



Introduction to Email (Using Hotmail)

Setting Up an Account



One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other places you see 

Hotmail



Powerful Microsoft technology helps fight spam and improve security.



Get all your e-mail accounts, calendars, and contacts in one place - even if you use other e-mail services.



New! Chat from your inbox, see what's new with friends, and get 5 GB storage that grows when you need it.

[Learn more](#)

Don't have a Windows Live ID?



[More about Windows Live ID](#)

[Privacy Policy](#)

- If you do not already have a hotmail account, you will need to set one up. Type **www.hotmail.com** in the address bar, and click on **Sign up**.
- Fill out the requested information. At the bottom of the page, click once on “I accept.”

Signing In

- Connect to the Internet. In the library, you are already connected.
- Start your web browser – in the library, **Internet Explorer**.
- Type **www.hotmail.com** in the address bar.
Note: the library’s public computers have a shortcut to this site next to the address bar.
- Click once in the **E-mail Address** box and type your hotmail email address.
- Click once in the **Password** box and type your password
- Click once on the **Sign In** button



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Sign in

Windows Live ID:
(example555@hotmail.com)

Password:
[Forgot your password?](#)

Remember me on this computer (?)
 Remember my password (?)

Use enhanced security

Type in your e-mail address

Type in your password

Do NOT ask to have your address saved when working from a public computer! (Uncheck these boxes if necessary)

Click to sign in

Opening Your Inbox

Windows Live™ Home Profile Peop Mail photos More • MSN • Search the web bing

Hotmail New | Manage Newsletters | Read our blog Messenger | Options | ?

scitraining@hotmail.com
Inbox (1) Hi SCL! Monday, November 9
Junk have ever-growing storage. [Learn more](#)

Drafts
Sent
Deleted
Manage folders
Add an e-mail account

Related places
Today
Contact list
Calendar

To change the look of your inbox, pick a new theme from the Options drop-down menu.

What's new with your network
Favorites | Surprise me

You don't have anyone in your network yet, but if you [add some people](#) you'll be able to see what they're up to. For example:

- New photos that they're sharing
- What they're writing in their blogs
- Which friends they've added to their online profiles

Want to start with your inbox? To skip the Today page when you sign in, [change your settings](#).

Search your e-mail

Birthdays
Add your birthday so we can remind all the folks in your network when the big day is.

Headlines
MSN
Toyota's crazy custom cars
You can get out of debt ... see how they did it
Pushing buttons with Cameron Diaz
Herbs to boost your sex life
Lady Gaga gives you a lock of her hair

When the “Today page” appears, click on **Inbox** on the left-hand menu. (You can also get to your email at any time by clicking **Mail** on the top menu. Next to the word **Inbox**, the number in brackets is the number of new messages you have.



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The **Inbox** will appear, showing the list of your email messages.

The screenshot shows the Hotmail web interface. On the left, a sidebar lists folders: **Inbox (2)**, Junk, Drafts, Sent, Deleted, and options to manage folders or add an account. The main area displays two email messages with unopened envelopes. Callout boxes provide the following information:

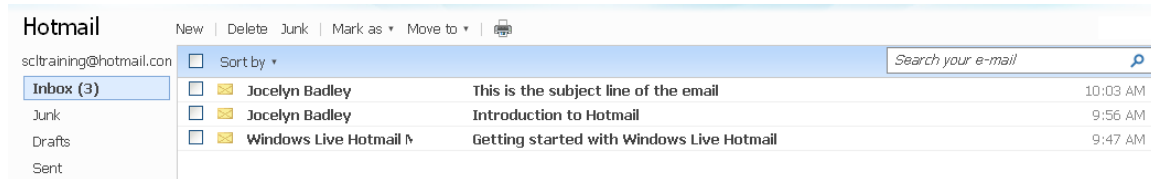
- Folders for organizing and storing mail**: Points to the left sidebar.
- The unopened envelopes indicate these messages have not yet been read.**: Points to the envelope icons of the two messages.
- Your email address is displayed here**: Points to the email address `scitraining@hotmail.com` in the top left of the interface.



