

First step to emailing

- Web mail
- ISP
- E Mail Accounts
- WOT
- Viewing your Document
- Moving your Folders
- Photographs
- Opening your email
- Sending your email
- Printing out your email
- Printing a selection
- Saving your email

Web Mail

Web mail is web applications on the Internet, allowing access, send, receive and manage your email through a web browser. You can access your email from almost any computer around the world, as long as it has a internet connection and web browser.

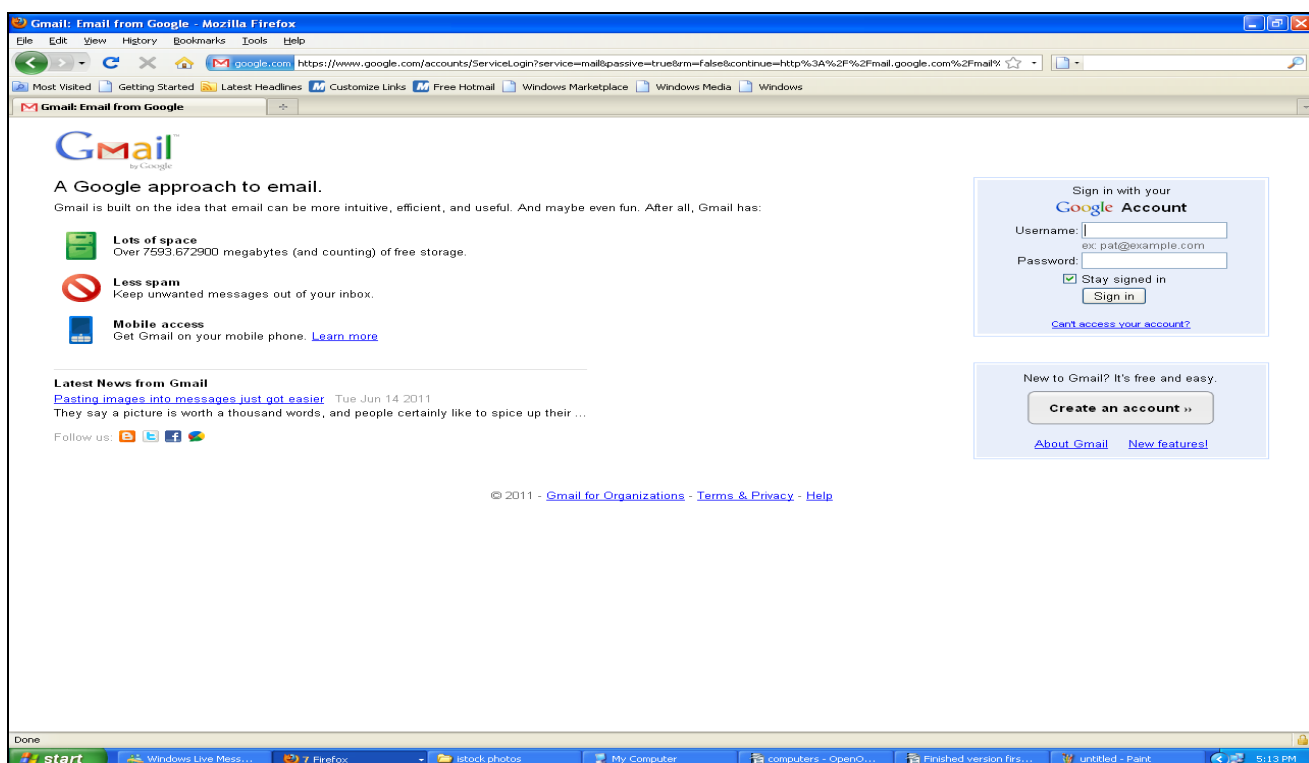
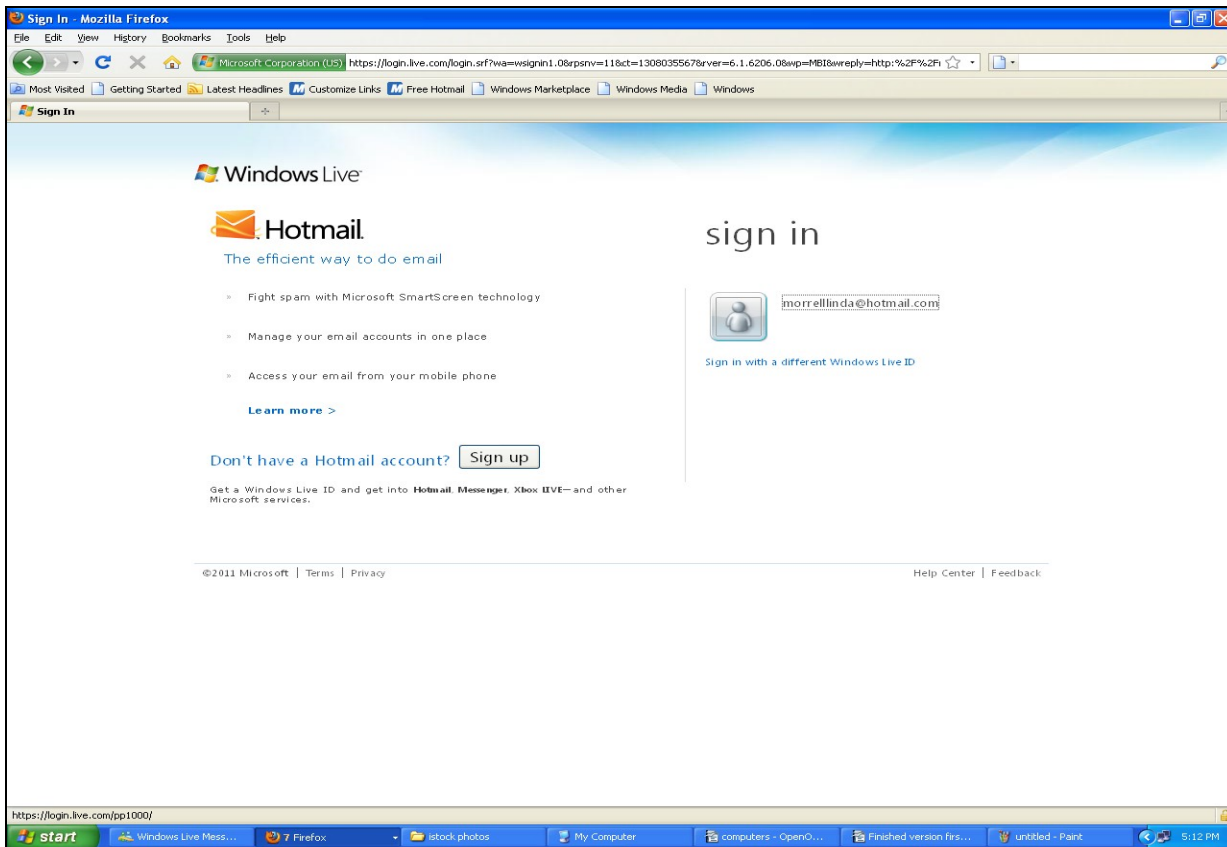
Create your own email account.

