

EMAIL – Show & Tell – Supporting Notes

1. **Start the email program**

Click on the Windows Start Globe (V) or the Start button (XP) at the bottom left of the screen

Choose Windows Mail (V) or Outlook Express (XP)

You may have to click on All Programs at the bottom of this menu if EMAIL is not one of your recently used programs

NOTE: Throughout these notes,:
XP = Windows XP
V = Windows Vista



2. **The Windows Mail window:**

Your folders

Attachment indicator

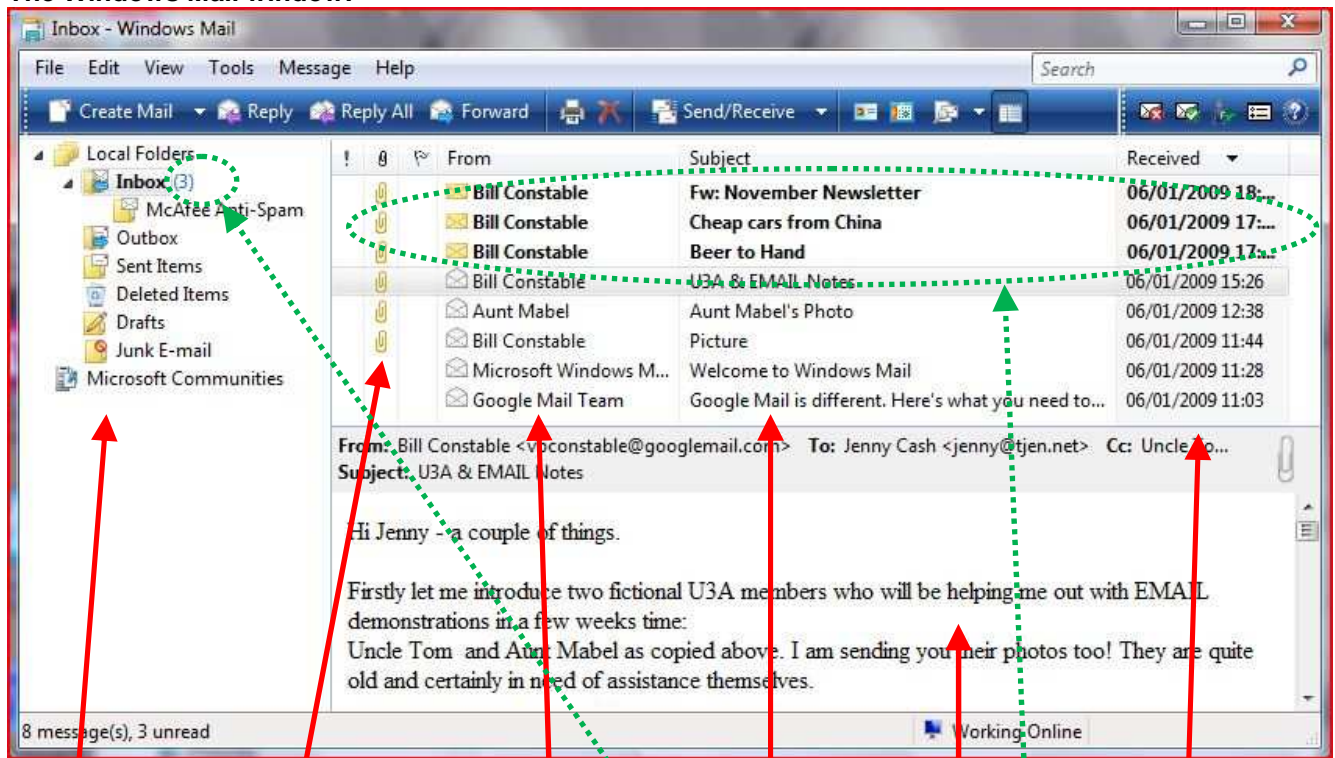
Who your message is from

Subject of message

Preview of message

Date message sent

Note that there are 3 unread messages – as shown by the **3** after “Inbox” and **the 3 lines in bold** (See appendix Item 2 for the equivalent screen for Outlook Express)

