

# PERSONAL COMPUTERS

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# EMAIL



# EMAIL

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- ✘ Start Windows Live Mail
- ✘ Create An Email Message
- ✘ Send And Receive An Email Message
- ✘ Read An Email Message
- ✘ Include An Attachment
- ✘ Close Email



# EMAIL ACCOUNTS & PASSWORDS

## ✘ Account Name

- + elkahirpcclassN

- + Where N = The Shrine PC Number

## ✘ Password

- + Shrine1400-N

- + Where N = The Shrine PC Number



# START WINDOWS LIVE MAIL

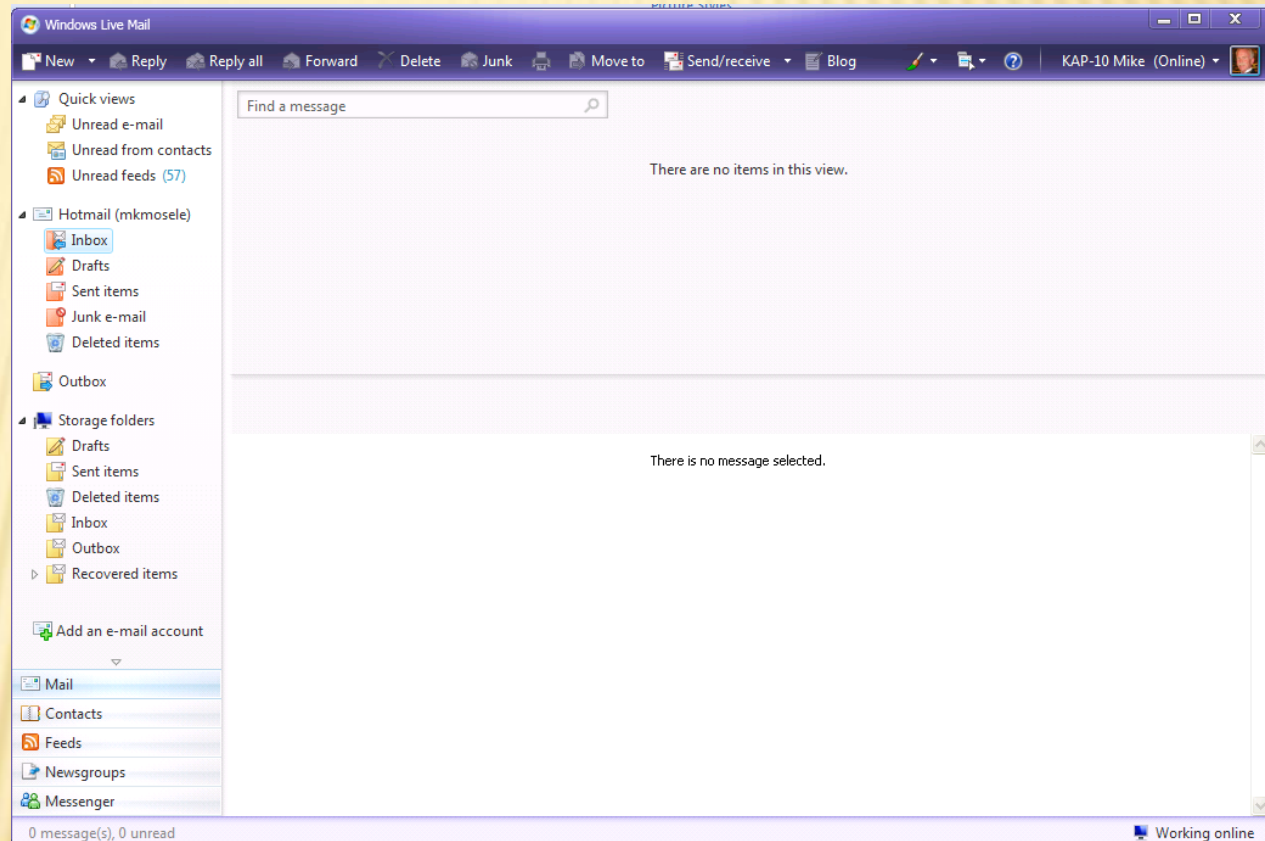
