much fun! I visited the Eiffel tower, ate at some nice restaurants and did a lot of shopping. I'm a bit tired now, so I think I'll go to sleep. I'll see you tomorrow.

From Amy.

4. In the **Subject:** box type the title of your message. Think of this like the title of a book – the title does not tell you the whole story, it only gives you an idea what the book is about.

Example B

My holiday to Paris

5. In the **To:** box type the e-mail address of the person you want to send the message to.

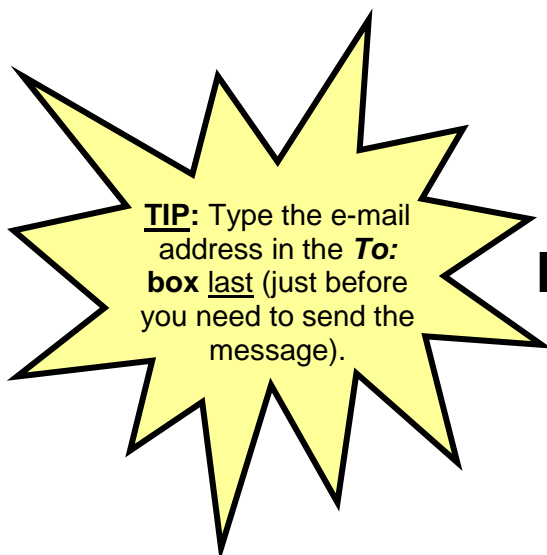
Example C

mum@work.com.au

If you want to send the message to more than one e-mail address, separate each address with “;” (no quotes).


Example D

mum@work.com.au;friend@company.com.au



Why?
So you won't send a blank or incomplete message if you accidentally press **SEND** before you're supposed to

4.2 Canceling the e-mail message you're creating


If, at any time, while you're creating an e-mail message, you don't want to send it anymore, you can cancel it. Simply press 

4.3 Sending the e-mail message you created

If you do want to send the message, however, follow these steps:

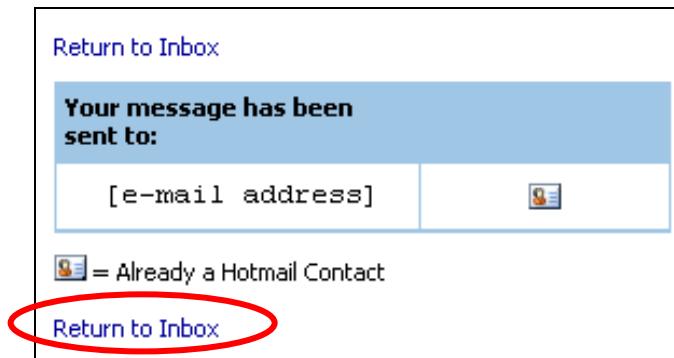
IMPORTANT: If you want to save a copy of the message you will send, place a tick next to *Copy Message to Sent Folder* first (down the bottom of the screen).

Copy Message to Sent Folder

1. After you created your message, press 

If you have not created a new message yet, please follow step **1.1 Creating a new e-mail message** on page 1.

2. The following then appears, which tells you that your message has been sent to the e-mail address that you previously typed in the **To:** box.




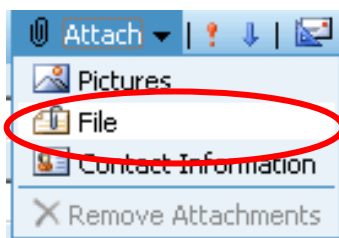
3. Click **Return to Inbox**.