Your ISP provider will give you an email account. You can also access other free email accounts from numerous Internet sites such as www.hotmail.com www.google.com the list is endless Free Hot Mail account Free G Mail account both are web mails

See 2 examples

This site gives a lot more suggestions and explanations of what can be provided

www.emailaddresses.com

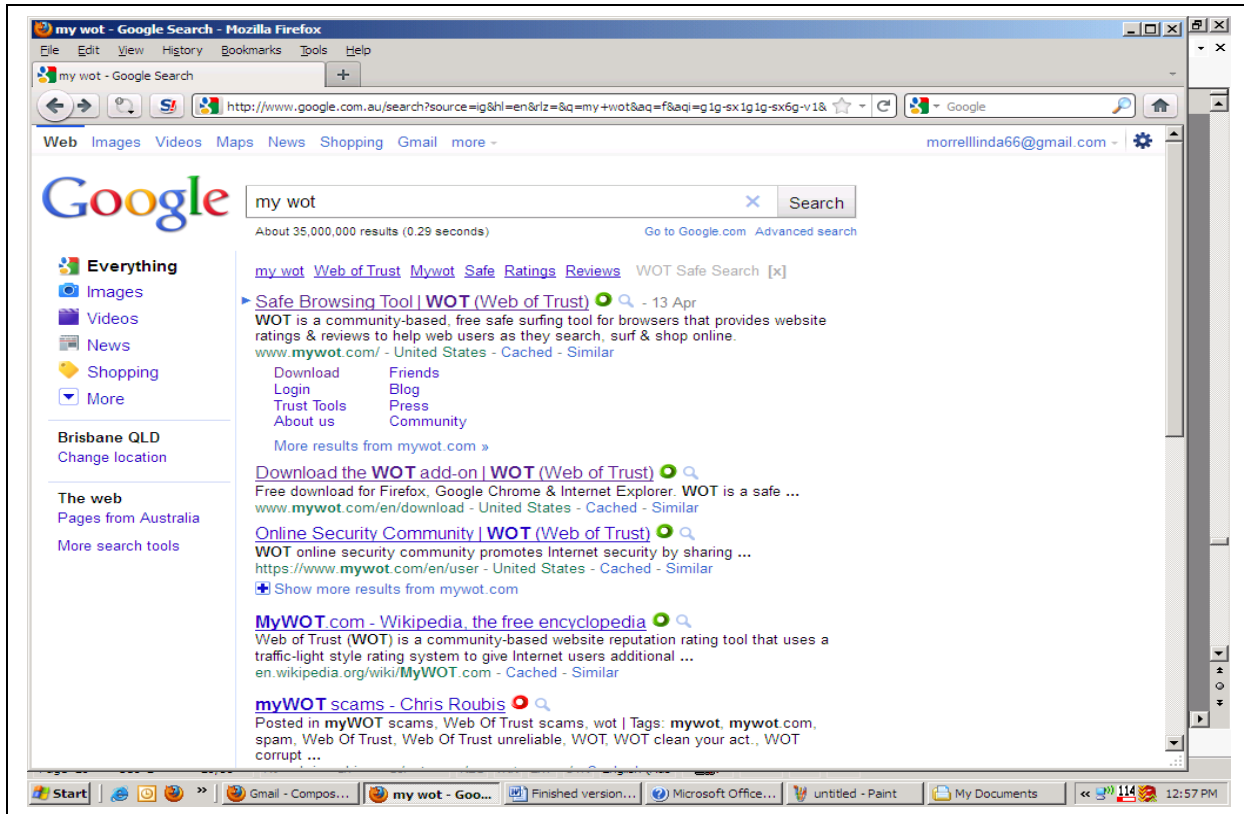


Hotmail account

Signing into an email

account. You have a user name and a password

Check out WOT - www.mywot.com this gives warning when searching on the internet

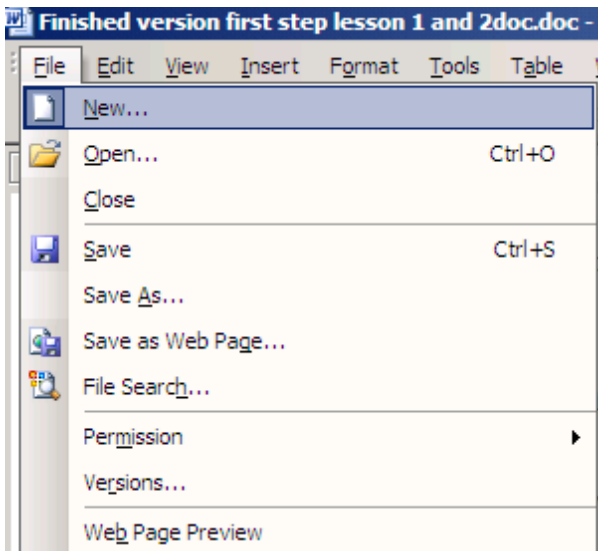


My WOT gives warning signals in the shape of different coloured circles Red meaning dangerous
My WOT can easily be downloaded for free.

Opening a new text file

Step by step guide when you see  move to the next selection

Top left of your screen. One left Click on the mouse button, **File** (Drop down box appears) - one left click **New** then one left click **Text Document**.

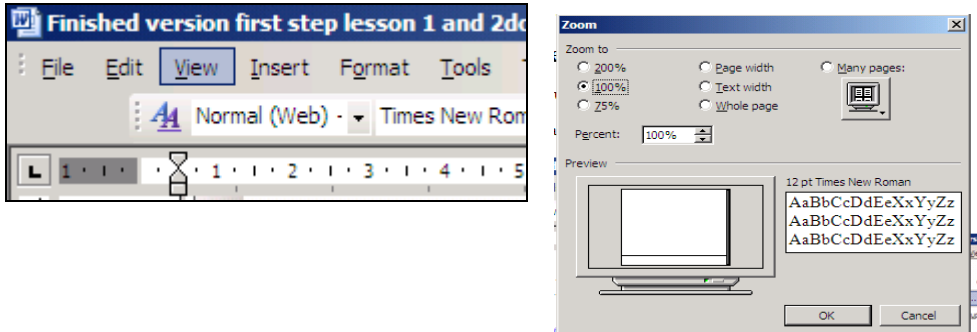


Step by step click **File** – **New** – **Text Document**
 A new text document will appear on the screen

Change the way you view your new text document

Increase or decrease the viewing status

Top menu bar **View** – **zoom** - optimal will change the viewing to a readable size

