

Hotmail Email

Hotmail is a "Free" WEB based email program created and provided by Microsoft. It is FREE because Microsoft is able to generate income by placing "advertising" on it. The great benefit to you, is that it enables you to have "multiple" email accounts. You can even have multiple Hotmail email accounts, as long as you use a different name for each one. And because Hotmail is a "WEB based" email program, you can access your email from anyone's computer (using your own "log-in" name and password) as long as you are able to get on the Internet.

The following index, will guide you to to the appropriate instructions contained in this tutorial:

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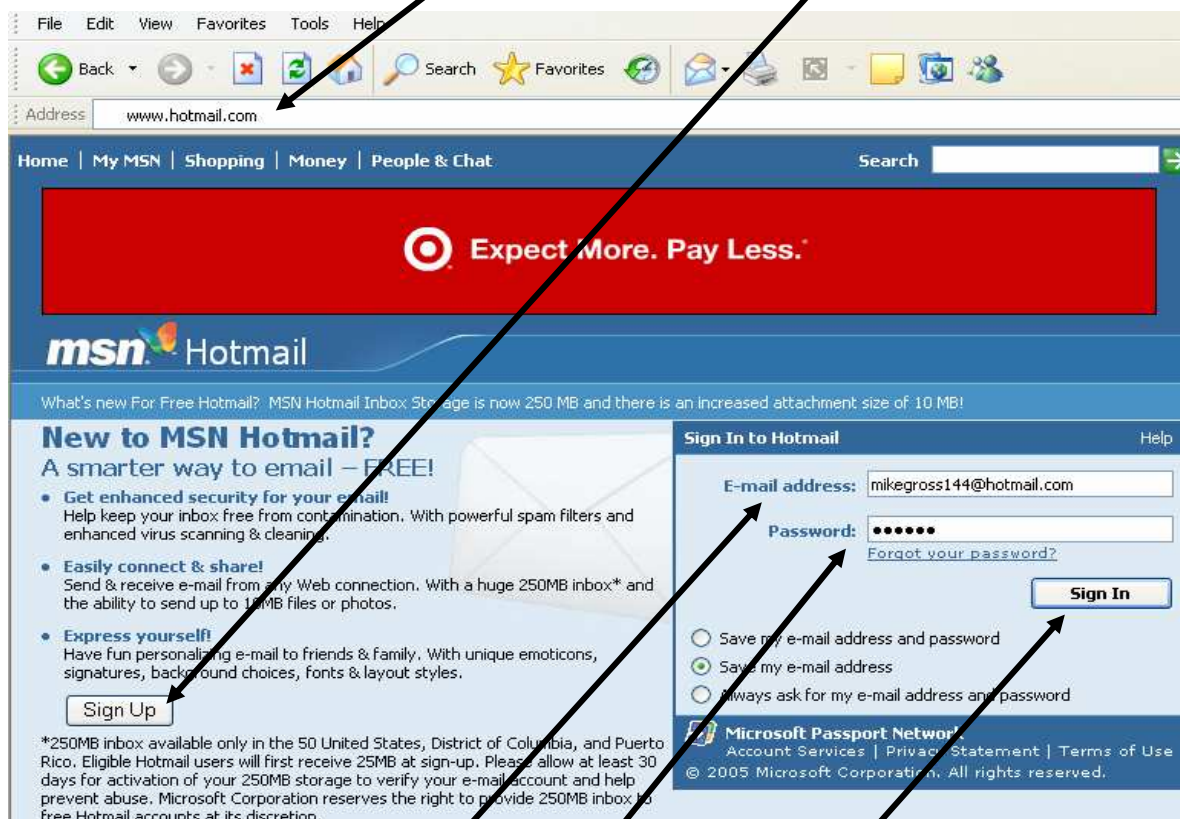
Hotmail Email

(page 1)

1 Connect to the Internet in your normal manner.

2 Go to the Hotmail WEB site (www.hotmail.com)

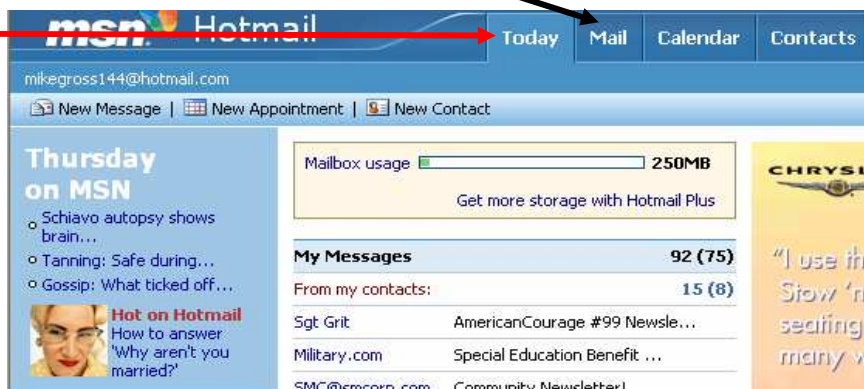
If needed,
You can "Sign Up" for
additional accounts here