5. ATTACHING & DELETING ATTACHMENTS (FILES)

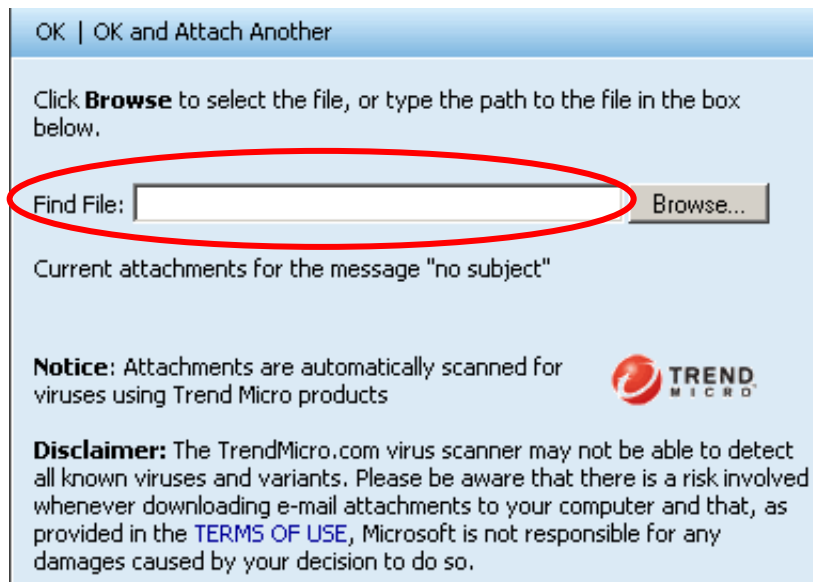
5.1 Attaching attachments to an e-mail message

You can attach any file to your e-mail messages, including pictures, Microsoft Word documents, and many more.

1. Create a new message. Please see section 1.1 **Creating a new e-mail message** on page 1.
2. Press  |
3. Choose **File**.

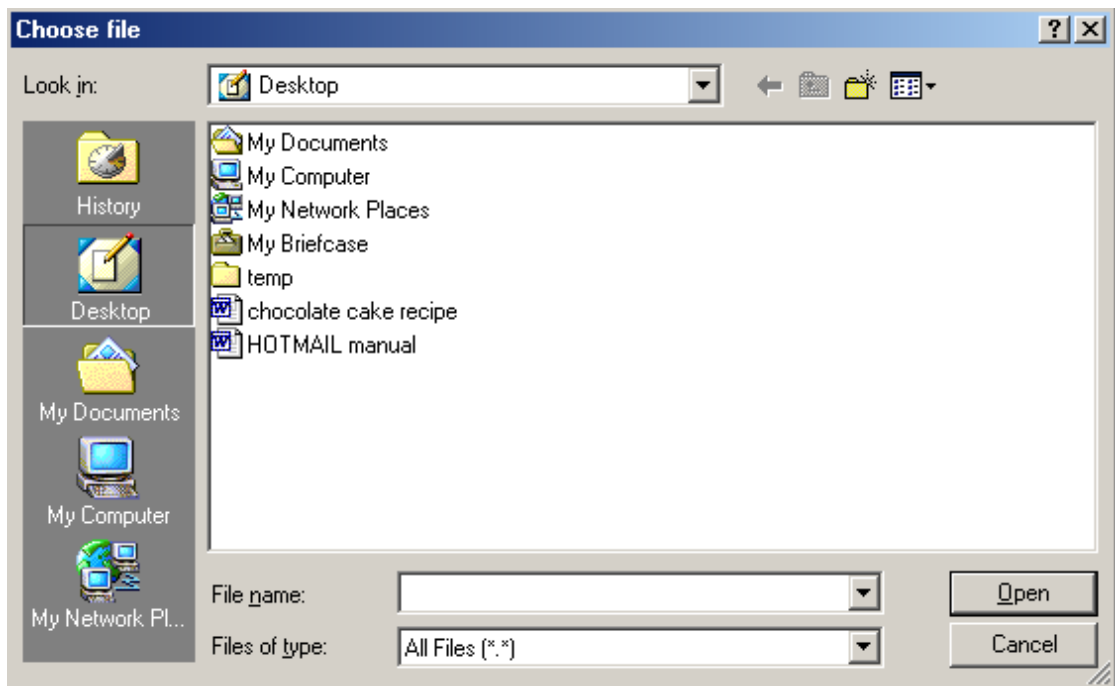


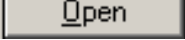
4. The following screen comes up. Note that the **Find File** box is empty.

