

HOTMAIL: Exercises for the hands-on class – Lessons 1 & 2

Lesson 1

Getting an account, reading your mail, composing an email

1. Get an email account.
 - a. Go to hotmail.com.
 - b. Follow the directions on slides 5, 6, 7, 8, 9 and 10 of the handout for getting a new account.
2. Sign out and then use your new account and password to log back in as shown on slide 11 of the handout.
3. Use Options to set some account parameters as shown on slides 12, 13 and 14 of the handout.
4. Look at the layout and the functions on your mail screens and then create a new email message as shown on slides 16, 17, 18, 19 and 20 of the handout.
 - a. Use *“hotmail class email 1”* as the subject.
 - b. Send it to bandoncyberlynx@hotmail.com.
 - c. Be sure to use some of the bold, font, color, etc. features.
 - d. Don't do an attachment on this one.
5. Create another email message to bandoncyberlynx and CC yourself.
 - a. Include an attachment as shown on slides 21, 22 and 23.
 - b. Attach the file *“hotmail class sample photo.jpg”* which is on the hard drive in the *“my pictures”* folder.
 - c. Make the email's subject *“hotmail class email 2 attachment.”*
6. Send an email to yourself.
 - a. Make the subject *“hotmail class email 3.”*
 - b. Include as a file attachment the document *“hotmail exercise.doc”* which is under my documents on your computer hard drive.
7. Go to your Inbox and read your email. You will have received one from your instructor, one from msn.com and three from yourself.
 - a. Instructions for reading email and using options are on slides 24 and 25 of the handout.
 - b. Don't move or delete any yet.
 - c. Use both the Reply and Forward functions as shown on slide 26.

HOTMAIL – Lesson 2

Saving attachments, creating and using folders, managing contacts and groups, using calendars, using the help function

8. Save the attachment in “email 2” to the desktop and view it. See slides 27 and 28 of the handout.
9. Create at least two folders using the instructions on slide 29.
10. Return to the Inbox and using the “Move to” function, move an email to each of your new folders.
11. Go to contacts.
 - a. Add some contacts to your contacts using instructions on slide 31 of the handout.
 - b. Get and enter an email address from someone in class to use in this exercise.
12. Send an email to your classmate who is now in your contacts. Use the subject of “*hotmail class email 4.*”
13. Create a group as shown on slide 32 of the handout.
 - a. Place two of your contacts into the group.
 - b. Send the group an email using the subject “*hotmail class group email 5.*”
14. Explore the calendar views and functions. Put some items on the calendar using instructions on slides 34 and 35.
 - a. Schedule next week’s computer class (using the reminder function)
 - b. Enter someone’s birthday (using the recurring function).
15. Explore the help function as shown on slide 36. Look at the table of contents, the FAQ’s and do a search on “find an email” to find out how to search your folders.
16. Search for the word “upgrade” using the instructions you find.
17. Return to your Inbox.
 - a. Delete the seven emails resulting from this class, finding them either in the Inbox or in a folder you created.
 - b. Delete the contact for bandoncyberlynx and for your classmate.
 - c. Delete the two folders you created.
 - d. Delete the group you created.
18. Sign out as shown on slide 37 of the handout.

HOMEWORK: Go and use your new account. Use it within 10 days of today and at least once per quarter from then on or it will go inactive and no longer work or be available.