✘ Click On Start

✘ Point To  
All Programs

✘ Click On  
Windows Live Mail



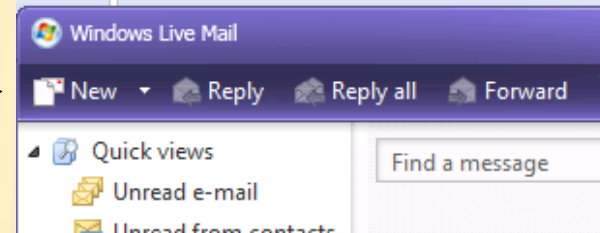
Windows Live Mail



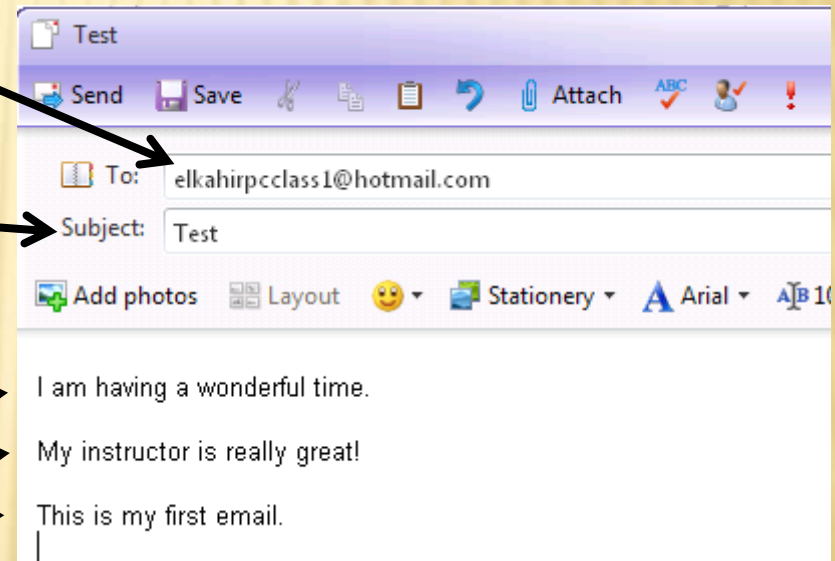


# SEND AN EMAIL TO YOURSELF

- ✘ Click On New →



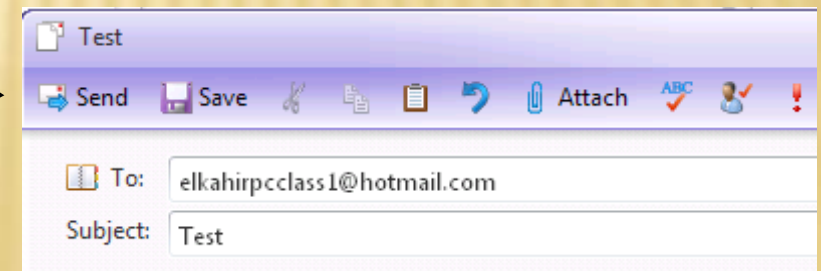
- ✘ Type elkahirpcclass1@hotmail.com  
In The To: Box



- ✘ Type Test In The Subject Box →

- ✘ Type In The White Box  
I am having a wonderful time. →  
My instructor is really great! →  
This is my first email. →