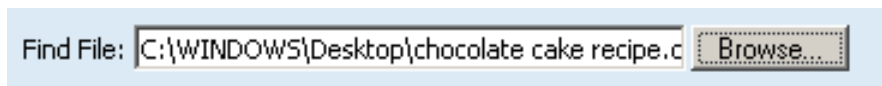



5. Press  |

6. The following screen appears asking you to find the file you want to attach:




7. After you found your file, press 
8. The file you chose now appears in the **Find File** box (unlike in step 4):

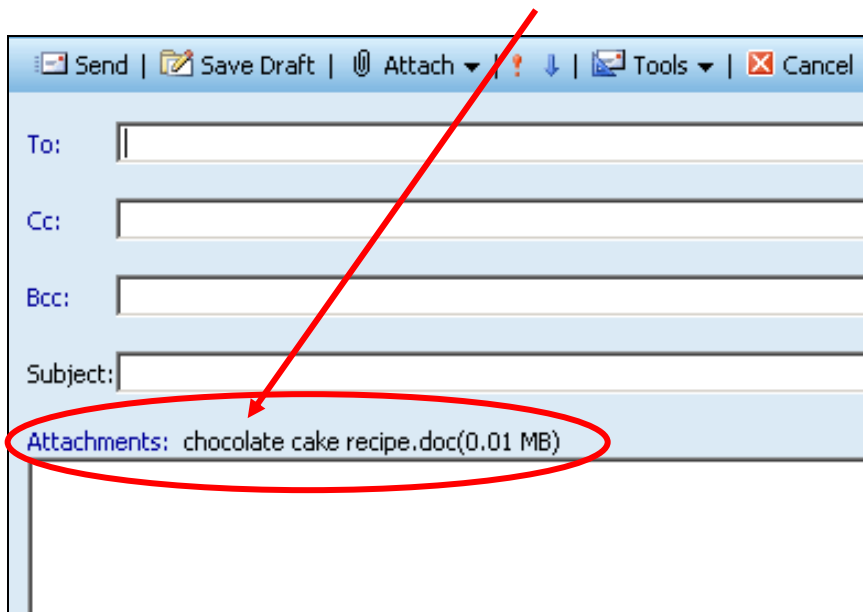


9. Press  if you want to attach another file

OR

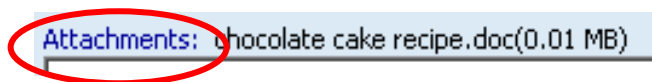
- Press  if this is the last or only file you want to attach.

10. Your file is now attached next to the **Attachments** word:





5.2 Deleting attachments from an e-mail message


1. Click on the **Attachments** word.



2. The table that appears lists all the attachments you attached (in this case, I attached one called “*chocolate cake recipe.doc*”).


| Attachments | Size | Delete |
|---|---------|---|
|  chocolate cake recipe.doc | 0.01 MB |  |
| Total | | 0.01 MB |

3. Press  for the attachment you want to delete.



4. Keep pressing  for other attachments you want to delete.

5. When you finished deleting all the attachments you want to delete, press 

6. HOW TO REPLY TO AN E-MAIL MESSAGE YOU RECEIVED

1. Go to your **Inbox** folder.
2. Open the e-mail message you want to reply to (please see **3.1 Opening e-mail messages you received from others** on page 3).
3. Press  **Reply**
4. Type your message, then press 

7. HOW TO SEND A MESSAGE YOU RECEIVED TO OTHERS

1. Go to your **Inbox** folder.
2. Open the e-mail message that you received which you want to send to others (please see **3.1 Opening e-mail messages you received from others** on page 3).
3. Press  Forward
4. Type the e-mail address of the person or people whom you want to send this message to.
5. Press  Send

8. DELETING E-MAIL MESSAGES

a) Place a tick in next to the e-mail message you want to delete. You can choose more than one message.