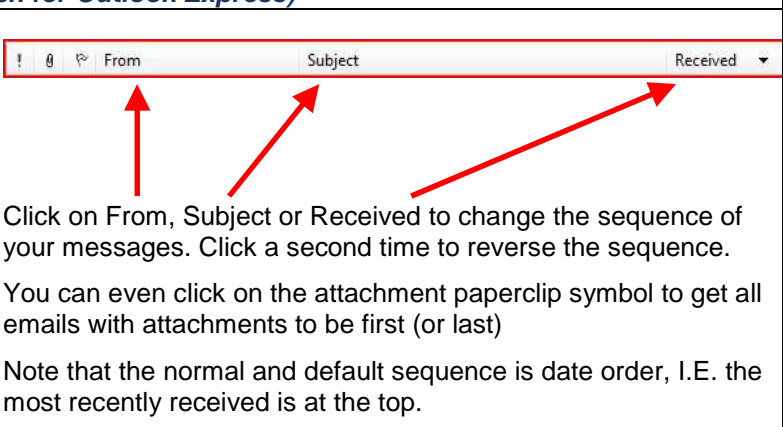


3. **Appearance of your email window & Message order**

Look at the 3 main headings: “From”, “Subject” and “Received”

If you click on “Subject”, messages will be arranged in order, 0 to 10, then A to Z. Click again and the order will be reversed.

Similarly, if you click on “From” or “Received”, then your messages will appear in sender or date sequence. Can be very useful if you are looking for messages with a particular subject or from a specific person.



Click on From, Subject or Received to change the sequence of your messages. Click a second time to reverse the sequence.

You can even click on the attachment paperclip symbol to get all emails with attachments to be first (or last)

Note that the normal and default sequence is date order, I.E. the most recently received is at the top.

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4. Creating and sending a message

Click on Create Mail – near the top left

When you have done this a new window will open.

Click in the “to” line and type the email address of the person you are sending the email to

Click in the “Subject” line and type the subject of the email.

Click in the message body and type your message

Note that once you have sent and received lots of emails, your address book will be filled up automatically. So to enter an email address, try clicking on “To” and a window like this will appear.

To send to Aunt Mabel, first click on her name

Then click on the “To” button

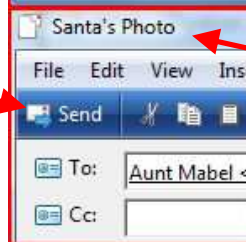
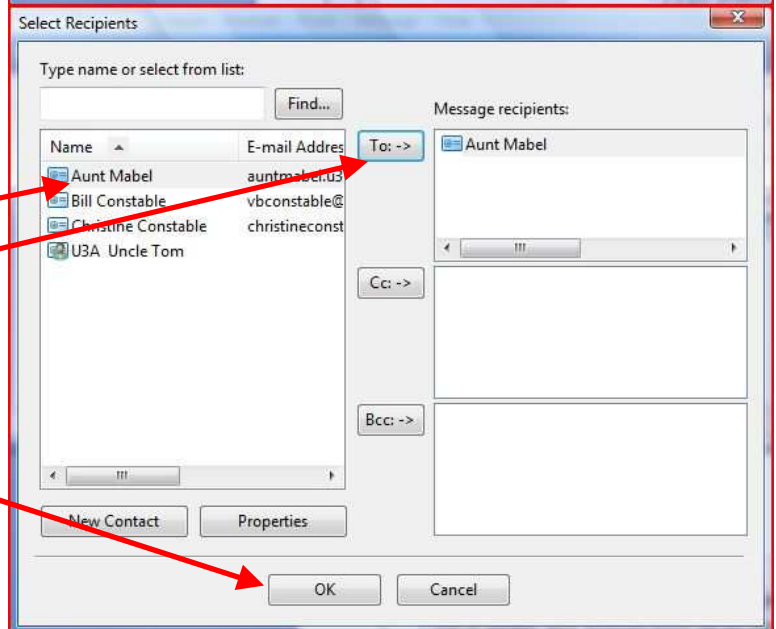
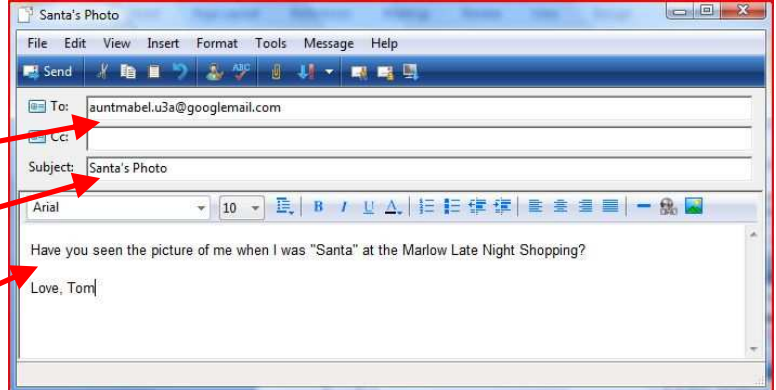
Keep clicking on names and then “To” or “Cc” until you have entered all your recipients.