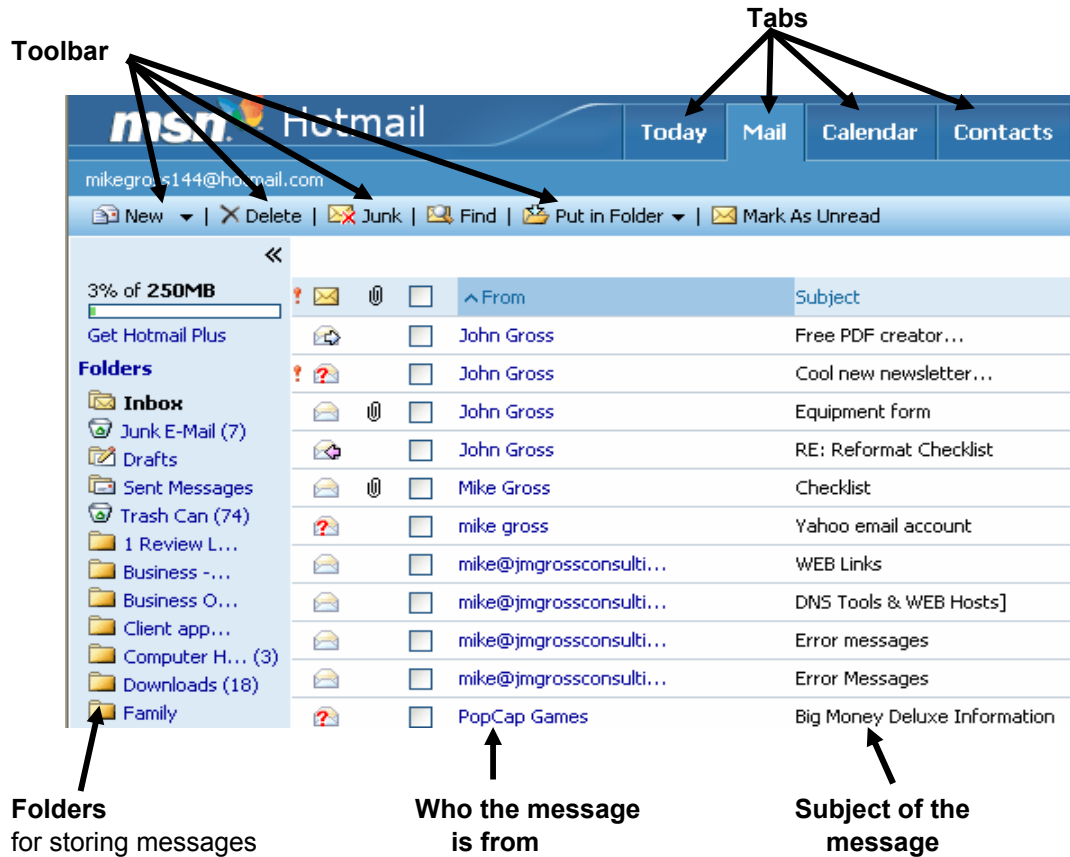


3 Log in.... With your hotmail **address** and **password**

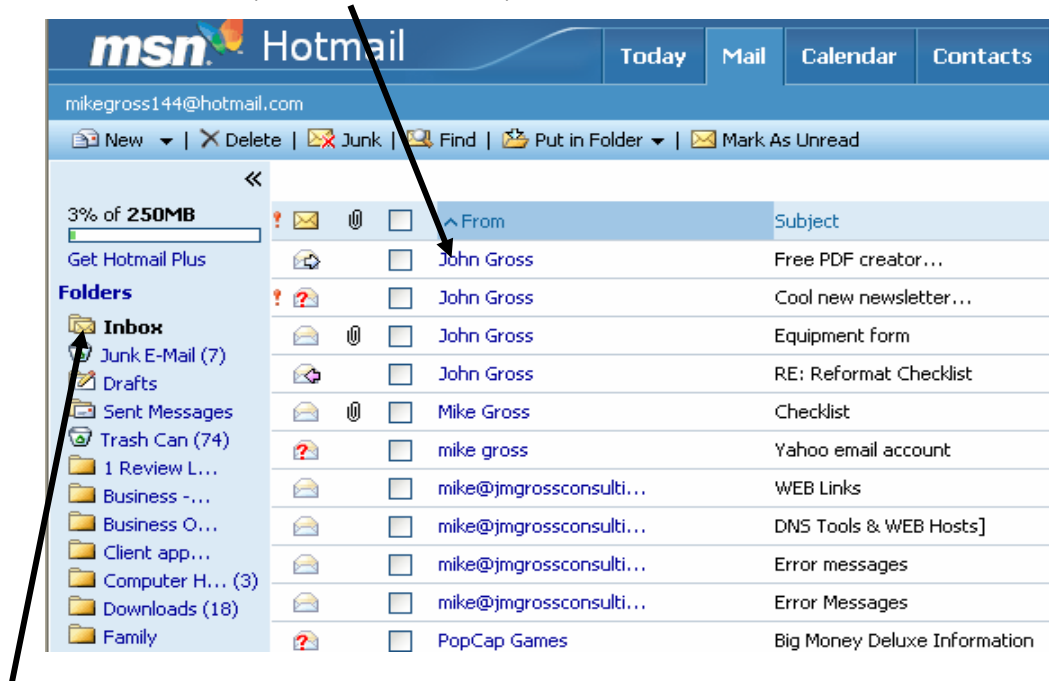
4 Click on the **Sign In** button

5 (After the "Today" page appears), click on the "Mail" Tab





6 To Open a Message to Read it, double-click on the name of the sender (in the From column)

