HOTMAIL EMAIL

Getting and using an
MSN Hotmail email account

CyberLynx
(http://cyberlynxoregon.org)

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Overview

- Getting a hotmail account
- Using hotmail email
- Using hotmail contacts
- Using the hotmail calendar
- Signing Off

Lots of Free Email Sites

- **Web Results with MSN Search on "free email account"**

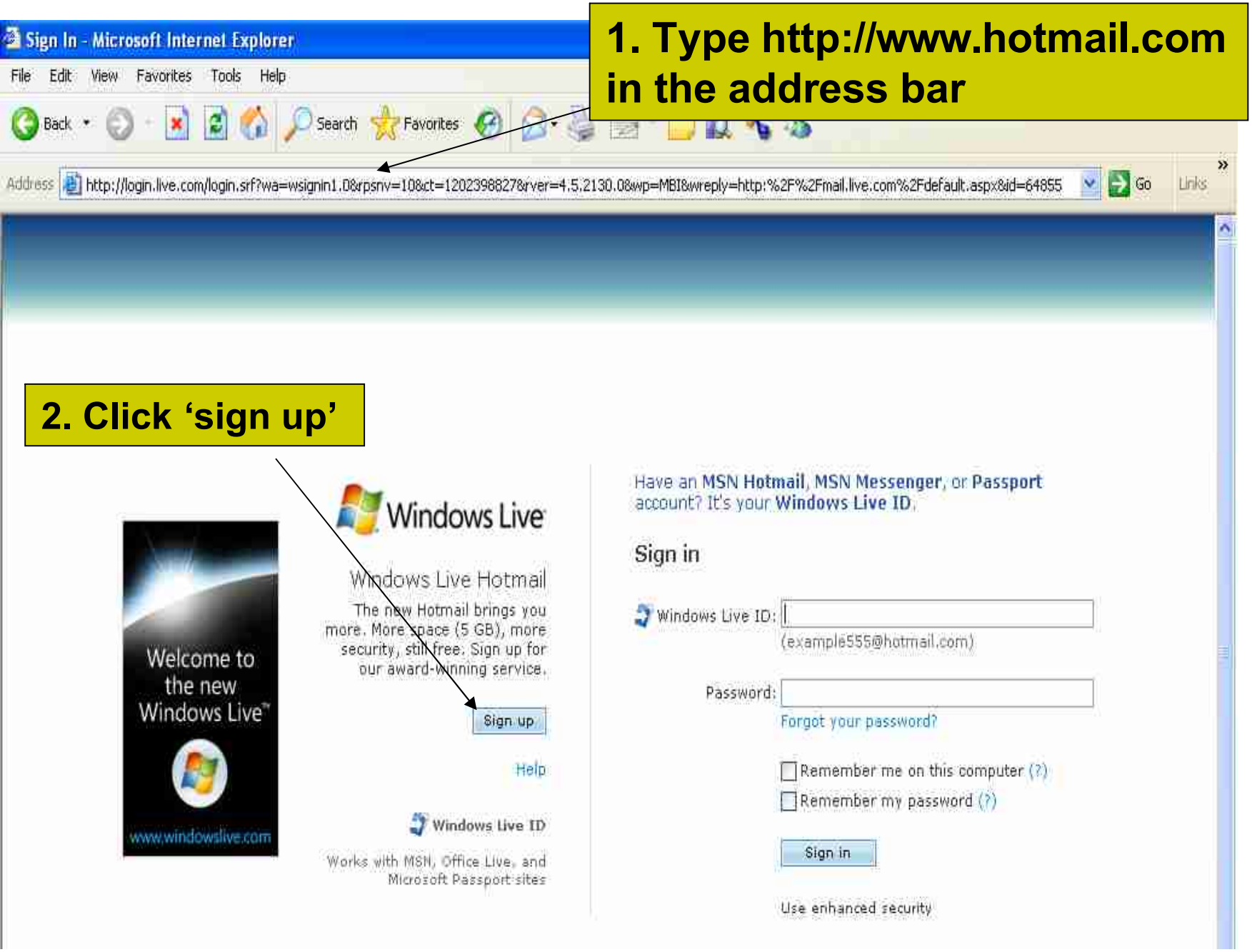
- Page 1 of 15,681,047 results containing **free e-mail account** (0.19 seconds) (with SafeSearch: Moderate)

- **SPONSORED SITES**
- Free E-mail Account with No Spam **- cashette.com**
  - Web based. 3000 MB of storage. Stops spam. 100% effective and **free**.
- E-Mail Hosting - Yahoo! - Free Domain **- webhosting.yahoo.com**
  - Set-up fee waived. Yahoo! Web Hosting includes **free** domain. Reliable service, trusted provider. Easier to setup with 24x7...
- mail.com
  - It's **FREE**! It's EASY and SIMPLE to use **FREE** Calendar, Notepad, Greeting Cards and Games included **FREE** Universal Instant Messenger with **E-mail** Alert, please click here to learn more www.mail.com/scripts/common/index.main?signin=1&lang=us

Getting a Hotmail Account

- Go to http://www.hotmail.com
- Provide the information requested
- Set up your account options

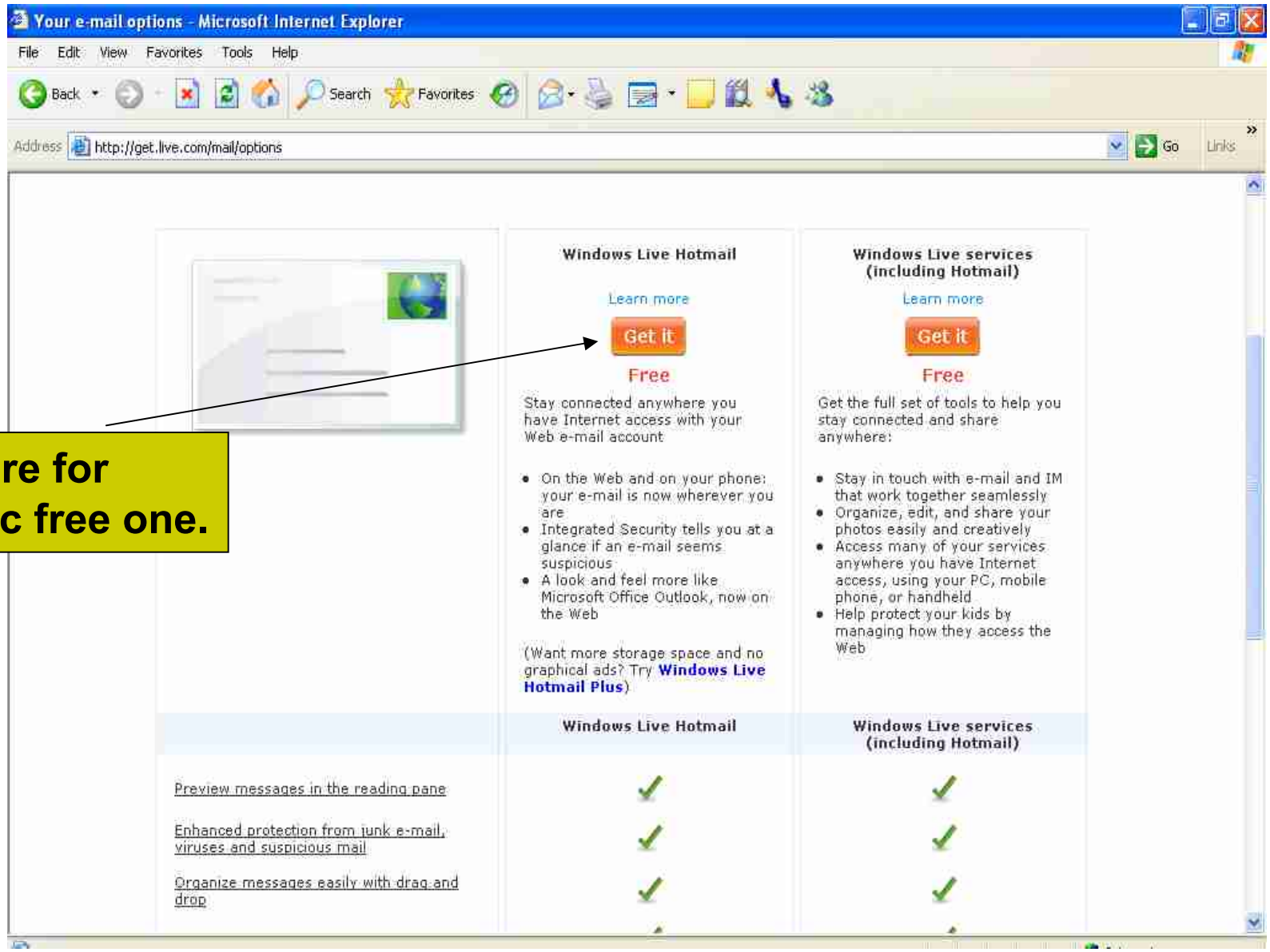
Hotmail.com



1. Type http://www.hotmail.com in the address bar

2. Click 'sign up'

Choose Account Type



Click here for the basic free one.

Fill in required information:

1. Enter your preferred email address

2. Click here to see if the email address you want is already in use.

3. Enter (and reenter) a password with both letters and numbers.

Sign up for Windows Live - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://signup.live.com/newuser.aspx?mkt=en-us&revipc=US&ts=4261424&sh=eTcN&ru=http%3a%2f%2fmail.live.com%2f%3fnewuser%3dyes&rx=http%3a%2f%2f Go Links

Windows Live™

Sign up for Windows Live

*Required fields

Have a Microsoft Passport, Hotmail, Messenger or MSN account?
It's your Windows Live ID.

Go to the sign-in page

Create a Windows Live ID

*Windows Live ID: @ live.com

live.com
hotmail.com

Check availability

You'll use your Windows Live ID to sign in to Windows Live ID sites and services.
Get help with this

Choose your password

*Type password:

Six-character minimum; case sensitive

Password strength:

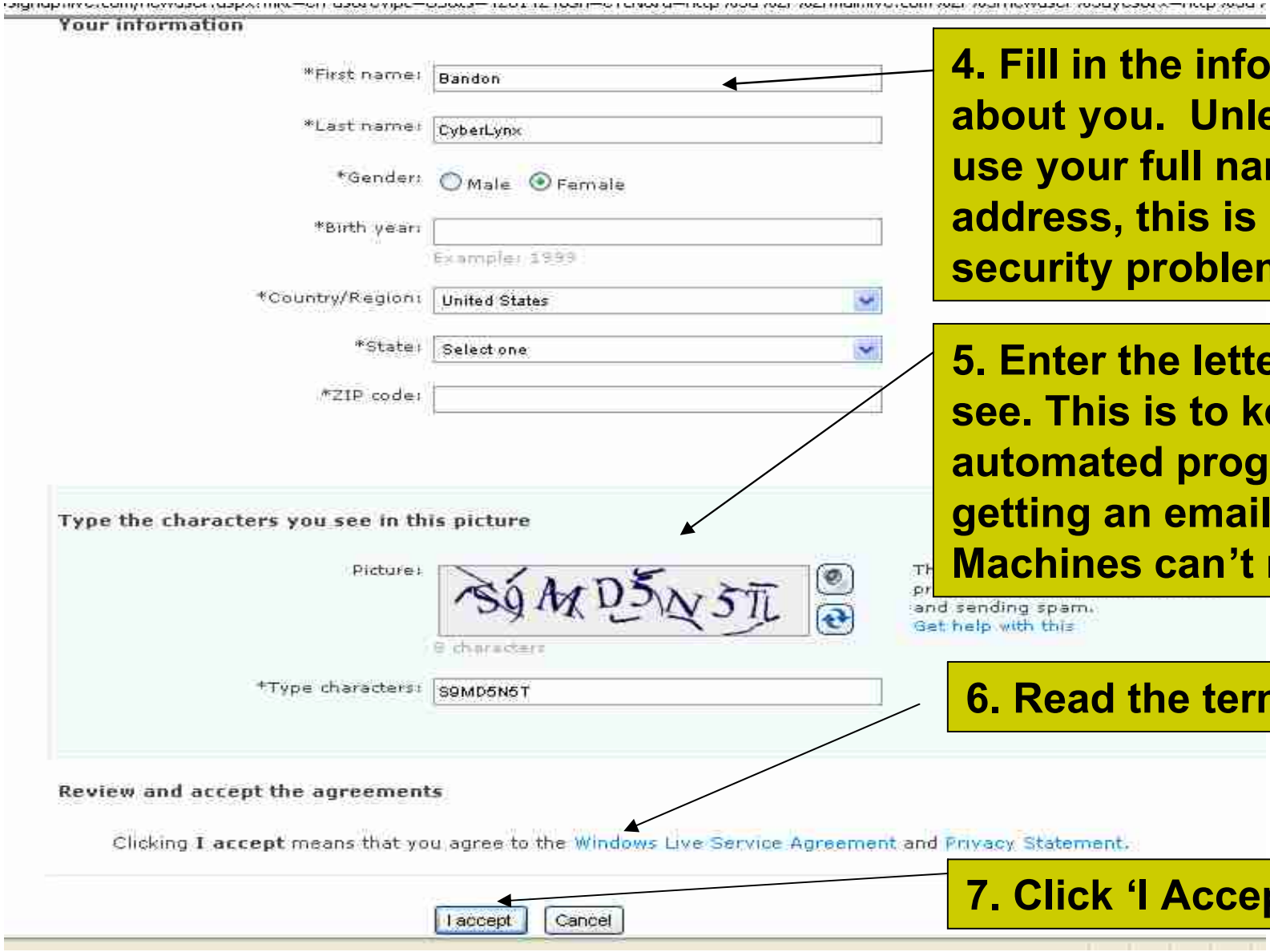
*Retype password:

BandonCyberLynx@hotmail.com is available.

*Windows Live ID: BandonCyberLynx @ hotmail.com

Check availability

Entering “Required Information”



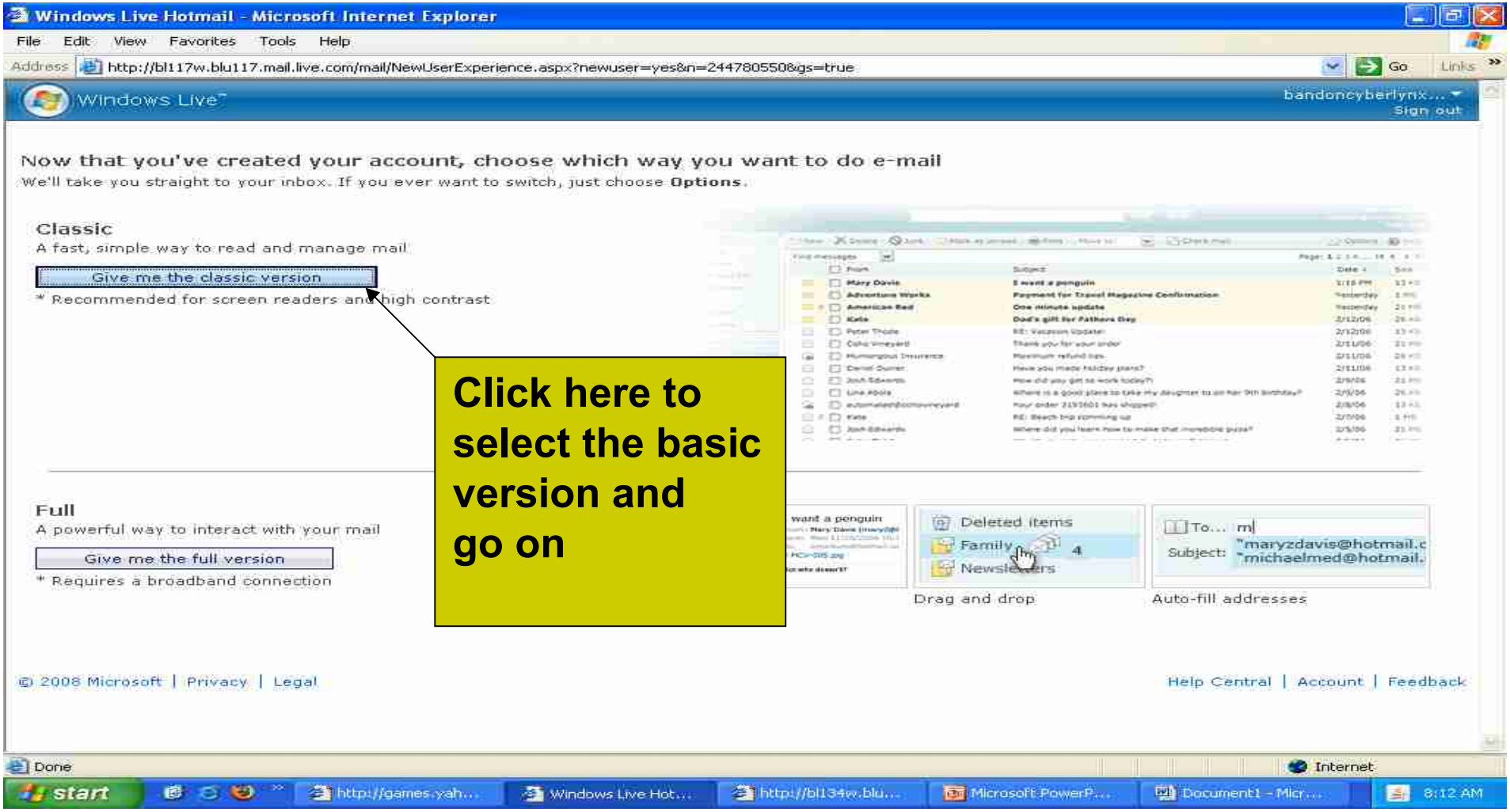
4. Fill in the information about you. Unless you use your full name in your address, this is not a security problem.

5. Enter the letters you see. This is to keep automated programs from getting an email address. Machines can’t read this.

6. Read the terms of use.

7. Click ‘I Accept’

And you've got an email account



Click here to select the basic version and go on

You've Got Hotmail.com

Note "Options" for account setup

Windows Live Hotmail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bl117w.blu117.mail.live.com/mail/InboxLight.aspx?n=1780669411

Go Links

Windows Live Home Hotmail Spaces OneCare Mail Web

bandoncyberlynx... Sign out

Inbox (1)
Junk
Drafts
Sent
Deleted
Manage folders

Today
Mail
Contacts
Calendar

send some awesome

New Delete Junk Mark as unread Move to Options

1 messages Page 1

From	Subject	Date	Size
Windows Live Hotmail Memb...	Get the Most from Windows Live Hotmail	8:07 AM	10 KB

1 messages Page 1

Want to race through your inbox even faster? Try the full version of Windows Live Hotmail. (It's free, too.)

