

ACCESS THE INTERNET

USING

**INTERNET
EXPLORER**



AND

OUTLOOK EXPRESS

*Use the largest library in the world to find out
about Bilbies, Blue Heelers, Feathergliders,
Ferrets, Camels, NASA...and ..*

*Email – faster
than a letter,
cheaper than a
phone call...*



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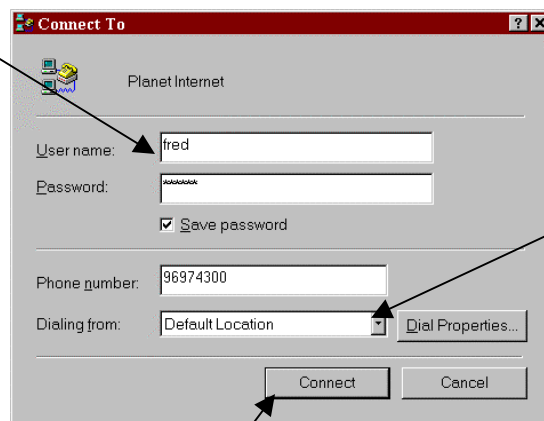
LESSON 1.

Step 1. Start your computer and ensure that your modem is switched On.

Step 2. Connected to your service provider and save the user name and password for future referencing.

CONNECTING TO THE NET

- Double-click on the **Shortcut Connection icon** (In this case Planet Internet Connection)
- * The Connect window will appear
- Enter your **User name** into the **User name area**
- Enter your **password** into the **Password area**
- Click on the **Save password area** to insert a tick (what you have entered in the User Name and Password areas will now be saved to this window so you will not need to enter them next time you connect. This step is optional as you may want to keep your access to the NET secure.

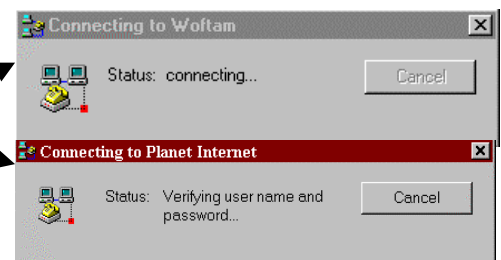


Notice the phone number is entered. This is stored in the Properties area of the Connection which is accessible by the Connection icon which is stored in the Dial-Up Networking window. Remember this should your provider change their number.

- Click on the **Connect** button

A message box will appear telling you it is connecting and then it will tell you it is verifying your user name and password. You may hear a noise from the modem.

The window closes and zooms down to the bottom right hand corner of your screen, a tiny icon for Dial-Up Networking will appear on your Task Bar signifying that you are connected. (next to the System Clock display).



You are connected

Now we are ready to explore the World Wide Web.

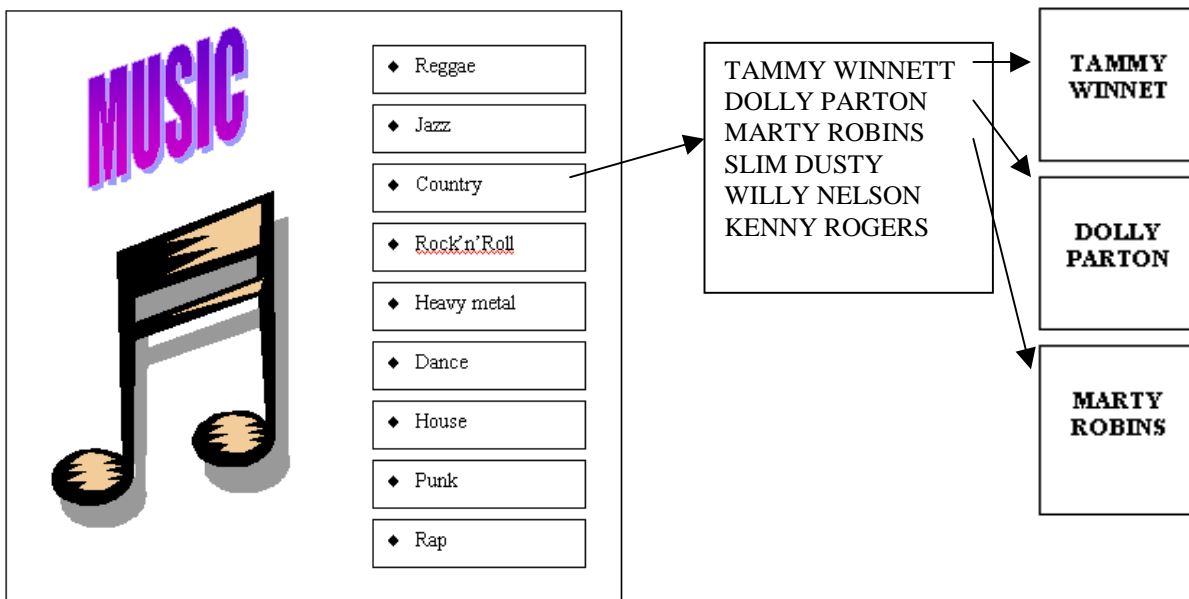
The **World Wide Web** is the Largest, “Hugest”, Biggest library in the world. You can find virtually anything on it, from an advertisement for ‘Trusty Tom’s used car sales’ to articles on ‘Fly fishing in the Sahara’! You can buy things on it, exchange information, talk to people, watch movies, get the latest Stock Exchange figures, well, you’ll see what we mean.

Wow!! Yeah!!! Alright!!! Most Excellent !!! Etc.

The **World Wide Web** (commonly referred to as **The WWW** or simply **The Web**) is just a bunch of computer networks all around the world that are linked together and that have information that you are allowed to browse through. Remember anyone can put information on the WWW so don’t always believe what you read without checking out the source from where the information comes from. However, in saying that let it be known that big businesses are offering fantastic services and products on the net and it is more affordable to have a shop on the net than a shop on a piece of property.

A Web Site is simply a collection of related documents called **Pages**. You can go to a Web Site (A Page) that contains these documents and browse through it with your **Web Browser**.

SAMPLE: Pages linked to each other via hyperlinks.



The Internet Explorer is a **Web Browser**. There are many browsers on the market today, Internet Explorer and Netscape are two of the biggest. A browser is a program that allows you to look at web pages. Most browsers have the same functions but are laid out differently. We will be using the Microsoft browser called Internet Explorer as it comes with the Microsoft Windows program.

We will go forward and use the Internet Explorer browser.

Step 3. From the Windows desktop, run the Internet Explorer program.

START UP INTERNET EXPLORER



- Click on the **Start** button located bottom left of the Windows desktop
- Move the mouse pointer up to the **Programs** option
- * The Programs menu will appear
- Move the mouse pointer over to the **Internet Explorer** option
- Click on the **Internet Explorer** option to run the program

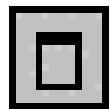


or Double-click on the **Internet Explorer icon** on your Windows desktop if it is available

Step 4. Maximise the window size to the full screen.

MAXIMISING THE WINDOW

- Position the mouse pointer on the **Maximise icon** located top right of the window
- Click on the **Maximise icon**
- * The Window will expand to the full screen size



The first thing you will see when the Internet Explorer opens is its **Menu bar and the Toolbar** at the top of the Internet Explorer window. The Menu bar contains all the functions associated with the program and the Toolbar contains the most popular functions associated with the program.



Under the Toolbar is the **Webb Address bar** which may be displaying the Microsoft web address.

Step 5. If you are not at the Microsoft web page please go there.

ADDRESSING THE MICROSOFT WEB PAGE



- Click in the **Address area** located under the Toolbar
- Click-drag over the existing address and delete it by pressing the **Delete key**
- Enter the address for the web site for Microsoft **http://www.microsoft.com**
- Press the **Enter key** to instigate the search

http stands for **Hyper Text Transfer Protocol** and this protocol is the basis on which the Web runs and whilst there are other protocols, **http** is by far the most common.

Internet Explorer has a default Search Engine which comes with the Internet Explorer program. A Search Engine is a web page that is designed to search for topics that you want to find out about.

Step 6. If your default Search Engine window is not displayed at the left side of the Internet Explorer window perform the following:

DISPLAYING THE DEFAULT SEARCH ENGINE

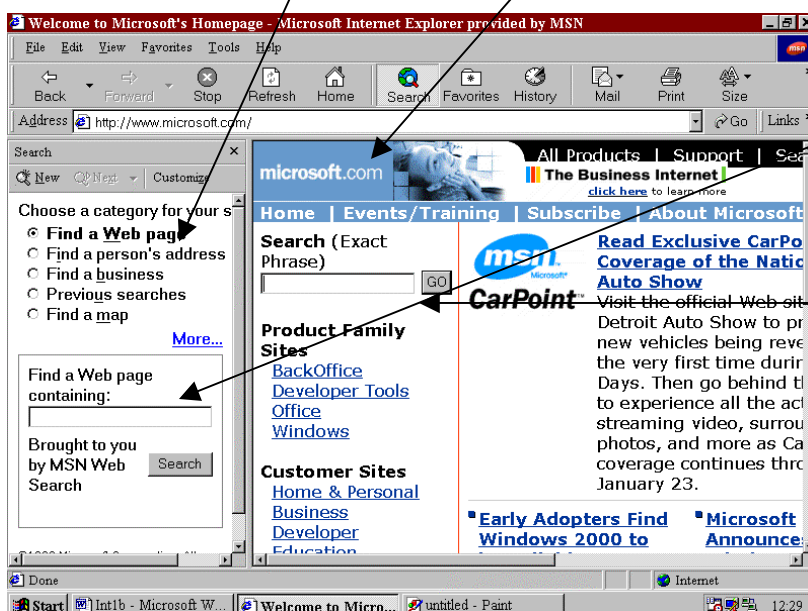


- a. Click on the **Search icon** located on the Toolbar
- * Your default Search Engine will appear in a window on the left of the screen (see diagram below)
 - * The Search icon is a switch if you click on it again the Search Engine window will be removed

Your screen should look something like this.

DEFAULT SEARCH ENGINE MICROSOFT HOME PAGE

The default search engine window size can be adjusted



The Search Engine has a Search area where we can enter a topic and it will find related web pages for us and list them. Only the web pages that are linked to this search engine will be displayed

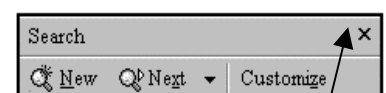
The Microsoft web page also has a search area, however here you can only search for topics relating to Microsoft Products as it is their web page you are in and that is what their web page is designed to do.

The default Search Engine was installed when you install the Internet Explorer program. Your default Search Engine may differ from mine so we will learn about Search Engines on a commonly used Search Engine called Yahoo, that way this manual will comply for every computer.

Step 7. Remove the default Search Engine window from the screen as we will not be using this Search Engine for our lessons.

REMOVING THE DEFAULT SEARCH ENGINE AREA

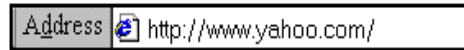
- a. Click on the **Search icon** again
- or Click on the **Close window icon** top right corner of the Search Engine window (a small cross)



Because the Microsoft address is entered into the Address area the Microsoft web page will be displayed on your screen. The Internet Explorer program belongs to Microsoft they have made their web page the start page for the Internet Explorer which is a great idea as often we want to know more about Microsoft and their web page informs us about their products and services. You can chose another web page to be the start page, if you have a web page of your own you could set it up as the start page.

Step 8. Go to the 'Yahoo' web page by addressing it. 'Yahoo' is a very popular Search Engine.

ADDRESSING A WEB PAGE



- Click in the **Address area** located under the Toolbar
- Click-drag over the existing address and delete it by pressing the **Delete key**
- Enter the address for the web page **http://www.yahoo.com/**
- Press the **Enter key** to finalise and start the search

View the Status bar at the bottom of the screen and it will display what the browser is currently doing.

The following web page should appear on your screen. Yahoo is an organization who provides Search Engine facilities plus other web related features. There are many other organizations on the WWW that provide these types of services.

Step 9. Perform a 'Search' and search for any information relating to 'Ferrets'.

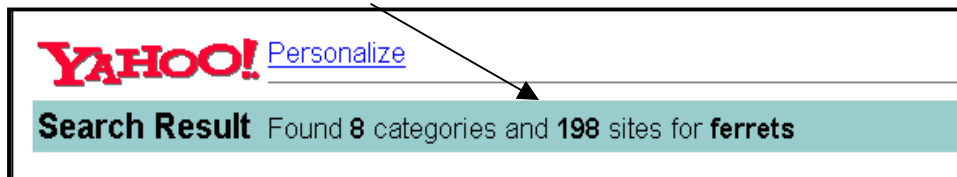
SEARCHING

- Enter the word **'Ferrets'** into the **Search area**
- Click on the **Yahoo Search** button



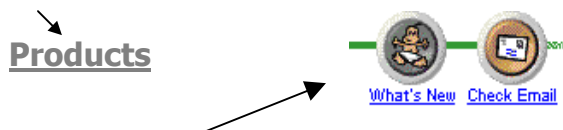
You will be provided with a list of how many web pages include the word Ferret. These are only the web pages listed on the Yahoo search engine, there can be many more web pages containing information about Ferrets which are listed on other search engines and that are not listed on the Yahoo search engine. So what you really have is a group of libraries (search engines) each containing different or some similar books (web pages). A search engine is just like a big world wide library in many ways.

A Search Result or summary of the findings will be provided at the top of the page. It informs us of how many sites (web pages) were found.



We come to the real power of the Web, **the Hyperlinks**. A **Hyperlink** basically just calls for the information that it pertains to (is addressed to). When it is activated it will present the information on your screen. This address is called a URL or Universal Resource Locator. A hyperlink may be in the form of text (text hyperlink) or picture (picture hyperlink).

A **text hyperlink** is generally a different colour to the rest of the page and is usually underlined.



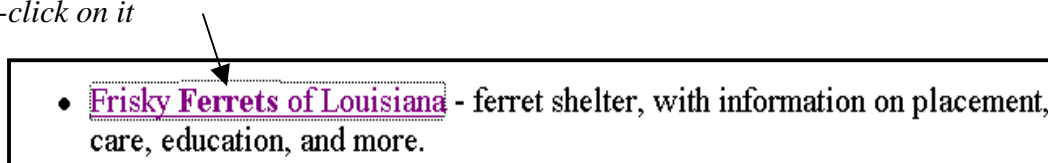
A **picture hyperlink** behaves exactly the same as a text Hyperlink but you won't know if it's a hyperlink until you pass your cursor over it. When you move the mouse pointer over a Text or Picture hyperlink, the mouse pointer changes to a pointing hand. This will definitely tell you if something on the screen is a **hyperlink**.

Step 10. Run your mouse pointer over the screen and notice when it changes to a hand with a finger pointing. Do not click on anything at this stage. Now you can see where the hyperlinks are and you can read or visually see by the picture what they relate to.

Step 11. Scroll down the page until you find the 'Frisky Ferrets of Louisiana' hyperlink (*Click on the Down Scroll bar located on the right side of the screen*), then activate the hyperlink.

ACTIVATING A HYPERLINK

a. *Double-click on it*



When you activate the **Hyperlink**, you will be magically transported to another place on the World Wide Web. In reality you are just saying 'Show me the page that this hyperlink addresses'.

Step 12. Scroll down the page and view its contents. (*Click on the down scroll bar*)

Don't be frazzled by all the flashing things, empty squares or anything else. Take your time and bits and pieces will slowly start to appear on the screen. The first thing to appear will be text. This is because pictures are much larger and take more time to be sent to you. The capacity of your computer will determine the speed at which the web pages will be fully presented.

Notice the address for this web page. (*Look at the Address area at the top of this screen*)

Step 13. Go back to the 'Yahoo Result Sheet' for Ferrets.

BACK



a. Click on the **Back icon** located left of the toolbar at the top of the screen

The Back icon will take you back to the previous page.

Step 14. Go back to the previous page which was the 'Yahoo Home Page', it contains the search engine. (*Click on the Back icon again*)

Step 15. Go back to the previous page which was the 'Micosoft Home Page'. (*Click on the Back icon again*)

Step 16. As well as going back you can also go forward. Go forward which will take you to the Yahoo search engine page.

FORWARD

a. Click on the **Forward icon** located on the toolbar



Step 17. Go forward which will take you to the 'Yahoo Result page' for Ferrets.

The Back and Forward icons are probably the ones you use most when surfing the Web.

Step 18. Go forward to the next page you accessed which was the 'Frisky Ferrets of Louisiana'. (*Click on the Go Forward icon*)



The **Home** button on the toolbar takes you back to the very first page that the Internet Explorer starts up with which is called the Home or Start page.

Step 19. Go to the Home / Start page.