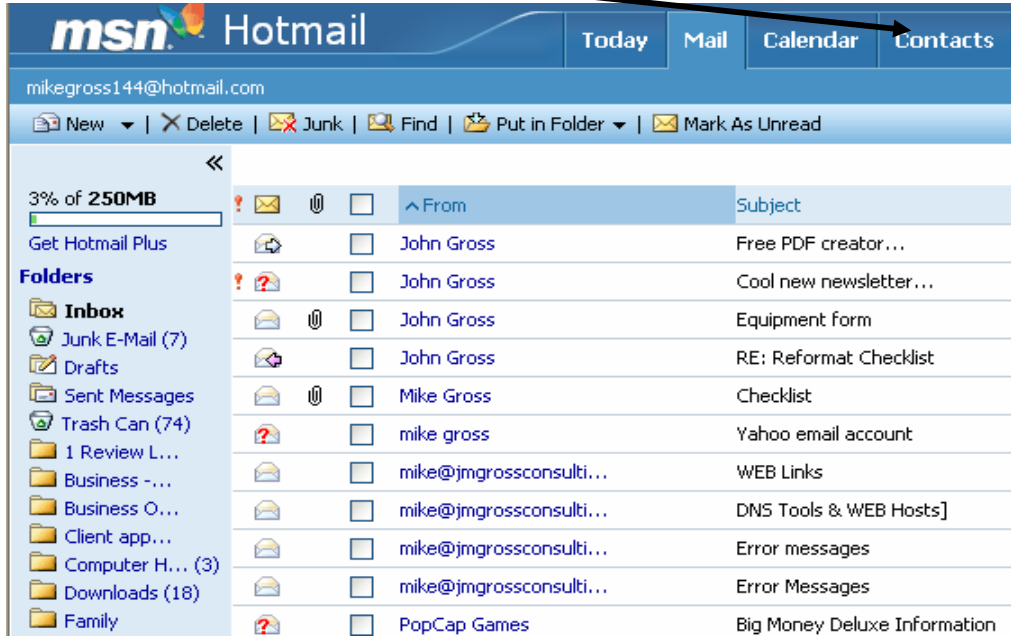


7 After you have read your message, click **Inbox** to return to the list of messages remaining in your "Inbox"

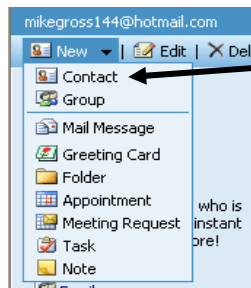
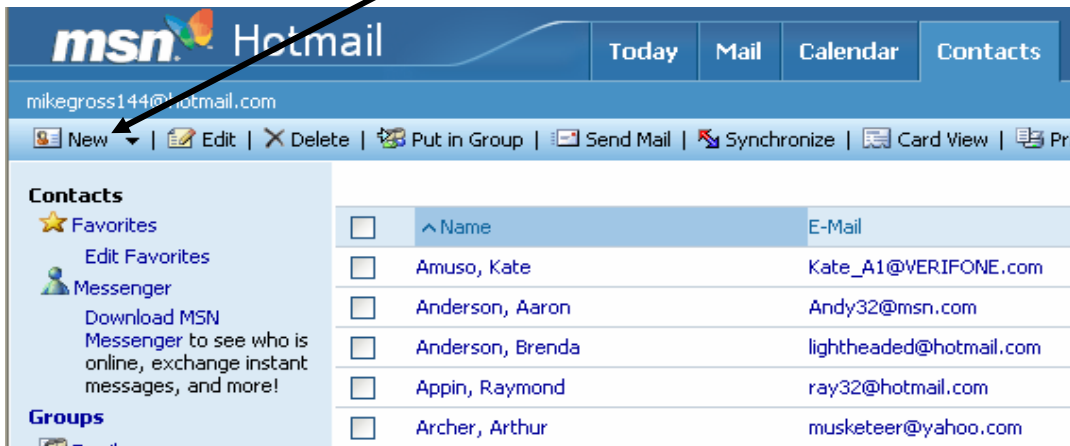
Adding New CONTACTS To THE ADDRESS BOOK