b) Press  Delete

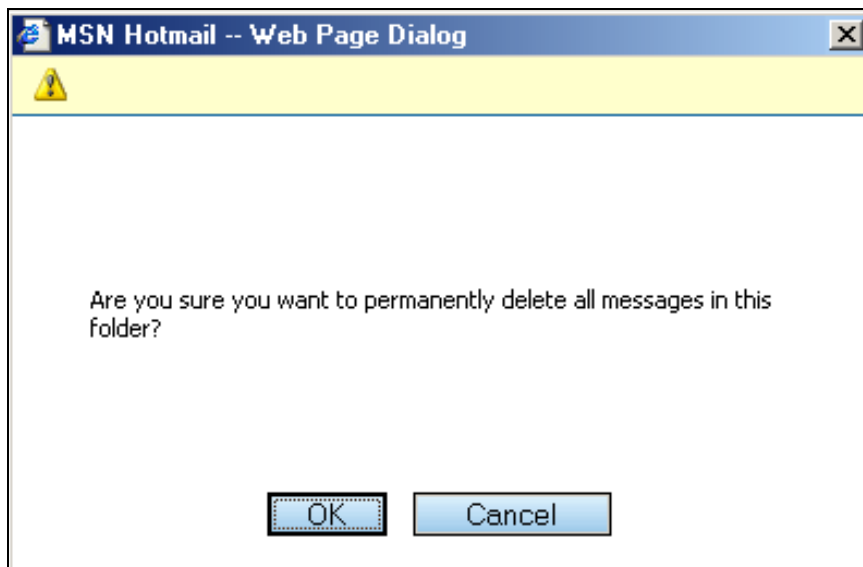
IMPORTANT: Pressing DELETE does not permanently delete the message from your Hotmail account, it only moves it to the *Trash Can* folder.

c) Go to the **Trash Can** folder.

d) Place a tick in next to the e-mail message you want to delete permanently. You can choose more than one message.

e) Press  Empty

f) The following screen appears asking you if you're sure that you want to permanently delete the message (s).



g) Press  OK

h) The message (s) is now deleted permanently. You cannot bring it back.

9. PRINTING E-MAIL MESSAGES

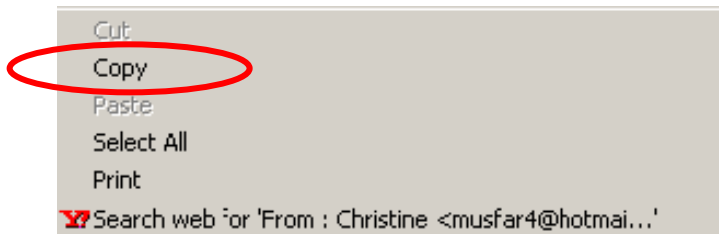
1. Open the e-mail message you want to print (please see **3.1 Opening e-mail messages you received from others** or **3.2 Opening e-mail messages you sent to others** on page 3).

2. Press  |

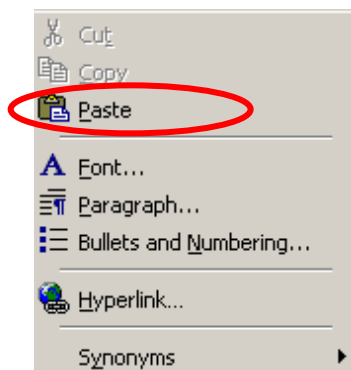
3. Go to **File** → **Print**. Press .

10. HOW TO SAVE E-MAIL MESSAGES ONTO FLOPPY DISKS

1. Open the e-mail message you want to save (please see **3.1 Opening e-mail messages you received from others** or **3.2 Opening e-mail messages you sent to others** on page 3).
2. With your mouse, highlight the text that you want to save.
3. Press the right mouse button on the highlighted text. You will see the following menu:

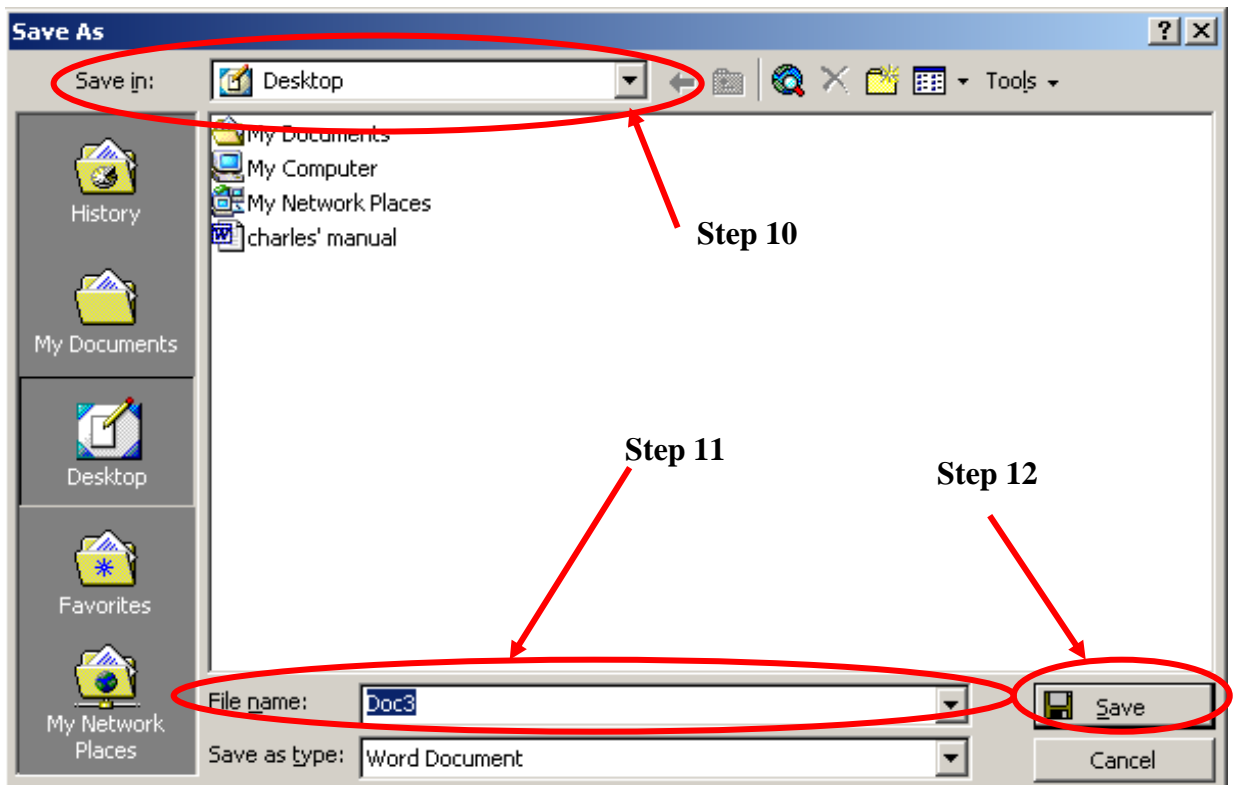


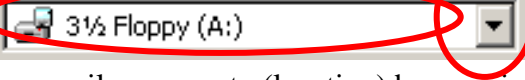
4. Choose **Copy**.
5. Open a new document in **Microsoft Word**.
6. Press the right mouse button. You will see the following menu:




7. Choose **Paste**.
8. The text is now appears in Microsoft Word.

9. Press  in Microsoft Word. The following appears:



10. In  choose where you want to save your e-mail message to (location) by pressing the arrow above. To save it onto a floppy disk, choose **3 ½ Floppy (A:)**.

11. In  type any name for your e-mail message (e.g. Bill's message).

12. Press 

13. The e-mail message is now saved onto your floppy disk.

11. CREATING, RENAMING & DELETING A NEW FOLDER

11.1 Creating a new folder

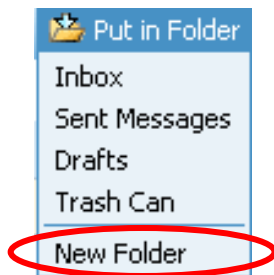
You may want to create your own folder in which to store certain e-mail messages.

1. Click the **Mail** tab.



2. Press 

3. Choose **New Folder**.



4. The following screen appears:

A screenshot of the 'New Folder' dialog box. The dialog has a title bar that says 'New Folder'. Below the title bar is a text input field labeled 'Folder Name:'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.