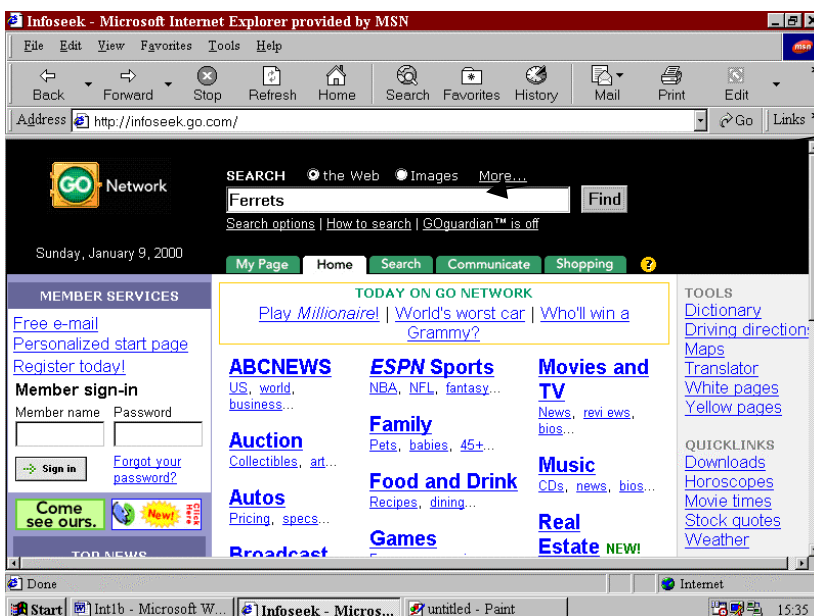
HOME



a. Click on the **Home icon** which is located on the toolbar

We will explore another very popular search engine called 'Infoseek'.

Step 20. Go to the 'Infoseek' search engine site. (Click in the address area located under the toolbar, click-drag over the existing address and delete it by pressing the Delete key, enter the address for the Infoseek web page ***http://www.infoseek.com/***, press the Enter key)



Step 21. Enter 'Ferrets' into the Search area and click on the Find button.

Again you will be provided with a result list of how many web pages include the word 'Ferret'.

These are only the web pages listed on the Infoseek search engine there can be many more web pages containing information about Ferrets which are listed on other search engines.

Each search engine is a business in itself, they supply you with web pages that are linked to their engine. If you use another search engine you will get a different list again.

Step 22. Browse through the list of Ferrets and notice you cannot find the 'Frizzy Ferrets of Louisiana' as this web page is not connected to the Infoseek search engine. Notice the **Next** hyperlink at the end of the first list of Ferrets. Activate the Next hyperlink to view the next list of web sites relating to Ferrets. (Use the down scroll bar on the right of your screen, you will need to click on the Next hyperlink to go to the next lot of 10 lists)

Next 10 >

Some web pages are linked to several search engines.

Step 23. Go back to the previous list of web pages relating to Ferrets. At the end or beginning of the list which is mainly only about 10 findings there will be a previous option. (*Scroll down the list until you see the hyperlink Previous, and click on it*)

[< Previous 10](#) | [Next 10 >](#)

Step 24. On some pages you can use the shortcut keys to go to the beginning or end of a page. Try them out.

BEGINNING OF A PAGE

- Hold down the **Ctrl** key
- Press the **Home** key once
- * Release both keys

Ctrl+Home

END OF PAGE

- Hold down the **Ctrl** key
- Press the **End** key once
- * Release both keys

Ctrl+End

Keep going back pages and scrolling up to the top until you are at the beginning of the list for the Ferrets.

You can also use the Back icon to move back through pages but just remember that you will go back to the spot on the page where you left from and this may be half way down the web page which may be two screens down. Most web pages are several screens long so you may need to use the scroll bar or shortcuts to get to the beginning of the page.

Step 25. At the very beginning of this result page for Ferrets you will notice the Amazon hyperlink which is in a picture format. Activate it (*Point your mouse on the picture and notice it change, double-click on it to activate the web page for this link*)



Now we are at the Amazon book store, we wish to find all books available on 'Ferrets'. Enter Ferrets into their search area which is designed to find the book you are looking for and have a look at what they have in store for you. Read the page carefully and notice the many options available.



Many web pages have the facility to search for products and services that they deal with.

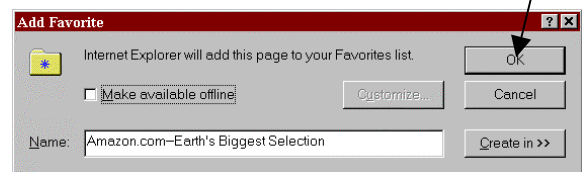
Step 26. Go back to the 'Amazon' home page. (*Click on the Back icon*)

As we wish to return to this book company again we will bookmark it. When you are reading a book and you need to run off somewhere, you bookmark your page so you can go back to it. It's the same on the Web you can *Bookmark a page*. This means you can tell Internet Explorer to remember the address of the page so you can go back to it later. It stores the address of the page on your hard drive so even if you turn off your computer, you can go back to the page whenever you want.

Step 27. Add the Amazon address to the Favorite listing.

ADDING TO THE FAVOURITE LIST

- a. Click on **Favorites** from the main menu bar located at the top of this window
- b. Click on **Add to Favorites** from the next menu
- * A window will appear called **Add to Favorites**
- c. Click on the **Ok** button



Step 28. Display the Favorites window on the screen.

DISPLAYING THE FAVOURITES LIST

- a. Click on the **Favorites icon** located on the toolbar



The Favorites icon is also a switch when clicked on again the Favorite window will be removed.

Step 29. Remove the Favorite window from the screen. (*Click on the Favorites icon again*)

Step 30. Keep using the Back function until you are at the 'Infoseek' home page. (*Click on the Back icon*) Add it to the Favorite listing. (*Ensure the Infoseek address is displayed in the Address area, click on Favorites from main menu bar, click on Add to Favorites, click on the Ok button when the Add Favorites window appears*)

Step 31. Use 'Infoseek' to search for 'Search Engines' so we can discover more search engines that we can use. (*Enter Search Engine into the Search area and click on the Find button*) Scroll down the screen until you see a list of search engines. Notice that some of the search engine names are hyperlinks. (Example: Alta Vista)

Step 32. Activate the hyperlink for 'Alta Vista' and perform a search for anything on Ferrets.

As you can see most search engines work in the same fashion.

Step 33. At this stage you can continue to search for subjects that are of interest to you, using any of the search engines. Remember the Yahoo address is <http://www.yahoo.com> and the Infoseek address is <http://www.infoseek.com>. Find what is the address for Alta Vista and add it to your favorites. Use the default search engine you have. (*Click on the Search icon*).

Step 34. When you have finished searching, shut down the Internet Explorer program.

SHUT DOWN INTERNET EXPLORER

- a. Click on **File** from the main menu bar located top left corner of the screen
- b. Click on **Close** from the pull-down menu

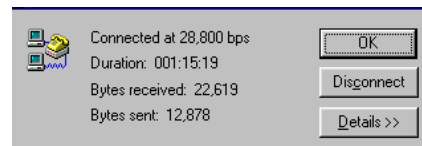
File



Step 35. Disconnect from your provider.

DISCONNECTING FROM YOUR INTERNET PROVIDER

- a. Double-click on the **Connection icon** which is located bottom right of your screen
- * A Connection window will appear
- b. Click on the **Disconnect** button



At this stage you can stop your training or continue to the next lesson.

LESSON 2.

Now we will look at the **Start Page**. 'What is a Start page?' I here you ask. Read on!

When the Internet Explorer starts it automatically goes off and presents you with the 'Microsoft Home Page' (funny enough). A **Home Page** is the starting page of a Web site. It is the page that generally allows you to get to all the other pages linked to the Web site. It is a bit like the index of a book. We can tailor any Home page to be our Start page, this means that each time you activate your browser (Internet Explorer) you will be presented with this Home page on your screen.

Step 1. Start your computer and ensure that your modem is switched On.

Step 2. Connected to your provider. (*Double-click on the shortcut Connection icon (In this case Planet Internet Connection) the user name and password should already be entered as we saved it otherwise enter them, click on the Connect button*) (*The message box will appear that you are connecting and it will zoom to an icon on the bottom right corner of the task bar*)



If you can not get on the net a message will appear and you will need to try connecting again later. This can happen at peak times or if your Internet Service Provider is having problems with their system.

You are connected

Step 3. Run the Internet Explorer program.

START UP INTERNET EXPLORER

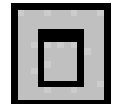


- Click on the **Start** button on the Windows desktop
- Move the mouse pointer up to the **Programs** option
- Move the mouse pointer over to the **Internet Explorer** option
- Click on the **Internet Explorer** option to run the program



or Double-click on the **Internet Explorer icon** on your Windows desktop if it is available.

Step 4. Maximise the window size to the full screen. (Click on the **Maximise icon** located top right of the window bar)



Step 5. Configure the Internet Explorer to start at the 'Planet Internet' home page.

CONFIGURING THE START-UP PAGE

- Click on the **View or Tools** from the main menu bar located at the top of the screen

* This differs depending upon which version you are running

- Click on **Internet Options** from the pull-down menu

* The Internet Options window will appear (You should read through the many options available for the working of your Internet browser)



- Click on the **General** tag

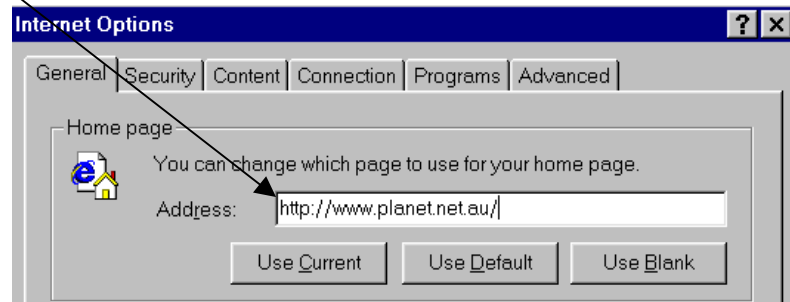
* The window will change



* More instructions on the next page

d. In the Address box type ***http://www.planet.net.au/***

e. Click the **OK** button at the bottom of this window

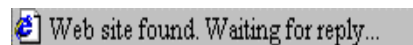


As this is your service provider's home page it is good to have it on your screen each time you start the Internet Explorer as you will be introduced to your providers list of services and advice.

Step 6. Go to the Home page using the quick method. (*Click on the Home icon which is located on the toolbar*)



The Status bar which is located at the bottom of the window tells you many things, mostly about what is happening while a page loads. It is not important really but it can be interesting to watch because you get to see where the information is coming from.



If your eyesight is poor you may want to make the text on the screen bigger or smaller. Depending upon which version of Internet Explorer you have it is done with either the **Font or Size icon**.

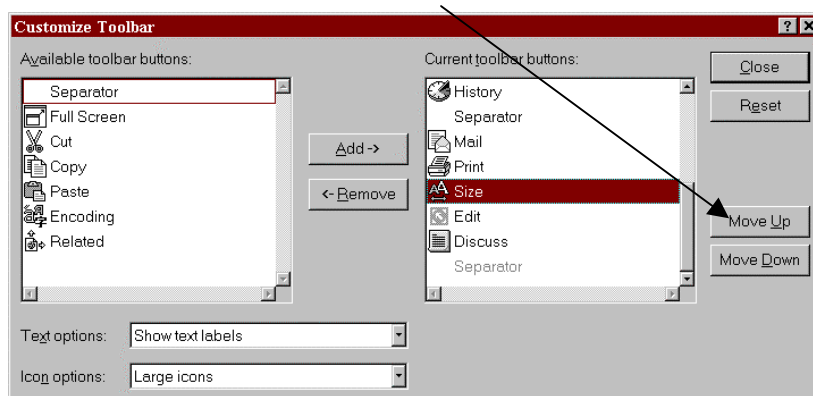
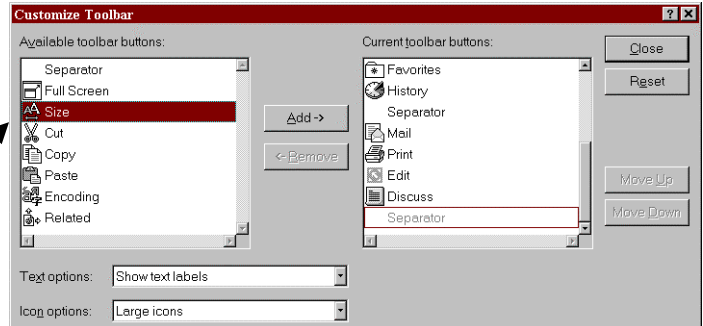
If neither of these icons are available to your toolbar you can customize the toolbar and add them to the toolbar. I am running with Internet Explore 5, the Customise function may differ slightly for other versions of Internet Explorer but it will be a function that is available as it is vital to the design of our toolbars. The Customize function also allows you to place the icons in any order you desire, you may find it useful to have the Favorites icon displayed first on the toolbar. There is also a facility to select between large icons and small icons. Your screen width is limited so by using the small icons you will fit more icons on the toolbar.

If you discover that any of the other icons are not available on your toolbar do add them to the toolbar whilst performing the next step.

Step 7. Customise the toolbar and add the Font / Size icon to it.

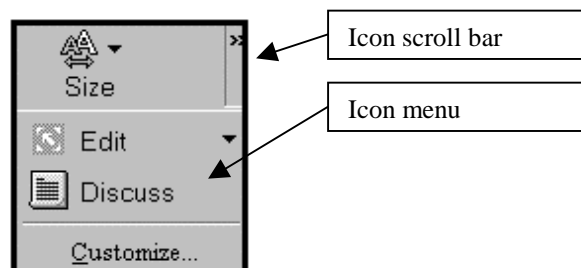
CUSTOMISING A TOOLBAR

- Click on **View** from the main menu
- Click on **Toolbars** from the next menu
- Click on **Customise** from the next menu
- * The Customise window will appear
- Click on the **Size or Font** icon in the **Available toolbar buttons** area
- Click on the **Add** button so it moves to the **Current toolbar buttons** area
- Click on the **Move up** button twice so it moves up the list thus ensuring it is displayed on the toolbar closer to the center of the screen



- Click on **Close** button
- * The Font or Size icon will now be displayed on the toolbar

It is generally preferable to have the most commonly used icons displayed on the toolbar. In some cases the icons may not fit on the toolbar, in this case a scroll bar is displayed at the very end of the toolbar and when it is clicked on, a menu with the remaining icons is displayed.



Step 8. Change the Font size of your screen to the largest it can be.

FONT SIZE



a. Click on the **Font or Size icon**

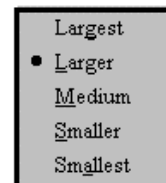
* If you have the **Font icon** it will switch between being larger and smaller (keep clicking)

* If you have the **Size icon** you will be provided with a menu and you can select larger or smaller
or

a. Click on **View** from the main menu bar

b. Click on **Font or Text Size** from the next menu bar

c. Click on the **Larger option** from the next menu



You may not have all the icons displayed now as the size is large. If this is the case the Icon scroll bar will appear to the right of the screen.

Step 9. Change the Font size of your screen to the smallest it can be. (*See steps above*)

Now you may have all the icons displayed as the size is small. If this is the case the Icon scroll bar will not appear to the right of the screen.

Step 10. Change the Font size of your screen to a medium size. (*See steps above*)

Sometimes, you will feel a bit bewildered and lost on the Web when you are new at it, and you will start to ask yourself Questions like.. oh .. 'Where am I??' or 'What's going on??' A good way to set your feet back on the ground is by going back to something familiar, like the Start Page, which you should feel VERY familiar with by now.☺

Step 11. Go to one of the search engines and perform a search for 'Australia Post'. Activate the hyperlink to the Australia Post web site, take note of the web address in the address area. Try working with the web page, pretend to post a domestic parcel from your suburb post code to that of Brisbane 4000 or Sydney 2000, enter the weight, height, width and length into the areas displayed on the posting page, scroll down the screen and click on the Calculate button, the result will appear. Go back to the Australia Post home page using the Back function. (*Click on Back icon*)

Step 12. Return to your Start/Home page. (*Click on Home icon*)

Step 13. Change the Start page so it presents the 'Yahoo' home page each time you run the Internet Explorer. (*Click on the View or Tools from the main menu, click on the Internet Options, click on the General tag, in the Address box type http://www.yahoo.com/, click on Ok*)

Step 14. Switch to the Start/Home page that should now be 'Yahoo'. (*Click on Home icon*)

You will go straight to Yahoo home page. You will notice that this time the Yahoo home page loaded much more quickly. That's because all the pictures of the Web sites you visit get stored on your hard drive in what is known as a **Cache**. We will talk more about this Cache a bit later on.



Step 15. If the Favorite window is on the screen, remove it. (*Click on Favorite icon*)

Once people know you have access to the Web, they will start to give you Web addresses or URLs (Universal Resource Locator) or as you have probably seen already, many businesses have web addresses advertised on business cards, brochures and general correspondence letterhead, more and more are on TV and radio.