(page 3)

1 Click on the **Contacts** Tab



2 When the Address Book opens, click on **New**



3 If a Drop-Down Box opens
click on **Contact** from the Drop-Down List

(Depending on where you clicked,
you might skip this step)

4 Fill out the New Contact Form

Not all blanks have to be filled in, but you MUST enter a "Quickname" (nick name) and Email Address

The screenshot shows the 'New Contact' form in the Hotmail interface. At the top, there are navigation tabs for 'Today', 'Mail', 'Calendar', and 'Contacts'. Below the user's email address, there are buttons for 'Save', 'Save and Add Another Contact', and 'Cancel'. The form fields are as follows:

- First Name:** Labeled 'First' with an arrow pointing to the input field.
- Last Name:** Labeled 'Last' with an arrow pointing to the input field.
- Quickname (Required):** Labeled 'Quickname' with an arrow pointing to the input field. A tip below reads: 'Tip: Quicknames make addressing messages easy'.
- Company Name:** An empty input field.
- MSN address:** An empty input field.
- Use with MSN Messenger
- Contacts with a Microsoft Passport e-mail address can also be used as an MSN Messenger contact.
- Mark this contact as a favorite

On the right side, there is an 'Online Addresses' section with the following fields:

- E-Mail:**
 - Personal: Input field, labeled 'Email Address' with an arrow.
 - Work: Input field.
 - Other: Input field.
 - Primary E-Mail: Personal (dropdown menu)
- Other:**
 - Website: Input field.

5 Click "Save" or "Save and Add Another Contact"

(The following only applies if the person has more than one email address.....)

The screenshot shows the 'Online Addresses' section of the contact form. It is divided into two main categories:

- E-Mail:**
 - Personal: Input field
 - Work: Input field
 - Other: Input field
 - Primary E-Mail: Personal (dropdown menu)
- Other:**
 - Website: Input field

Below this section are three expandable sections: 'Phone Numbers', 'Street Addresses', and 'Other', each with a dropdown arrow.

Note: Optional Entries

If the contact has more than one email address, they can be entered in the additional blocks

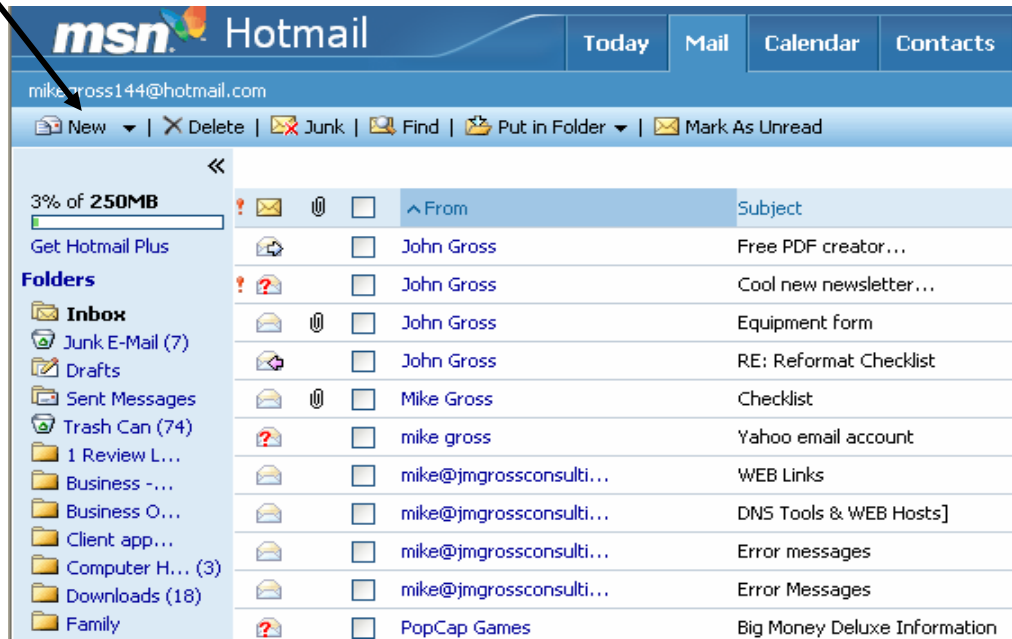
But make sure you select which one is the **Primary (MAIN)** address to use.