5. In the **Folder Name** box, type a name for your new folder (e.g. Friends).

6. Press 

7. Your new folder now appears under your other folders.

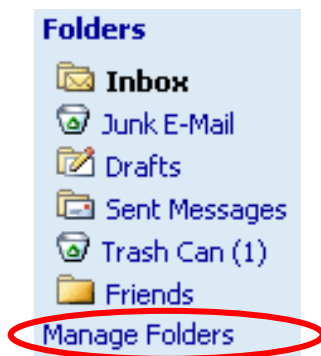


8. You can move any e-mail messages to your new folder in the following way:

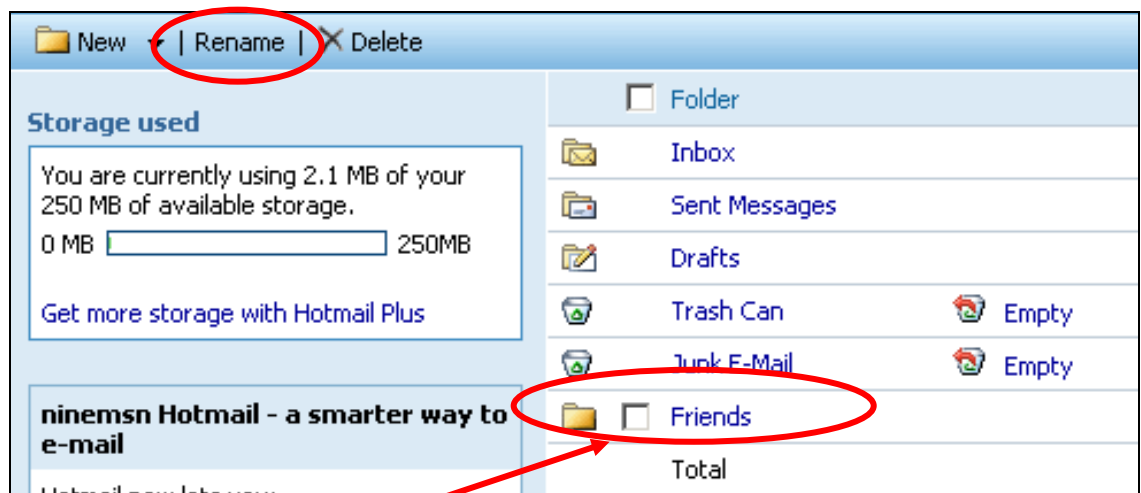
- a) Place a tick in next to the e-mail message you want to move to your new folder. You can choose more than one message.
- b) Press . The button is blue with a folder icon and the text 'Put in Folder' followed by a downward arrow.
- c) Choose your new folder's name.
- d) The message has now been moved to your new folder.

11.2 Renaming a new folder (giving it a new name)

1. Click on **Manage Folders** on the left.



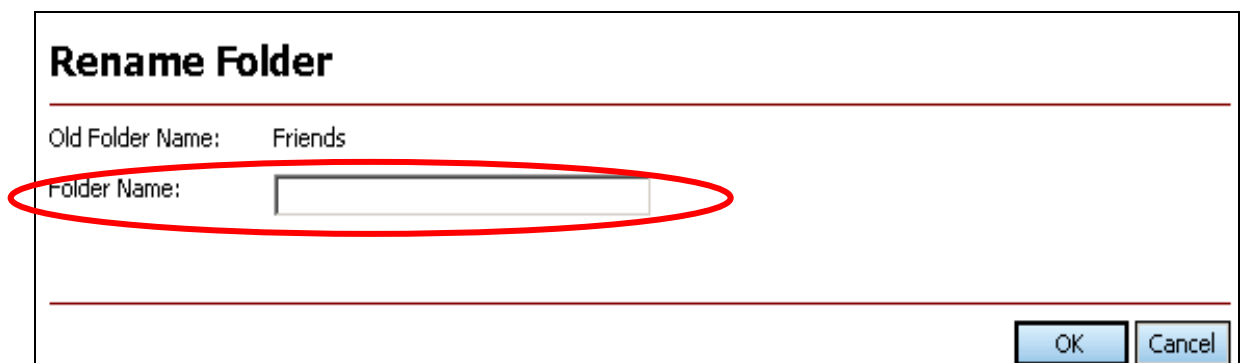
2. The following screen comes up:



3. Place a tick in next to your folder's name (e.g. Friends).

4. Press **Rename**

5. The following appears:

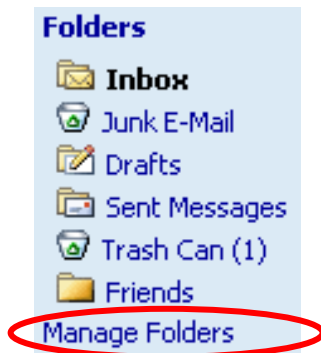


6. Type a new name for your folder in the **Folder Name** box.

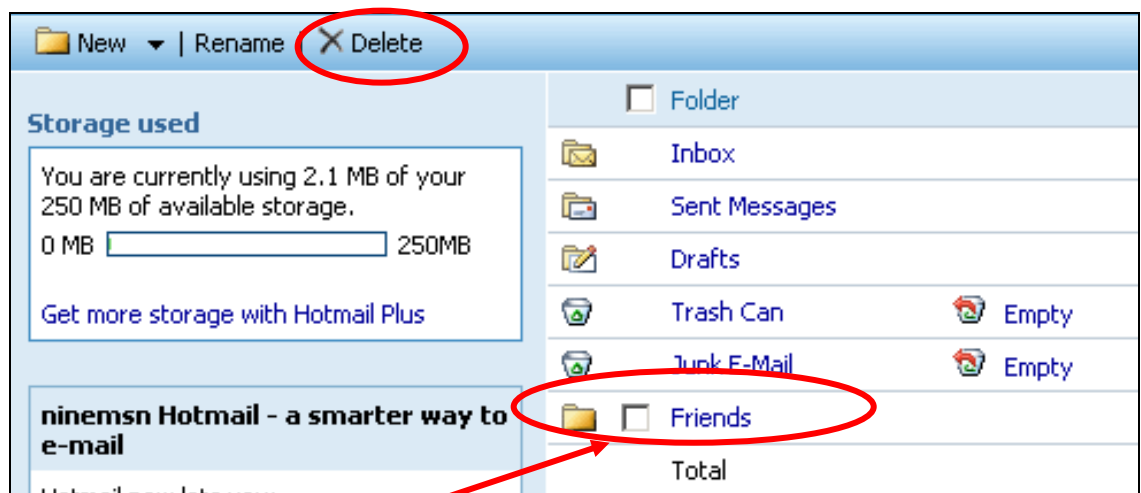
7. Press 

11.3 Deleting your new folder

1. Click on **Manage Folders** on the left.



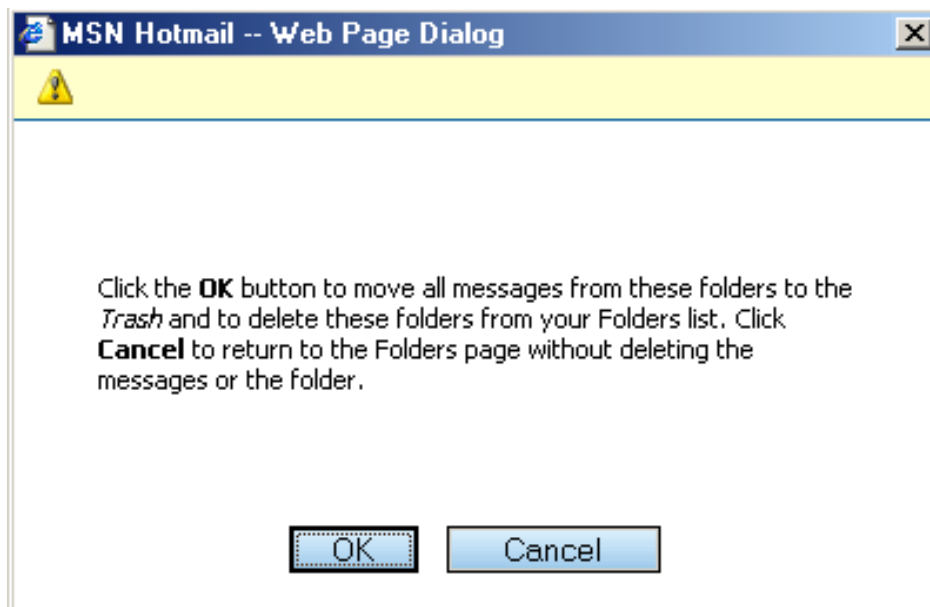
2. The following screen comes up:



3. Place a tick in next to your folder's name (e.g. Friends).

4. Press 


5. The following message appears asking you if you want to delete the folder:



8. Press 

12. MARKING AN E-MAIL MESSAGE AS JUNK E-MAIL

Sometimes you receive e-mail messages in your **Inbox** folder from certain people that you think are not important. Hotmail deletes these messages from your **Inbox** folder and moves them to your **Junk E-mail** folder. From now on, any new messages you receive from those people will automatically go to your **Junk E-mail** folder instead of your **Inbox** folder.