We will look at some web sites that are created by some very articulate people. Some websites contain high quality interactive features such as 'Virtual Reality' components and 'Flash Based' components. Often you will need specific files downloaded to enable these features to perform. Some files are temporarily stored on to your browser whereas some files are permanently stored into the Temp folder as they will be needed by other websites. Once they are downloaded other web pages with similar components will be enabled as the files are available from your computer. There is no danger or fees involved all the web designers simply want is for you to be able to view their elaborate web page with all its special features and advanced effects. After all they spent a lot of time creating these pages.

Step 16. Go to the indig.com web site. (*Click in the address area and enter <http://indig.com>, press Enter key*)

The following web page will appear.

Step 17. Go to the Interactive features so we can study them. (*Click on Interactive features*)

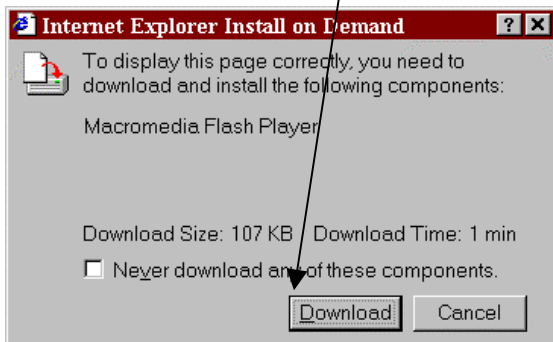
Be patient and allow the page to be presented. It is worth it when looking at a sophisticated website. Some older computers will not facilitate some of these features.

Turn on your speakers as this site has music.



Step 18. Read the Interactive page content, scroll down the screen and select the 'Award Winning Flash Showcase' hyperlink. (*Click on Award Winning Flash Showcase*)

Step 19. Scroll down the window until you see the hyperlink 'Click here to view Flash Site', activate it. (*Click on it*) A message will appear asking you to download the Macromedia Flash Player. (*Click on the Download button*) Another window will appear informing you of the download progress.



Step 20. Run the show and take note of the many features it will present to you. Click on some of the hyperlinks to see what they do. When you wish to stop and return to the home page perform the Stop function.

STOP



a. Click on the **Stop icon** located on the toolbar

As this type of web page is interactive and it is constantly moving you will need to use the Stop function. From the Stop situation you can go home to the start page. (*Click on the Home icon*) As this page is interactive it will start again after a few seconds, so you may need to activate the Stop function again.

Step 21. Go to the Home page. (*Click on Home icon*)

Step 22. Activate the Favorite list and go to the 'Yahoo' search engine again. (*Click on Favorite icon, the list will appear, click on Yahoo*)

[Help](#)

Step 23. Activate the help hyperlink on the 'Yahoo' web page top right corner (*Click on it*) There you have a few subjects relating to searching. Read the information on '4. Are there any better tips on searching'.

Step 24. Delete the 'Infoseek' web page from the Favorites listing.

DELETING A WEB PAGE FROM THE FAVORITE LIST

- a. **Point the mouse pointer** to the web page that you want to delete in the Favorite window
- b. **Right-click** with your mouse to call upon the menu
- c. Click on **Delete** from the menu

Step 25. Delete the 'Yahoo' web page from the Favorites listing. (*See instructions above*)

At this stage you can perform Step 26. and finalise your training or you can continue to the next lesson.

Step 26. Shut down the Internet Explorer, (*Click on File, click on Close*), Disconnect from your provider. (*Double-click on the Network icon bottom right corner, click on Disconnect*)

LESSON 3.

Step 1. Start your computer and connect to your provider if you are not so already. (*Double-click on the shortcut Connection icon (In this case Planet Net Connection) the user name and password should already be entered as we saved it otherwise enter them, click on the Connect button*) (*The message box will appear that you are connecting and it will zoom to an icon on the bottom right corner of the task bar*)

We spoke earlier about the Forward and Back icons. Rather than go back or forward one page at a time, we can go directly to a page we have been to by using the **History**. The History is just that, a record of where you have been.

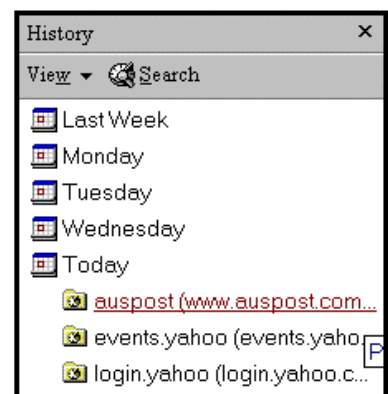
Step 3. Go to the Australia Post home page using the history method.

HISTORY



- a. Click on the **History icon** on the Toolbar if it is available

If you are on another version of Internet Explorer you may need to use the 'Go' menu, then select the web address from the list provided)



A common problem that can occur is when a page seems to get stuck while it is displaying or it may just be taking a long time so it needs a kick start. We will learn how to kick start a frozen page and also stop a page from loading. Data is sent back and forth across the Internet in incredible amounts, occasionally this data gets lost or the connection needs to be reestablished.

We can't give an example of this because we cannot cause a Web page to get stuck or tell you of a page that has changed. But we can show you the **Refresh** button and what it does! If you do come across a page that seems to be stuck and you have been waiting several minutes for it to be displayed, clicking the Refresh button may help.

Possibly a page has been altered and you won't see the change until you tell the browser to get the page again. The Refresh button tells the browser to get the information for the page from the actual Web site, not from your **cache**. (We will explain cache later)

Step 4. Perform the Refresh function.

REFRESH



a. Click on the **Refresh icon** located on the toolbar

This tells the browser to have the page sent again. Just like clicking on the hyperlink. More often than not the page seems to be stuck but it is REALLY caused by heavy traffic on the web, heavy traffic can slow it right down (it is often referred to as lag). If this is the case, there is nothing you can do but wait or go off and look at other pages then go back to this page later.

If you make a mistake and you wish to stop a page from loading, you have been provided with a Stop function. The **Stop** button simply stops a page from loading.

We have spoken before of the **Cache**. It is where files associated with pages are stored on your computer. Pictures and music etc take a long time to be sent to your computer from the Web site. The cache helps speed up the page loading process by getting some of the files from your computer instead of having to get them from the web site. But the cache can grow very quickly, taking up lots of space on your hard drive, so we need to empty the cache every so often.

Step 5. Clear the Cache.

CLEARING THE CACHE

- Click on **View or Tools** from the main menu bar
- Click on **Options** from the next pull-down menu
- Click on the **General or Advanced tag** depending upon which version of Internet Explorer you are running



* The window will change, the middle section of the window will be called **Temporary Internet Files**

d. Click on the **Settings** button

* Another window will be displayed called **Settings**

The **Check for new versions of stored pages** section means you can adjust when Internet Explorer checks what is stored in the Cache against what is on the Web site. **The default setting "Automatic" or 'Every time you start Internet Explorer'** is a good medium so we shall leave it as is.

Before we empty the Cache, let's have a look at the files in it.

e. Click on the **View Files** button

* A different window will popup called **Temporary Internet Files**. It lists the files that are stored in the **Cache**.

You can see different types of files that the cache holds. They are not really important to you but it is interesting to see exactly what is in the cache.

If you are working with Internet Explorer 5 perform the following, if you are working with another version perform the instructions on the next page. Afterwards move onto step i.

SELECTING ALL FILES IN CACHE

- Click on **Edit** from the main menu
 - Click on **Select All** from the next menu
- * All files will be highlighted

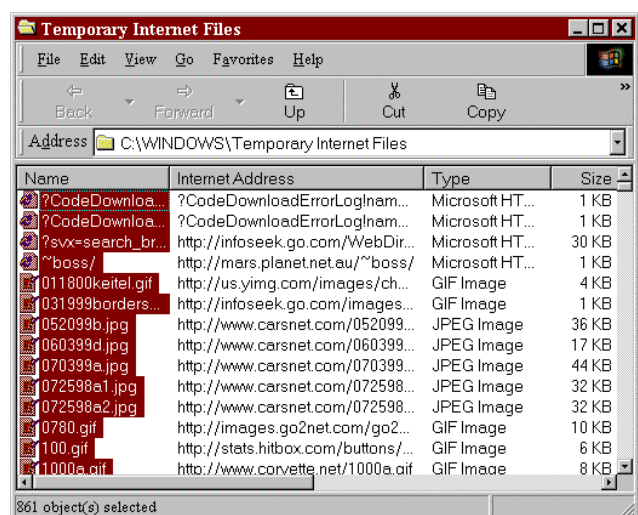
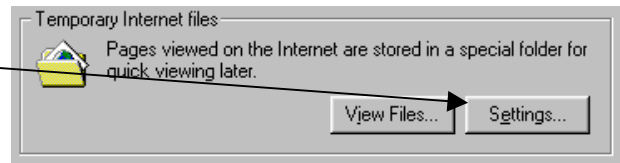
DELETING SELECTED FILES

- Click on **File** from the main menu
- Click on **Delete** from the next menu

CLOSE THE TEMPORARY INTERNET FILES WINDOW

- Click on **File** from the main menu
- Click on **Close** from the next menu

If you are working with another version of Internet Explorer perform the following.



- f. Close the Temporary Internet Files window by clicking on the **X icon** top right hand corner of the window

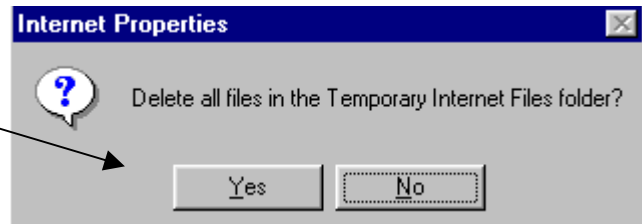
Now we can clear the Cache. This will free up some of your hard drive space.

- g. Click on the **Empty Folder** button



A **Question** window will popup asking you if you wish to delete all the files in the Temporary Internet Files Folder.

- h. Click on the **Yes** button



Your Cache will now be cleared and the Question window will close.

- i. Click on the **View files** button again to view the files in the cache again notice that are missing.

You may see some files are still in the Cache such as Cookie files. These files remember things about your computer for when you visit a page again. They won't harm your computer so you can safely leave them there. But if you do want to delete these cookies you can or any other individual file from your cache. (Click on the **Cookie file**, Press the **Delete** key (on the keyboard))

- j. Click on the **Close icon** top right corner of the Temporary Internet File window
 k. Click on the **Ok** button to finalise and close the Settings window
 l. Click on the **Ok** button to finalise and close the Internet Options window

There are several methods of performing a search.

Step 6. Perform a search on 'Horse' using the 'find' method.

FIND

- a. Click in the **Address area**
 b. Type **find "Horse"** (enter the command (Find), a space then the category with equation marks at the beginning and end of the word)
 c. Press the **Enter** key to start the search



The default search engine that Microsoft uses will be used.

Step 7. Perform a search on 'Smith' using the find method.

- a. Click in the **Address area**
- b. Type **Find "Smith"** (Remember the quotation marks at the beginning and end)
- c. Press the **Enter key** to start the search

Step 8. Go the 'Yahoo' search engine again, use the History function to do so. (*Click on History Icon, notice the default search engine window closes and the History window is now displayed, click on Yahoo*). Do a search for Cards. You will be delighted to find that you can send personalised cards to your friends. Study some cards. Some time you need to scroll down the page a bit to find the area where you can enter your personalized details to. If you have a scanner you can enter your own pictures into some cards.

Step 9. Close the History window if it is on the screen.

Step 10. Do a search for 'Games' as there are many games offered on the net, there are many learning games for children, there are many games that are free.

Step 11. Do a search for 'Crossword Puzzles' or 'Puzzles' in general as there are many offered, you can print them out. You will never get bored on the net.

Step 12. Return to your start page. (*Click on the Home icon*)

Step 13. Perform some more searches and enjoy working with the net.

Step 14. On completion, shut down the Internet Explorer, disconnect from your provider and shut down your computer.



Practice your skills by completing the assignment

ASSIGNMENT 1:

- Step 1. Start your computer, connect to your provider and run the Internet Explorer program.
- Step 2. Perform a search using the Yahoo search engine and search for any page that contains the word “Poems”. Write down how many pages where found.
- Step 3. Perform a search using the Infoseek search engine and search for any page that contains the word “Egypt”. Write down how many pages where found.
- Step 4. Enter the following address manually: **http:// www.bullooshire.net** and view the site
- Step 5. Add this site to the Favorites list.
- Step 6. Go to the Start page.
- Step 7. Enter the following address manually: **http://www.bullooshire.net** and see a site built by an outback community.
- Step 8. Exit the Internet Explorer program and disconnect from your provider.

What is E-mail?

E-mail stands for **Electronic Mail**, it is just like sending letters except it is not in paper format it is sent to another computer and it is presented on a screen. From that point the receiver can print it out.

Think of email as writing a normal letter and let's list the similarity between email and what is now known as "snail mail".

- You use a pen and paper for writing a normal letter (snail mail). With email you use a keyboard, computer screen and an email program connected to the internet.
- You have an address to send the mail to. With email you also have an address to send the mail to. For example, nerk@planet.net.au

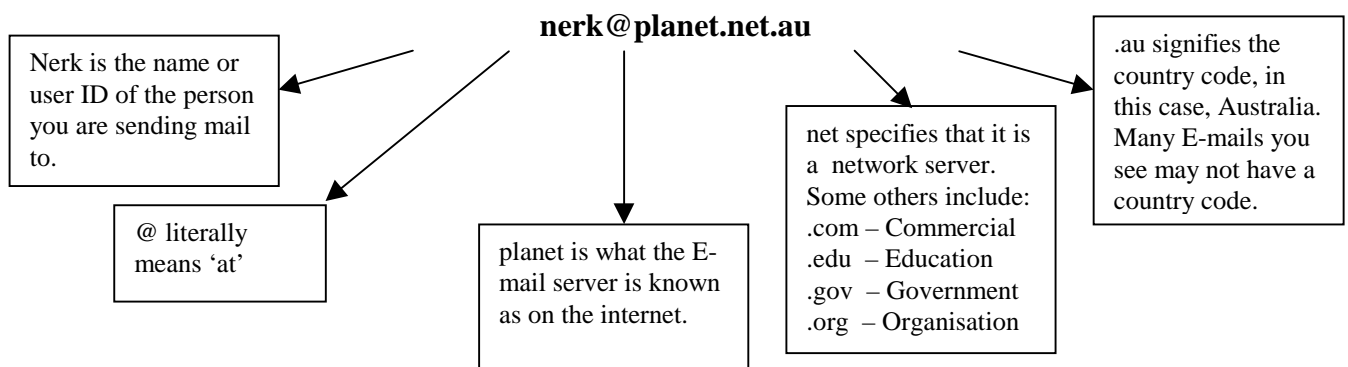
In a paper and pen address, "nerk" becomes the name of the person you are writing to.

In a paper and pen address, "planet.net.au" becomes the suburb, state and country.

- You have a Postman who picks up or delivers your snail mail, this takes a few days. With email you have a telephone line that transmits your letter across the internet almost instantly.
- You may have many pages to send making the cost of sending a normal letter more expensive. With email you can have unlimited pages, you can even attach large files and there is no extra expense.
- With a normal letter you will need to package it in an envelope and add stamps. With email the address details become the envelope and no stamp is required.

Let's look at the E-mail address.

Let's break the email address down to its components so that you know what you're looking at.



There are several email programs available on the market today. We chose to conduct these lessons on Microsoft Outlook Express as it has been chosen as the main email program for Windows 98 and it is available as a free download from the Microsoft web page to all Windows users. If you do not have the latest Internet Explorer (Version 5) and Outlook Express (Version 5) programs then you can download them free of charge from the Microsoft web site, all you need to do is follow the instructions below. The download will take about 2 hours. You can work this manual with an earlier version of Outlook Express, however some (very few) functions may vary slightly to this manual.

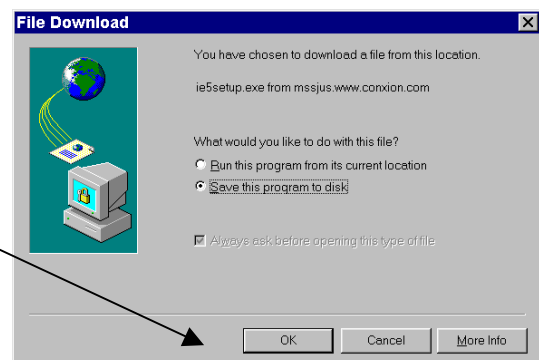
DOWNLOADING OUTLOOK EXPRESS FROM THE MICROSOFT WEB PAGE

- a. Connect to the **Internet** and activate your **Internet Explorer** program
- b. Enter the following address to the address area and press the **Enter** key
<http://www.microsoft.com/msdownload/iebuild/msnie5/EN/68493.htm>
- * The following page will appear otherwise contact Microsoft and ask where is the page for downloads of the latest Internet Explorer and Outlook Express



- c. Double-click on the **Next** button to continue to download
- * The **File Download** window will appear
- d. Click on **Save this program to disk**
- e. Click on the **Ok** button

Now, you will be asked to specify a folder to save this **ie5setup.exe** file to

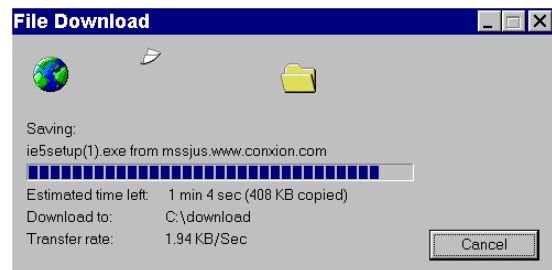
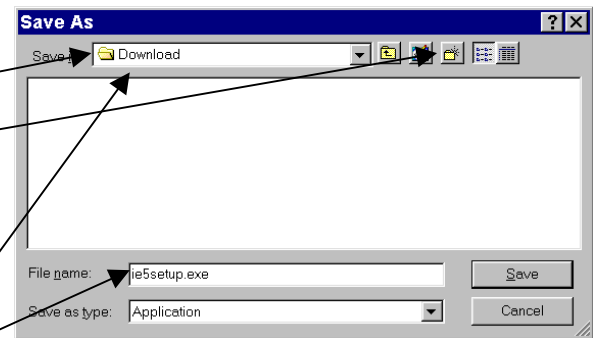


See next page for more instructions.