Then click on “OK”

If there were no attachments, you could now click on the “Send” button near the top left of the window.

This will send your email and place a copy in your “Sent Items” folder

Click on the “Sent Items” folder if you want to view your sent emails.




Note that the “Subject” line of your email is now shown at the top of the Email you



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5. Attaching a Document or picture to an Email

Using the example in section 4 above, let's assume Tom wants to send the Santa picture to Mabel

Click on the paperclip  in the dark blue header line

A new window will open

Choose the document or picture you want – or choose the folder that it is in.

In this case, click on "Pictures" to display your pictures and subfolders.

In this case, the Santa picture we want is in the folder called "Santa".

So, double-click on the "Santa" folder (some people find it easier to click once, then click on "Open" at the bottom of the window)

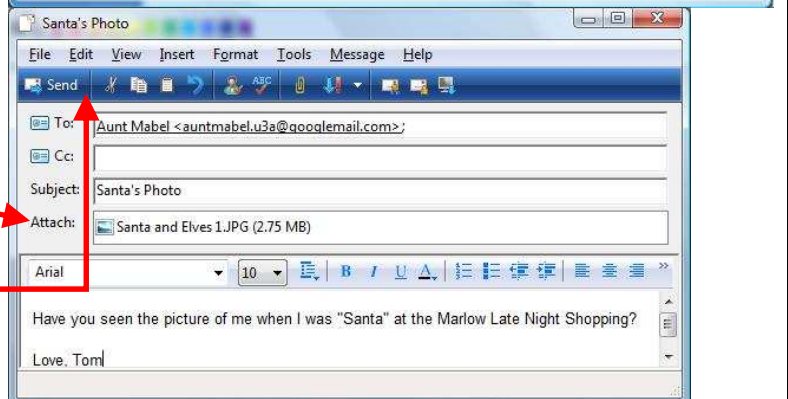
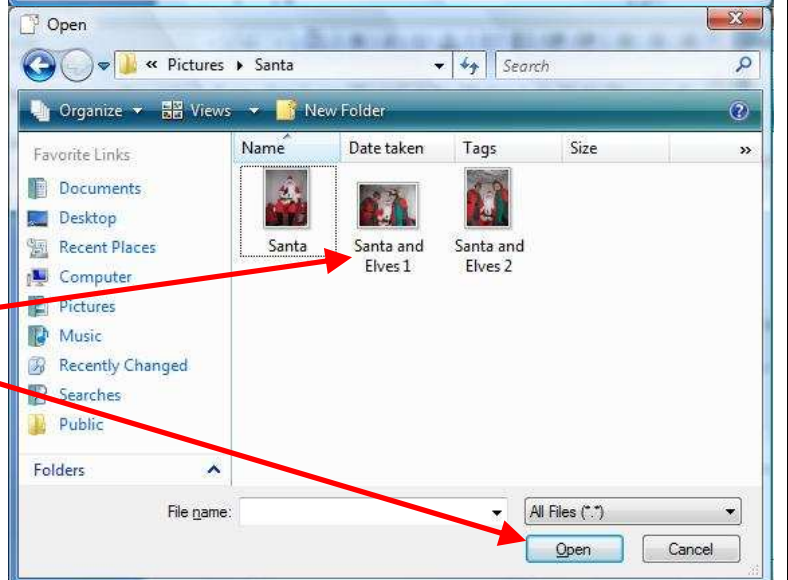
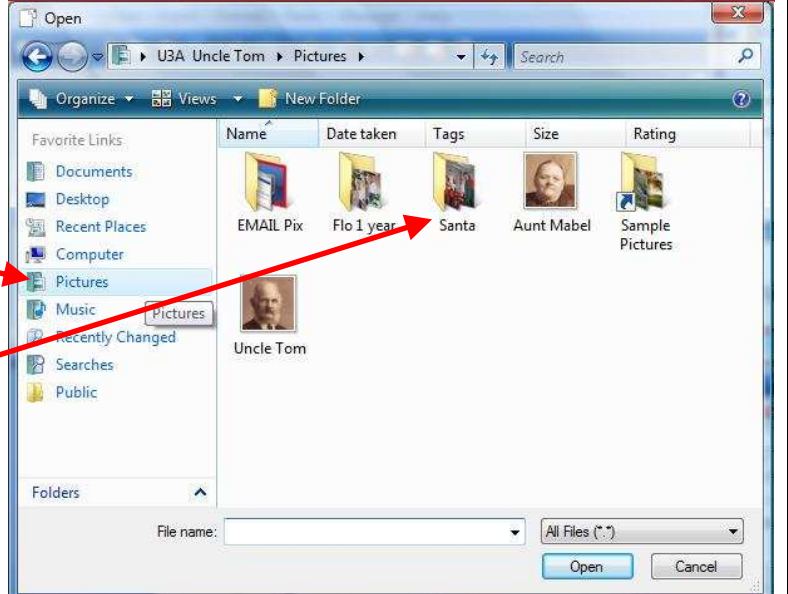
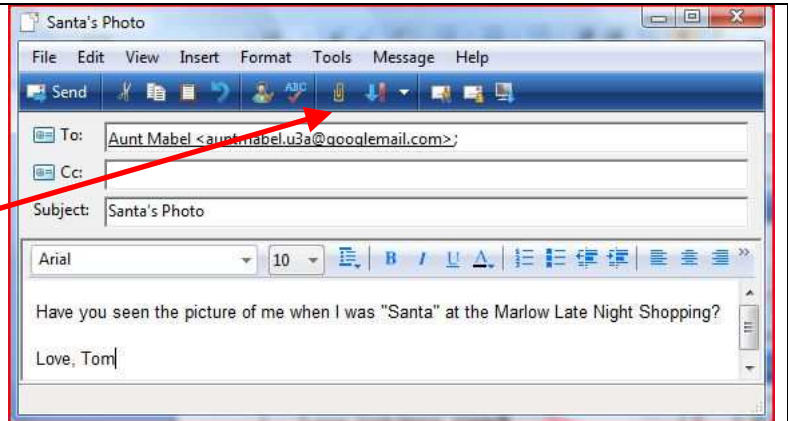
The window will re-display, now showing the contents of the "Santa" folder

