

Amazon Watch – Email Workshop

To obtain a free email account

1. Go to the page www.hotmail.com and click sign up now
2. Accept the terms of service and complete the registration
(The solicited information is for advertisement purposes)
3. Click Continue

To check your email

1. Go to the page www.hotmail.com from any computer in the world that has an Internet connection.
2. Type in your user name and password in the allocated spaces and click enter.
3. Your inbox will appear.
(The new messages are indicated by a red flag in front of the message.)
3. Click on the blue names to read your messages.

When you have read your messages you have options to:

Reply

1. Click reply
2. Write your message and click send (The recipients address should already be in the to: box)

Reply all

If there are more than one email addresses and you wish to respond to all of them

1. Click reply all
- Write your message and click send (The recipient's address should already be in the to: box)

Forward

If you would like to forward the message to another person

1. Click Forward
2. In the box that says to: put the email address of the desired recipient
3. Send the Message

Delete the Message

You can delete the messages that are not important to keep your account space free.

Previous

To read the previous message

Next

To read the next message

Close

To close the message and return to your inbox

To move the message to a folder

1. Select the folder that you would like to put the message in and click move to

To create new messages without Internet Connection



You can create messages in another program and when it is ready you can cut and paste it in your email account when you connect to the Internet. Or you can access your email account begin your message disconnect form the Internet finish your message reconnect and send. This is important if your Internet connection and phone services are expensive.

To create a new message without being connected to the Internet

1. Open a text program (word, wordpad or notepad)
2. Write your message
3. When it is finished in the menu bar of the program click Edit choose select all. (Your message should be highlighted)
4. Again click on edit choose copy
5. Go to www.hotmail.com and open your account.
6. Click compose and click in the body of the message
7. Click edit in the menu bar and choose paste.
8. Put the email address in the to: box.
9. Click Send

To open your email account and disconnect to write your message

1. Go to www.hotmail.com and open your email
2. Click compose
3. Disconnect from the Internet
4. Write your message
5. Reconnect to the Internet
6. Click Send

To attach files

Image and text files can easily be attached and sent along with your email message

1. Write your email and click attachments

Follow the Instructions

Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.

Attach File:

Click the **Attach to Message** button.

The transfer of an attached file may require 30 seconds to up to 10 minutes.

Repeat Steps 1 and 2 to attach additional files. Click the **Done** button to return to your message.

2. You should be able to see the names of the files attached.
(Hotmail will not let you send attachments that are larger than 500k)

To view your Folders



1. Click Folders
(You can now see your existing folders)
2. If you would like to see the contents of the folder click the name of the folder.

To Create a new Folder

It is a good idea to organize messages!

1. Next to folder click create new
2. Type in the new name
3. Click OK and you now have a new folder

To put your email Addresses in your Address book

You can make both individual and group entries group entries are very helpful you can add 10, 50 or however many addresses you want to a group name to save you time and energy of typing them in.

To add an Individual Address

1. Click Addresses
2. Next to Individual Click create new
3. Type in Nickname, Name and Email Address
4. OK

To add a Group Address

1. Click Addresses
2. Next to Group Click create new
3. Type in Nickname, and all the email addresses you want separated by a coma and a space
4. OK

To use your address book

1. Click on addresses
2. Under the column mail to: click on the desired email address
3. Write your letter

CC: signifies Carbon Copy put the email addresses in this box that you would like to send copies to, be aware that the address list will be visible to all recipients, if you prefer that the list is not visible add the address in the BCC box.

BCC: If you put your recipients in this box, the list will not be visible to all the recipients.

Suggestions:

It is not necessary to be formal when using email

- Always put your name on your emails
- Check your email regularly
- Use folders to organize your account
- Delete all unimportant messages, you are allotted 2000 k per email account if you go over the limit they begin deleting the largest messages. Make sure you print or save your important emails.