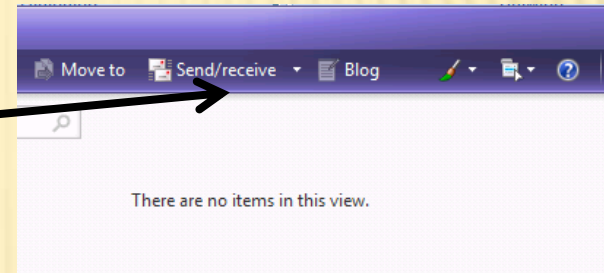
- ✘ Click The Send Icon →





# RECEIVING EMAIL

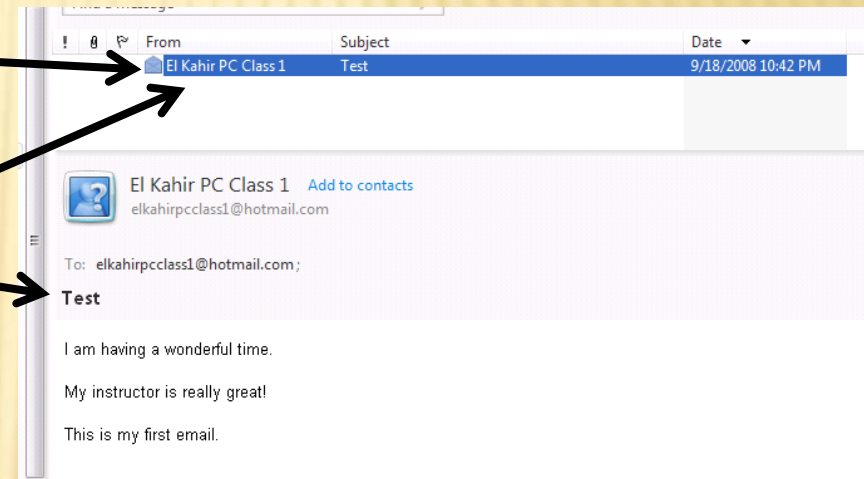
- ✘ Click On The Send/Receive Icon



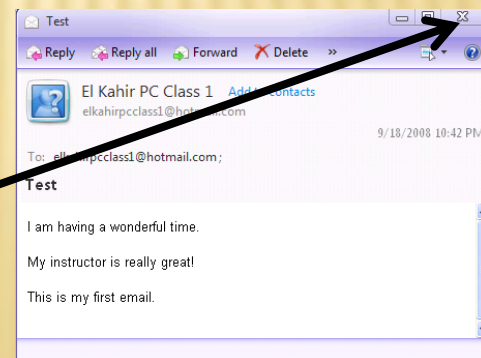
- ✘ Click Once On The New Message

- ✘ View Message Below

- ✘ Double-Click On New Message



- ✘ Message Opens In Separate Window

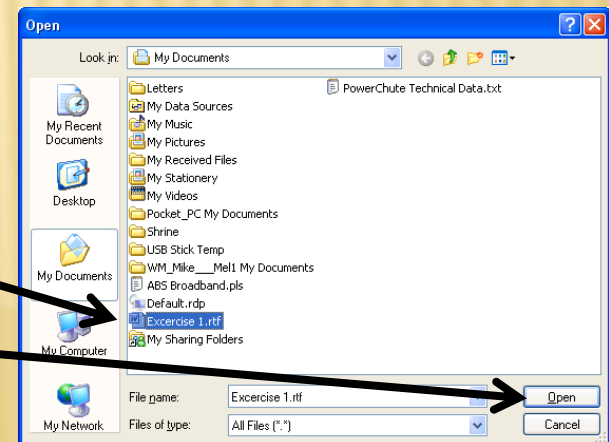
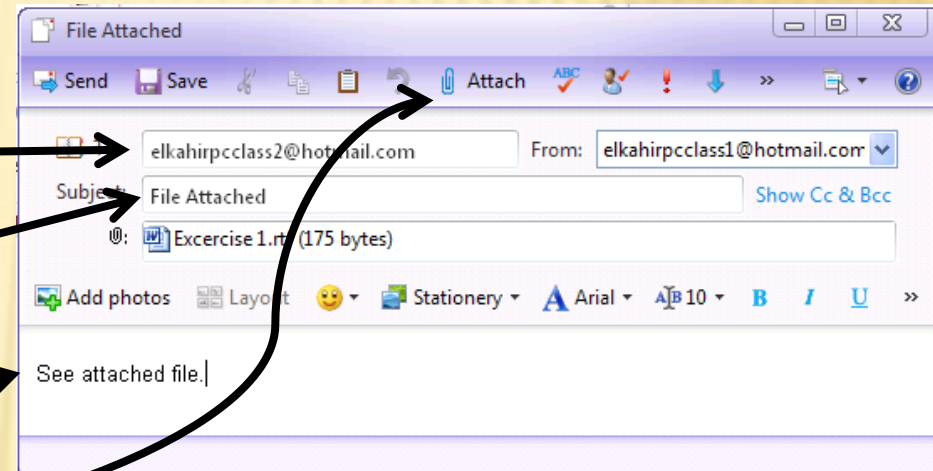