Tom wants to use the picture named "Santa and Elves 1".

So, double-click on the desired photo (or click once and then click on "Open")

Notice that the email now has an extra line showing the attachment you have selected.

Now, to finish off, click on the "Send" button near the top left



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<p>6. Sending Email - The Outbox</p> <p>Look at the “Outbox”. This is where Windows Mail (V) and Outlook Express (XP) hold your sent messages briefly while they are being despatched. You may see a (1) showing that your outbound message is there. It will be there longer if there is an attachment, and for a short mail note without an attachment, it may be so brief you won’t see it at all.</p> <p>Only if the (1) stays there for more than 5 or 10 minutes should you be concerned that maybe there is a problem with your connection to the internet.</p>	 <p>Outbox</p> <p>See also “Sending mail” at the bottom left of the Mail window</p>
<p>7. Receiving Emails</p> <p>Your emails are held by your Internet Service Provider (ISP) until you start your mail program – either Windows Mail (V) or Outlook Express (XP).</p> <p>Just starting one of these programs will cause the ISP to download your Emails to your PC.</p> <p>After that, the mail program will check for new Emails every few minutes until you exit your mail program. The frequency is a user setting (File/Options/General) - it often defaults at every 30 minutes.</p>	<p>If you have any new Email, you may see “Receiving Mail in the bottom left of the Mail or Outlook Express window</p> <p>After that it will change to “1 New Message” (or more)</p> 
<p>8. The Send/Receive Button</p> <p>If you have reason to believe there is a new Email waiting for you, you can also click on the “Send/Receive” button near the mid-top of the Mail window.</p>	
<p>9. Reading your incoming Emails</p> <p>First click on the Email you wish to read.</p> <p>This will now display in the Preview Pane, picture attachments will also be shown.</p> <p>Reading emails in the Preview Pane can be difficult if the email is long and the pictures are big.</p> <p>You can scroll up and down using the scroll bar on the right.</p> <p>It is often best to open the Email in a new and separate window</p>	
<p>10. Opening an Email in a New Window</p> <p>Double click on the Email you wish to open – or right-click and then click on Open</p>	

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11. Using the Email in a New Window