If you desire, you can also enter **Phone Numbers** and **Street Addresses**, but it is not required

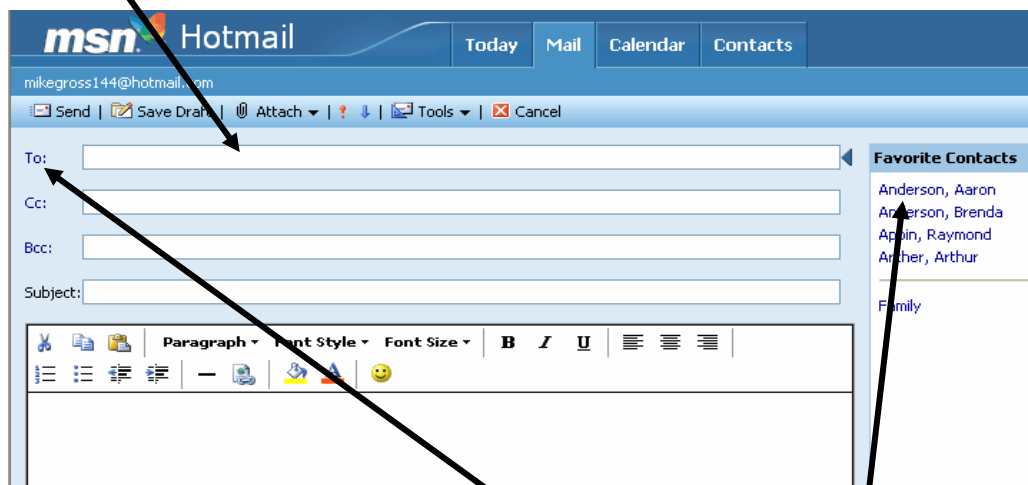
Creating a NEW Message to SEND

(page 5)

1 Click **New**



2 Enter the Email **Addresses** (you may enter more than one)

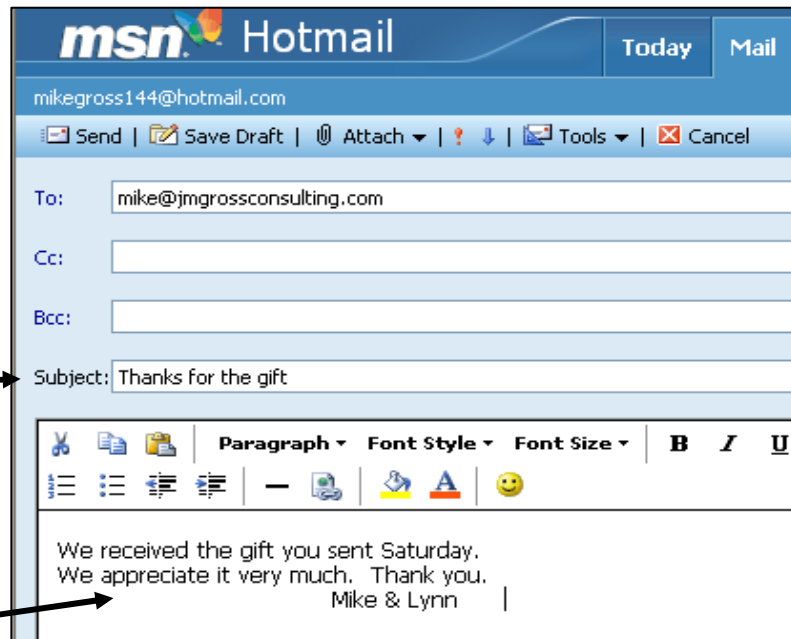


The address can be entered several ways....

- (1) Type it in
- (2) Click on the word "To:"
(which opens the address book)
- (3) Click on the name in the **Favorite Contacts** list