© 2008 Microsoft | Privacy | Legal

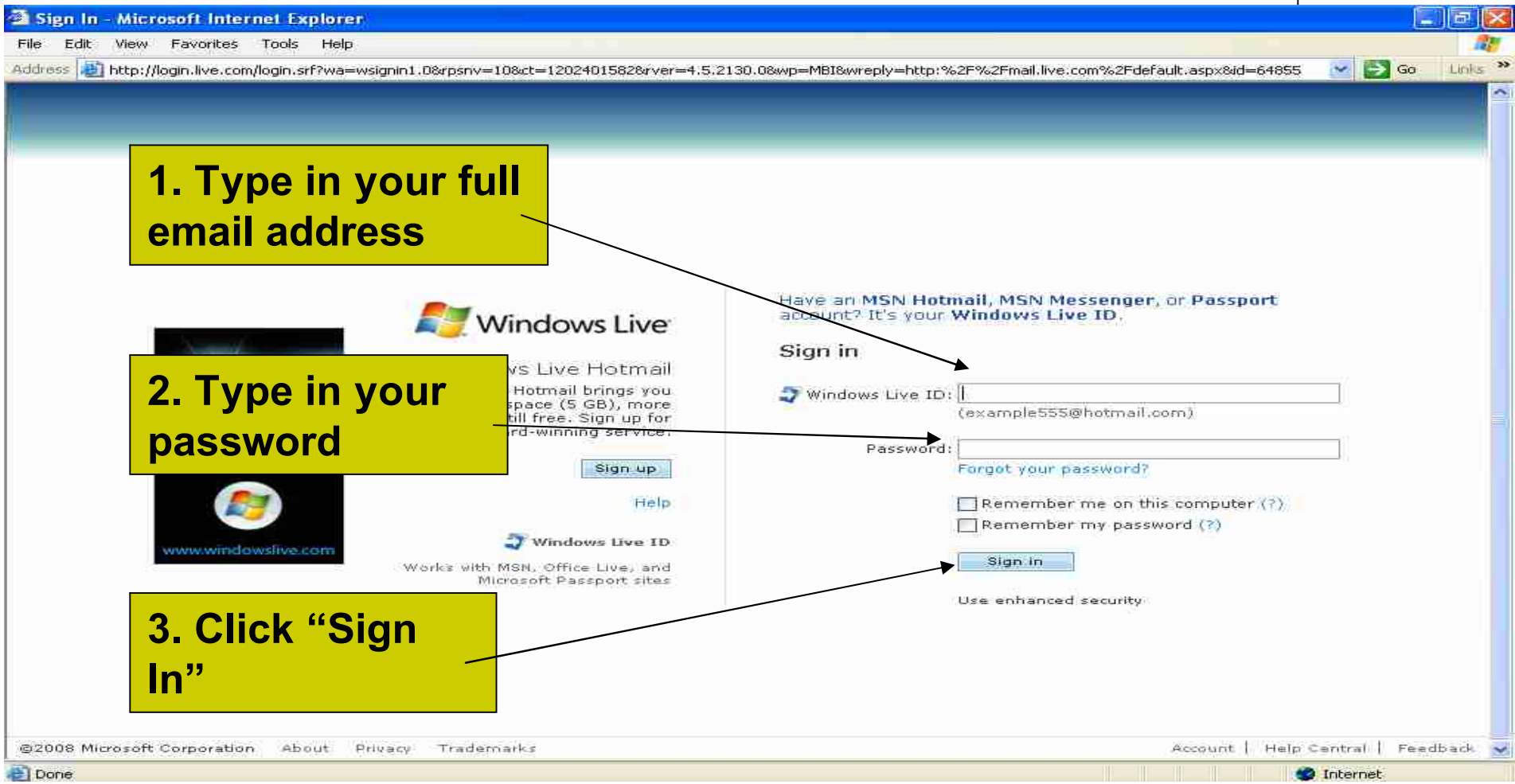
Help

Done Internet

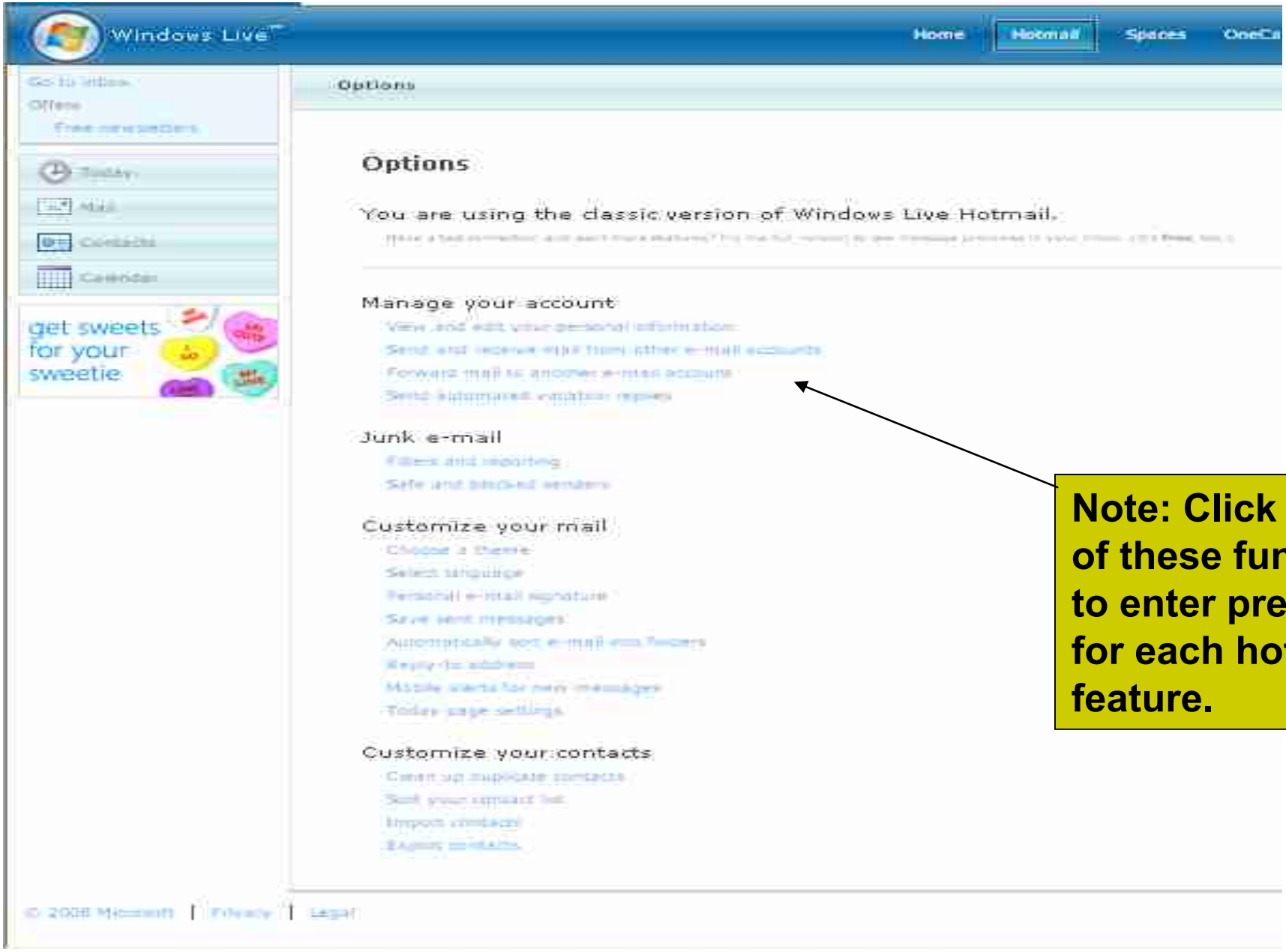
Click "Sign out" to log off your account.

Note choices for each hotmail function. Click to access.

Signing In to Access Your MSN Hotmail Account

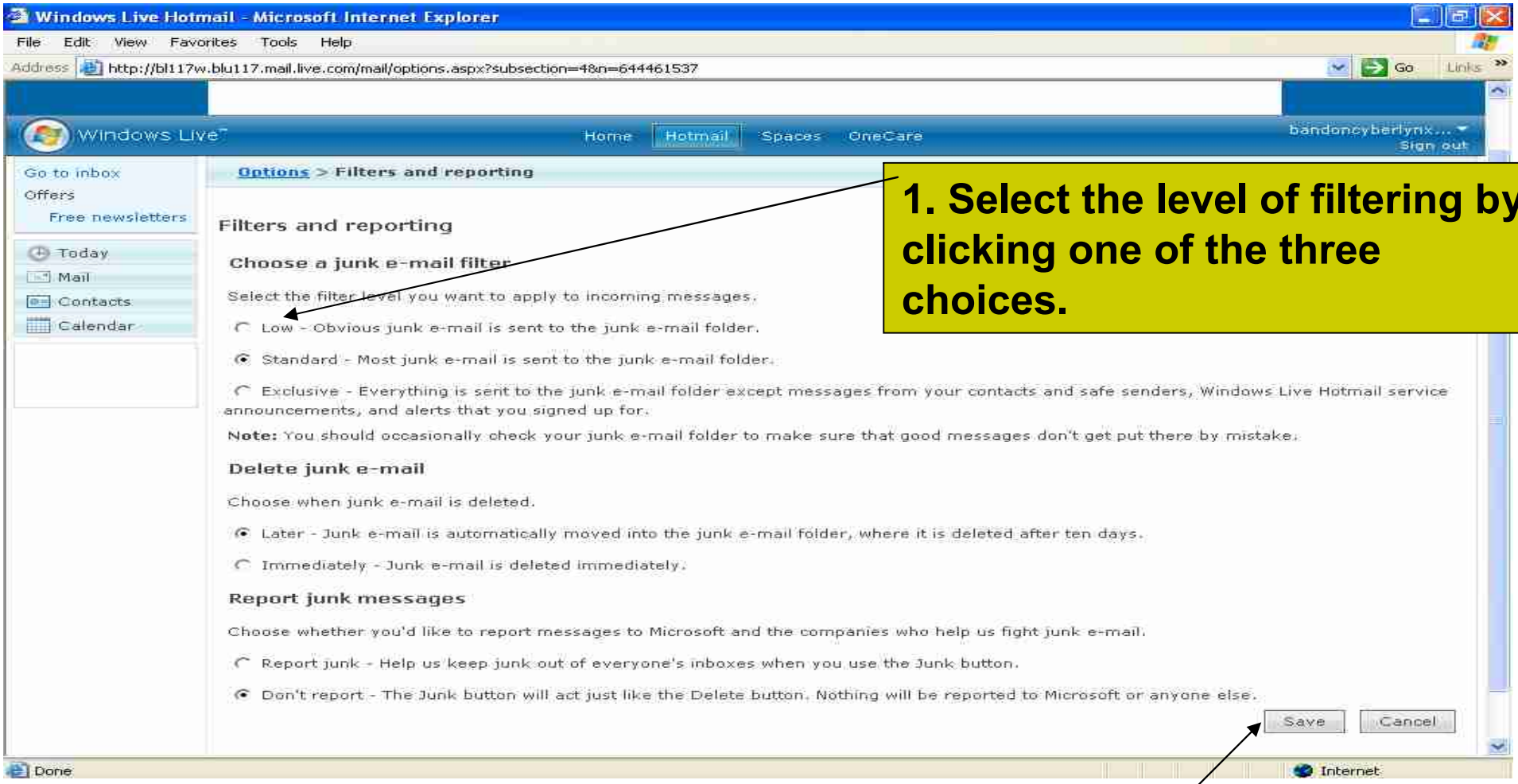


Options for Mail Set-up



Note: Click each one of these functions to enter preferences for each hotmail feature.

Options: Junk Mail Filter



1. Select the level of filtering by clicking one of the three choices.

2. Click 'Save' to save your choices.

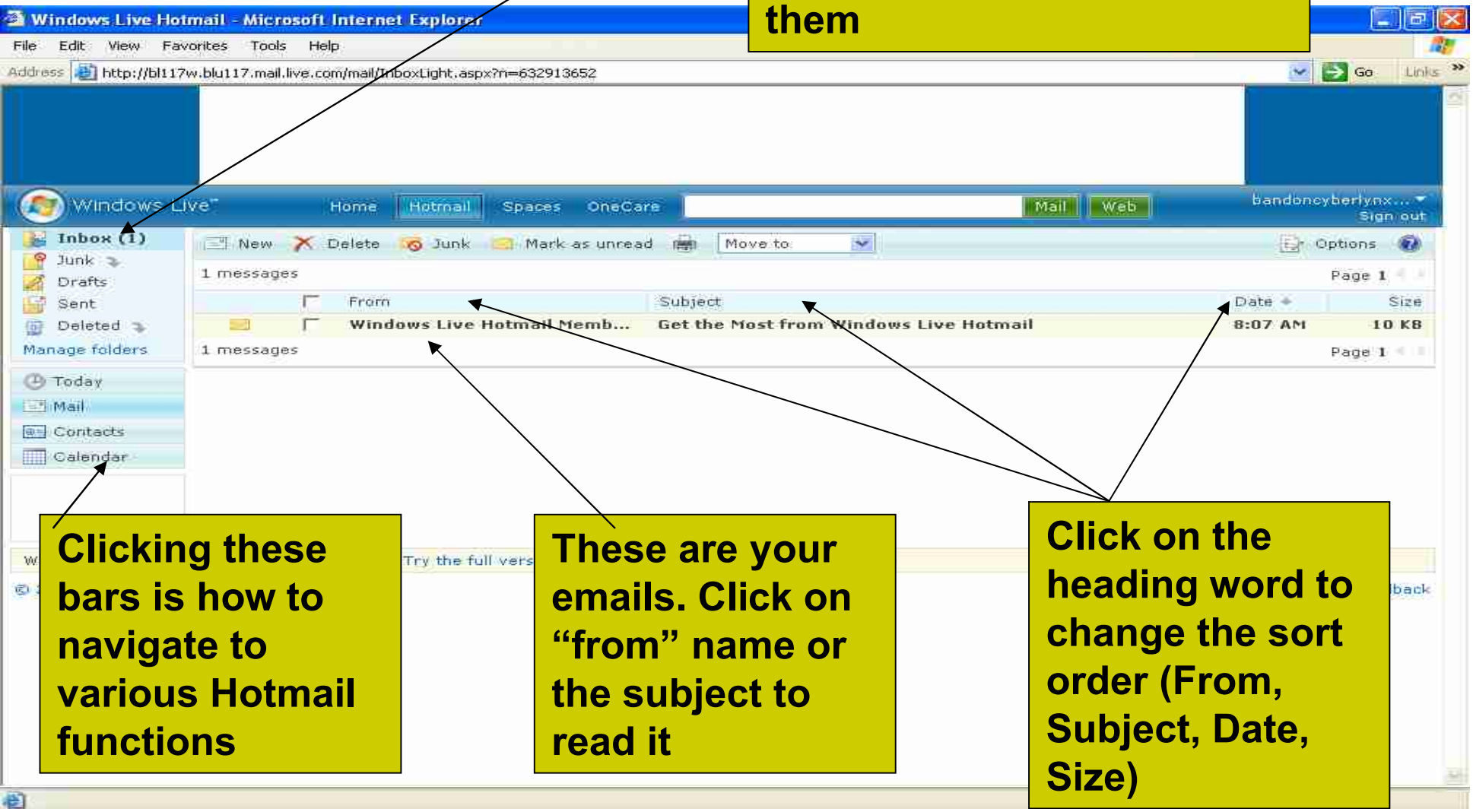
Other “Options”

Email Screens:

- Reading your email
- Composing an email
- Attaching a picture or file
- Replying to/Forwarding email
- Navigating around the screens
- Reading and/or Saving an attachment
- Organizing email in folders
- Deleting email

Inbox Features

These are your folders. Mail comes to “inbox” and “junk.” You can create new folders and store emails in them