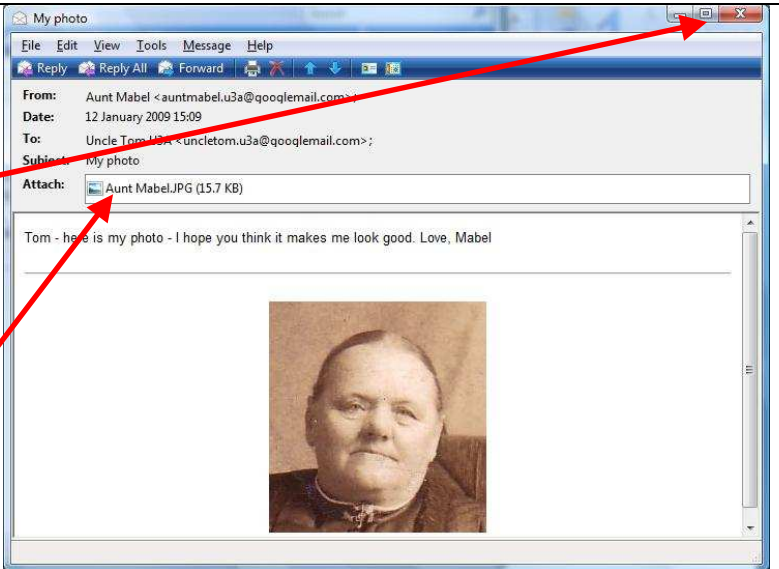
You can make the window any size you like by grabbing the sides or corners with your mouse and stretching.

Or, more simply, you can make it a full screen window by clicking on the “Maximise/Restore Down” button.

Once it is full screen, you will see more of your email and any attached photos. You may still need to scroll down (and even across) to see all of the Email and pictures.

Note that there is now a line that shows the attachment(s) to this email.

There are several ways you can now save the attachment(s).



12. Saving Attachments

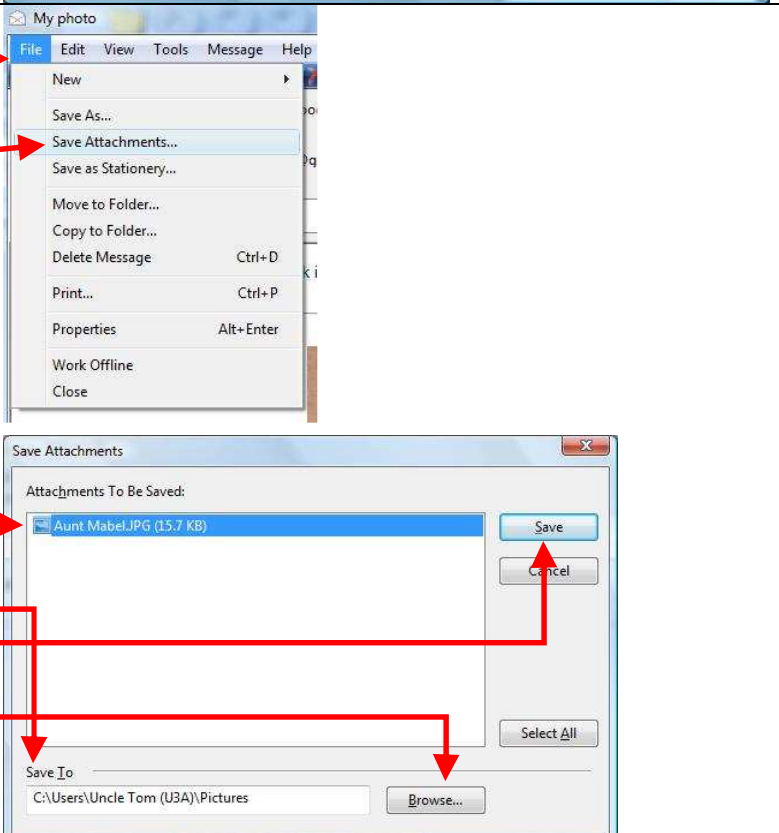
Click on “File” and a drop down menu will appear.

Slide your mouse pointer down and click on “Save Attachments”.

A new window will appear which will list all the attachments to this email – only one in this example.