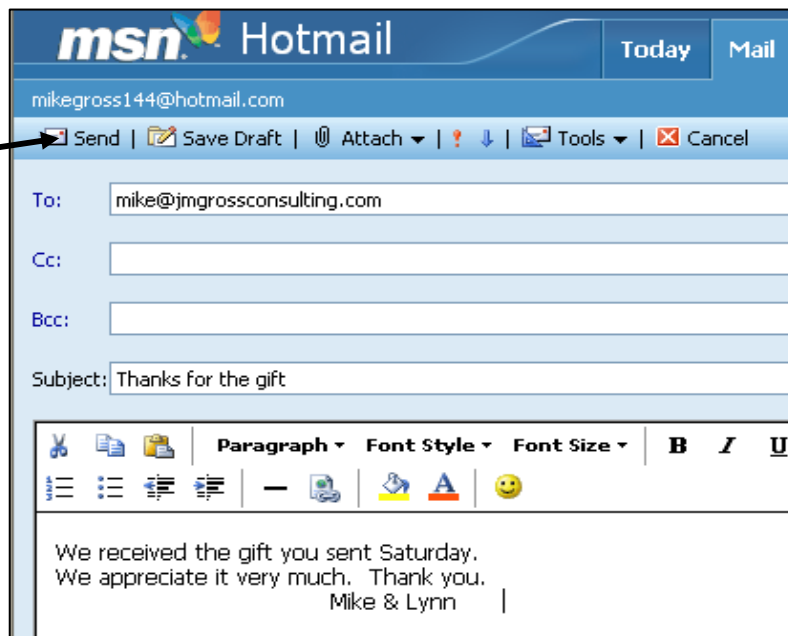
After you have addressed the email.....

3 Enter a "Subject"

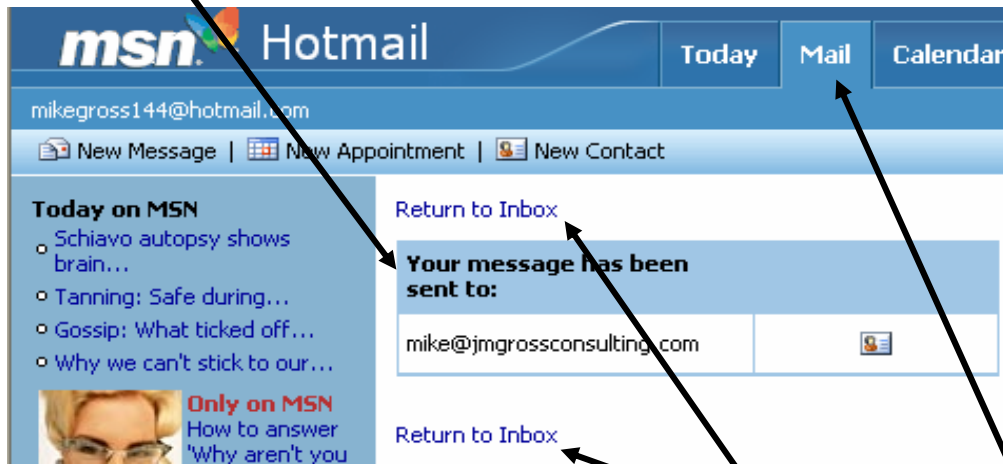


4 Type your main **Message** in the large window at the bottom

5 When the message is ready to send, click the **Send** button



This window will tell you that your message has been sent.....

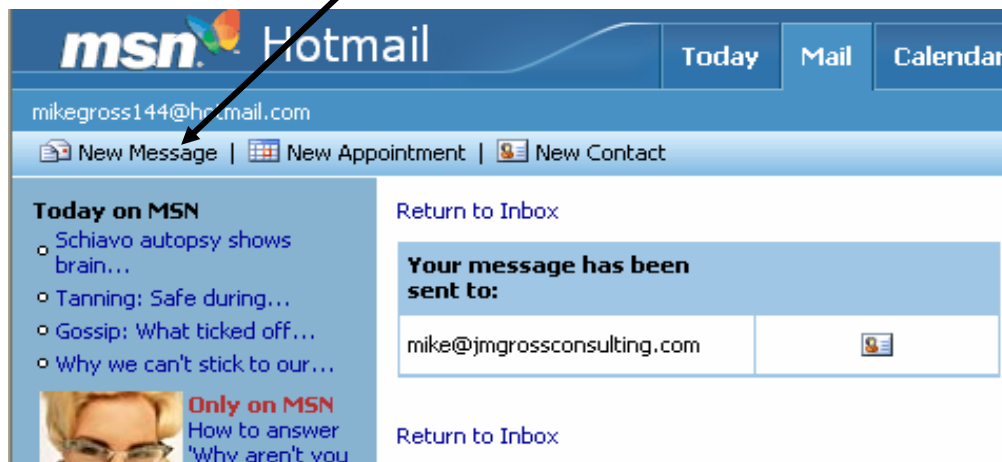


6 To return to your other messages.....

Click **Return to Inbox** or click the **Mail** Tab

OR...