1. Go to your **Inbox** folder.
2. Place a tick in next to the e-mail message you want to make as junk e-mail (unimportant). You can choose more than one message.
3. Press  **Junk**
4. The following screen appears that asks you to confirm that you want to make that message as junk:

Junk E-Mail Report Confirmation

To confirm that the following message(s) as junk e-mail, click OK.

| From | Subject | Comment |
|--------|-----------|-----------------------|
| [name] | [subject] | Report as junk e-mail |

Do not display this confirmation again. Next time delete and report messages automatically.


5. Press
6. The message has now been deleted from your **Inbox** folder and moved to your **Junk E-mail** folder.

13. MAKING A DRAFT OF THE E-MAIL YOU'RE CREATING


Sometimes you may have no time to finish creating a long e-mail message all at once. It may take you 2 days to do so. In this case, you can save a draft of the message you partly created, which means that it won't be sent yet, just temporarily saved in your **Drafts** folder.

1. Create a new e-mail message (please see **1.1 Creating a new e-mail message** on page 1). You do not have to finish it all now.

Please do not press SEND.

2. Press  Save Draft
3. Your message is now saved in the **Drafts** folder. You can go back to this anytime to finish creating your e-mail message.
4. Once you have finished creating your e-mail message, press **SEND**. The message is now gone from your **Drafts** folder.

14. FINDING E-MAIL MESSAGES

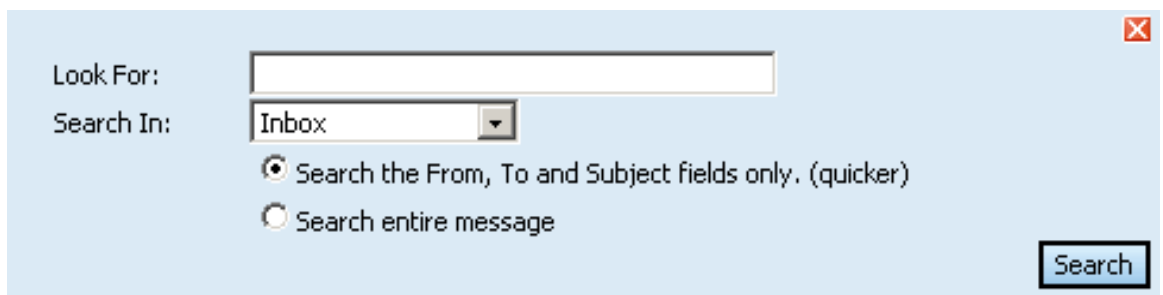
Sometimes you may have so many e-mail messages. What if you want to find a certain one from those? It will take you a long time to go through each one in order to find what you want. A quick way to find a message is to use .




1. Click the **Mail** tab.



2. Press .

3. The following Find screen appears:



4. In the **Look For** box, type the word that you want to find. Hotmail will get for you any e-mail message that contains that word.
5. In the **Search In** box, press  to choose what folder you want to search for the word you typed above.
6. Choose whether you want the word to appear in **To**, **From** or **Subject** boxes of the e-mail message, or in the whole message.
7. Press .
8. You are now given a list of e-mail messages that contain the word you typed.
9. Open any message to read it or press  to close the Find screen.

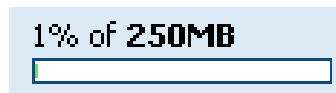
15. KNOWING HOW FULL YOUR HOTMAIL ACCOUNT IS

Your Hotmail account can only store up to a certain amount of e-mail messages. How do you know how full your account is?

1. Click the **Mail** tab.



2. On the left of the screen, you will see:




In this case, this is saying that my Hotmail account so far has used 1% of 250MB of space given to me.

3. If it's close to 100%, you should delete some e-mail messages that you don't need. This frees up space. Please see **8. Deleting e-mail messages** on page 12.

IMPORTANT: If your Hotmail account is too full, you will not be able to receive e-mail messages from others until you delete some messages in your account.

16. SIGNING (LOGGING) OUT

It's important to sign out when you have finished using Hotmail. Press  at the top of the screen. Think of this like closing the door at your house when you go out.