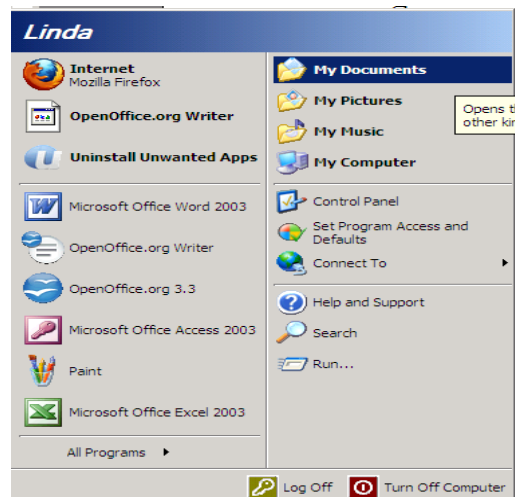


Whilst in the Zoom dialog box, you can vary the viewing size by entering a number in to a percentage box or using the up and down arrows next to the % sign. Click OK

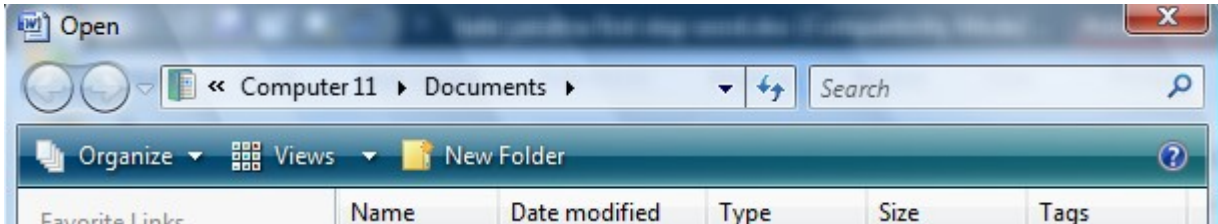
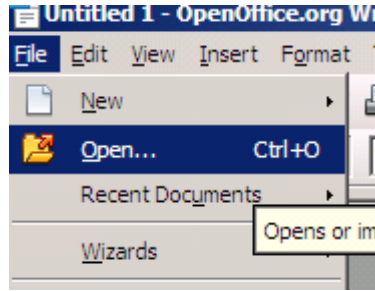
Saving and naming a file

Creating a folder and saving in My Documents

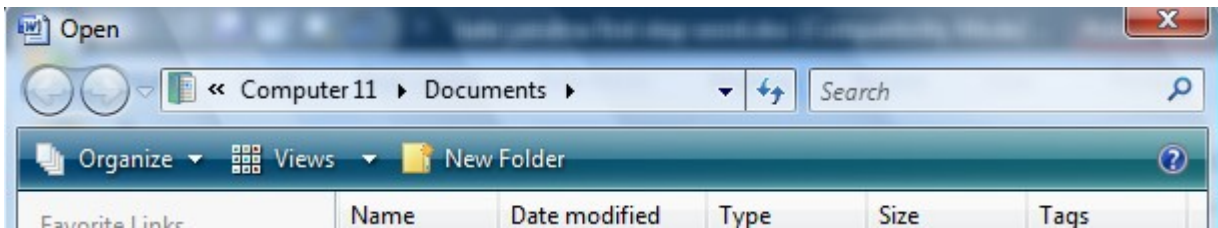
click on My documents



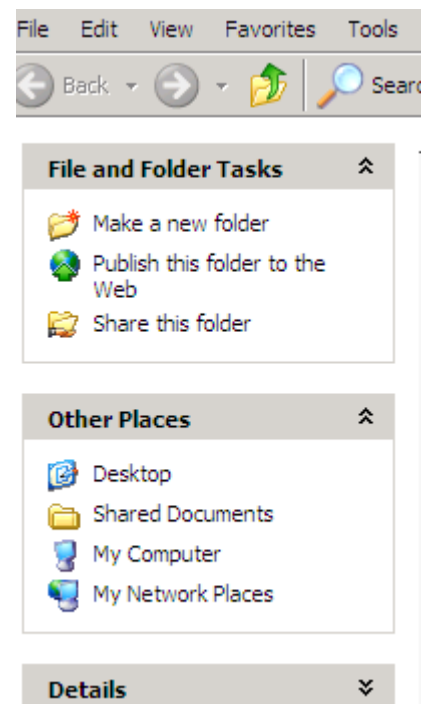
When a new document is on the screen you can open a document from here. Top menu bar File – Open



. Pressing ▼ will open the pull-down menu. Now select **My Documents**

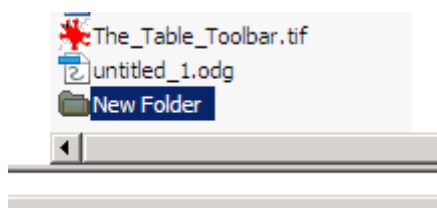


Once my documents dialog box is open click on new - or right mouse click and click to get the selection folder



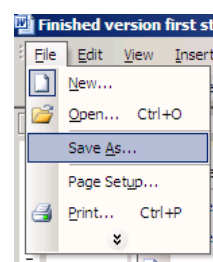
folder new

Your cursor will flash in a file name box where you can type the name of your new folder



Name your folder ready to save your documents or pictures

Top Menu bar Click **F**ile (drop down box appears) click - **S**ave
Wait a second and a dialog box appears



As.