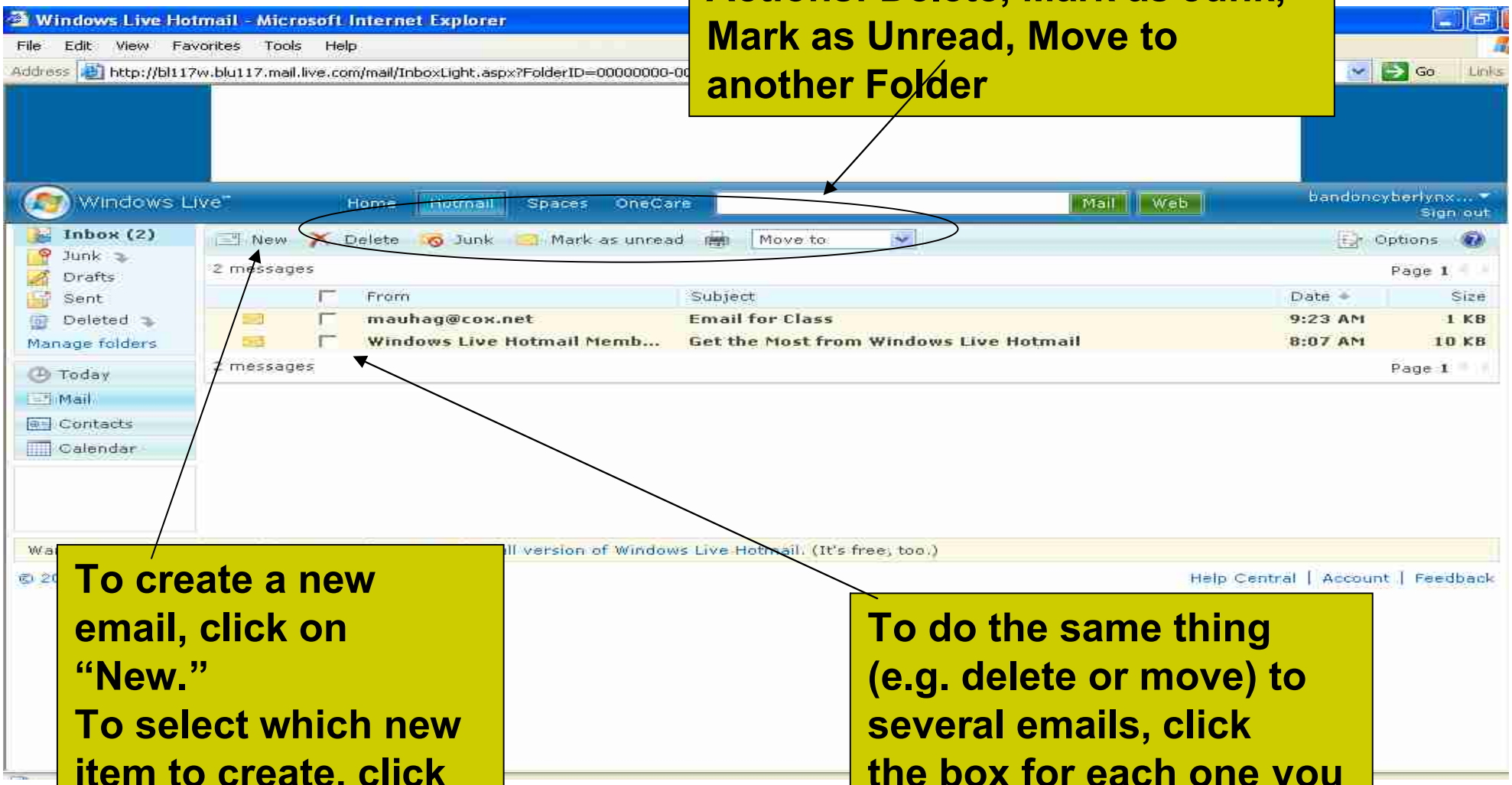
Clicking these bars is how to navigate to various Hotmail functions

These are your emails. Click on “from” name or the subject to read it

Click on the heading word to change the sort order (From, Subject, Date, Size)

Inbox … more features

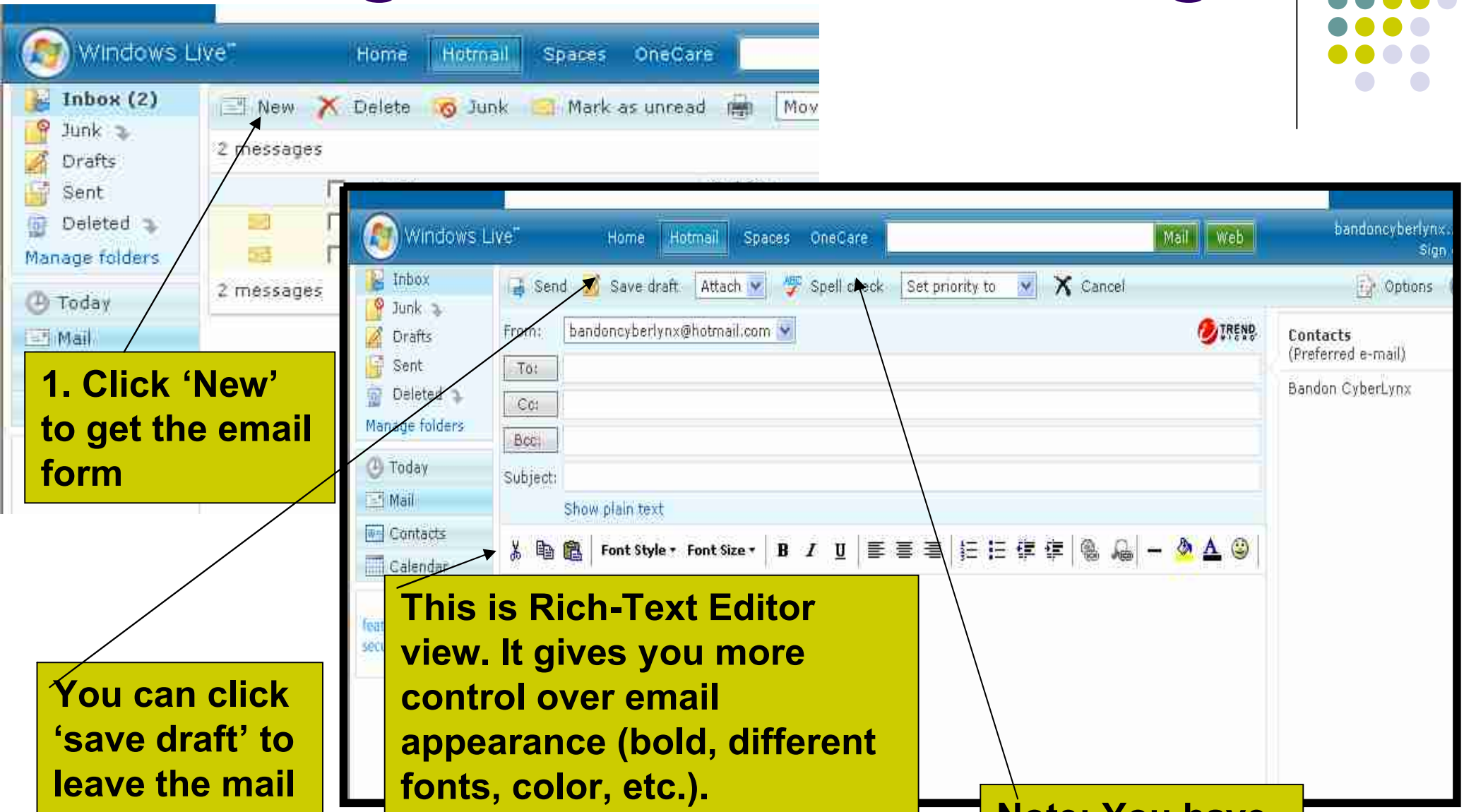
Actions: Delete, Mark as Junk, Mark as Unread, Move to another Folder



To create a new email, click on "New."
To select which new item to create, click on the little down arrow and select.

To do the same thing (e.g. delete or move) to several emails, click the box for each one you want and then click the action.

Creating a New Email Message



1. Click 'New' to get the email form

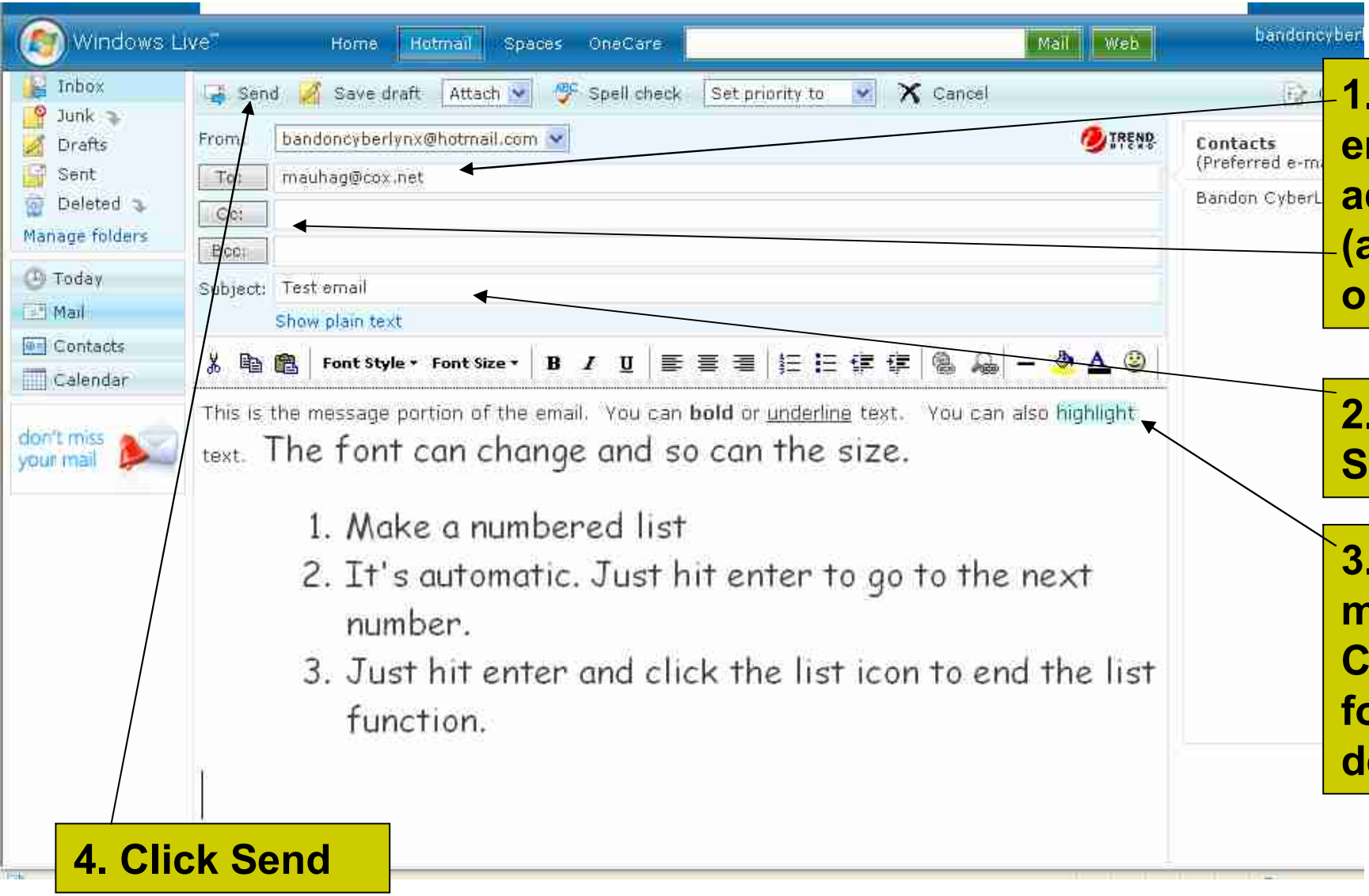
You can click 'save draft' to leave the mail and return to it later in the 'drafts' folder

This is Rich-Text Editor view. It gives you more control over email appearance (bold, different fonts, color, etc.).

Plain text creates smaller and plainer emails.

Note: You have tools for spell checking.