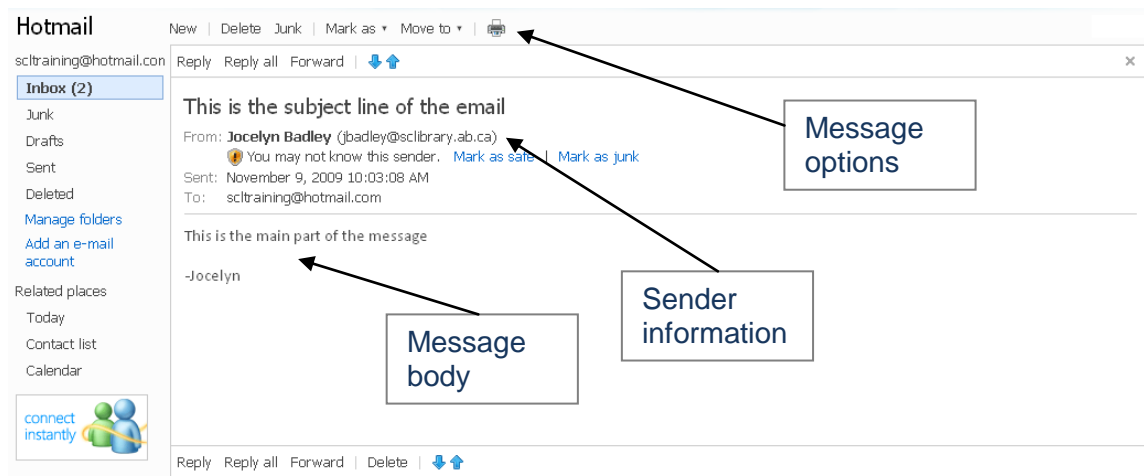
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Reading Your Mail

- Move the pointer over the **Subject Line**, which appears next to the name of the sender
- When the pointer changes into a hand, click once on the subject line

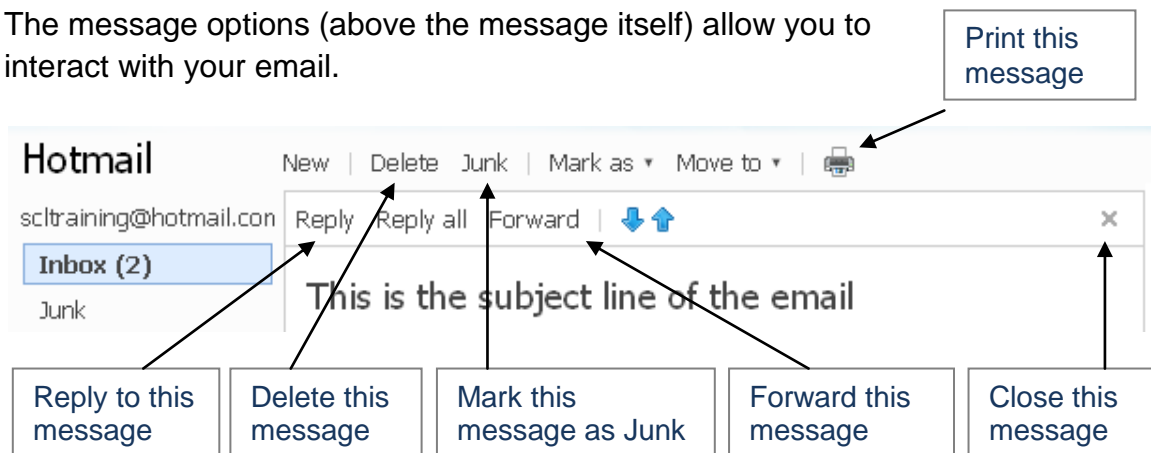


The message will open, and the toolbar will change to give you options for that message.



Interacting with Your Mail

The message options (above the message itself) allow you to interact with your email.



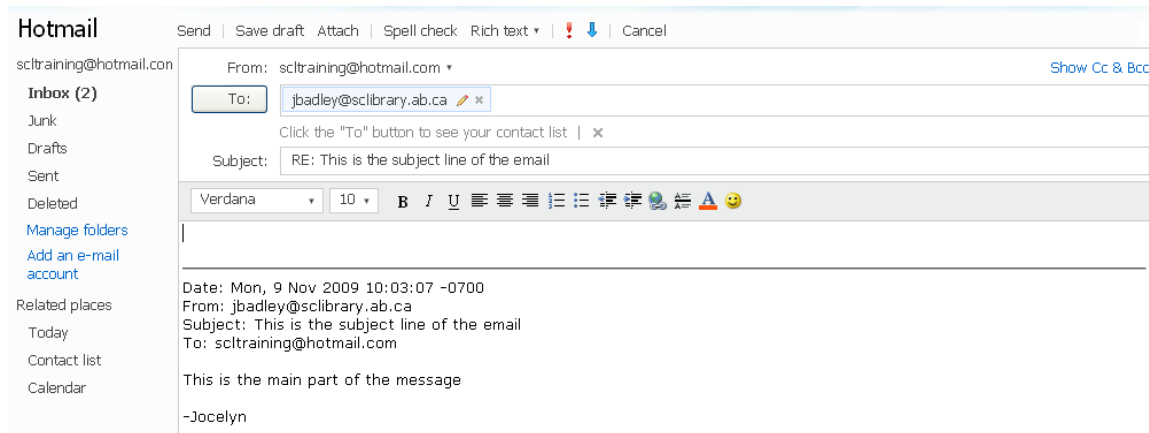
Remember, you can return to your Inbox at any time by clicking on **Inbox** on the left-hand menu.