In the file name box Name your file – you could create a new folder here too then click **S**ave.

Your new file name will appear at the top of your new document changing it from Untitled to what ever you named your file.

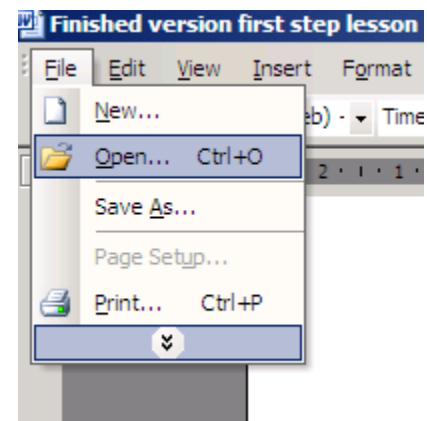
Close a file

Left click top menu bar - **F**ile – **C**lose or **E**xit.

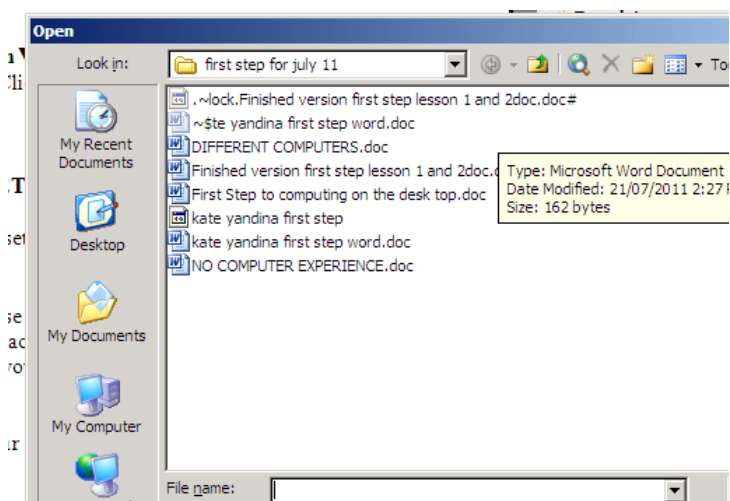
Your file should disappear from the screen



Left click top menu bar **File – Open** the open dialogue box appears ready for you to search your folders



click - Look in ▼ more selections appear. Click - **My Documents**. Click - **Find the file required**. Click - **Open**