- ✘ Close Separate Window



# SENDING AN ATTACHMENT

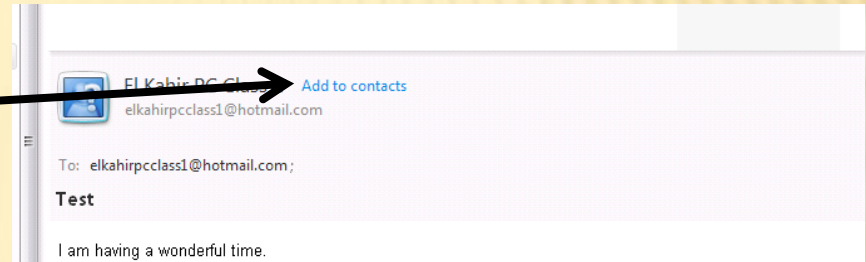
- ✘ Create A New Email
- ✘ Address It To The Other Group,  
Either elkahirpcclass1@hotmail.com  
Or elkahirpcclass2@hotmail.com
- ✘ The Subject Is File Attached
- ✘ The Message Is See attached file.
- ✘ Click On The Attach Icon
- ✘ Select The Practice File Exercise 1
- ✘ Click On Open
- ✘ Send The Email





# SAVE CONTACTS

- ✘ Click On Add To Contacts

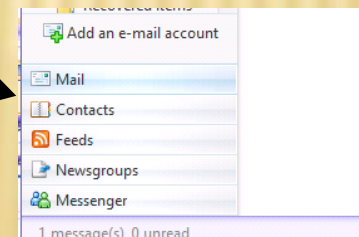


- ✘ Add A Contact Dialog Box Appears

- ✘ Fill In First Name And Last Name

- ✘ Click On Add To Contacts

- ✘ Click On Contacts To View

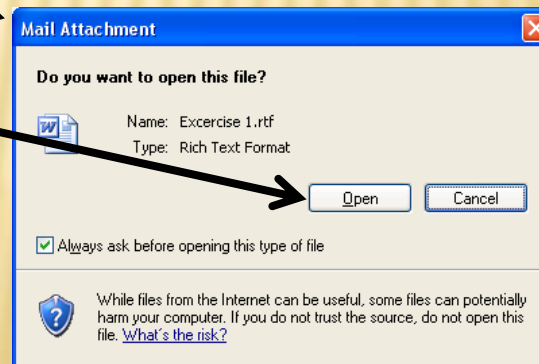
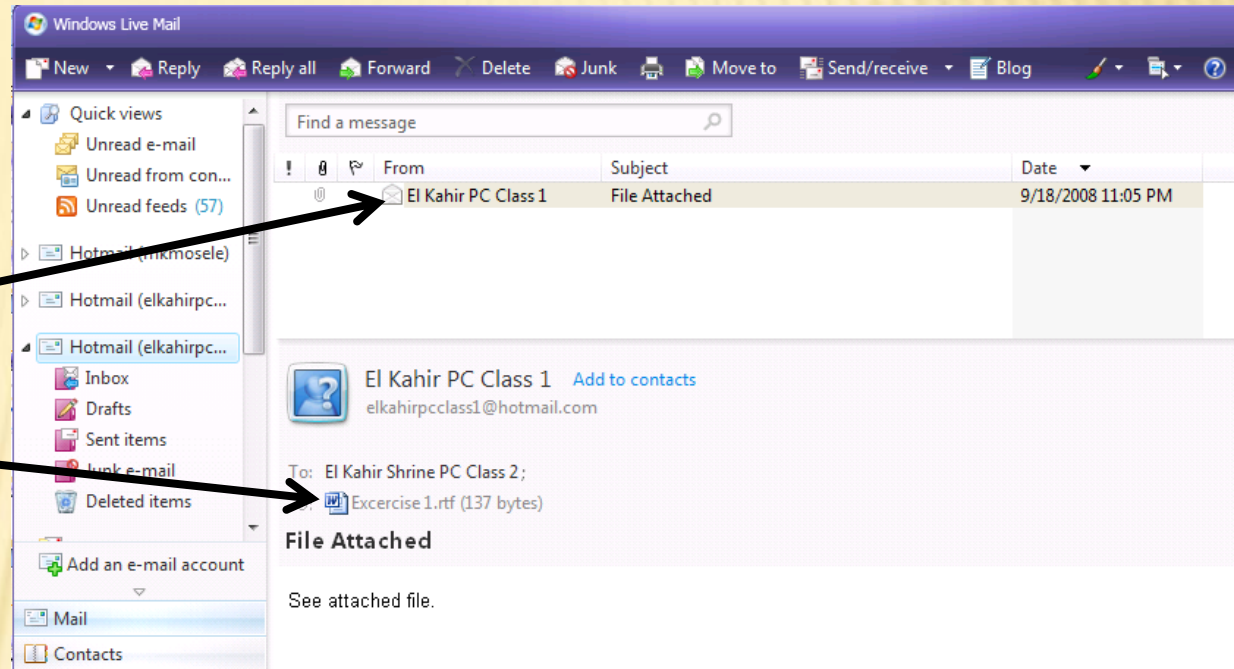