We will create a new folder on the C drive and call it Downloads.

CREATING A NEW FOLDER

- a. Click on the **Save in** scroll bar and select **C:**
- b. Click on the **New Folder** icon located top right corner of this window
- * A folder will appear it will be wanting a name
- c. Enter the new folder name **Downloads** and press the **Enter** key to finalise
- d. Double-click on the **Downloads** folder so it becomes the selected folder
- * Notice the filename **ie5setup.exe**
- e. Click on the **Save** button
- * Your download will begin it will take about 2 minutes. A message will appear when the download is complete
- f. Click on the **Ok** button to acknowledge it
- * We have only downloaded the setup file for the Internet Explorer. The setup file will assist in the downloading of the program files for the Internet Explorer.



- g. Close the Save In window by clicking on the **Close** icon top right of the window
- h. Run the **Window Explorer** program and open the **Downloads** folder
- i. Double-click on the **ie5setup.exe** file so it can install the latest Internet Explorer and Outlook Express * A welcome message will appear, read it
- j. Click on **I accept the Agreement**
- k. Click on the **Next** button
- l. Click on **Install Now - Typical set of components - 16.4mb**
- m. Click on the **Next** button
- * The download will begin. It will take a few hours
- * On completion a message will appear informing you that you will need to restart Windows
- n. **Shut down and restart the computer** so all the desktop setting can be set up

Congratulations! You have downloaded the latest Internet Explorer and Outlook Express programs, you can now continue to lesson 1.



LESSON 4.

Basic requirements needed for these lessons:

- ◆ The Outlook Express program
- ◆ Connection to an internet provider
- ◆ The following addresses which are obtainable from your internet provider (they would have given them to you when you connected, otherwise give them a call and ask for them)

Write them down here so you have a recording of them:

EMAIL ADDRESS: _____

POP3 SERVER: _____
(Incoming mail)

SMTP SERVER: _____
(Outgoing mail)

Step 1. Start your computer and allow the Windows desktop to appear. Do not connect to the internet at this stage.

For this lesson we will set up the Outlook Express as the main email program that the internet refers to.

Step 2. Set up your Internet properties to 'Outlook Express', so that the Outlook Express program is recognised as your main mail program.

SETTING UP OUTLOOK EXPRESS AS YOUR MAIN MAIL PROGRAM

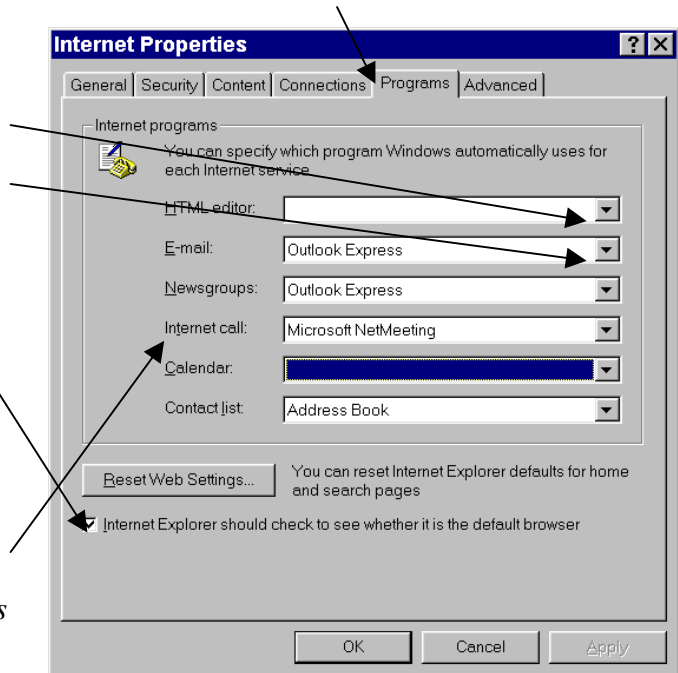
- a. Click on the Windows **Start** button located bottom left corner
- b. Move the mouse pointer up to the **Settings** option
- c. Move the mouse pointer over to the **Control Panel** option and click
 - * The Control Panel window will appear
- d. Double-click on the **Internet icon**
 - * The Internet Properties window will appear



See next page for more instructions.

- e. Click on the **Programs** tag located at the top of the Internet Properties window
- f. Click on the **E-mail scroll bar** and select **Outlook Express**
- g. Click on the **Newsgroups scroll bar** and select **Outlook Express**
- h. Check that the '**Internet Explorer should check to see whether it is the default browser**' area has a tick (if there is no tick then click in the box to place a tick)
- i. Click on the **Ok** button

* Notice this is also where you can set the setting for NetMeeting. NetMeeting is a program that allows visual communications between two computers.



Step 3. Close the Control Panel window. (Click on the **Close icon** located top right of the Control Panel window (the Cross) to close the Control Panel window)

We will work off-line to start with, after having created our email/s we will then connect to the net and send it. It is very common to work off-line whilst spending time only on typing the email, often you may create several emails and on completion you then connect and send them all. This reduces your connection time, and time on the internet cost money.

Step 4. Run the Outlook Express program.

RUNNING OUTLOOK EXPRESS

- a. Double-click on the **Outlook Express icon**
- or
- a. Click on the Windows **Start** button located bottom left corner
- b. Move the mouse pointer up to the **Programs** option
- c. Move the mouse pointer over to the **Outlook Express** option or **Msimn** option
- d. Click on the **Msimn.exe** file which will run the program

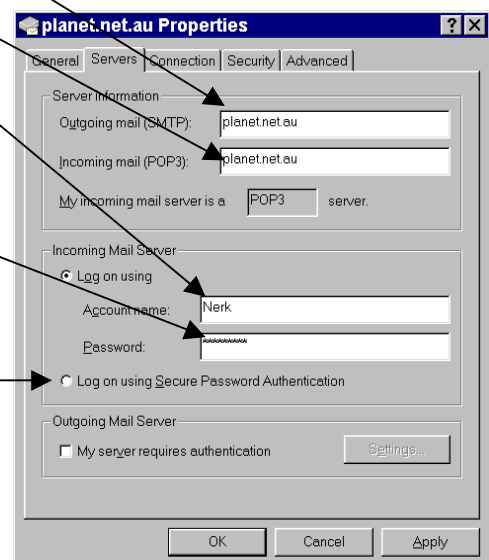
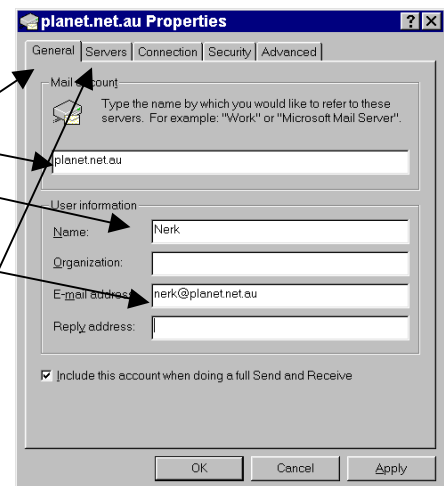
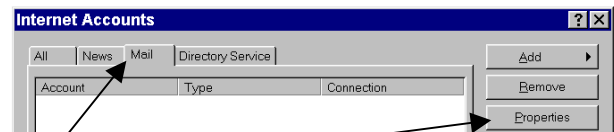


A message may appear informing you that you are working offline, simply answer it.
If any error messages appear, close the messages by clicking on the **Close icon** located top right corner of the window this is also happening because you are offline.

At this point you will need to know your email address, the POP3 Server address for Incoming mail and the SMTP Server address for Outgoing mail. When you send your emails, people will not always know you by your email address. Therefore you can attach your name automatically to all emails that you send. Nearly all Internet Service Providers supply email addressing as part of their service. We are assuming you have been given an email address by your Internet Service Provider.

Step 5. Set up the Outlook Express program to: work with your email address; read from your POP3 address; send mail to your SMTP address and make it automatically attach a name to all emails that you send.

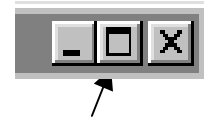
- a. Click on **Tools** from the top menu bar
- b. Click on **Accounts** from the next menu
- * The Internet Accounts window will appear
- c. Click on the **Mail** tag at the top of the window
- d. Click on the **Properties** button
- * The Internet Properties window will appear
- e. Click on the **General** tag and enter your providers address to the **Mail account** area
- f. Click in the **Name** area and enter the name you want displayed on the emails that you send
- g. Click in the **E-mail address** area and enter your email address
- h. Click on the **Servers** tag located at the top of this window
- i. Click in the **Outgoing mail (SMTP)** area and enter your SMTP address
- j. Click in the **Incoming mail (POP3)** area and enter your POP3 address
- k. Click in the **Account Name** area and type your Account name here
- l. Click in the **Password** area and type a password of your choice for your email account here
- * We will not activate the Password Authorisation area as we do not need it. Generally if you are sharing a computer or wanting to keep your E-mails confidential you would activate this authorisation.
- * For now ensure that this area is **not containing a dot**
- m. Click on the **Ok** button
- * You will return to the Internet Account window
- n. Click on the **Close** button to close the Internet Account window



Step 6. Maximise the Outlook Express window. (It may already be maximised)

MAXIMISE THE WINDOW

a. Click on the **Maximise** button located at the very top right hand corner

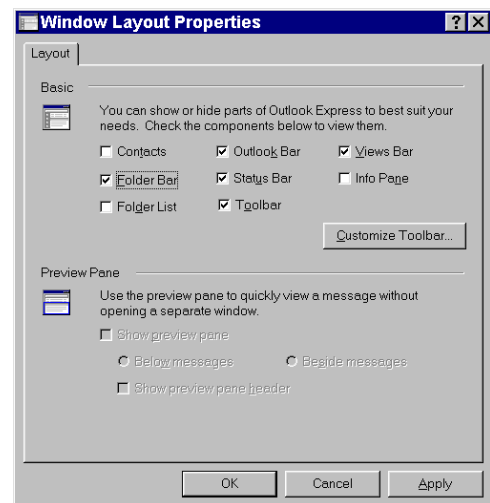


The layout of Outlook Express may differ as there are various layout options to choose from. We will adjust the Outlook Express layout to ensure that you are working with the same layout as referred to in this manual and also to explore how to create a more suitable layout.

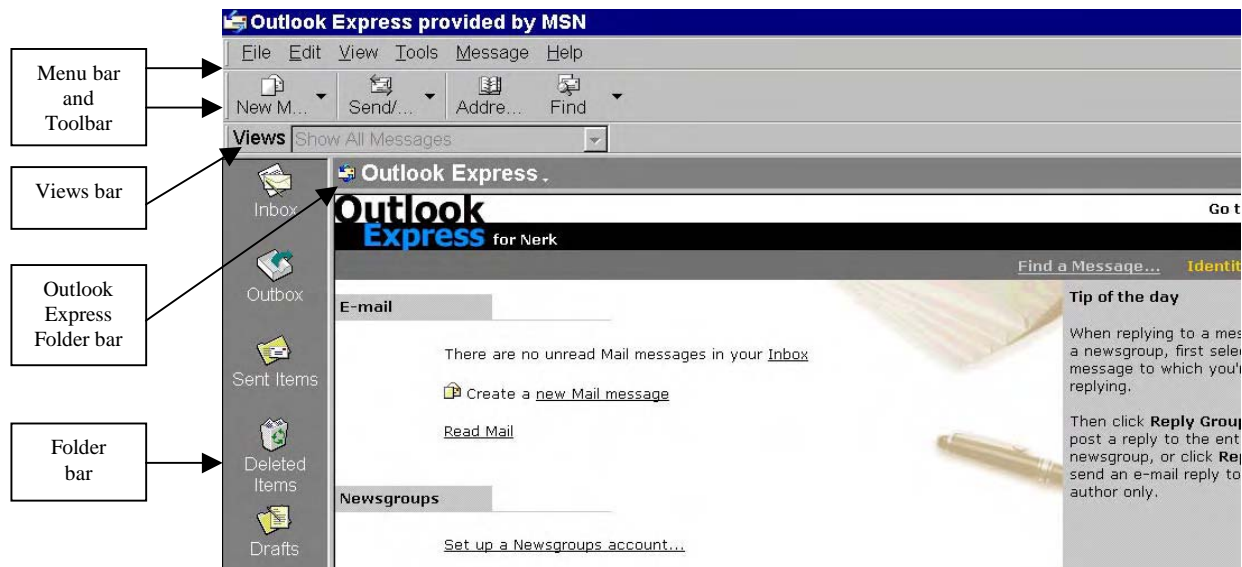
Step 7. Adjust the layout according to the instructions below.

OUTLOOK EXPRESS SCREEN LAYOUT

- Click on **View** from the top menu bar
- Click on **Layout** from the next menu
- * The Windows Layout Properties window will appear
- Click on **Outlook Bar** so it contains a tick
- Click on **Folder Bar** so it contains a tick
- Click on **View Bar** so it contains a tick
- Click on **Status Bar** so it contains a tick
- Click on **Toolbar** so it contains a tick
- Remove the other ticks (Click on them) as we do not need these areas displayed (View diagram)
- Click on the **Ok** button



Your Outlook Express screen should now be layed out as follows:



We will find out what the different areas do as we continue working through our lessons.

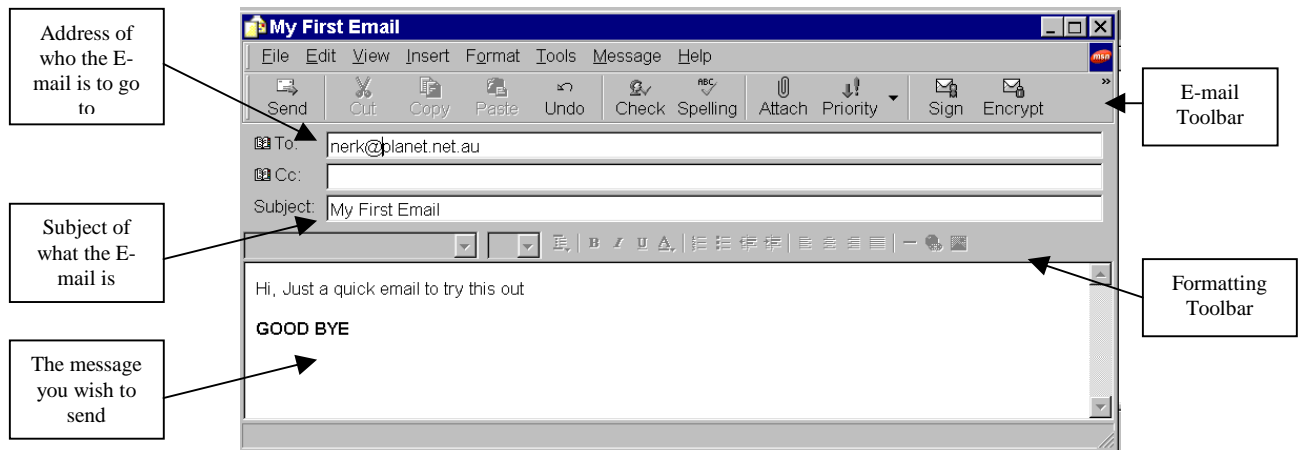
LESSON 5.

Step 1. The first thing you will want to do now is create and send an email or at least get a few emails created which we will send later when we connect to the net. We will send this email to ourselves so we can practice sending and receiving mail.

NEW MESSAGE



- Click on **Message** from the top toolbar or Click on the **New Mail Message icon**
- Click on **New Message** from the next menu
- * A New Message window will appear.
- Enter your email address into the **To** area (simply type) **nerk@planet.net.au**
- * Do not enter any extra spaces, ensure that your enter is 100% correct or an error will occur
- Enter a subject '**My First E-mail**' into the **Subject area** (Click then type)



- Type a message into the **message area** (View the diagram for the message details, click then type)

Step 2. After typing the text 'Good Bye', press the Enter key to insert an extra line. Move up to the first character of the above line (*Press up arrow key*). Select the text 'Good Bye' and Bold it. If you wish to change the appearance of existing text you must select it first.