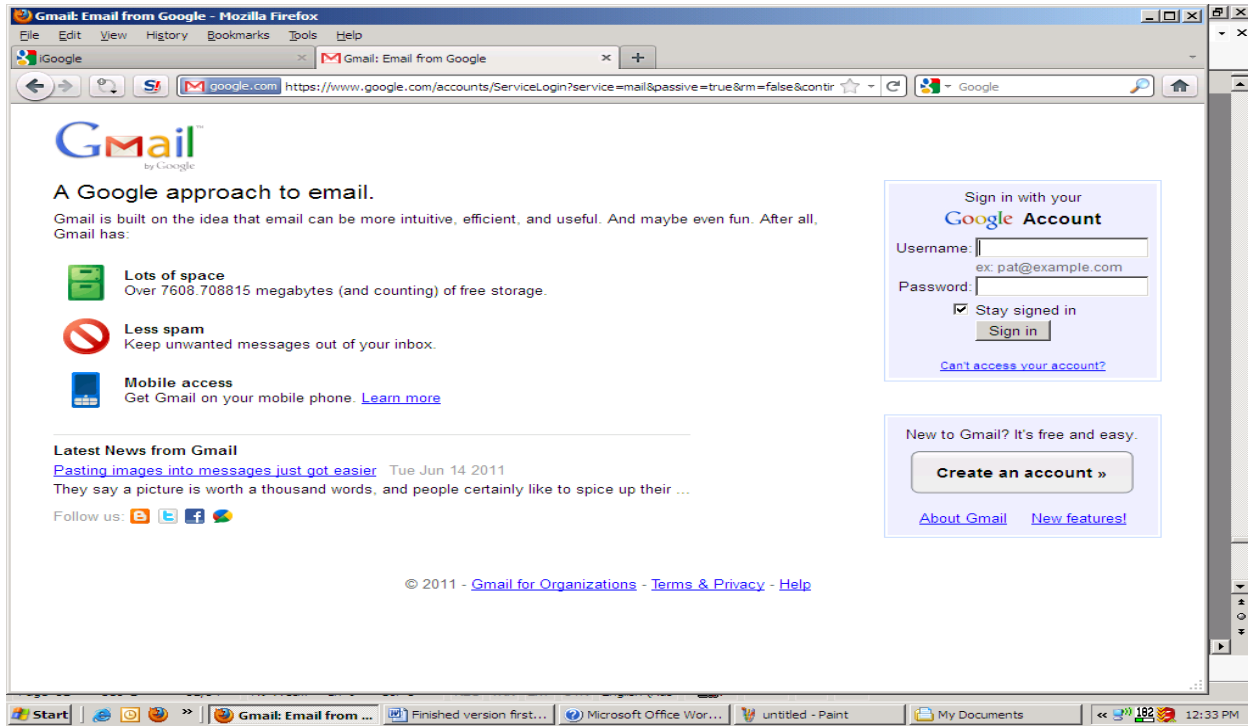
HOW TO RETRIEVE YOUR ELECTRONIC MAIL

Once you are set up on line with your ISP provider and have an email such as joebloggs77@gmail.com you can use the email server such as www.gmail.com or Microsoft Outlook / Mozilla Thunderbird to access your emails., these are located on your computer.

One click on Start (bottom left of your screen) – select the program to read your emails.

If going to a web mail site ie: hotmail, gmail, inet, etc.....Start – Firefox or Internet Explorer

In the address bar - sign in to www.gmail.com and access your email here



Sending an email.

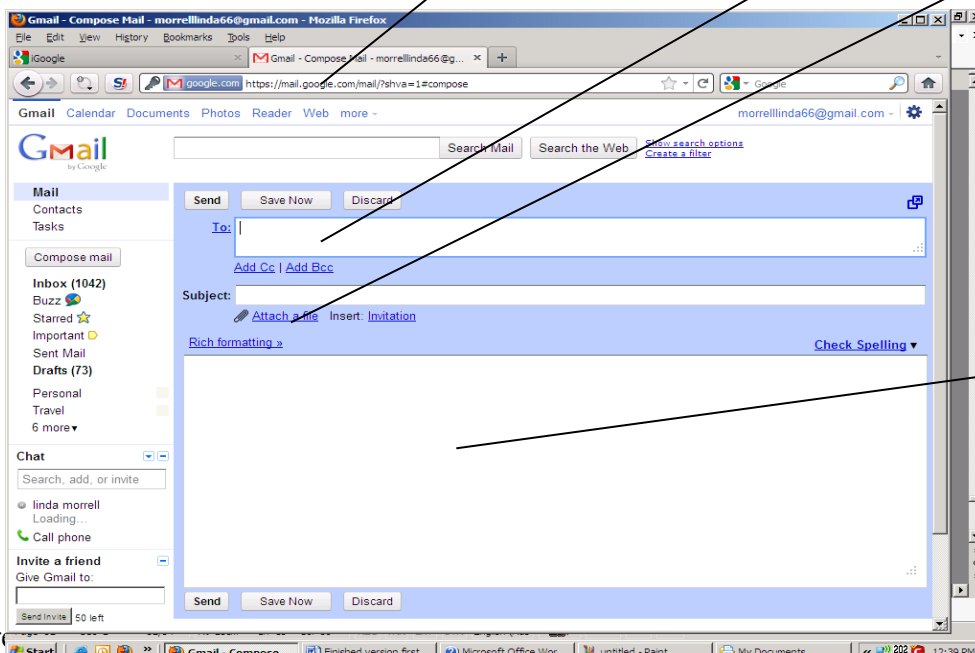
You have to know the correct address to send an email the letters and numbers have to be exact. joebloggs77@gmail.com if you have already received an email and wish to reply just click the reply button this will immediately put in the senders address into the

email address bar.