Composing Your Message



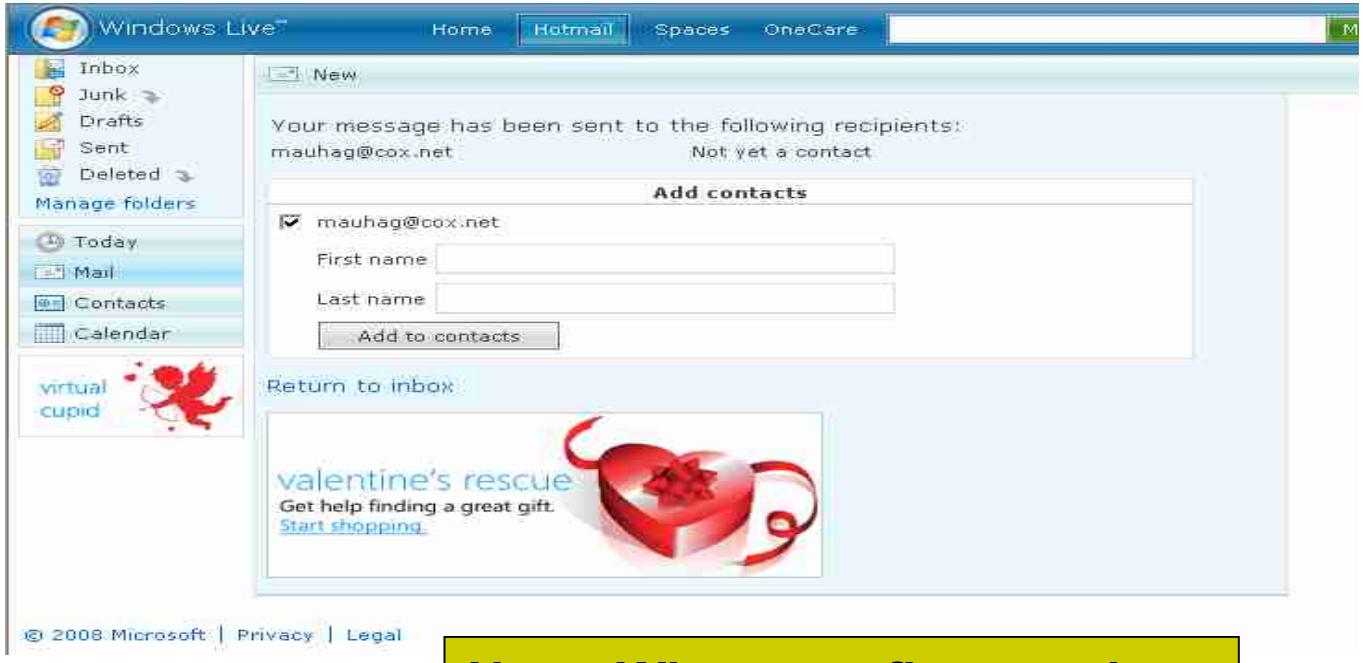
1. Enter "To" email addresses (and cc or bcc ones, too)

2. Enter a Subject

3. Enter your message text. Change the formatting as desired

4. Click Send

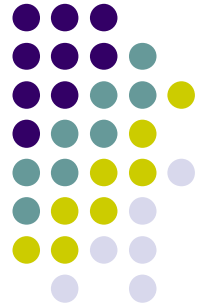
Automatic Storing of Contacts



Note: When you first send to an email address, it will ask you whether you want to add it as a contact.

Enter the names and click "Add to contacts" to create this email address in contacts.

Attaching a picture or document



Windows Live | Home | Hotmail | Spaces | OneCare | Mail | Web

Inbox
Junk
Drafts
Sent
Deleted
Manage folders
Today
Mail
Contacts
Calendar

Send | Save draft | Attach | Spell check | Set priority to | Cancel

Attach
File
Photo

From: bandoncyberlynx@
To: mauhag@cox.net
Cc:
Bcc:
Subject: Test email
Show plain text

Contacts
(Preferred e-mail)

Font Style | Font Size

This is the message portion of the email. You can **bold** or underline text. You can also highlight

don't miss your mail

1. Click here to attach something.

Windows Live | Home | Hotmail | Spaces | OneCare

Inbox
Junk
Drafts
Sent
Deleted
Manage folders
Today

Attach | Add more files | Cancel

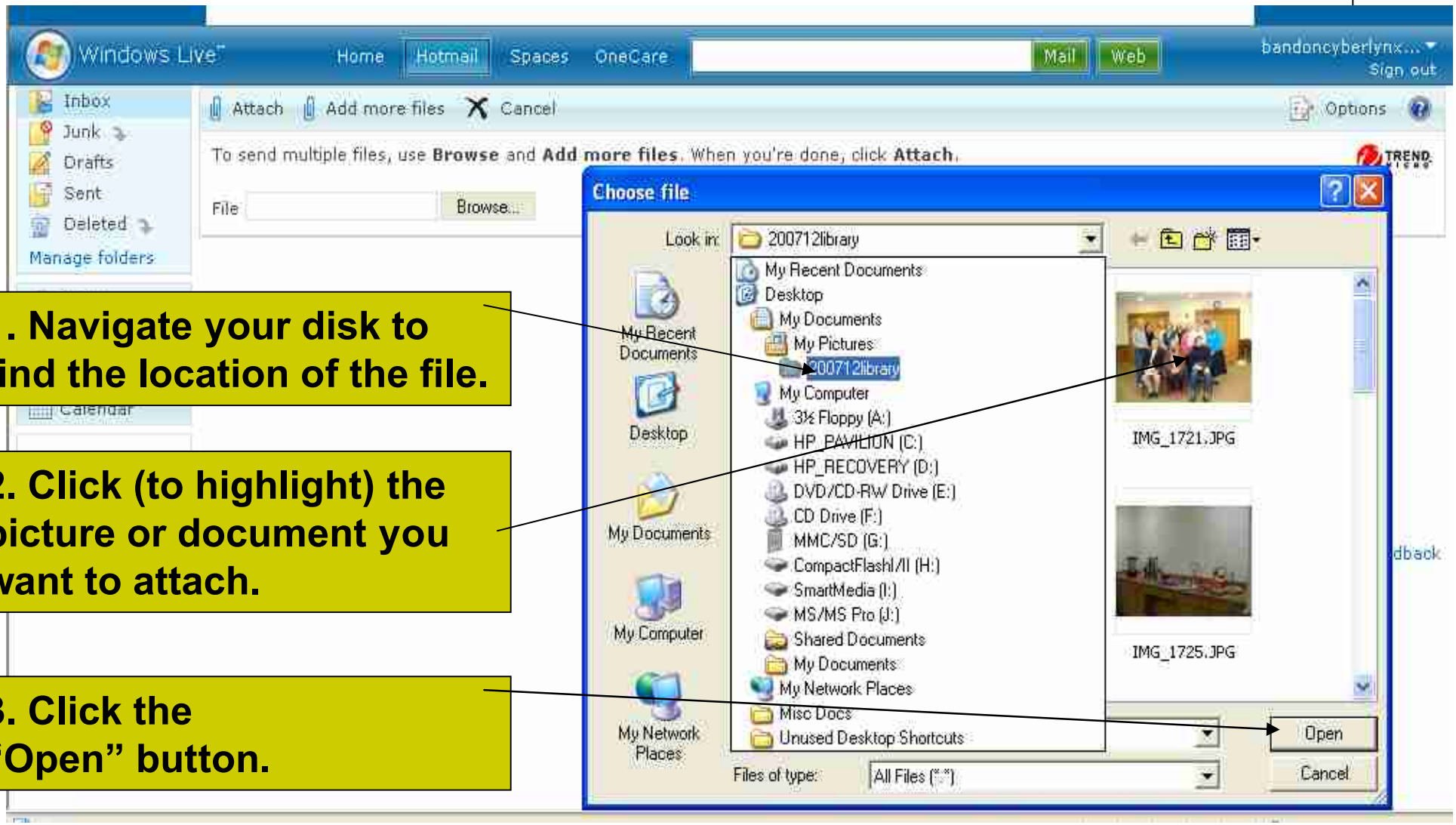
To send multiple files, use **Browse** and **Add more files**. When you're done, click **Attach**.

File | Browse...

Optional: Enter the full name of the file you want to attach.
(e.g. C:\Documents and Settings\Administrator\My Documents\My Pictures\200712library\ IMG_1720w.jpg)

2. Click "Browse" after this new screen appears to browse your computer files and select which files or photos to attach.

Find the file to attach

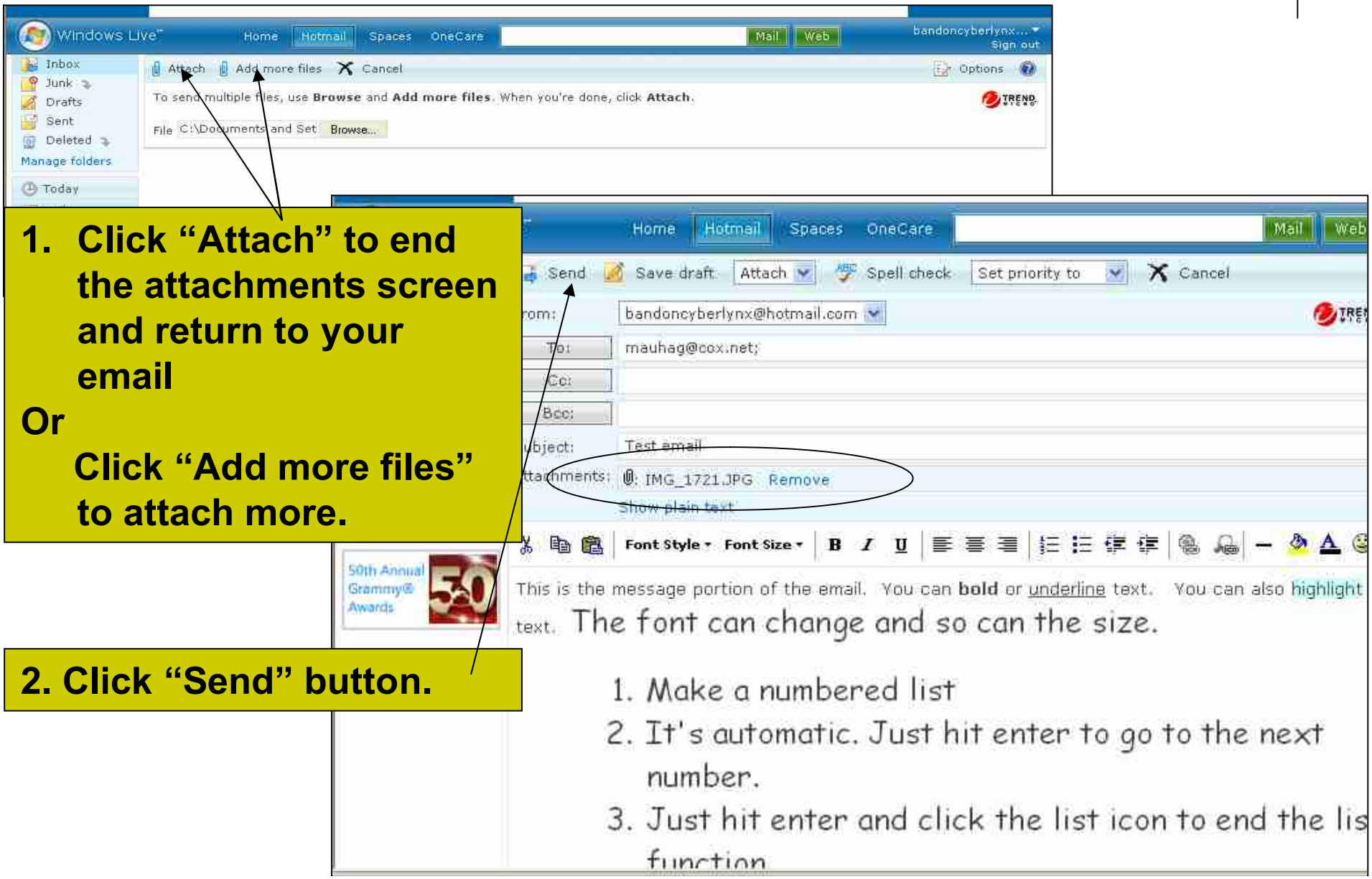


1. Navigate your disk to find the location of the file.

2. Click (to highlight) the picture or document you want to attach.

3. Click the "Open" button.

Complete and Send the Email



1. Click "Attach" to end the attachments screen and return to your email

Or

Click "Add more files" to attach more.