SELECTING TEXT

- Click at the **beginning of the text** you wish to select or a. **Click-drag** over it
- Hold down the **Shift key** which is the select key
- Press the **Right arrow key** which highlights one character at the time or press the **End key** which will highlight all text to the end of the line
- Release all keys

BOLD



- Click on the **Bold icon** located on the toolbar above the message area

Step 3. Unselect the text as we have finished working with it.

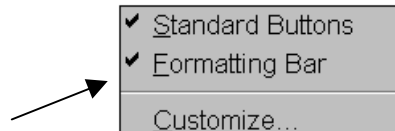
UNSELECTING TEXT

a. Press the **Down Arrow** key and the highlight is removed

The message window also has a layout that can be changed, so if you do not have the Formatting toolbar displayed then follow the instructions below.

DISPLAYING TOOLBARS

- a. Click on **View** from the top menu bar
b. Click on **Formatting Bar** to insert a tick



Step 4. Maximise this window so you have more space to work with. (*Click on the Maximise icon located top right corner of the window*)

Step 5. Press the Enter key twice to move down a little then enter a Horizontal line. (View the diagram on the next page)



HORIZONTAL LINES

a. Click on the **Horizontal Line icon** located on the Formatting toolbar

Step 6. Press the Enter key twice to move down a little then activate the Numbering function.

NUMBERING ON



a. Click on the **Formatting Numbers icon** located on the Formatting toolbar

Step 7. Enter the three lines of text displayed in the diagram on the next page, notice how the Formatting Numbers function works when you press the Enter key at the end of a line. Press the Enter key so number 4 appears then switch off the Number function.

NUMBERING OFF

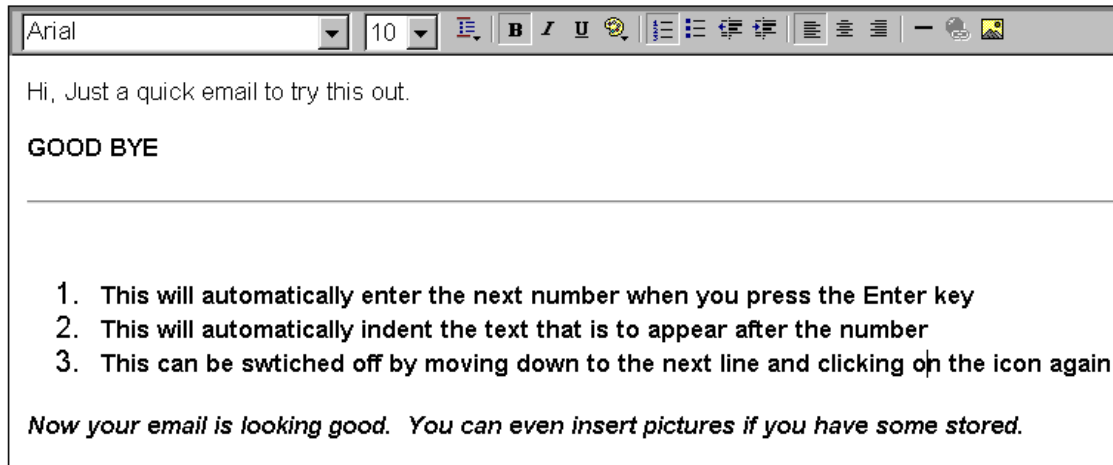
- a. Click on the **Formatting Numbers icon** again
* Often functions are switches, they are switched on and off.

Step 8. Press the Enter key once more to move down a little then activate the Italics function. Type the text displayed in the diagram on the next page that is in italics.

ITALICS



a. Click on the **Italics icon** located on the Formatting toolbar



Step 9. Save the email so we can send it later. It will automatically be saved to the Draft folder and it will automatically receive the name that is entered into the subject area.

SAVING A MESSAGE

- a. Click on **File** from the top menu bar
- b. Click on **Save** from the next menu
- * A message will appear informing you that your email is saved to the Draft folder
- c. Click on the **Ok** button

Step 10. Close the message window.

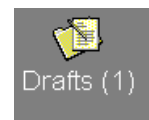
CLOSING A WINDOW

- a. Click on **File** from the top menu bar
- b. Click on **Close** from the next menu

Step 11. Notice that the Drafts icon located on the Folder bar which is to the left of your screen is displaying (1) because you have one file saved in there. View the content in the Draft folder.

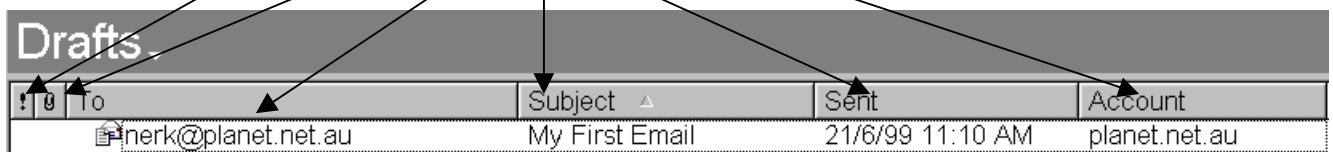
VIEWING CONTENTS OF A FOLDER

- a. Click on the **Draft icon** located on the toolbar left side of the screen



Now you have the Draft folders content displayed on your screen. You can see your email displayed in the listing. The layout of this window can also be tailored you may not be displaying the same columns as in this diagram shown on the next page.

Columns : Priority, Attachment, To, Subject, Sent, Accounts



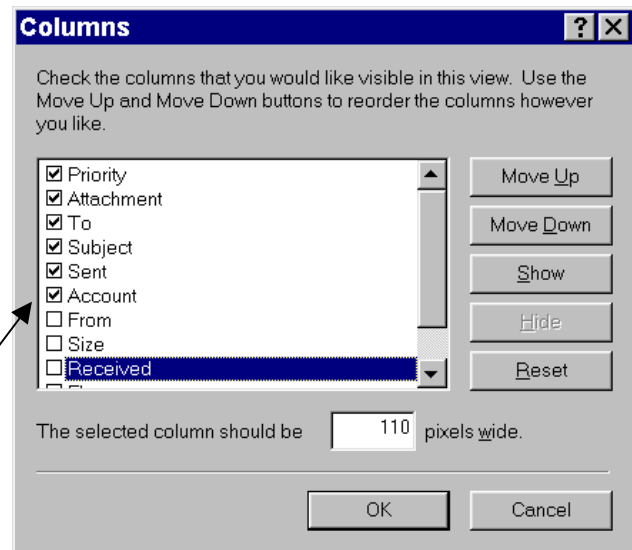
Step 12. Edit the layout for the Draft folders window. Ensure that you have all the necessary columns displayed on the screen. (To, Subject, Sent, Accounts, Priority and Attachment)

COLUMN DISPLAY

- Click on **View** from the top menu bar
- Click on **Columns** from the next menu
- Click in the box to insert a tick or remove the tick. Ensure that the following columns have ticks as shown in this diagram

The column order is important so make that the list is following the same order as shown in this diagram.

Notice you have a Move Up and Move Down button. Use them to achieve the following order.



sure

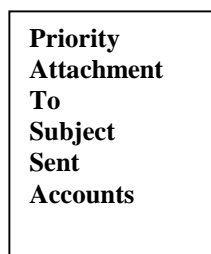
MOVING A COLUMN UP

- Click on the **column name** to select it
- Click on the **Move Up** button

MOVING A COLUMN DOWN

- Click on the **column name** to select it
- Click on the **Move Down** button

- Click on the **Ok** button when your column listing is in order



Step 13. If a column width is too small or big then adjust it.

ADJUSTING COLUMN WIDTHS

- Position the mouse pointer on the **vertical line between the columns** (it will change to a double-headed crossed arrow which displays the move function)
- Click-drag the column border in or out to set the size



Emails that are saved are listed in the Draft folder so we can identify that we are still working on them. The emails in the Draft folder will automatically be removed when they are sent. When you send an email that is stored in the Draft folder it will automatically be moved to the Sent folder.

- Step 14.** As well as being able to adjust the column width, you can also adjust the area height. Move the border between the top part and bottom part up a little so you can see more of the content of your email.

ADJUSTING AREA HEIGHT

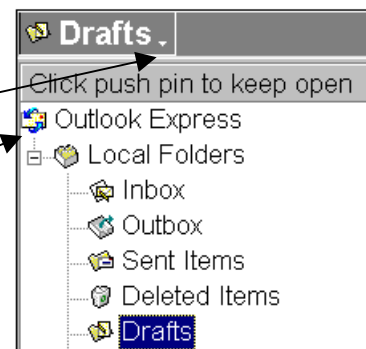
- Position the mouse pointer on the **top part of the border** it will switch to a double-headed arrow which displays the move function
- Click-drag it up



- Step 15.** Switch to the Outlook Express folder, it is the main folder that displays the many features of the program.

OUTLOOK EXPRESS MAIN WINDOW

- Click on the **scroll bar** located on the **Folder bar** which is currently displaying the **Drafts** folder
- Click on the **Outlook Express** folder from the menu provided



If you have any messages in the Outbox and Inbox folders that have not been read or sent they will be displayed here.

- Step 16.** Exit out of the program Outlook Express.

EXIT OUT OF OUTLOOK EXPRESS

- Click on **File** from the top menu bar
- Click on **Exit** from the next menu

At this point you can finalise your training or continue to the next lesson..

LESSON 6.

Step 1. Have your computer switched on and run the Outlook Express program. (*Double-click on the Outlook Express icon*) Do not connect to your internet provider at this stage.

Step 2. Let's create another email and address it to ourselves. (*Click on the New Message icon, enter your email address in the To area, enter the subject: Second E-mail*) Maximise the window (*Click on the Maximise icon located top right corner of the window*) Activate the message area. (*Click in it*)

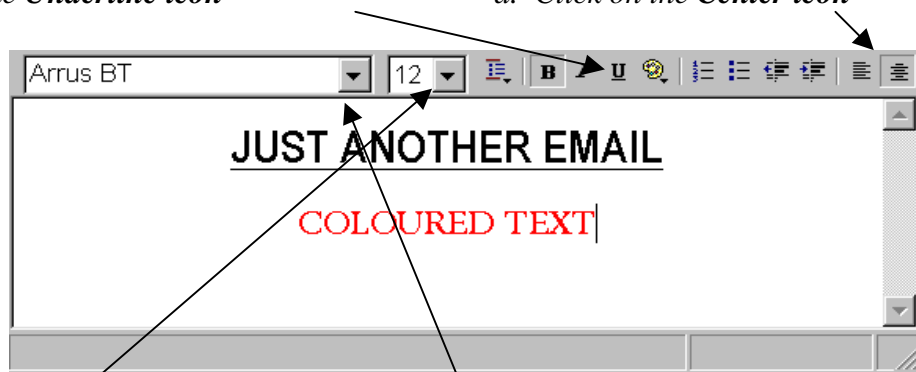
Step 3. Switch on the Underline and Center functions, set the size to 18 and the font to Arial BT, then enter the text 'JUST ANOTHER E-MAIL'.

UNDERLINE

a. Click on the **Underline icon**

CENTER

a. Click on the **Center icon**



SIZE

a. Click on the **Size scroll bar**
b. Click on the desired size

FONT

a. Click on the **Font Scroll bar**
b. Click on the desired font

Step 4. Press Enter key and notice that the underline, center, size and font functions are still on. (*View the toolbar and see they are highlighted*) Switch the underline off (*Click on the Underline icon once*), set the size to 12 (*Click on the Size scroll bar and select 12*).

Step 5. Set the font to Arrus BT (*Click on the Font scroll bar and select Arrus Bt*) and type the text 'COLOURED TEXT', do not press the Enter key so you are positioned at the end of this text.

We left the Center function on so the text is currently center aligned.

There are two shortcut keys which move the cursor either to the beginning of the line or to the end of the line. Combined with the Shift key which is the selecting key they will select all text to either the beginning or end of a line. In this case you are positioned at the end of the line and you wish to select all the text from this point to the beginning of the line.

Step 6. Select the text on this line using the shortcut for selecting to the beginning of the line.

SELECTING TO THE BEGINNING OF THE LINE

- a. Hold down the **Shift** key
- b. Press the **Home** key once (Notice all the text is now selected)
- c. Release all keys

Step 7. Activate the Font Colour function and set the colour to red.

COLOUR TEXT

- a. Click on the **Font Colour icon** located on the formatting toolbar
- b. Click on the desired colour from the menu provided

Step 8. Unselect the text (Press Down Arrow key)

Step 9. Press the Enter key once. Return to the left side of the page.



LEFT ALIGN



- a. Click on the **Left Align** icon located on the Formatting toolbar

If you type at this point your text will still be in the red colour.

Step 10. Set the colour to the default colour which is black. (Click on the Font Colour icon, click on Default option)

Step 11. Set the Font back to Arial. (Click on Font scroll bar, scroll up to Arial and click on it)

Step 12. Switch on the Italics function on and type the following text shown in the box below.

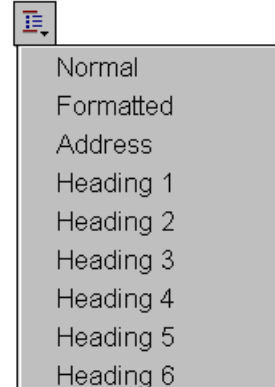
There is also a Style function that will provide you with a group of preformatted text styles. We will work with them now.

Step 13. Switch off the Italics and press the Enter key twice. (Click on the Italics icon again)

- Step 14.** Activate the Style function and select the Heading 1 style and type the text 'Heading 1'.

STYLE

- a. Click on the **Style Tag icon** located on the Formatting toolbar
b. Click on the desired style to active it



- Step 15.** Press the Enter key to move down to the next line, activate the Style function and select the Heading 2 style and type the text 'Heading 2'.
- Step 16.** Press the Enter key to move down to the next line, activate the Style function and select the Heading 3 style and type the text 'Heading 3'.
- Step 17.** Press the Enter key to move down to the next line, activate the Style function and select the Heading 4 style and type the text 'Heading 4'.
- Step 18.** Press the Enter key to move down to the next line, activate the Style function and select the Normal style and type the text 'Normal'.

Heading 1

Heading 2

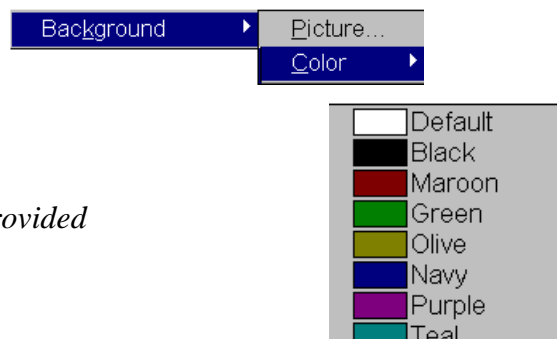
Heading 3

Heading 4

- Step 19.** Change the background colour of your email.

BACKGROUND COLOUR

- a. Click on **Format** from the top menu bar
b. Click on **Background** from the next menu
c. Click on **Colour** from the next menu
d. Click on the desired colour from the menu provided



Step 20. Restore the message window size to its original size.

RESTORING A WINDOW SIZE



a. Click on the **Restore Size icon** located top right of the window

Step 21. Save this email (Click on *File* from the top menu, click on *Save*, click on the *Ok* button from the message provided), then close it. (Click on *File* again from the top menu, click on *Close*)

Step 22. Switch to the Drafts folder (Click on the *Drafts Folder icon*) and notice your two files.

Step 23. Switch to the Outlook Express folder (Click on the down scroll icon located on the Folder bar after the word *Drafts*, click on *Outlook Express* from the menu provided)

Step 24. Exit out of the program (*File, Exit*)

At this point you can finalise your training or continue to lesson 4.

What are Folders for?

When you first start your Outlook Express program, there will already be some folders prepared for you. They are the **Inbox**, **Outbox**, **Drafts**, **Deleted Items** and **Sent Items** folders.

Let's discuss these folders for a minute.

The **Draft** folder is where emails that have been created but not sent are stored. Often you may start an email and run out of time to finish it so you store it here, then you may complete it and send it later.

The **Sent Items** folder is where emails that you have sent are stored. Think of this as a filing cabinet where all finished work is put.

The **Deleted Items** folder is where all emails that you have deleted are stored, they are not actually wiped from the hard drive on your computer. This folder acts exactly the same as the **Trashcan** on your **Desktop** screen so you can retrieve emails if you delete them accidentally.

The **Inbox** folder is where all the emails you receive are kept. They stay there until you delete them. This is the folder that is open by default when you first start **Outlook Express**. It is a bit like an **Intray** on a desk.