Internet address bar

receiving address

attach a file

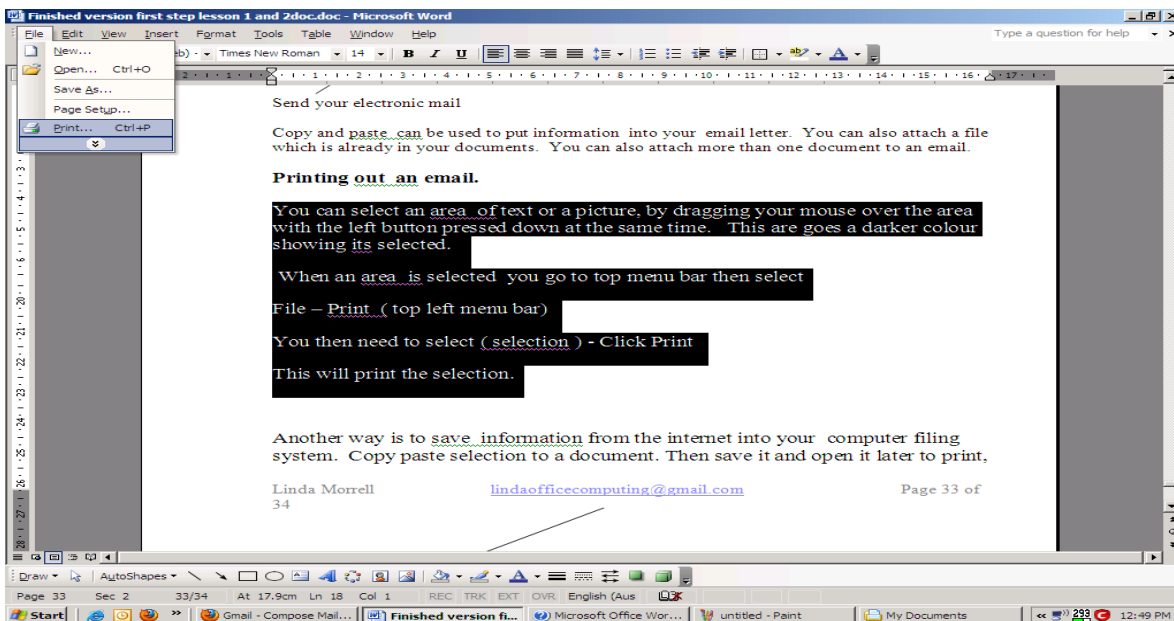


Copy and paste can be used to transfer information into your email letter. You can also attach a file which is already in your documents. You can also attach more than one document to an email.

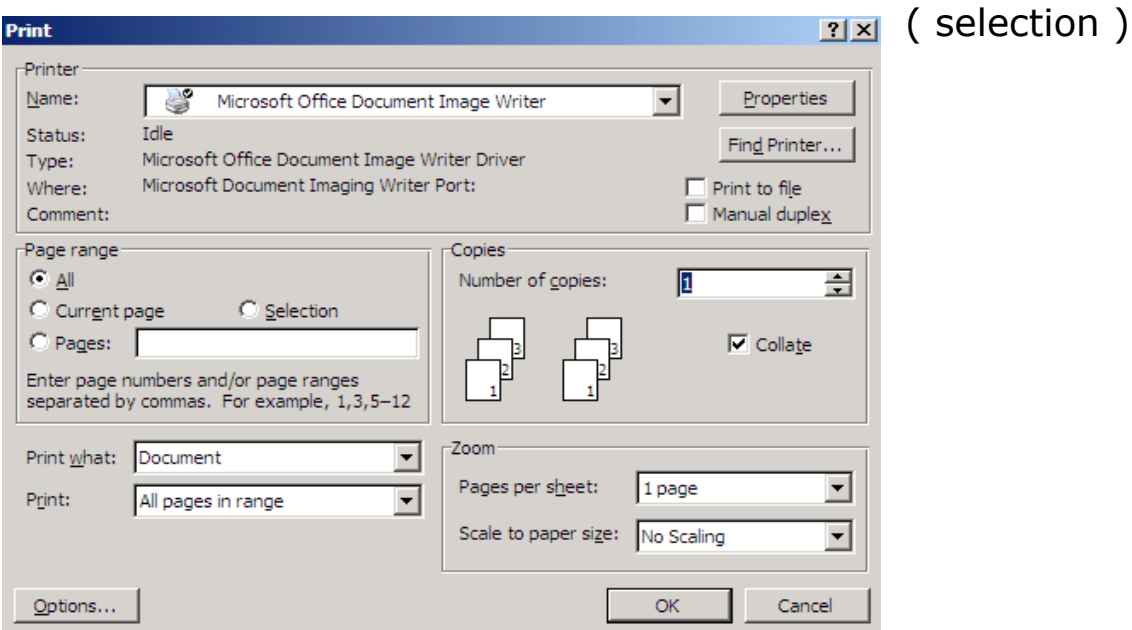
Printing out an email.

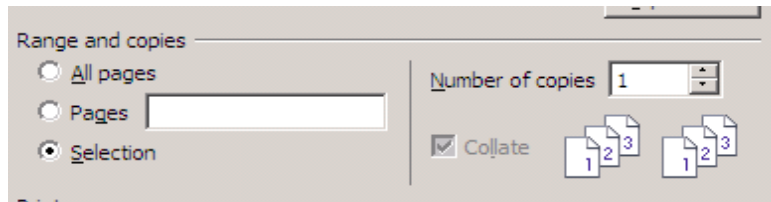
You can select an area of text or a picture, by dragging your mouse over the area with the left button pressed down at the same time. This area goes a darker colour showing it's selected.