2. Click "Send" button.

Reading Your Email

Windows Live | Home | Hotmail | Spaces | OneCare | Mail | Web | bandoncyberlynx... Sign out

Inbox (2)
Junk
Drafts
Sent
Deleted
Manage folders
Today

New | Delete | Junk | Mark as unread | Move to | Options

2 messages | Page 1

From	Subject	Date	Size
mauhag@cox.net	Email for Class	Yesterday	1 KB
Windows Live Hotmail Memb...	Get the Most from Windows Live Hotmail	Yesterday	10 KB

2 messages | Page 1

All your e-mail, one inbox

Want to race through your inbox even faster? Try the full version of Windows Live Hotm

© 2008 Microsoft | Privacy | Legal | Account | Feedbac

1. Click on "Inbox" to see emails.

2. Click on the from name or the subject text to read the email.

Email Screen Options You can:

Delete this email

Print this email from a screen with no banner ads and junk

Move to the next or previous email in your inbox

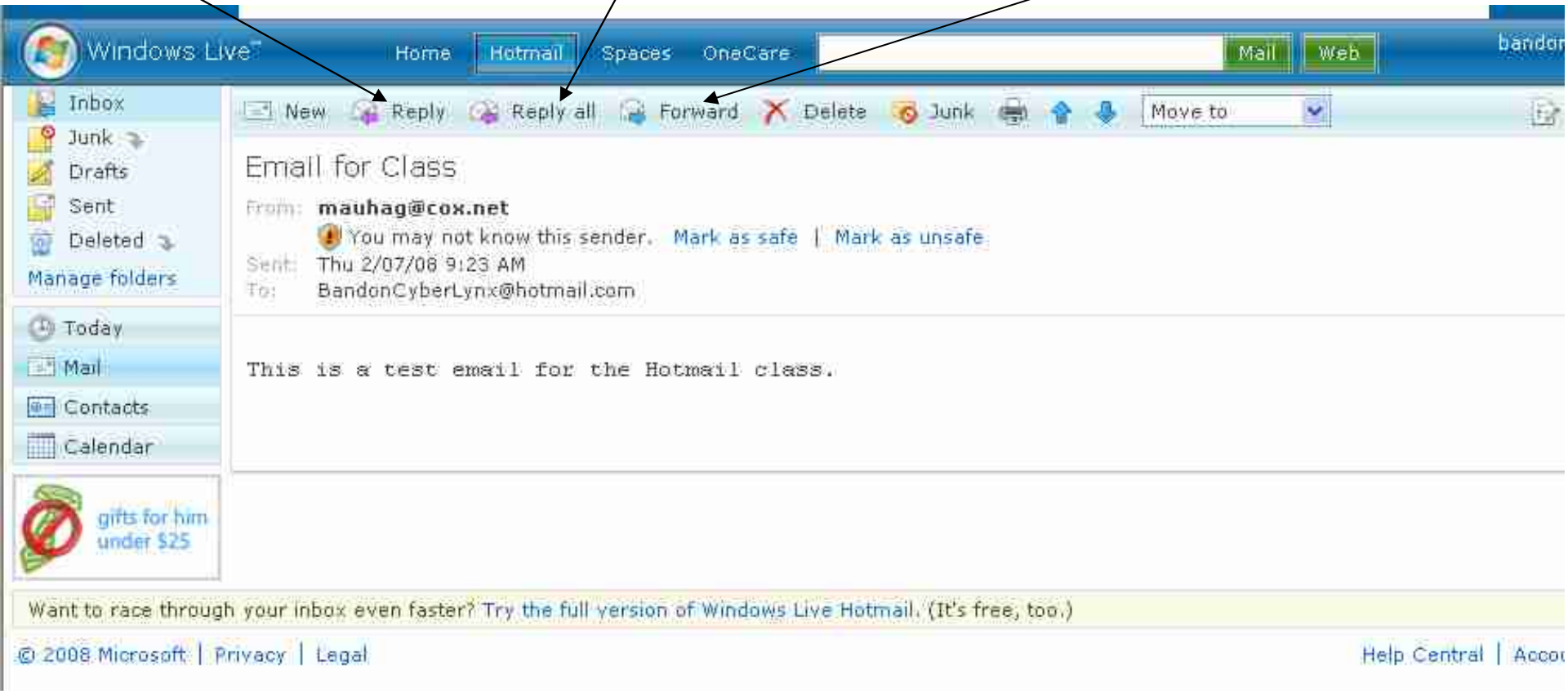
Move this email to another folder (and out of 'inbox')

Responding to an Email

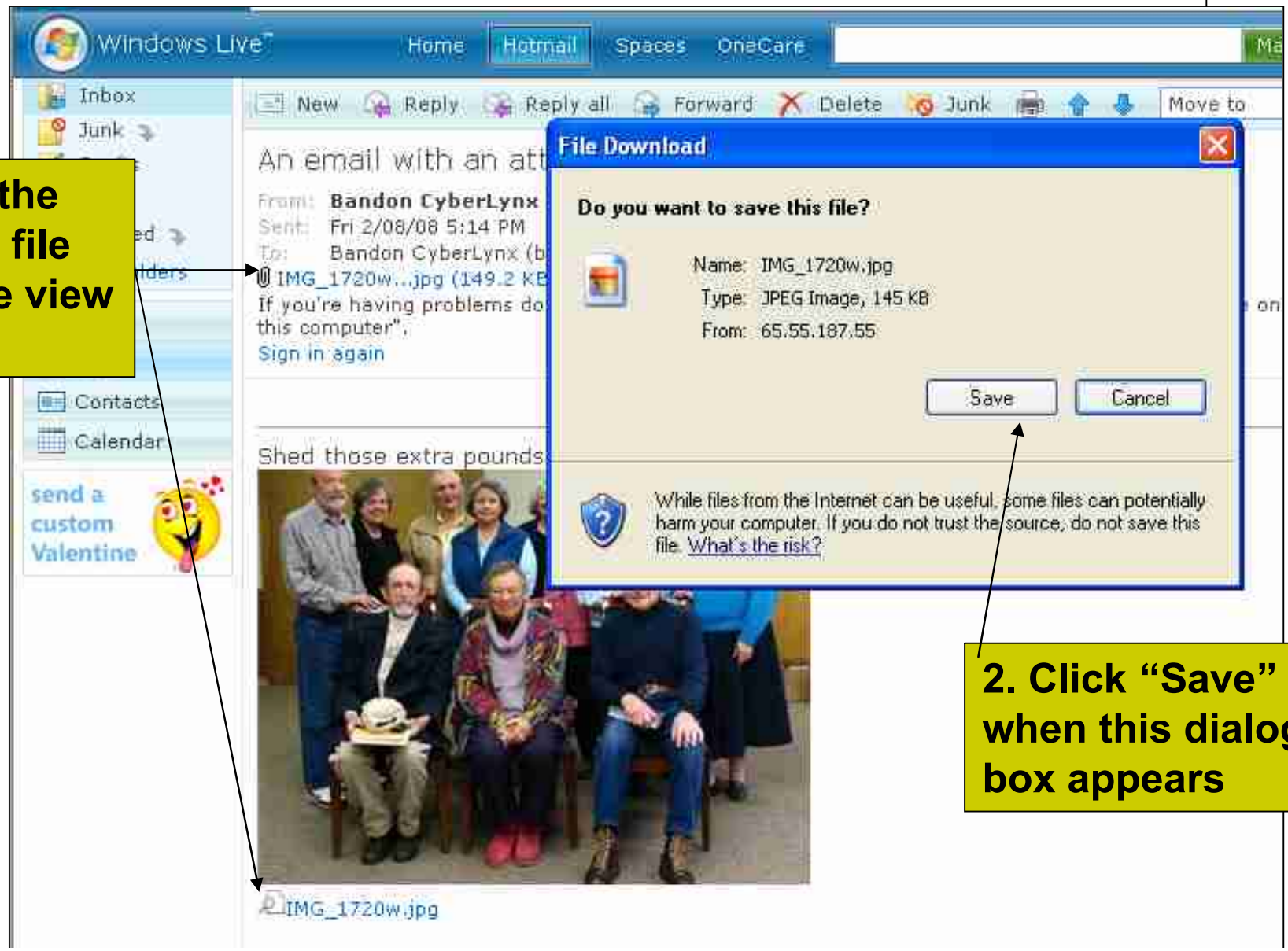
Reply:
Send a message back to the "FROM" who sent you this email

Reply all:
Send a message back to EVERYONE (from and all CC's)