The **Outbox** folder is where emails you have typed are stored. When you click the **Send/Receive** button all the emails you have typed are sent. This is like an **Out tray** on a desk that is waiting to be cleared.

LESSON 7.

Time to connect to the net and send some emails.

Step 1. Connect to your Internet provider.

Step 2. Run the Outlook Express program. (*Click on the Outlook Express icon or click on Start button, click on Programs, click on Outlook Express, click on Msmn.exe*)

Step 3. Select the Draft folder. (*Click on the Draft folder icon located left of screen*)

Sending of an email happens very quickly. When you activate the Send function it goes to the Outbox folder first (the Outbox icon becomes highlighted), then it gets sent further on from there. A sending mail message is displayed at the bottom right side of the window on the Status bar.

Step 4. Send the first email you have saved in the Draft folder, display the sending of your email quickly after you send your message. (This must be done quickly).

SENDING A E-MAIL

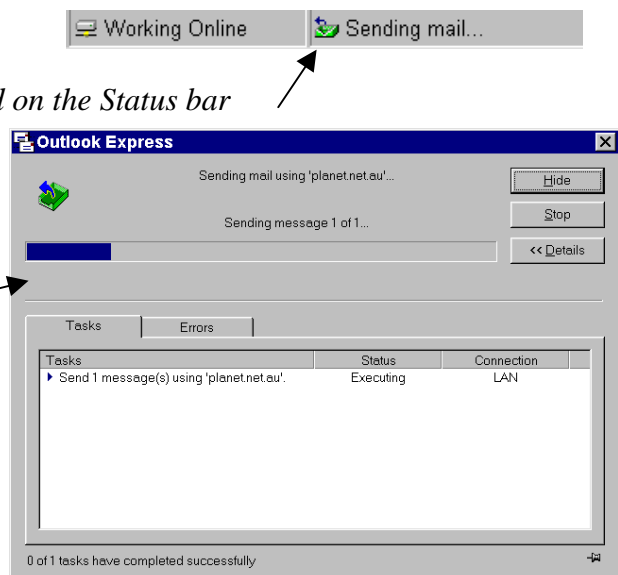


- a. Double-click on the email you wish to send which is listed in the Drafts folder
- * The message window will appear
- b. Click on the **Send icon** located top left side of the toolbar

DISPLAY THE SENDING

- a. Double-click on the **Sending Mail** button located on the Status bar

If your message is very long or contains an attached file you will be displayed with the sending progress window automatically which looks like this.



Step 5. Check the Sent Items folder to see if your email is displayed there.

SENT ITEMS FOLDER

a. Click on the **Sent Items icon** located on the left side of the screen



Step 6. Check your Draft folder and see what emails are listed. (Click on the Drafts folder)
Send the other email. (Double-click on the address to open the message window, click on the Send icon)

Step 7. Check your Outlook Express folder and see what is being display as Incoming (new) mail. There is nothing displayed at this point because you have not received any mail yet, you have only sent mail.

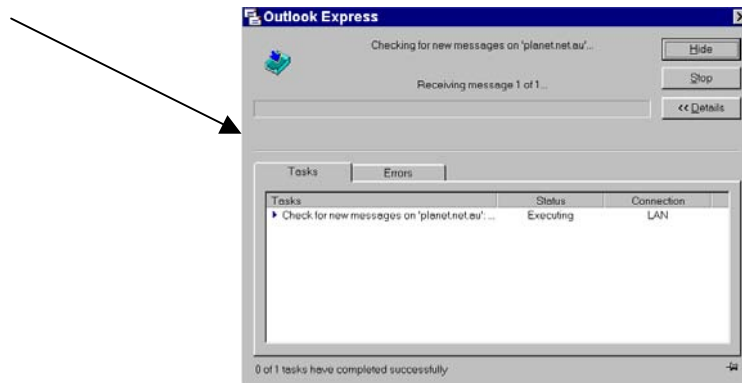
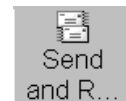
Your emails are now held in the POP3 server under you incoming mail address, they will be sent to your computer as soon as you activate the Send/Receive all emails function.

Step 8. Time to see if we have any incoming emails Active the Receive function to receive the emails from your Incoming mail server.

RECEIVING E-MAIL

a. Click on the **Send and Receipt icon** located on the top toolbar

* Notice the Receiving message appears



Step 9. Check your Outlook Express folder and see what is being displayed as new mail. It should say 'There are 2 unread messages in your Inbox'.

Step 10. Check your Inbox folder for your emails.



INBOX

a. Click on the **Inbox icon** located left of the screen

Notice the email address is highlighted in a darker shade. This is because you have not read it yet. You can simply click once on it and read the bottom section of the screen, when you have selected the email address for more than 5 seconds it becomes registered as read mail and the highlight is automatically removed. This is not so in the older versions of Outlook Express, here the email will be listed as an unread email until you open the message and close it again.

Step 11. Open your first email and read it.

READING AN E-MAIL

a. *Double-click on the **email address name** and the message window will open*

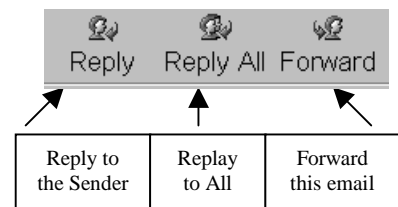
Step 12. Maximise the window. (*Click on the Maximise icon located top right of window*)

Remember we are still connected to the net.

Step 13. As we have just opened our email we will reply to the sender immediately using the Reply function.

REPLYING TO THE AUTHOR

a. *Click on the **Reply to Sender icon** located on the top toolbar*



The message and the address details are displayed in the message area. Your cursor is ready for you to type your reply. As you can see the old message remains, it can be left there as a reminder of what is being replied to.

Step 14. Select the old message using the Select All function and delete it.

SELECT ALL

- a. *Click on **Edit** from the top menu bar*
- b. *Click on **Select All** from the next menu*
- * *The entire message becomes selected*

DELETE

- a. *Press the **Delete** key*

Step 15. Type the new message: 'Yes, I will attend on Friday the 2nd'

Step 16. Send the message. (*Click on the Send icon*)

Step 17. Check your Inbox (*Click on Inbox*), notice the email is not there.

Step 18. Receive all emails from your POP3 server. (*Click on the Send and Receive All icon*)

Step 19. Now your message is in the Inbox, read your message. (*Click on it and have it selected for more than five seconds or double-click on it, read it, then close it*)

Step 20. Exit the Outlook Express program and disconnect from the net. (*File, Exit*)

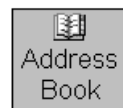
At this point you can finalise your training or continue to the next lesson.

LESSON 8.

An address book is simply that, it is a feature that supports the storing of email addresses. Now that you are active with emailing you will soon discover that you will obtain more and more email addresses and by storing them in the address book you are less likely to lose them. The address book function has some unique features which you will now discover.

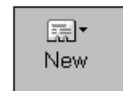
Step 1. Have your computer switched on and run the Outlook Express program. Do not connect to your provider at this stage.

Step 2. Call upon the Address book and enter your email address into it.



ADDING EMAIL ADDRESSES TO THE ADDRESS BOOK

- Click on **Tools** from the top menu bar
- Click on **Address book** from the next menu
- * The Address book window will appear
- Click on the **New icon** located top left of the Address window
- Click on **New Contact** from the menu provided
- * A New Contact window will appear. Each address record has several areas you can store data into. (*Personal, Home, Business, etc*)
- Click on the **Name tag** at the top of this window so we can store our email address details here
- Enter your first name into the **First area**
- Enter your last name into the **Last area**
- Enter your nick name into the **Nickname area**
- Enter your email address into the **Email Address area**
- Click on the **Add** button
- * Notice your address is now listed in the Address book
- Click on the **Ok** button and you will return to the main Address Directory



Step 3. Close the Address Book - main identity window. (*Click on the Close icon top right corner*)

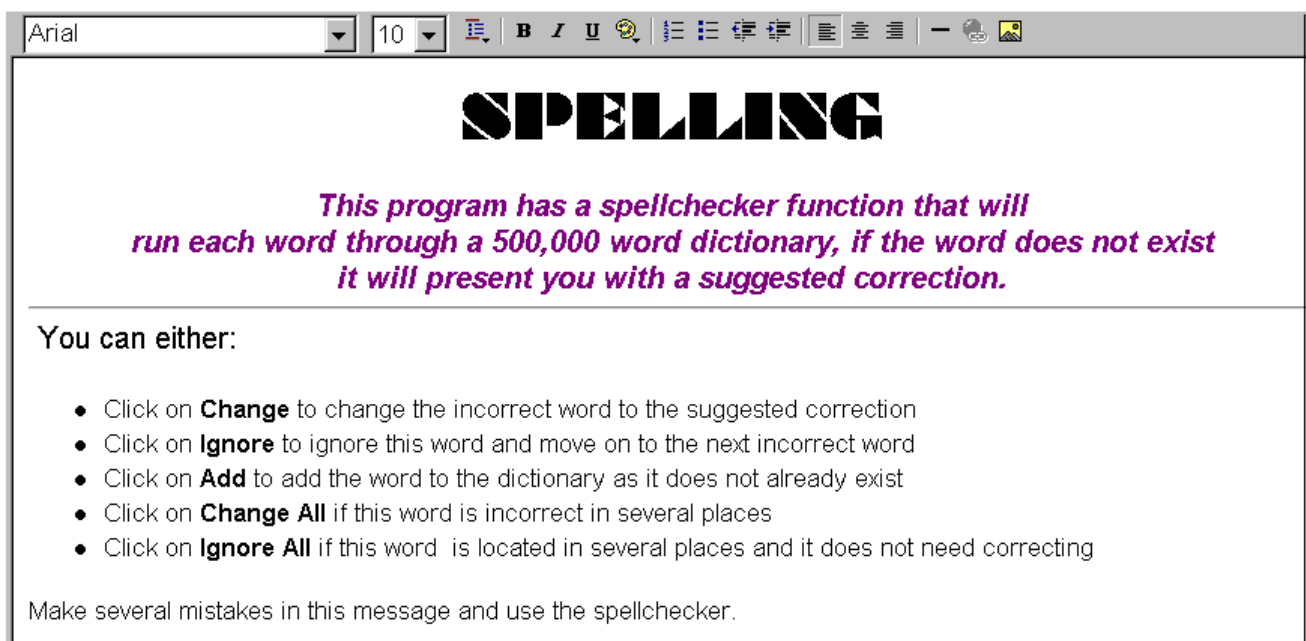
Step 4. Create a new email message (*Click on the New Message icon*), address it to yourself (*enter the first two letters of your email address into the To: area and notice that the address book automatically enters your name which is connected to your email address*) enter the subject 'Sending an email to myself again'. (*Click in the Subject area and type*)

Step 5. Maximise your window. (*Maximise icon*) Create the following email shown below, practice using the functions taught in lessons 2 & 3 (Bold, Underline, Center, Size, Font, Font Colour, Styles, Background colour, Numbering and Horizontal Lines). Use the Bullet function to insert the bullets, it works similar to the Numbering function.

BULLETS



- Click on the **Formatting Bullets icon** located on the Formatting toolbar to switch it on
- Type text and press Enter key to insert the next bullet
- Switch bullets off by clicking on the Formatting Bullets icon again



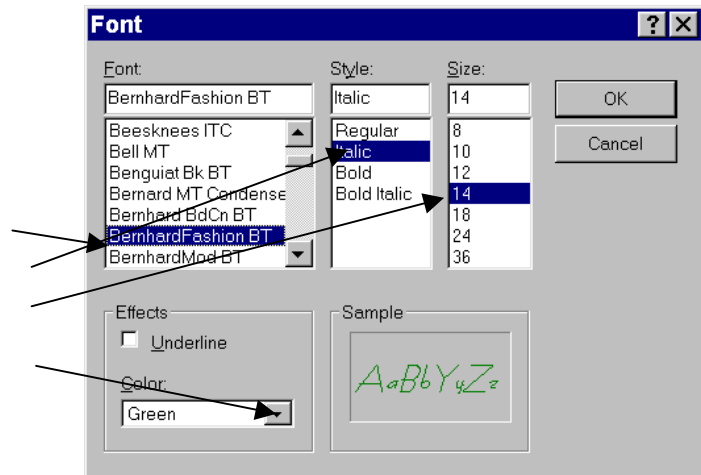
Step 6. Select the text with the bullets. (*Click-drag over them or click at the beginning of the first line, hold down the shift key and press the down arrow key several times*)

Each formatting function located on the toolbar (Bold, Underline, Style Tag, etc.) is also listed under one of the options on the menu bar. We will now use some of these options.

Step 7. Apply the following font to the selected text using the Font function from the menu bar. Notice what functions are available within the Font window.

FONTS

- Ensure that the text is selected
- Click on **Format** from the top menu bar
- Click on **Font** from the next menu
- Click on the **Font down scroll bar** and select **BernhardFashion BT**
- Click on **Italics** in the **Style** area
- Click on **14** in the **Size** area
- Click on the **Colour** scroll bar and select **Green**
- Click on the **Ok** button



Step 8. Unselect the text. (Press the Down Arrow key)

Step 9. Add a Ivy pattern to the message.

STATIONARY

- Click on **Format** from the top menu bar
- Click on **Apply Stationary** from the next menu
- Click on the **Ivy** from the next menu

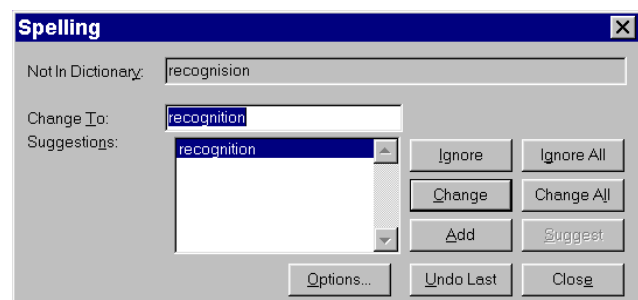
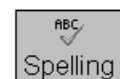


Now, that looks great, there is no reason why your message should not be well designed. Time to check for spelling errors.

Step 10. Run the Spellchecker to check for any errors.

SPELLING

- Click on **Tools** from the top menu bar or Click on the **Spelling icon**
 - Click on **Spelling** from the next menu
 - Make a selection from the options provided
- * Continue until the program informs you it has finished



Step 11. Send the email. (*Click on the Send icon*)

As you are working off-line and you use the send function your email is sent to the Outbox folder, from there you can send it further when you are connected. It is only when you use the Save function that the email is stored in the Draft folder.

Step 12. Check in your Outbox folder if you have any emails displayed.

OUTBOX FOLDER

a. Click on the **Outbox icon** located left of your screen



At this point you can finish your training and simply exit the program or you can continue to lesson 9.

LESSON 9.

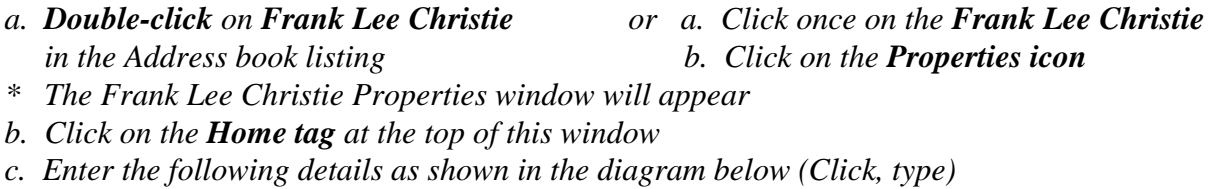
For this lesson you will need a few email addresses. You can gather them from your friends who have email addresses or you can make them up as we have in this manual. Just remember if we send email messages to the email addresses we fabricated they will be returned to us with an error message informing us that this is not a valid address.

Step 1. Have your computer switched on and run the Outlook Express program. Do not connect to your provider at this stage. (*Click on the Close icon when the window appears informing you that you are not connected*)

Step 2. Open the Address book (*Click on the Address Book icon*), enter the following addresses into your address book. (*Click on New, Click on New Contact, enter First name, enter Last name, enter Email address, click on the Add button*) (*Repeat for each address then click on the OK button*) (*Click on the Close icon to close the Address Book main directory*)

FIRST NAME	SURNAME	EMAIL ADDRESS
Harry	Jones	Harry@planet.net.au
Joanne	Marson	Marson@powerup.com.au
Frank	Lee Christie	FLC@logicworld.com.au

HOME ADDRESS DETAILS



As well as storing general home address details you can also store Business and NetMeeting details.

Step 4. Add the following business details into the Business card.

- Click on the **Business** tag at the top of this window
- Enter the following details as shown in this diagram
- Click on the **Ok** button when you have finished

Page 48

We wish to send an email to all of the following addresses. Yes! you can send the same message to more than one person at a time.

Step 5. Your address book should still be activate otherwise activate it (*Double-click on the Address icon*), select all the addresses as we wish to send them all a message.