7 To send another message, click **New Message**



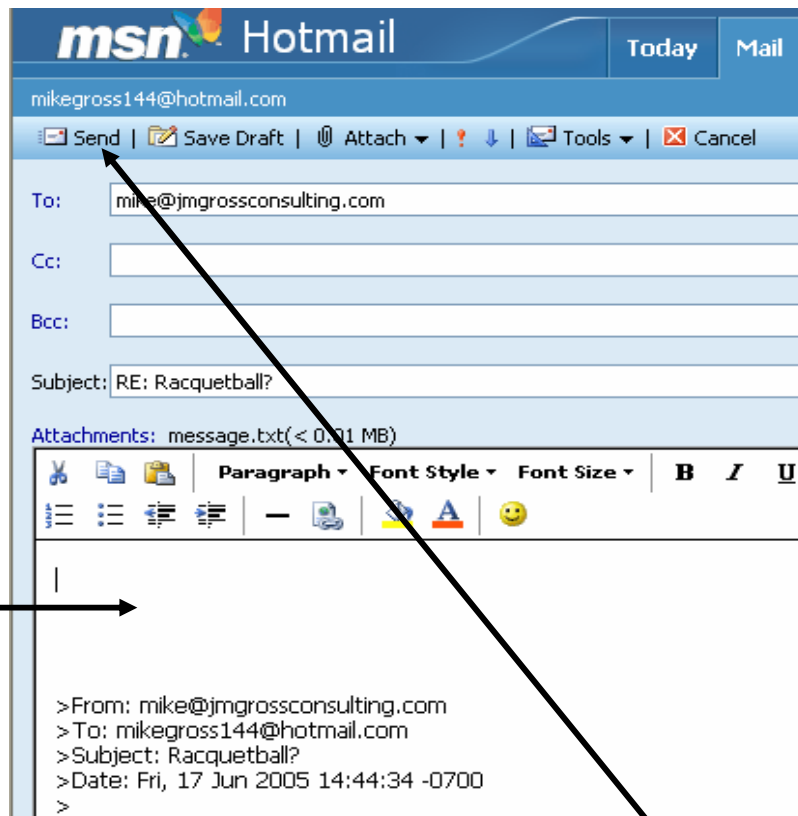
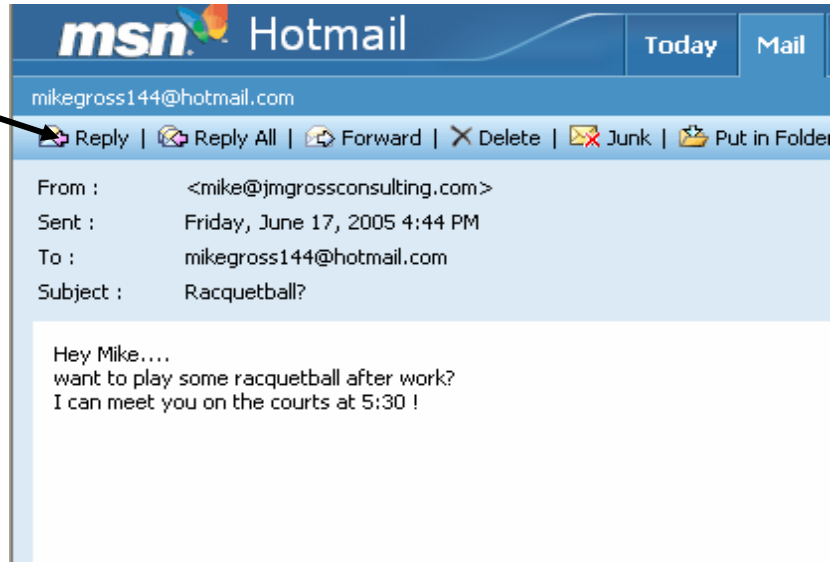
**To REPLY
to a Message You Received**

(page 8)

Below, is a message from "mike@jmgrossconsulting" to "mikegross144@hotmail.com"

"mikegross144@hotmail.com" wishes to send a reply back to "mike@jmgrossconsulting.com"

1 Click **Reply**



2 Type your **Message** here

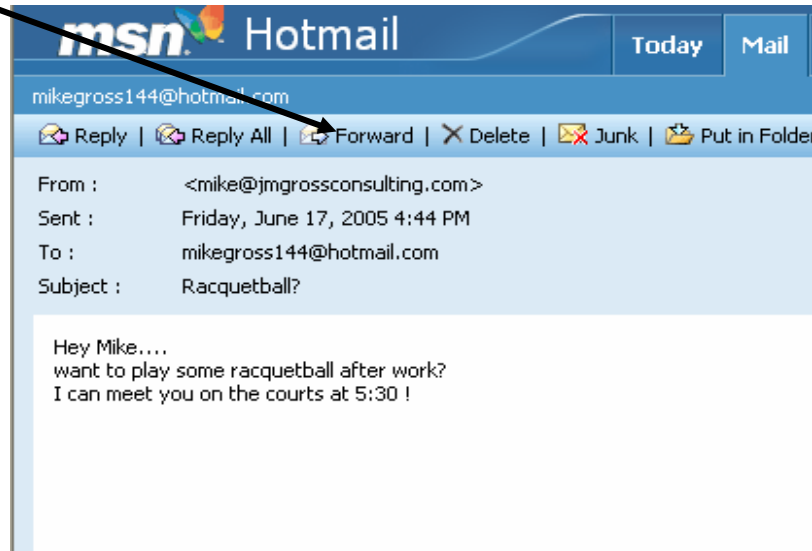
3 When the message is ready to send, click the **Send** button, at the top left