- ✘ Close Contacts



# READING AN ATTACHMENT

- ✘ If No New Messages, Click On Send/Receive Icon
- ✘ Click On New Message
- ✘ Double-Click On The Attached File
- ✘ Mail Attachment Dialog Box Appears
- ✘ Click On Open
- ✘ Read Attachment
- ✘ Close The Attachment



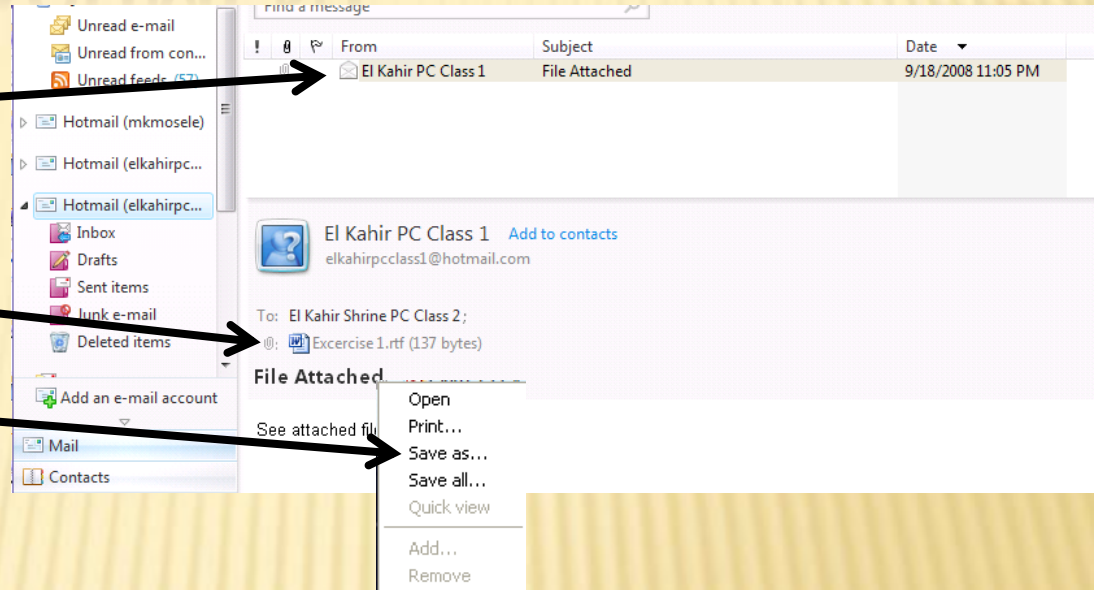


# SAVING AN ATTACHMENT

- ✘ Click On New Message

- ✘ Right-Click On The Attached File

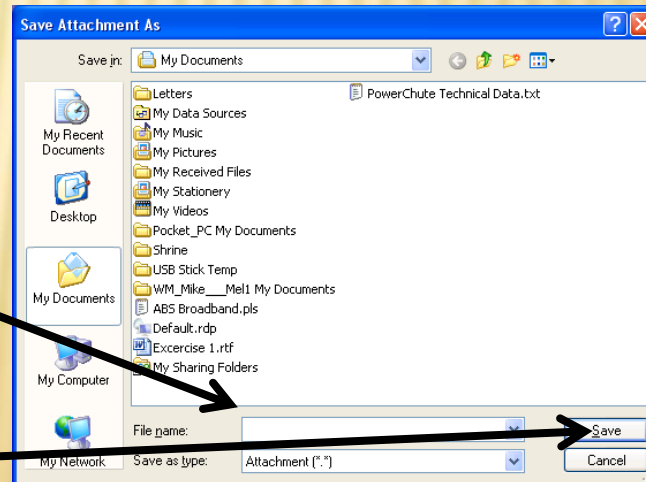
- ✘ Click On Save As...