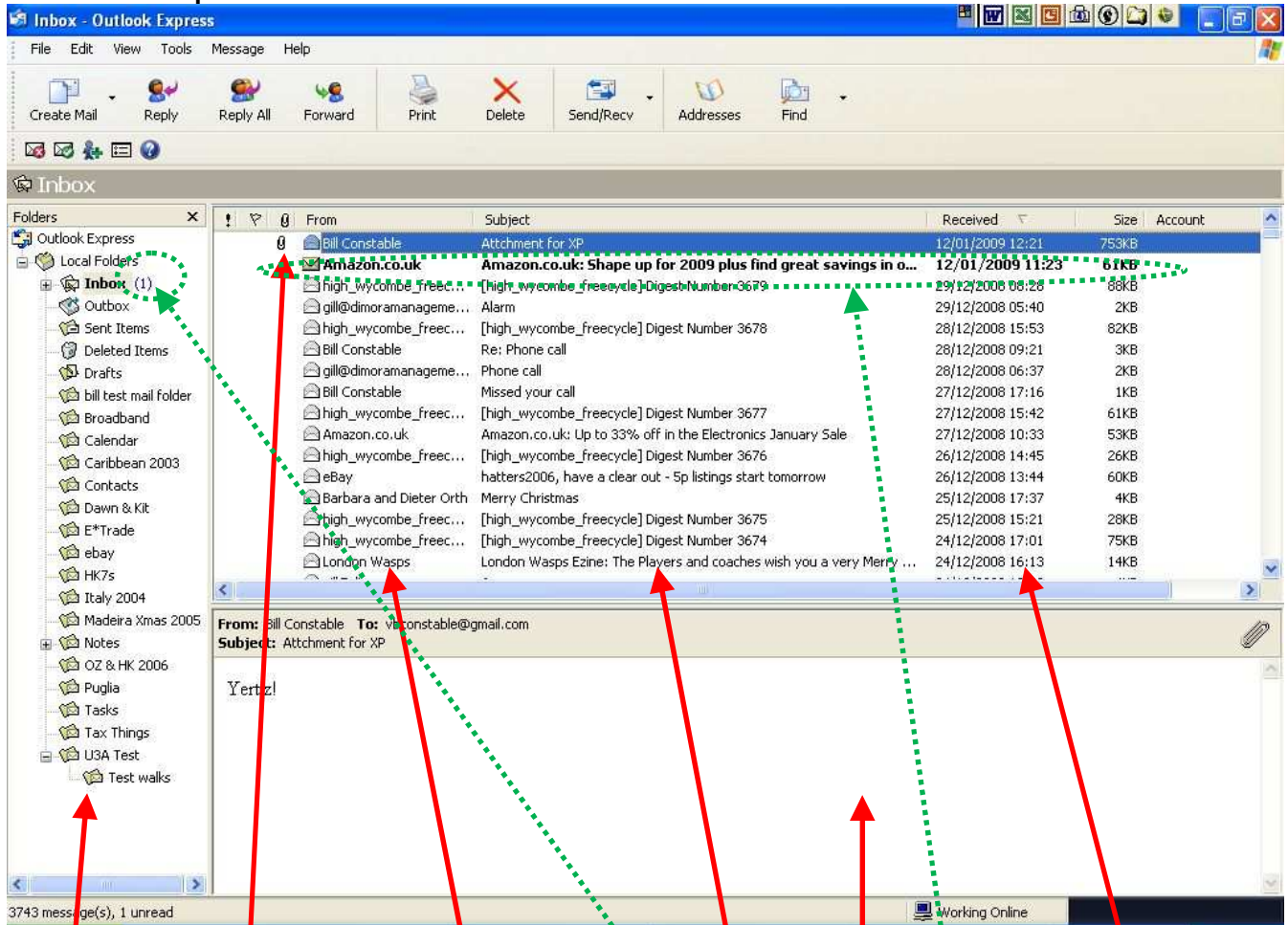
Look at the “Save To” destination, if OK, then click on “Save”.

You may change the destination of your saved attachment by clicking on Browse, this will show you a list of potential location where you may save the attachment.



APPENDIX FOR NOTES SPECIFIC TO WINDOWS XP

2. The Outlook Express window:



Your folders

Attachment indicator

Who your message is from

Subject of message

Preview of message

Date message sent

Note that there is just 1 unread message – as shown by the 1 after “Inbox” and the 1 line in bold

OTHER ASSISTANCE

1. Mail Help

Never be afraid of using the Help pull-down menu, then sliding your mouse pointer down to “View Help”.

You will see a menu of “Help” topics.

Additionally there is a short video available at this web address:

http://uk.youtube.com/watch?v=H1rmf9_YUqU

The same video can be seen directly on a Microsoft web site and you can reach this by:

- Clicking on your Start globe
- Clicking on Help and Support
- In the Search line, type “using windows mail”
- Click on the line “[Demo: Using Windows Mail](#)”

You need to be connected to the Internet for this video to display.