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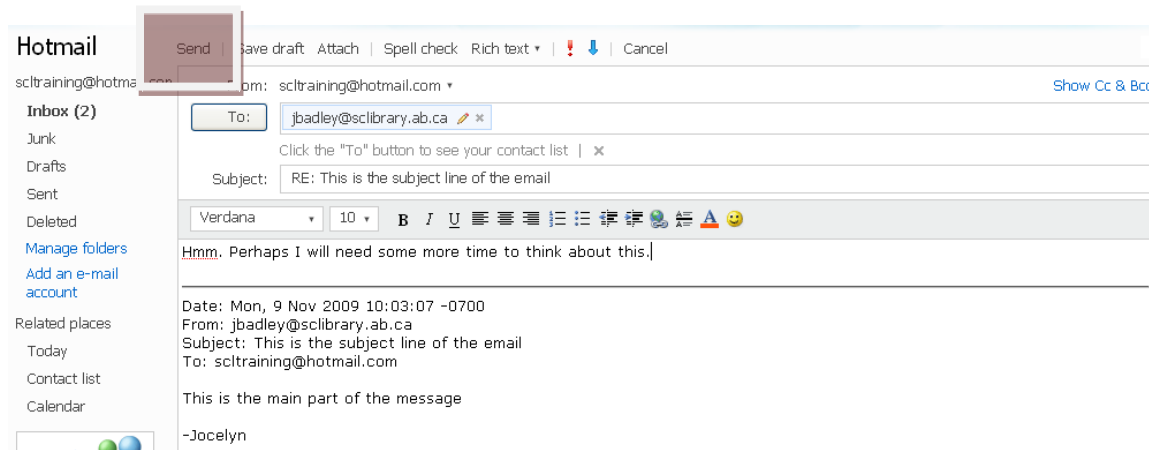
Replying to a Message

Open the message you wish to reply to, and click the **Reply** button. A new message window will appear with the sender's address and the subject line already filled in.



The original message will also appear in the message area, and the pointer will be blinking to show it is ready for you to type your reply.

When you have finished typing your reply, click Send.



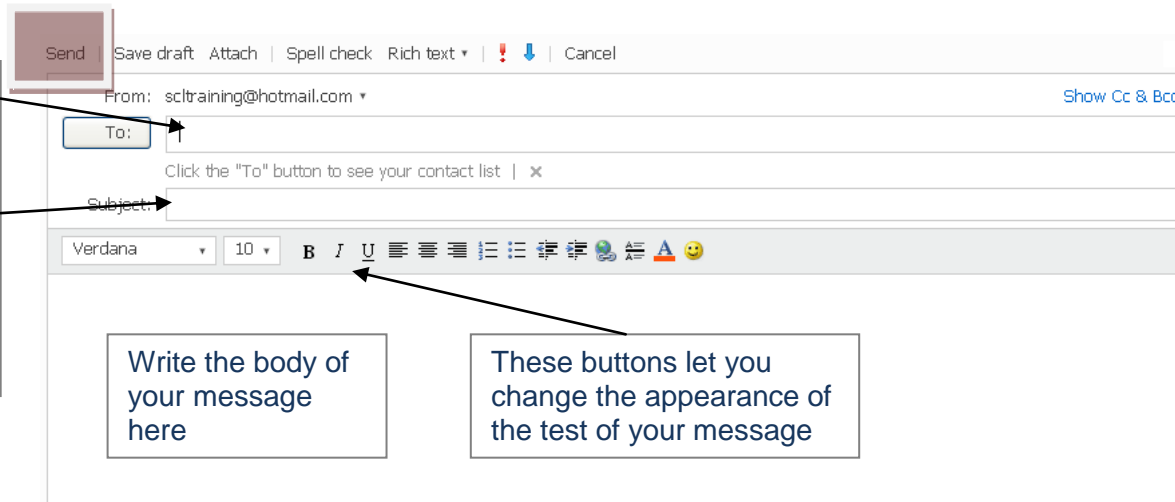


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Composing a New Message



- From your Inbox, click the New button, next to the word “Hotmail” in the top left corner.
- A new message will open, into which you can type your message.