- ✘ Save Attachment As Dialog Box Appears

- ✘ In the Filename Box, Type Test Attachment.rtf

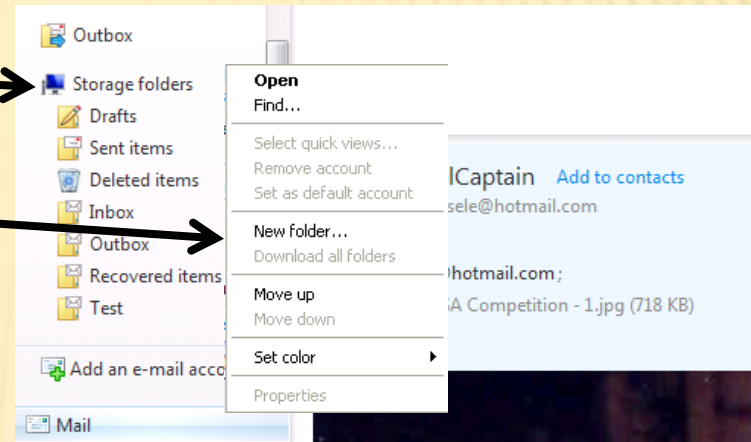
- ✘ Click On Save





# EMAIL FOLDERS

- ✘ Right Click On Storage Folders



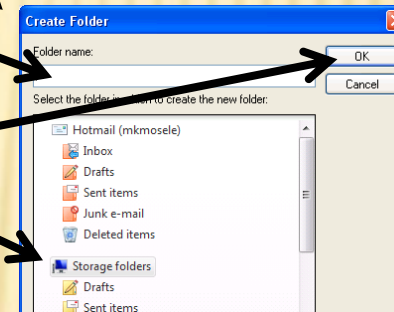
- ✘ Click On New Folder...

- ✘ Create Folder Dialog Box Appears

- ✘ In FolderName Box, Type Test

- ✘ Click On Storage Folders

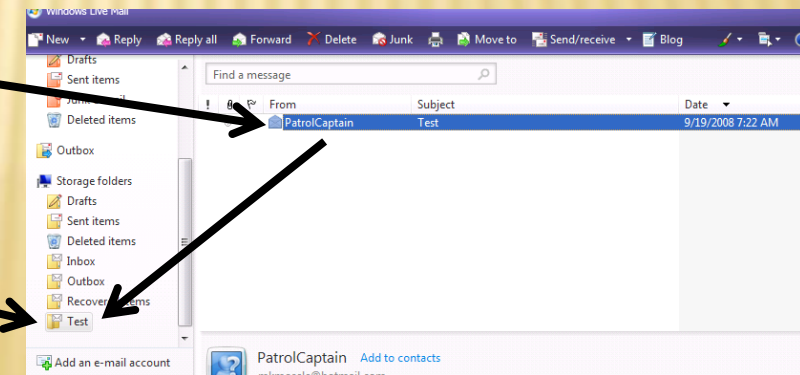
- ✘ Click On OK



- ✘ Drag Message To Test Folder

- ✘ Click On Test Folder To Verify Message Moved

- ✘ Close Windows Live Mail





# EXERCISES

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- ✘ Start Windows Live Mail
- ✘ Create A New Email Message Addressed To Yourself
- ✘ Send It
- ✘ Click On Send/Receive Icon
- ✘ Read The Email Message
- ✘ Close Windows Live Email



# EXERCISES

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- ✘ Create A Text File Using WordPad
- ✘ Save The File To My Documents Using The Filename Will This Ever Be Over
- ✘ Close WordPad
- ✘ Start Windows Live Mail
- ✘ Create A New Message To The Other Team From Contacts List
- ✘ Attach Will This Ever Be Over File To The Message
- ✘ Send The Message
- ✘ After You Get Your Message, Reply With Got It!
- ✘ Move The New Message To The Test Folder
- ✘ Close Windows Live Mail