When an area is selected you go to top menu bar then select File – Print (top left menu bar)



Your printer should bring up its own dialog box You then need to select





click on the selection button - Click Print

This will print the selection.

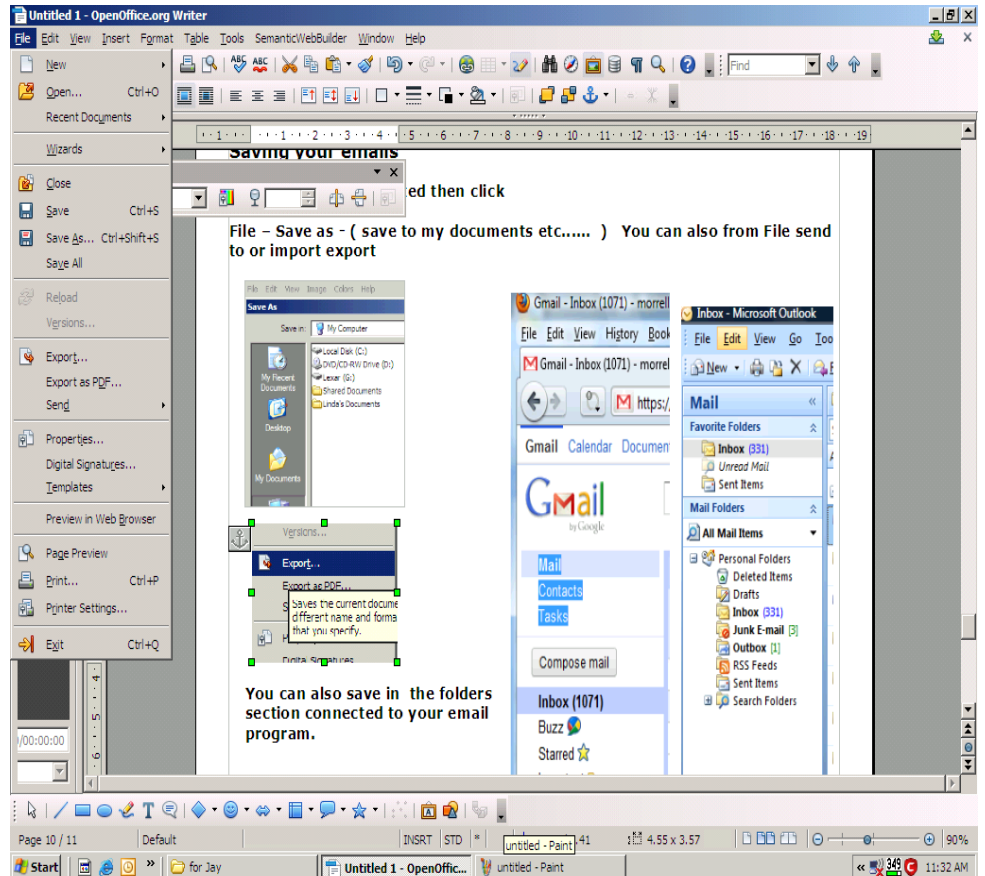
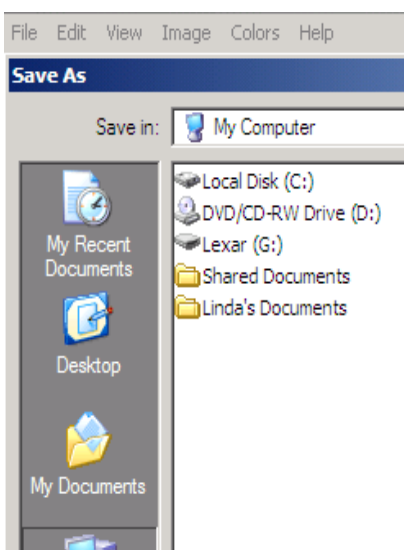
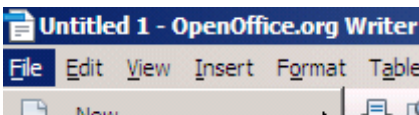
Another way is to save information from the internet into your computer filing system. Copy paste selection to a document. Then save it to open later & print, You can select copy/ paste from here or use your right mouse button to choose copy /paste.

Saving your emails

Have your email selected then click

File – Save as - (save to my documents etc.....) You can also from File send to or import export

Top Left Menu Bar



You can also save in the folders section connected to your email program.

You can use folders on your email sites