Forward:
Send the message on to someone not the from or CC'd



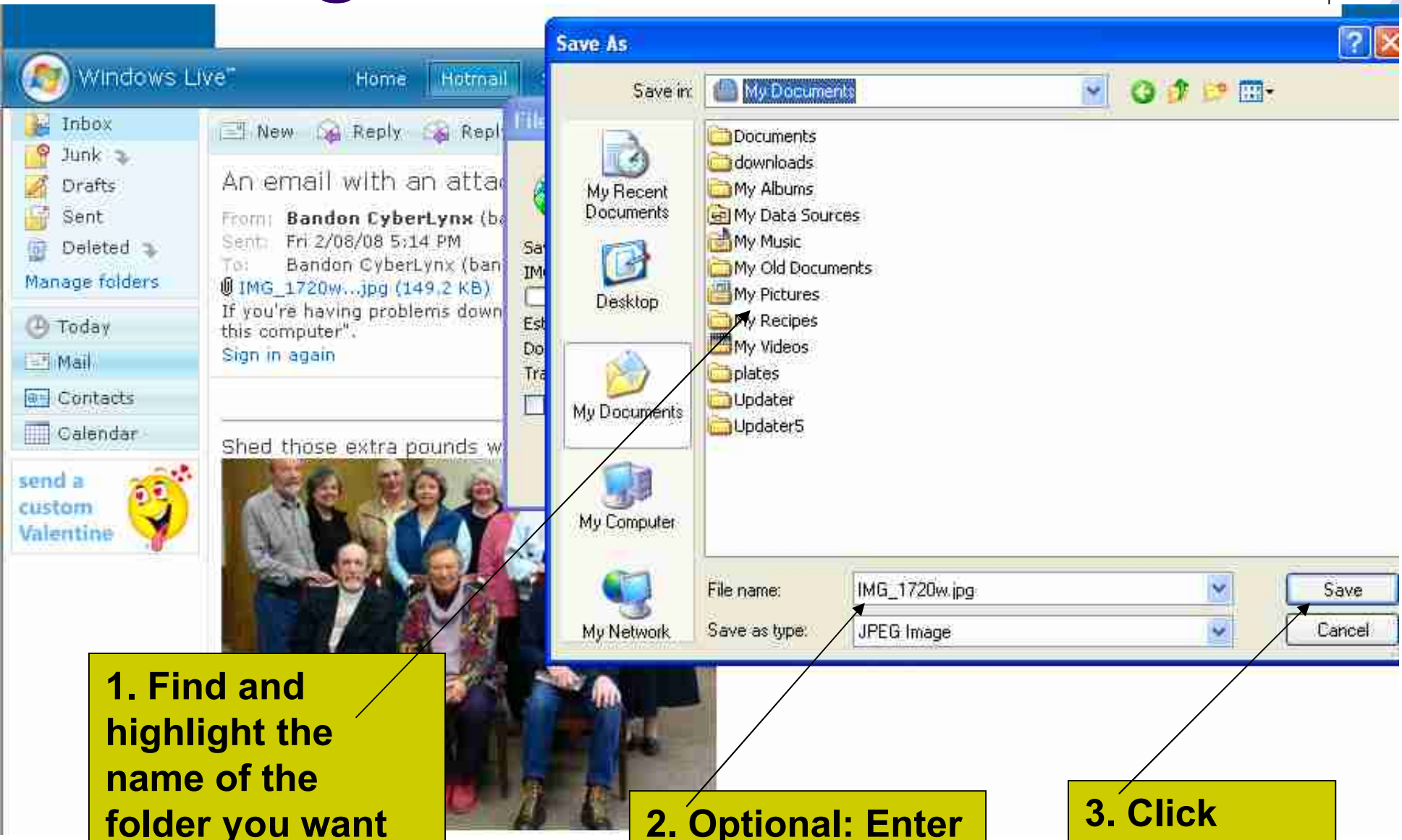
Saving an Attachment



1. Click on the attachment file name or the view icon

2. Click "Save" when this dialog box appears

Saving an Attachment - 2

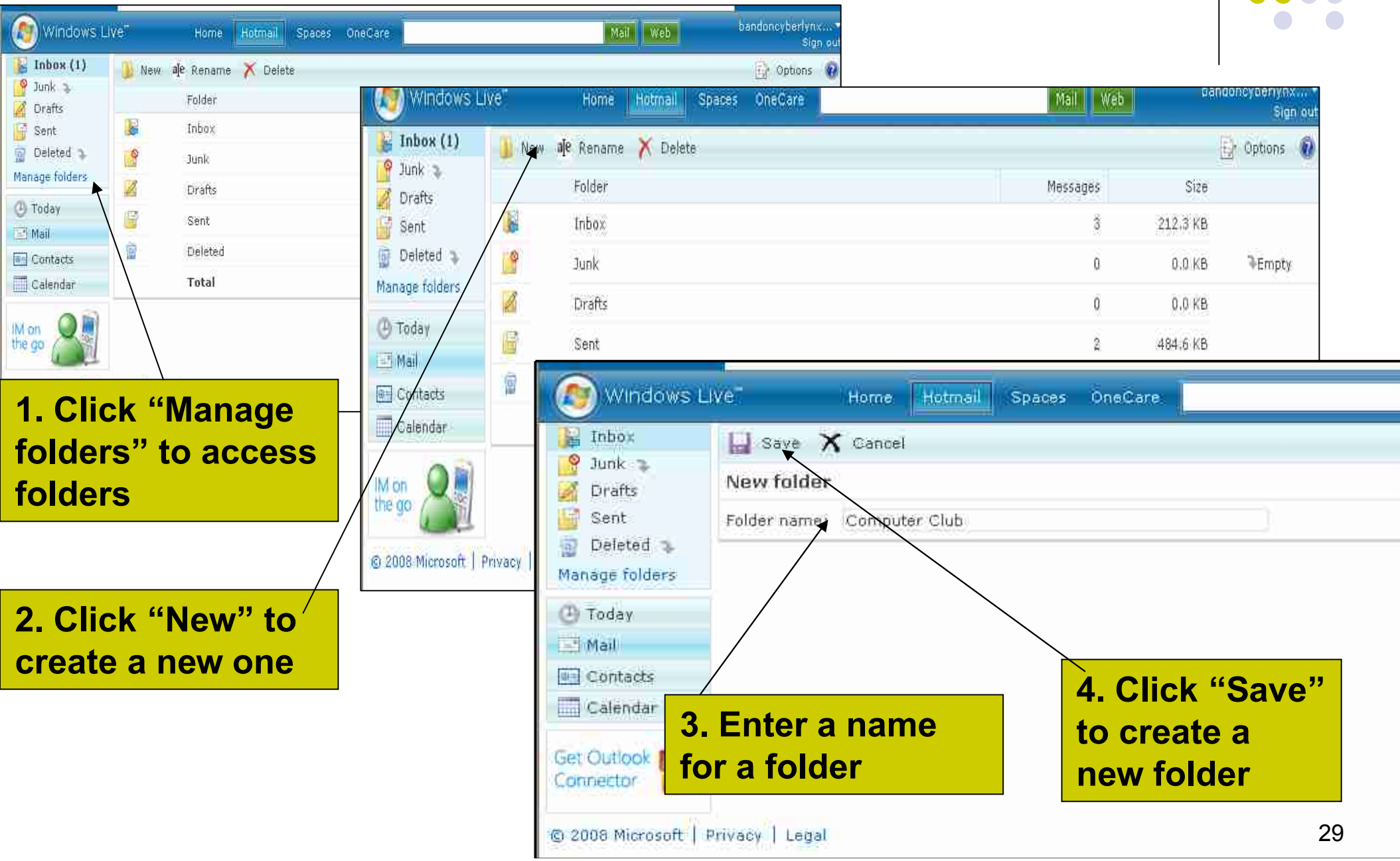


1. Find and highlight the name of the folder you want to store in.

2. Optional: Enter a new file name.

3. Click "Save"

Folders: Organizing Mail
Create a Folder



1. Click "Manage folders" to access folders

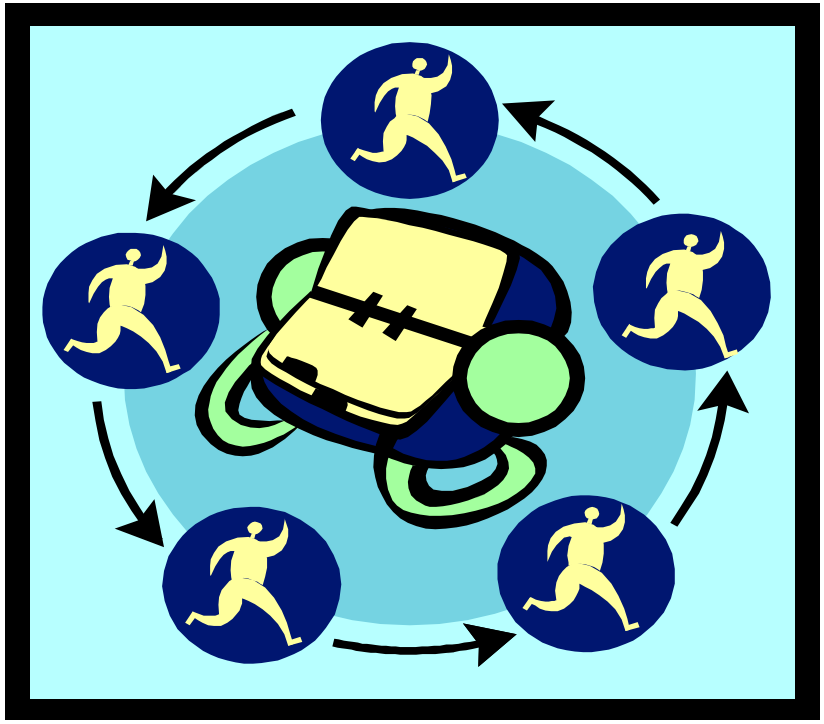
2. Click "New" to create a new one

3. Enter a name for a folder

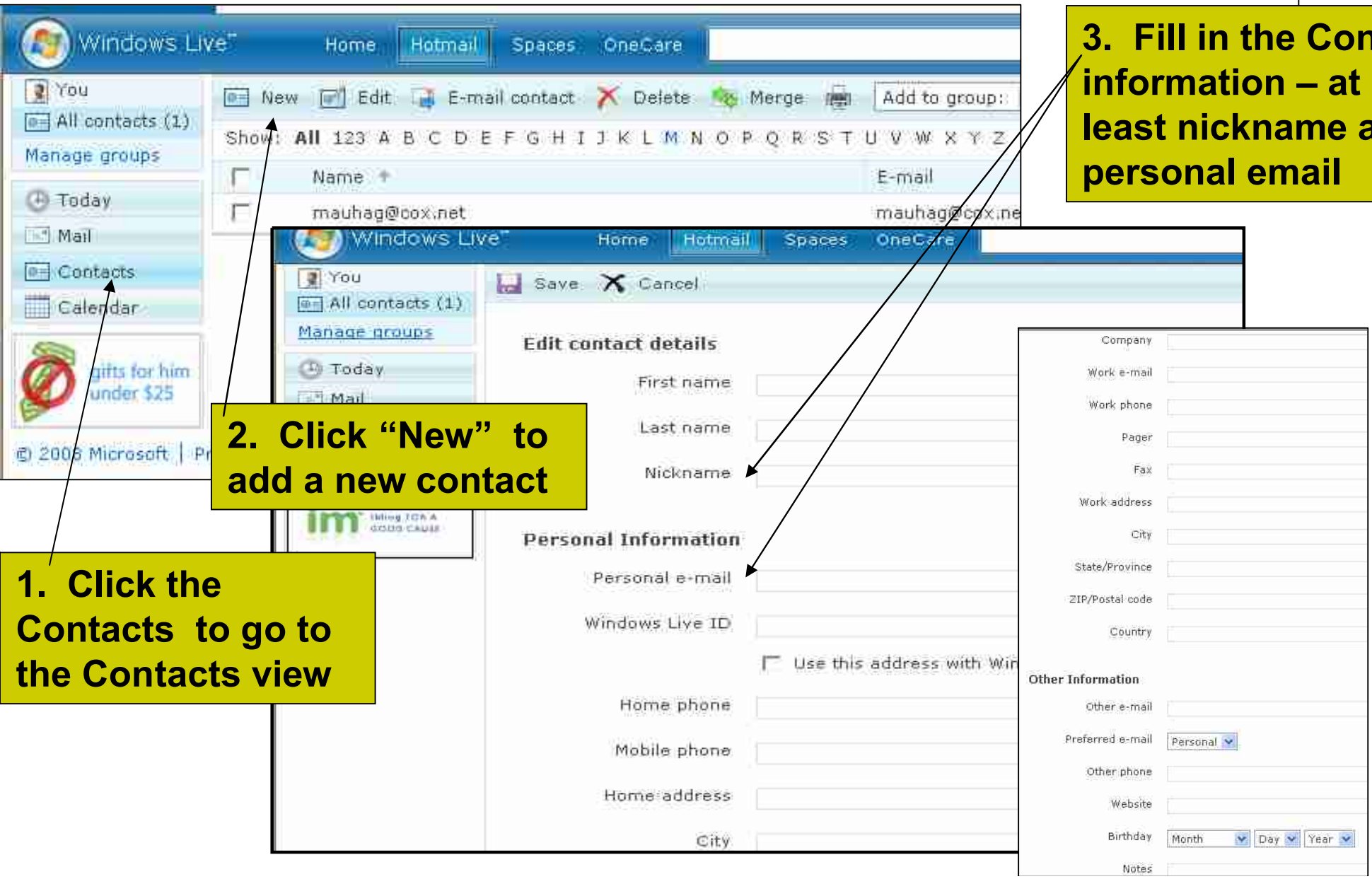
4. Click "Save" to create a new folder

Contacts

- Adding Contacts
- Creating Groups



Contacts in Hotmail

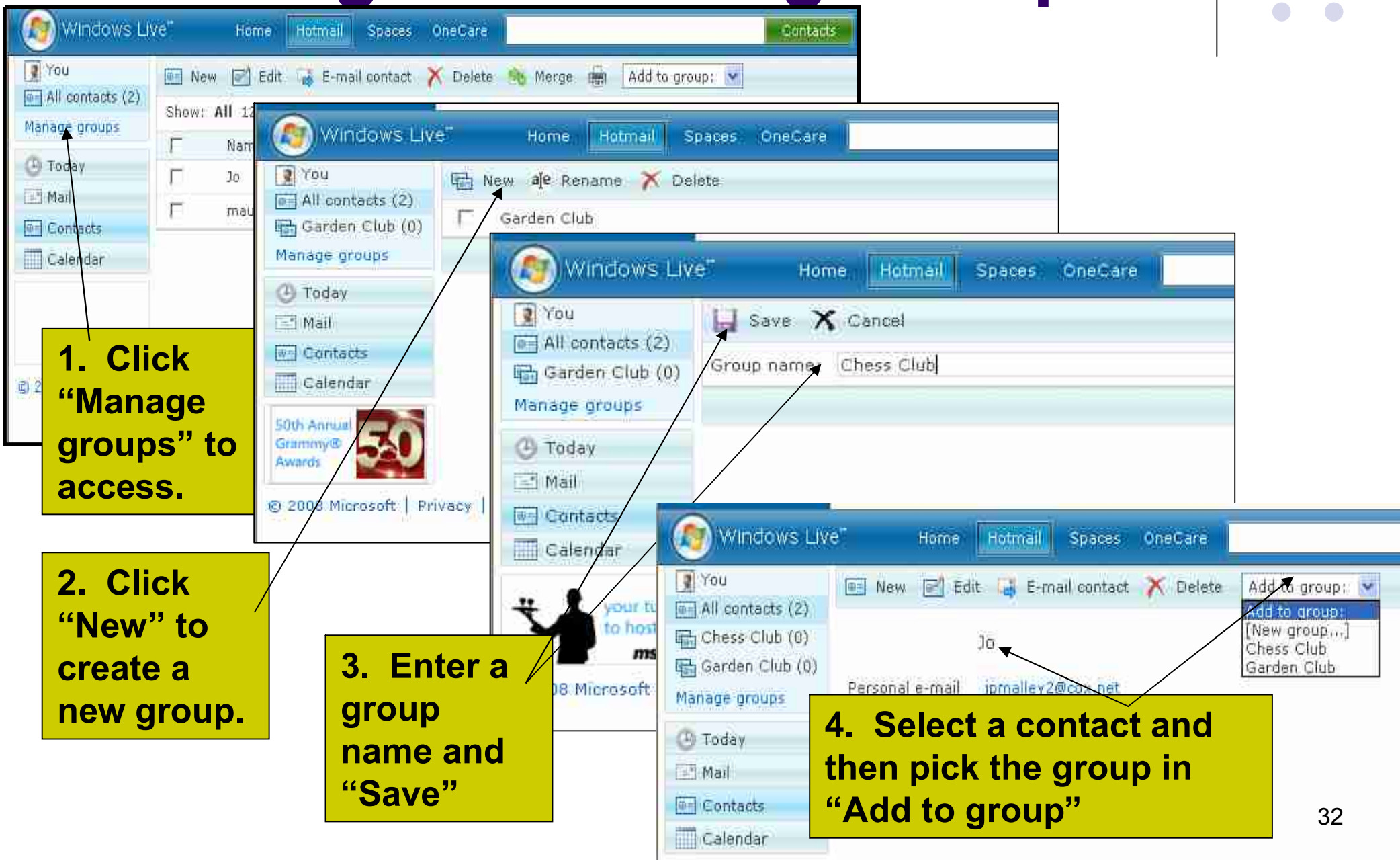


1. Click the Contacts to go to the Contacts view

2. Click "New" to add a new contact

3. Fill in the Contact information – at least nickname and personal email

Creating/Maintaining Groups



1. Click "Manage groups" to access.

2. Click "New" to create a new group.

3. Enter a group name and "Save"

4. Select a contact and then pick the group in "Add to group"

Calendar

- Viewing your calendar
- Putting appointments on a calendar
- Using recurring appointments

CALENDAR Views

You can select 'New' appointment, meeting, task or note.

Windows Live™ Home Hotmail Spaces OneCare bandoncyberlynx... Sign out

Options

New Print View Day Week Month Year Month View

Mail
Contacts
Calendar
Today

2008

Jan Feb Mar Apr
May Jun Jul Aug
Sep Oct Nov Dec

Today is: Friday, Feb 8

Sharing

Tasks
You have no tasks
New | Go to List

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6			