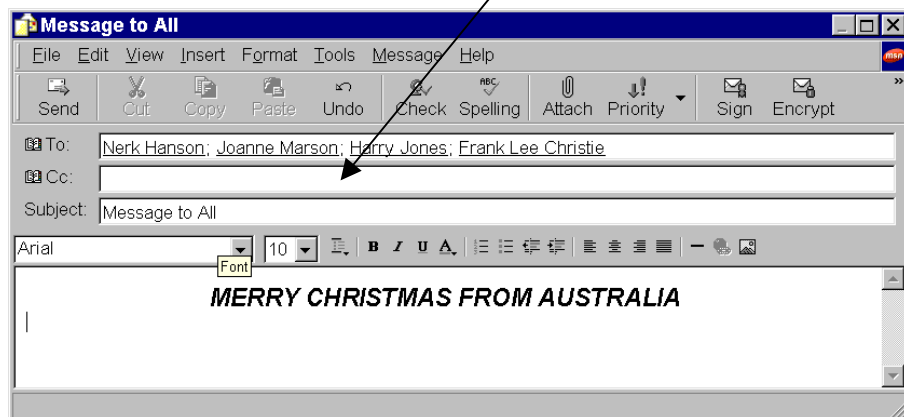
SELECT ALL

- Click on **Edit** from the top menu
- Click on **Select All** from the next menu
- * Notice all the names are highlighted

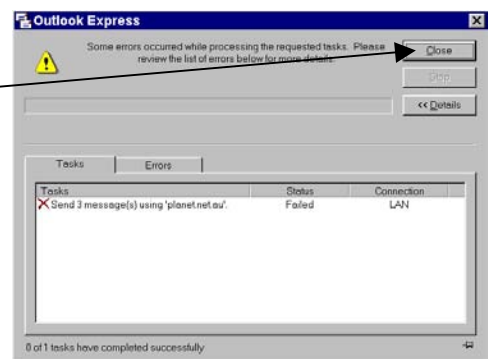
Step 6. Send them all an email. Enter the subject 'Message to all' and enter the message 'MERRY CHRISTMAS TO YOU ALL'. (View diagram below)

SENDING A MESSAGE FROM THE ADDRESS BOOK

- Click on **Tools** from the top menu bar or Click on the **Action icon**
- Click on **Action** from the next menu Click on **Send Mail**
- Click on **Send Mail** from the next menu
- * The Message window will appear, notice all the addresses in the To: area



- Click on the **Send icon** located top left of toolbar to send this message to all of the above addresses
- * A Error message will appear as we are not connected, close this window
- Click on **Close** button
- Click on the **Close icon** for the Address book window



Step 7. Check in your Outbox to see if your email is stored there. (*Click on the Outbox icon*)

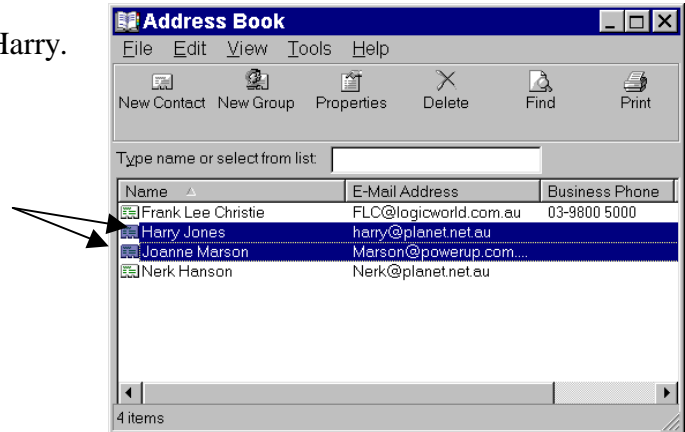
When we connect to the internet we will send all the messages that are stored in the Outbox folder. As well as sending a message to all of the addresses stored in the address book, you can also be selective and only select the addresses you wish to send a message to.

Step 8. Call upon the address book. (*Click on the Address icon*)

Step 9. Select the addresses for Joanne and Harry.

SELECTING SPECIFIC ADDRESSES

- a. Click on the first address '**Harry Jones**'
- b. Hold down the **Ctrl** key
- c. Click on the next address '**Joanne Majson**'
- * Notice the two are selected
- d. Release the Ctrl key



Step 10. Send them a short message. (*Click on Tools, click on Action, click on Send Mail, the message window will appear with the two addresses already entered, enter the subject 'Short Message', enter a short message, click on the Send icon, click on Close icon to close the error message as we are not connected, click on the Close icon to close the Address window*)

Step 11. Check your Outbox folder to see if the email is displayed there. (*Click on the Outbox icon*)

For most people who actively use email as their main mailing system, the address book soon becomes very productive, especially as more and more addresses are added. The address book automatically alphabetically lists your addresses thus making them easy to find. There are other handy options such as finding, grouping and sorting addresses.

Step 12. Call upon the address book. (*Click on the Address book icon*)

Pretend you are an active Lapidary member (one who studies gems and minerals). Many people around the world share this interest and there are many Lapidary clubs located around the world similar to the one you are in. Now you have email which opens the doors to sharing discoveries, new equipment and faceting ideas, stories of explorations and rock swapping which is common for lapidary members to do so they can obtain a more diverse collection of stones and minerals. With email you can now send a newsletter to all of these lapidary clubs and members you have been in contact with. The address book has a grouping function that will group selected addresses and automatically each address will be forwarded the email when the group name is attached a message.

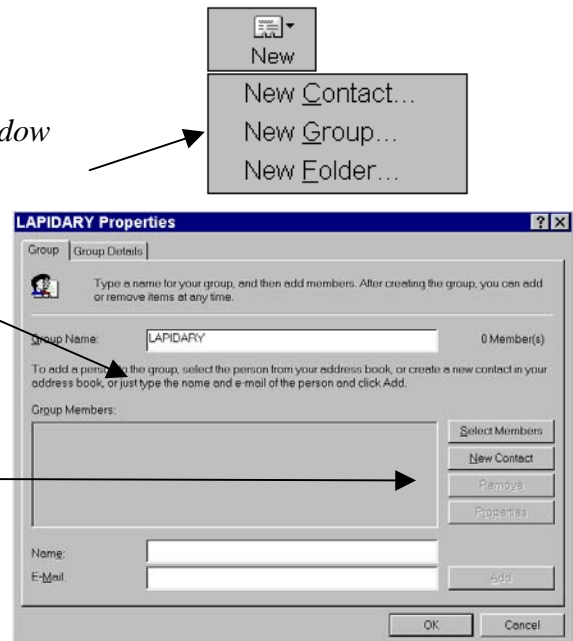
Step 13. Set-up a group and call the group 'Lapidary'.

ADDRESS GROUPING

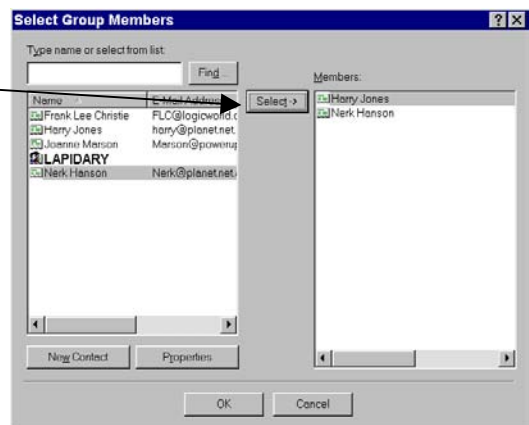
- Click on the **New** icon located at the top of this window
- Click on **New Group** from the next menu
- Enter **LAPIDARY** into the **Group name** area

Now we can select the addresses we wish to include in this group. We can add existing addresses from our address list to this group or we can enter new addresses to it.

- Click on the **Select Members** button so we can add existing addresses to our group
- * A Select Group Members window will appear



- Click on the address for '**Harry Jones**' to select it
 - Click on the **Select** button and it will be placed in the **Members** area
- * Repeat for **Nerk Hanson**
- Click on the **OK** button



Notice the Lapidary group displayed in your Address window.

Step 14. Select the Lapidary group (Click on it), send a message. (Click on Action icon, click on Send Mail and the message window will appear). Notice that both addresses are entered into the 'To' area. Enter the following subject 'Here is an important hint to all members needing to use the spellchecker'.

Step 15. We wish to send a carbon copy to the secretary of our Lapidary club, so enter his/her address into the C.C. area 'Sally@logicworld.com.au'.

To:	Nerk Hanson; Harry Jones
Cc:	Sally@logicworld.com.au
Subject:	Here is an important message to all members needing to use the spellchecker

Step 16. We wish to send the same message that is in a previous email which contains the subject 'Sending an email to myself again'. To save time we will take a copy of the message and paste it into this message area. Minimise this message window. (*Click on the Minimise icon located top right corner of this window, notice the button located on the bottom of your screen*)

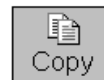
Step 17. Activate the Outbox (*Click on the Outbox icon located left of the screen*), open the email with the subject 'Sending an email to myself again'. (*Double-click on the email address*)

Step 18. Position the mouse pointer in the message area (*Click in the bottom part of this window*) use the Select All function to select all the text. (*Click on Edit from the main menu bar, click on Select All from the next menu*) Take a copy of what is selected.

COPY

- a. Have what you want to copy selected first
- b. Click on **Edit** from the main menu bar
- c. Click on **Copy** from the next menu

or Click on the **Copy icon**



The copy is stored in a copy buffer and awaits its destination. You must specify the destination by placing the cursor there.

Step 19. Close this window as we no longer need it. (*Click on the Close icon located top right corner*)

Step 20. Maximise the new message (*Double-click on the button located at the bottom of the screen*)



Step 21. Position the mouse pointer in the message area (*Click in it*) then paste what is stored in the copy buffer here.

PASTE

- a. Place the cursor where the copy is to be pasted (*Click*)
- b. Click on **Edit** from the main menu bar
- c. Click on **Paste** from the next menu

or Click on the **Paste icon**

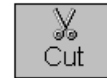


Wasn't that much easier than having to create that entire message again? There is still a copy of this message in the copy buffer, it will be overwritten when the copy or cut function is activated again. The copy and cut functions differ as the copy function takes a copy of what is selected (the original) and it leaves the original copy remaining, whereas the cut function will remove the original so it works more as a move function.

Step 22. Select the text 'Spelling' which is at the top of this message. (*Click-drag over it*) Use the Cut function to cut it out from its original position so we can paste it to another position.

CUT

- a. Select what you want to move
 - b. Click on **Edit** from the main menu bar
 - c. Click on **Cut** from the next menu
- or Click on the **Cut icon***



What you have just cut is stored in the copy buffer and awaits its destination. You must specify the destination by placing the cursor there.

Step 23. Paste the text just after the text that is centered at the top of this message (*Click to position the cursor under the text*), paste the copy.

PASTE

- a. Be positioned where the text is to be pasted
 - b. Click on **Edit** from the main menu bar
 - c. Click on **Paste** from the next menu
- or Click on the **Paste icon***



Step 24. Send this message (*Click on the Send icon*), Check your Outbox. (*Click on the Outbox icon*)

Step 25. Minimise the Outlook Express window and any message windows that may be maximised. Connect to the net. Maximise the Outlook Express window, go to the Outbox Folder and Send all messages using the Send All function.

SEND ALL

- a. Click on **Tools** from the top menu bar
- b. Click on **Send and Receive**
- c. Click on **Send All**

Step 26. View the sending of your messages. (*Click on the Sending options located on the bottom status bar*) On completion check your Sent folder. (*Click on the Sent folder icon located left of screen*)

Step 27. Receive all messages using the Receive All function. There will be a few messages informing us that the host or address could not be located as we have only made up these addresses. Check the Inbox folder. (*Click on the Inbox folder icon*)

RECEIVE ALL

- a. Click on **Tools** from the top menu bar
- b. Click on **Send and Receive**
- c. Click on **Receive All**

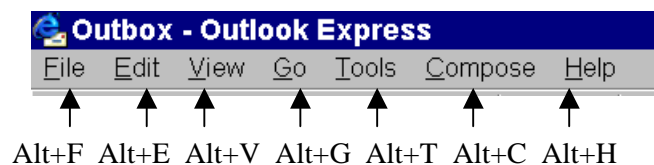
A function may have a keyboard method which activates it. Often these keyboard shortcuts will be displayed on the right side of the option on the pull-down menu. Generally, they are performed by a combination of holding down the Ctrl, Alt or Shift key along with needing to press a single character key. For more commonly used functions it is quicker to keep the hands on the keyboard and use the keyboard method rather than having to remove the hands from the keyboard, grab the mouse, click and then return the hands to the keyboard.

Step 28. Activate the Edit menu using the keyboard method.

ACTIVATING THE MENU USING THE KEYBOARD METHOD

* Notice that the *E* in *Edit* is underlined

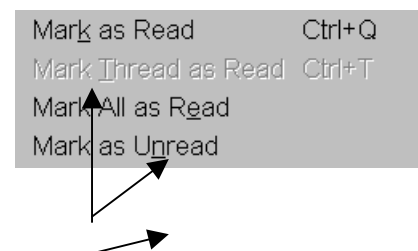
- Hold down the **Alt** key (always the Alt key for activating main menu options)
- Press the **E** key once
- Release both keys



Notice that you have functions on the Edit menu which will 'Mark All as Read' and 'Mark as Unread'.

Mark All as Read will simply remove the highlight from all emails that are highlighted in the current folder.

Mark as Unread will return the highlight to the email.



From a pull-down menu you only need to press the character key which is underlined once, you do not need to include a Ctrl-Alt or Shift key. Notice on the right side of 'Mark as Read' there is Ctrl+Q. This means that you can hold down the Ctrl key and press the Q once for this function to be activated.

Step 29. Cancel the Edit menu. (*Press the Escape key*)

Step 30. Exit the Outlook Express program and disconnect from the net.

LESSON 10.

Step 1. Have your computer switched on and run the Outlook Express program. Do not connect to your internet provider at this stage.

Step 2. Select the Outbox folder (*Click on the Outbox icon*), delete the two emails containing the subject 'Sending an email to myself again' and 'Message to all'.

* Notice that these emails are displayed in a bold font as they have not actually been opened and read.

DELETING EMAILS



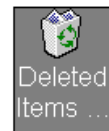
- a. Select the Email you wish to delete by **clicking on it**
- b. Click on **Edit** from the top menu bar or Click on the **Delete** icon
- c. Click on **Delete** from the next menu or Press the **Delete** key
- * Repeat for all other emails with the address Nerk, Joanna, Harry and Frank

Step 3. Delete any other emails that are addressed to Nerk, Harry, Joanne and Frank and that are in the Outbox folder. Also delete any return emails from both the Outbox and Inbox folder.

Notice you have a Delete folder. All deleted files are sent to the Delete folder and stored there until they are deleted from there. This works like a precaution as you may regret deleting an email for some reason. From time to time you must empty the delete folder by deleting what is in it. Emails take up storage space on your hard disk, so it is wise to delete unwanted files, this is often referred to as 'Good House Keeping'.

Step 4. Go to the Deleted Items folder and view your deleted emails.

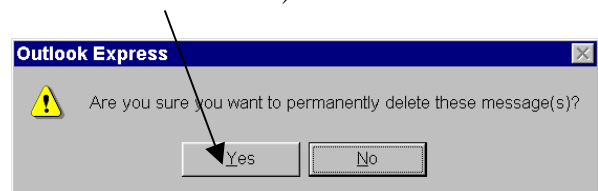
DELETED ITEMS FOLDER



- a. Click on the **Deleted Items icon** located left of the screen

Step 5. Select all the emails in the Deleted Items folder using the Select All function (*Click on Edit from the top menu, click on Select All*), then delete them. (*Click on the Delete icon, a precaution message will appear, click on the Yes button*)

Now, they are totally deleted from your disk and unrecoverable.



Often you will need to delete emails from the Inbox as you have already read them or they are old emails and are no longer required. At some point you may wish to save certain emails and keep them in a separate folder.

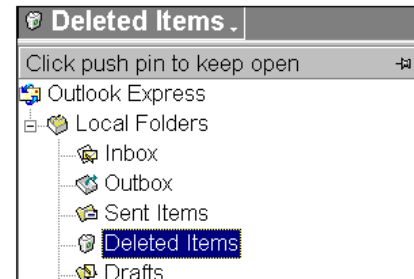
When we first set up our window layout we did not select to display the Folders List area as it takes up too much space. The Folder List can also be easily displayed by using the scroll bar available on the right side of the folder title.

Step 6. Activate the Folder List using the Folder title scroll bar.