**To FORWARD
a Message You Received
To Someone Else**

(page 9)

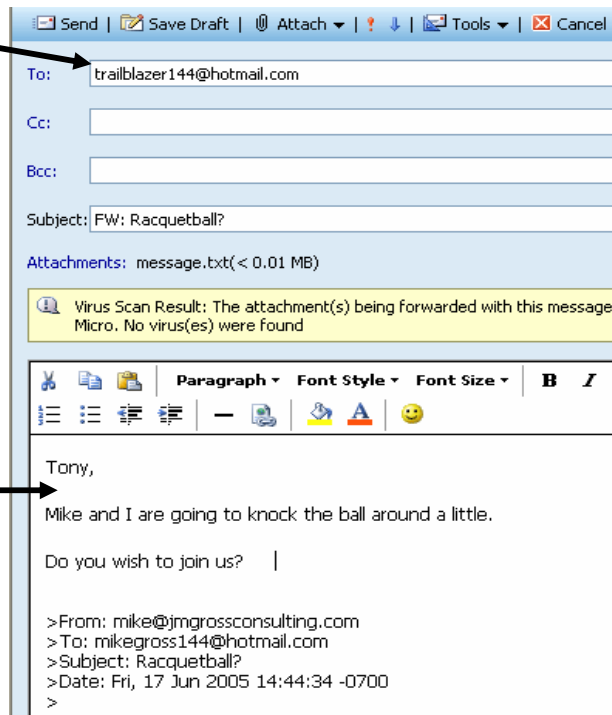
If you receive a message from someone, and wish to RESEND it to *another* person, you can FORWARD it, by.....

- 1 Click **Forward**



A new message window will open, but it will have the original message attached to it.

- 2 Address the message
(see step 2 of CREATE
a NEW message)



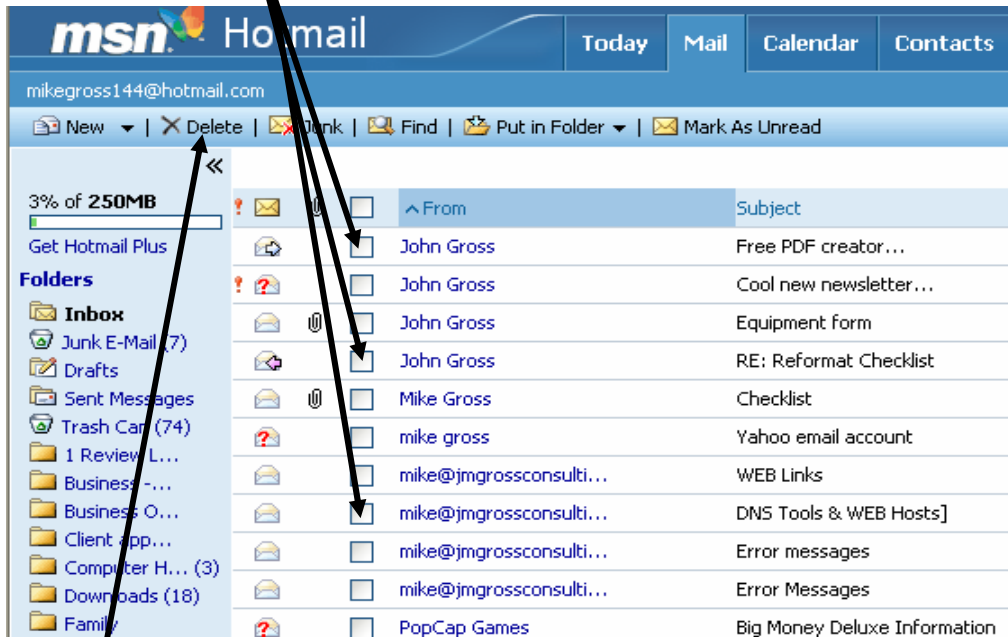
- 3 Type the message that you wish
to add, above the original
addresses

- 4 Click the **SEND** button
(in top left of window)

ORGANIZING And Managing Your Messages

(page 10)

1 Click "inside" the square BOX, next to any messages you wish to do something with...



2 Click the **Delete** button
To Delete all of the "checked"
messages

OR

2 Click the **"Put in Folder"**
to move the messages into one of
the Folders on the left, to save it.

List of available Folders will then appear.
Select the Folder you wish to put the
Message in, and click "Move"