10	11	12	13	14	15	16
17					22	23

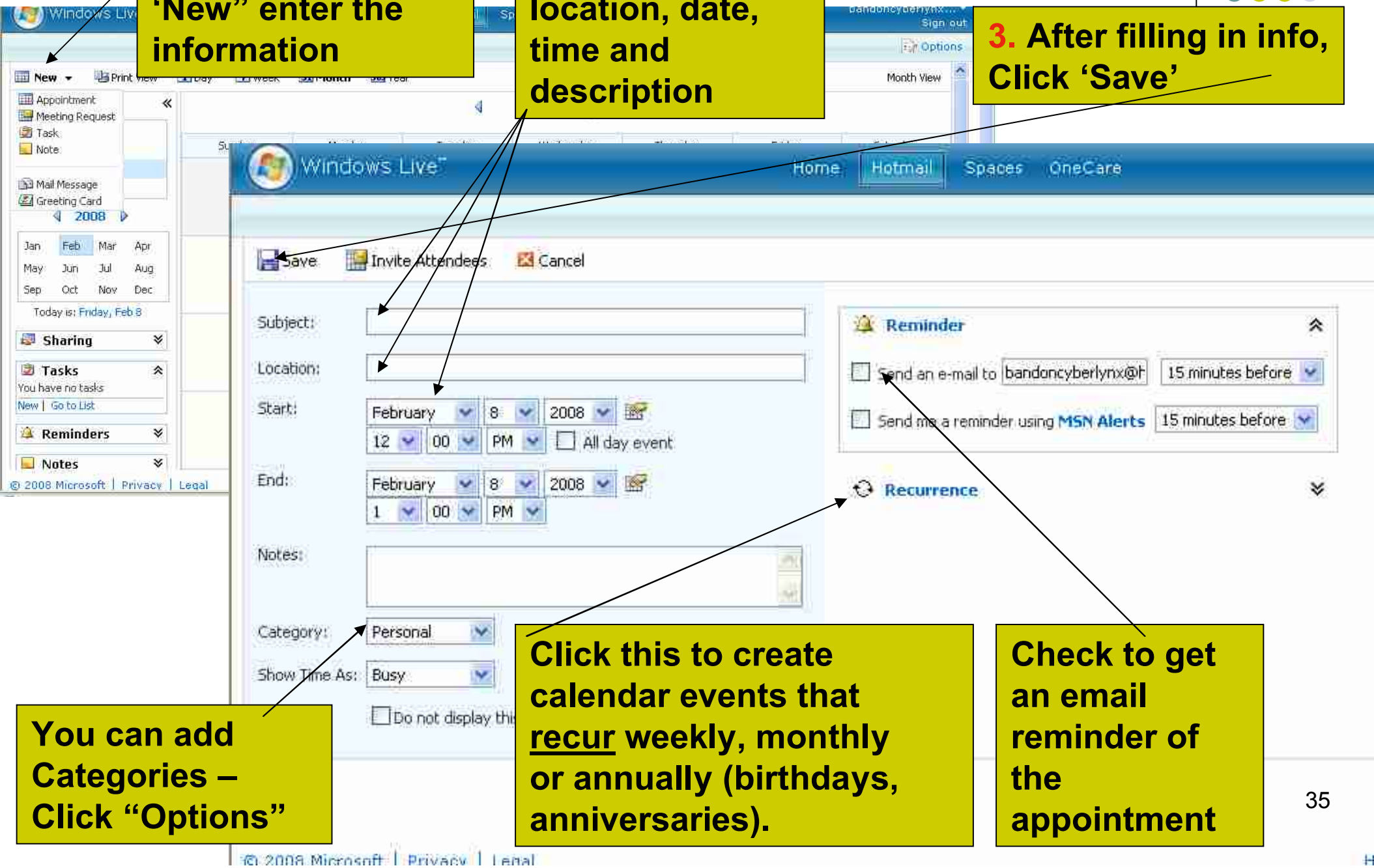
Help Central | Account | Feedback

Use these arrows to go to the next or previous month (or day, week, year - depending on view)

Note: You can select various views of the calendar (day, week, month & year)

These are the other calendar functions you can select (sharing, tasks & notes)

Adding an Appointment



1. After clicking on 'New" enter the information

2. Fill in subject, location, date, time and description

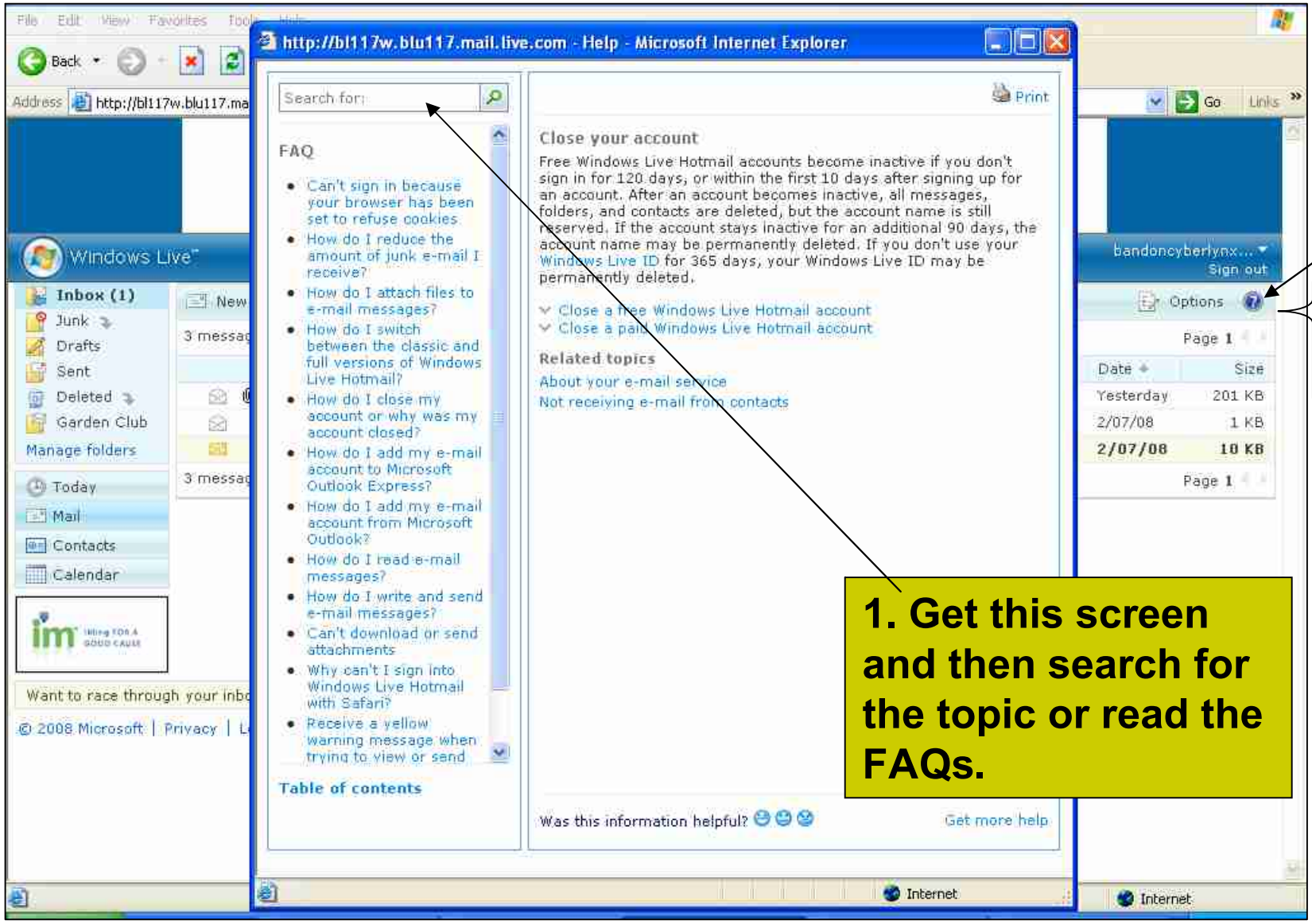
3. After filling in info, Click 'Save'

You can add Categories – Click "Options"

Click this to create calendar events that <u>recur</u> weekly, monthly or annually (birthdays, anniversaries).

Check to get an email reminder of the appointment

Using the Help Function



1. Click the help icon

1. Get this screen and then search for the topic or read the FAQs.

“SIGN OUT”

Windows Live Hotmail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://bl117w.blu117.mail.live.com/mail/InboxLight.aspx?n=1371140910 Go Links

Windows Live Home Hotmail Spaces OneCare Mail Web bandoncyberlynx... Sign out

Inbox (1)
Junk
Drafts
Sent
Deleted
Garden Club
Manage folders
Today
Mail
Contacts
Calendar

send a custom Valentine

New Delete Junk Mark as unread Move to Options

3 messages Page 1

From	Subject	Date	Size
Bandon CyberLynx	An email with an attachment	5:14 PM	201 KB
mauhag@cox.net	Email for Class	Yesterday	1 KB
Windows Live Hotmail Memb...	**Get the Most from Windows Live Hotmail**	**Yesterday**	**10 KB**

3 messages Page 1

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Click ‘Sign Out’ to sign off.

The End

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