FOLDER LIST

- a. Click on the **Folder Titles scroll bar** which is currently displaying the *Deleted Items* folder

From here you can click on any of the folders and they will become the active folder. Notice at the top you have the option to 'Click push pin to keep open' which will keep the list on the screen. (This is not available in the older version)

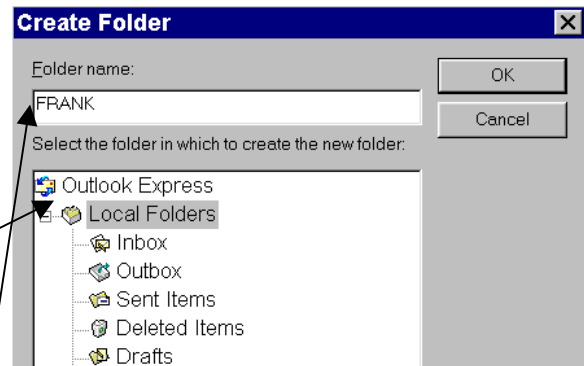


Notice that all folders are stored under the Outlook Express folder and under a Local Folders folder. In the older version all folders are stored under Outlook Express. We wish to create our own folder so we can store important emails we want to keep in it.

Step 7. Create a folder and store it under the Local Folders and give it your name.

CREATING A FOLDER

- a. Click on the **Local Folders** folder from the Folder List so it is selected
- a. Click on **File** from the top menu bar
- b. Click on **Folders** from the next menu
- c. Click on **New** from the next menu
- d. Click on **Local Folders** to select this folder to store your new folder under
- * If you are on an older version click on **Outlook Express**
- e. Click in the **Folder name area** and enter the name of your folder '**FRANK**'
- f. Click on the **Ok** button

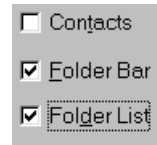


Step 8. Notice your folder is now displayed in the folder listing. In the older version the folder will automatically be displayed on the folder bar as an icon. In the new version we must create this icon.

- Step 9.** Set the Layout so the Folder List is permanently displayed on the screen. With the Folder List permanently on the screen you can add your folder to the Outlook Folder bar so it is displayed with an icon making it easily accessible.

FOLDER LIST LAYOUT

- Click on **View** from the main menu bar
- Click on **Layout** from the next menu
- Click on the **Folder List** area so it contains a tick
- Click on the **Ok** button



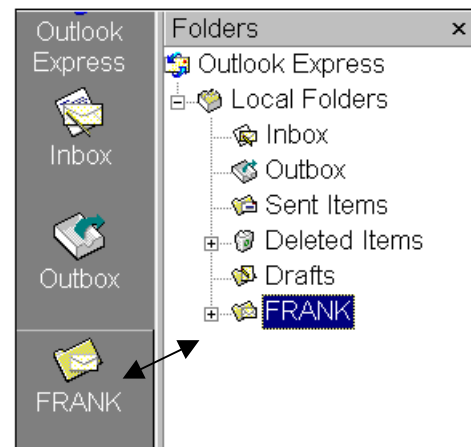
ADDING AND REMOVING FOLDER ICONS FROM THE FOLDER BAR

- From the Folder List **click-drag the Folder to the Outlook Folder bar**

- Step 10.** Go to the Inbox folder. (Click on *Inbox*)

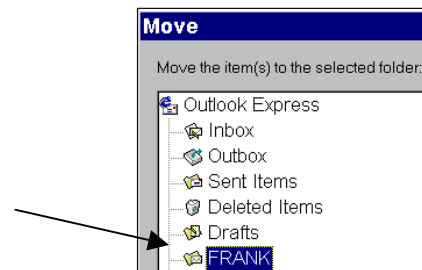
- Step 11.** Select your 'First Email' (Click on it)

- Step 12.** Move the selected email to your own folder.



MOVING A EMAIL TO ANOTHER FOLDER

- Have the email selected
- Click on **Edit** from the main menu bar
- Click on **Move to Folder** from the next menu
- Click on your folder '**Frank**' in the Move window
- Click on the **Ok** button

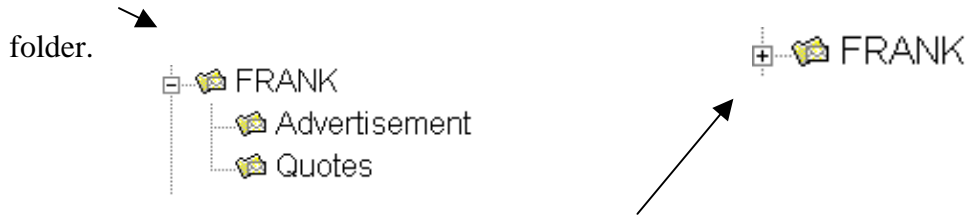


- Step 13.** Go to your folder using the folder icon. (Click on your folder icon located on the Outlook Express bar) Notice that your email is now there.

We wish to create several sub-folders where we can store certain emails relating to certain situations. For example : we often send out brochures and order forms. We often send out quotes to some clients.

- Step 14.** Create two sub-folders under your folder. Call one sub-folder 'Advertisement' and the other 'Quotes'. (Click on **File** from the top menu bar, click on **Folders** from the next menu, click on **New Folder** from the next menu, click on your folder 'Frank' to select this folder to store your new sub-folder under, click in the **Folder name** and enter the name of your folder '**ADVERTISMENT**', click on the **Ok** button) (Repeat for Quotes)

Step 15. You can see the folder in the Folder List. Notice that you have a minus symbol in front of your folder. Click on it and it will close all sub-folders belonging to your folder.



Step 16. Now it contains a plus symbol in front of it, click on it to open all sub-folders relating to your folder. So if you are finding it hard to find a folder it may be found by opening the folder it is stored under.

Step 17. Remove the Folder List from the screen. (*Click on View, Click on Layout, Click on Folder List to remove the tick, click on Ok*)

Step 18. Create four emails. Shown below is the email address, subject and a brief message. Save each email it will go in the Drafts folder.

EMAIL ADDRESS	SUBJECT	MESSAGE
Nerk	PRICES FOR AIR-BRUSHING EQUIPMENT	Hi
Joanne	PRICES FOR PAINT BY VOLUME	Hi again
Frank	Quote for 15 Stud Road, Rowville	\$24,000
Harry	Quote for 23 Lewis Road, Knoxfield	\$16,000

Step 19. Check that all four emails are displayed in your Drafts folder.

Step 20. Move the emails to Nerk and Joanne to the Advertisement folder. (*Click on the filename, click on Edit from the top menu bar, click on Move to Folder from the next menu, click on the plus symbol for your folder so it opens and displays the sub-folders, click on Advertisement and click on the Ok button*) (Repeat for Joanne's email)

Step 21. Move the emails to Frank and Harry to the Quotes folder.

Now, we are getting very organised.

Step 22. Display the contents of the Advertisement folder. As we have no icon on the Outlook Express bar we will need to use the Folder list to call upon the Advertisement folder. (*Click on the folder title scroll bar, click on Advertisement*)

Step 23. Select the two emails and delete them. (*Click on the first email, hold down the Ctrl-key, click on the next email*) (*Click on the Delete icon or press the Delete key*)

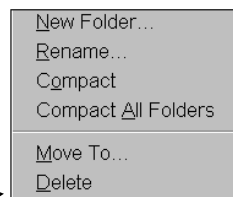
Step 24. Go to the Quote folder and delete all emails out of it. (*Click on the Folder title scroll bar, click on the Quotes folder*) (*Click on the first email, hold down the Ctrl key, click on the next email, click on the Delete icon*)

We have created folders and sub-folders, moved emails and deleted emails. These are all very popular functions that are used regularly. Now that we do not need our Advertisement and Quotes folders any longer we will remove them.

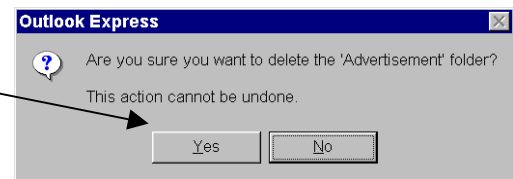
Step 25. As the Advertisement folder is empty, delete it. Only when a folder is empty will the Delete function be available to it. The folder you want to delete must be the selected folder. (*Click on the Folder title scroll bar, click on Advertisement so it is active*)

DELETING A FOLDER

- a. Have the folder selected and empty
- b. Click on **File** from the main menu bar
- c. Click on **Folder** from the next menu
- d. Click on **Delete** from the next menu
- * The following message will appear
- e. Click on the **Yes** button



Step 26. Select the Quotes folder and delete it. (*Repeat as for Step 25*)



Step 27. Check the Deleted Item folder to see if your deleted emails are stored there. (*Click on the Deleted Items icon*) Select all emails in the Deleted Items folder using the Select All function (*Click on Edit, click on Select All*) and delete them. (*Press the Delete key, Yes*)

Step 28. Remove your folder icon from the Outlook Folder bar.

REMOVING AN ICON FROM THE OUTLOOK FOLDER BAR

- a. Point your mouse pointer on the icon you wish to remove
- b. **Right click** on the mouse
- * A menu will appear
- c. Click on **Remove from Outlook Bar**



Step 29. Go to your folder, delete all emails out of it so it is empty, then delete your folder.

Now, you should have a brief understanding of folders and their use.

LESSON 11.

For this lesson you will be needing to create a file so we can explore attaching files to emails. It can be created in any program as long as it is compatible with the program to whom you are sending it to because it may not be readable by their program if it is a low version. For example if you send a Microsoft Word Office 97 file to a computer that has an older version of Microsoft Word on it, the file can not be read. However, if you send a file from an older version to a computer which has a newer version on it, it can be read. Upgrading programs is great but it does cause some reading problems between the programs. Always remember that most programs can read older versions but they can not read newer versions. However, most programs have the facility within the save function to save the file as an older version thus making it readable by an older version.

Step 1. Have your computer switched on. Using another program create something and save it into the My Documents folder and call it Attach Exercise. If you are unsure then follow these steps. *(Click on the Start button (bottom left corner), move to the Programs option, move to the Accessories option, move to the MS Paint option and click to run this program, draw a picture, click on File from the top menu bar, click on Save, click on the Save In scroll bar, double-click on C:, click on the Save In scroll bar again, double-click on My Document to have it as the selected folder, click in the filename area and enter the filename Attach Exercise, click on the Save button) (Exit the program)*

Step 2. Run the Outlook Express program.

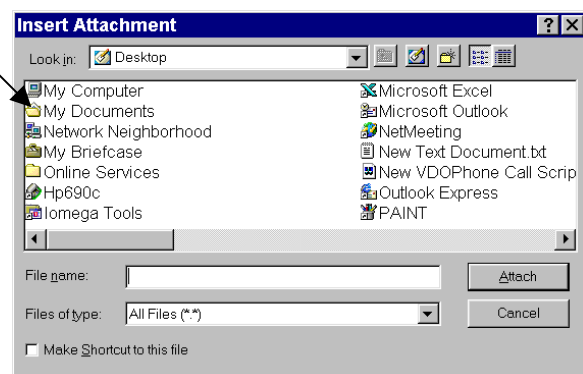
Step 3. Create a new message and enter your email address into the To: area. Enter the subject 'Attaching files' then position your cursor in the message area. *(Click on it)*

Step 4. Attach the 'Attach Exercise' file to this message.

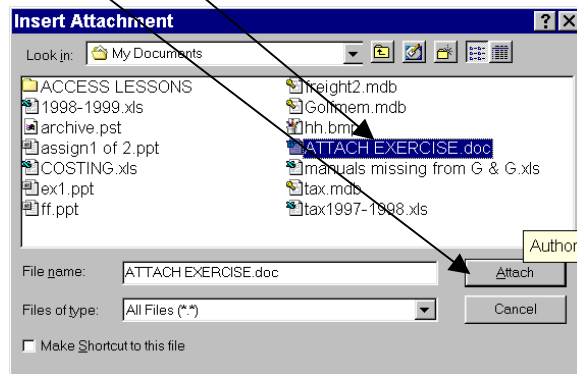
ATTACHING FILES

- Click on **Insert** from the top menu bar
- Click on **Attachment file** from the next menu
- * The Insert Attachment window will appear
- Double-click on the folder **My Documents** so it becomes the selected folder and is displayed in the Look in area

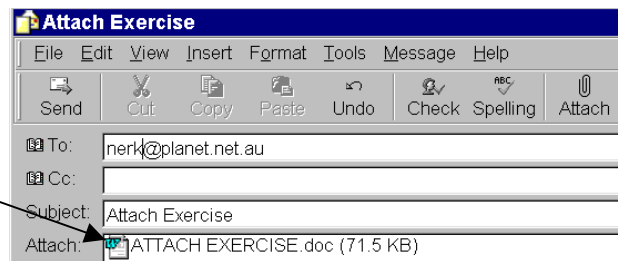
or a. Click on the **Attach icon** located on the toolbar



- d. Click on the file **Attach Exercise** file so it is displayed in the File name area
 e. Click on the **Attach** button



You will notice an **Attach** area is now displayed in the address area. It will contain the file you have attached to this message and it will specify the size of the file.



- Step 5.** Minimise the program (Click on the minimise icon top right corner of window, notice the **Attach Exercise** button located at the bottom of your screen), connect to the net. (Double-click on the shortcut for your internet provider)



- Step 6.** Maximise the message window (Double-click on the **Attach Exercise** button), send your email. (Click on the **Send** icon) Your message is first sent to the Outbox and from there it is being sent further. Go to the Outbox folder. (Click on the **Outbox** folder icon)

Notice a Q displayed in front of your email. This represents it is in a queue and awaiting to be sent. The Status bar is located at the bottom of this window, it will now have a **Sending** button located on the right side as it is currently sending your email.

- Step 7.** View the sending of your email. (Click on the **Sending mail** button located on the status bar)



Notice it takes a longer time to send an email that has an attached file. You can remove the sending process by clicking on the **Hide** button.

Step 8. When the send is complete, receive your mail from your file server. (*Click on the Send and Receive icon*) Notice it takes a longer time to receive a message that has an attached file.

Step 9. Open the Attach Exercise email and double-click on the Attached file to display it. Exit out of the program where your file is displayed, it will return to the email message.

Step 10. Exit out of the Outlook Express program and disconnect from the net.



Well done! you have completed your lessons. Practice your email skills by completing the following assignments to revise the functions covered. The assignments will also clean up your Outlook Express program by deleting unwanted emails and addresses.

ASSIGNMENT

Step 1. Run the Outlook Express program.

Step 2. Set-up the screen layout so only the Toolbar, Folder List, Outlook Bar and Status Bar is displayed.

Now your screen looks neat.

Step 3. If you do not have the Outlook Express icon displayed on the Outlook bar add it to the top of the bar.

Step 4. Create a folder of your own and call it 'Private'. Add an icon for the 'Private' folder to the Outlook Bar. Activate the Private folder using the icon on the Outlook bar.

Step 5. Create an email and address it to yourself. Attach the file called Attach Exercise to it. In the message area create a message and use a combination of the format functions available.

Step 6. Minimise the window, connect to the net, maximise the window and send the email.

Step 7. Go to the Outbox folder and view the sending of the email.

Step 8. When the email is finished being sent, activate the receive all function and check your Inbox when it has finished receiving. Move the email into your own folder which is called 'Private'.

Step 9. Minimise the window, disconnect from the net, maximise the Outlook Express window again.

Step 10. Create another email and address it to yourself and call it 'Assignment 1'. Copy the content of the previous email and paste it into this email message area. (Do not attach any files to it)

Step 11. Save it so it goes to your Draft folder.

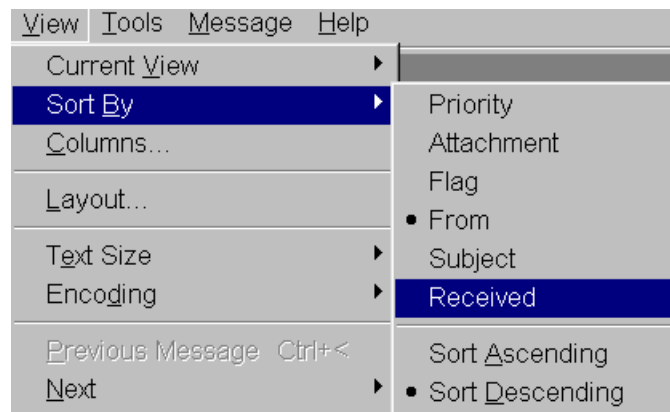
Step 12. Move the email with the subject 'Assignment 1' to your folder.

ASSIGNMENT

- Step 1. Delete all the addresses out of your address book that should not be there. (*Click on the address, click on the delete key*)
- Step 2. Delete the folder 'Private'.
- Step 3. Delete all unwanted emails from the Outbox, Inbox, Drafts and Sent Items folders.
- Step 4. Delete all unwanted emails from the Deleted Items folder.
- Step 5. Change the name you have specified to be attached to all emails in the Accounts area.
- Step 6. Change the layout of your screen so that the Folder Bar is displayed but the Folder List is not displayed.
- Step 7. Create your own folder so you have one, add an icon for your folder to the Outlook bar.
- Step 8. Activate the Inbox and sort the emails by the Receiver so you have the most recent date displayed at the end of the listing.

SORTING COLUMNS

- Click on **View** from the top menu
- Click on **Received** from the next menu
- Click on **View** from the top menu bar
- Click on **Sort Ascending** from the next menu



You will not know if this function has worked until you receive some emails. So email away!



Have a great time!