When you are finished typing your message, click the **Send** button, top left. You will receive a confirmation that your message was sent. As well, a copy of your message will automatically be saved to your **Sent** folder.

NOTE: If your email cannot be sent, you will receive an error message within a few minutes. Check for these common problems:

- Ensure that you are connected to the Internet before sending your message
- Ensure that you didn't mis-spell or mis-type a part of the recipient's address
- Ensure that the address is a valid one, and that no extra commas, periods or spaces appear. The general format is `name@emailcompany.com`.
- Hotmail addresses are not case sensitive – but remember that an underline, like `My_Lastname@hotmail.com` needs a **Shift – Dash-key**

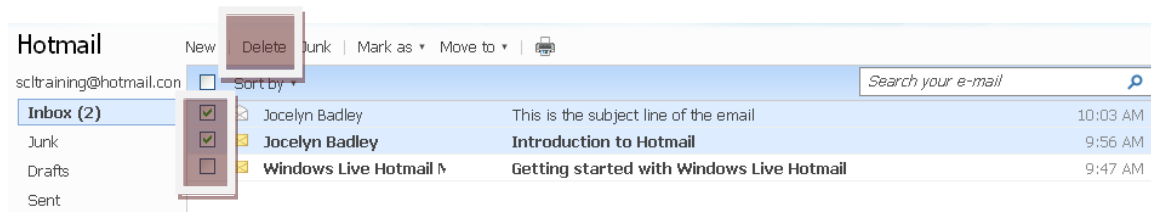


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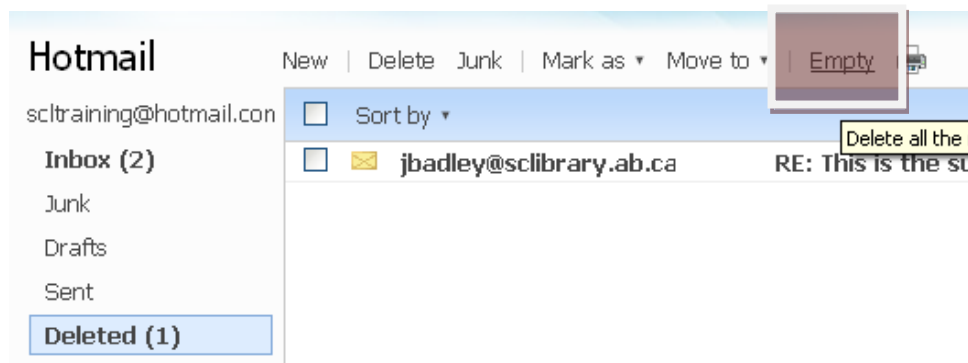
Deleting Messages

While you can delete individual messages as you read them (see **Reading Mail** above), you can also delete several messages at once from your **Inbox**.

- Open your **Inbox**, so you have your message list in front of you.
- Click once in the box to the left of each message you want to delete.
A checkmark will appear automatically to help you keep track.



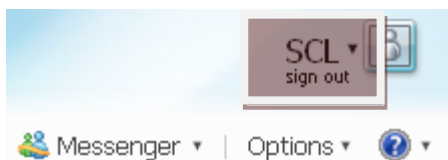
Once you have selected the messages you would like to delete, click the **Delete** button at top, left.



Your messages have not yet been completely erased from your account. To permanently delete them, you must empty your **Deleted** folder.

Click on the **Deleted** folder in the left-hand menu. When the folder appears, click on **Empty** in the top options bar. **NOTE:** This action cannot be reversed.

Signing Out



- Individual computers “remember” your email information. This is to make it easier for you to access your mail on a computer you use regularly.
- But when you are finished using your account on a public computer, you should sign out to make sure nobody else can access your account. Signing out of your account is like locking your car doors in a busy parking lot – a good precaution!
- To sign out, click the **Sign Out** button in the top right corner of your screen.
- Hotmail will direct you to another web page. At this point, you can
 - Continue to another destination on the Internet, by typing in another web address
 - Close Internet Explorer (click the X in the top right corner)