


Windows/Vista E-Mail

Howard Verne
Revised: 06/24/2009

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Before we start

- I am from New York and sometimes talk too fast.
 - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows
- If you are having problems, raise your hand and a coach will help you

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Ground Rules -1

- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- **Right** Click – means single **RIGHT** click
- *Select* means move mouse over item and single LEFT Click
- *Send To / Desktop* means
 - Move mouse to *Send To*
 - When a submenu appears
 - move mouse to *Desktop* and single left click
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
 - Windows screens will be different on different computers
 - Yours may have more or less items than these screen shots
- The name of the button/item to select/click appears in *italics*
- If you are having problems, raise your hand and a coach will help you.

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Ground Rules -2

- If you did not bring your ***Username*** and ***Password***, you will **NOT** be able to set up an account
- In Class, turn off your monitor when instructed by the presentation
 - I will go thru the presentation explaining what we are going to do
 - I will close the presentation, and go thru the process so you can watch (using the projector)
 - I will go back to the presentation and leave the instructions on the screen
 - Turn your monitor back on, when instructed, and follow the steps on the screen

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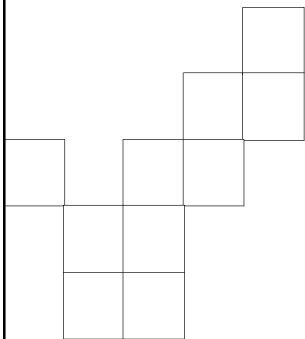


Easy way to start a program

- Click on Windows Logo
- Type *mai* in bottom box – WAIT -Do NOT hit enter
- You will see the Windows Mail program link appear

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Setting up your Account

Cox Cable is used as an example. You might have to contact your ISP for their info

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If your provider is not Cox, copy the information for **your** ISP

- For Embarq,
 - Pop.embarqmail.com
 - Smtt.embarqmail.com
 - Account name = yourname@embarqmail.com
- Juno
 - You will have to get software from Juno.
 - Juno will **not** work with Vista Mail
 - Download SW from: dl.juno.com/pub/juno/default_free/Vista/junoinst.exe
- AOL/AIM
 - pop.aim.com / smtp.aim.com (Port 587)
 - or: pop.aol.com / smtp.aol.com
 - Check *Outgoing server requires authentication*
 - Account name = yourname@aol.com (or aim.com)

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If your provider is not Cox, copy the information for **your** ISP

- For ATT/Worldnet, dialup
 - postoffice.att.net
 - mailhost.att.net
 - Account name = yourname@att.net (or @worldnet.att.net)
- Earthlink
 - pop.earthlink.net
 - smtpauth.earthlink.net
 - Check *Outgoing server requires authentication*
 - Account name = yourname@earthlink.net
- Hotmail – Download Windows *Live Mail*
 - <http://get.live.com/wlmail/overview>

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Adding an email account

- Note if you have several email accounts and want to keep them separate you will need to set up a separate **user** for each account
- At home, the first time you open Vista Mail you will enter the account setup wizard
 - **In class.** Click on *Tools/Account*
 - Click on *Add*
 - Select *Email*
 - Click on *Next*

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Add ISP Account -1

- Fill in your name
- Fill in email address
 - This is the email address that will appear in the *Sender* field when someone receives your email
 - It **can** be your Gmail or Yahoo address (if you have one)

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Add ISP Account -2

- Click *Next*
- For Cox, fill out as shown
- For others
 - Use the information you copied down from previous slide

Incoming e-mail server type:

POP3

Incoming mail (POP3 or IMAP) server:

pop.west.cox.net

Outgoing e-mail server (SMTP) name:

smtp.west.cox.net

Outgoing server requires authentication

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Add ISP Account -3

- Click *Next*
 - Enter Your ISP Username, where it requests *E-mail User Name*
 - Enter Your ISP Password, where it requests *Password*
 - Check *Remember Password*

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Add ISP Account -4

- Click *Next*
- **Check *Do not download my email ...***
- Here. In Class – CLOSE THE WINDOW
- AT Home, if you are setting up an account
 - Click *Finish*
 - Select the account you just created and click on *Properties*



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Add ISP Account -5

- This next 2 pages are ONLY for setting up an account on your home computer
- Now you have a decision!
 - You can leave your mail on the ISP's server and just download a COPY to your computer
 - Pro
 - You can access your email from anywhere
 - If your computer goes down, your email still can be retrieved
 - Cons
 - Your ISP probably limits the amount of email they will store
 - If you exceed this limit – they may *bounce* new emails
 - **You** have to periodically clean up your *inbox*

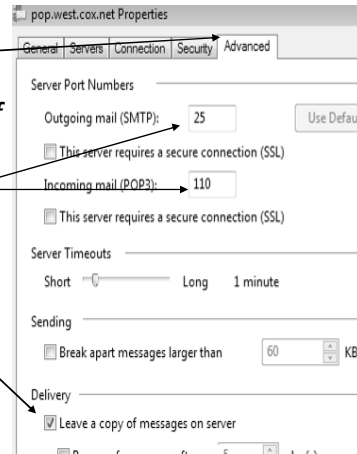
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Add ISP Account -6

■ Only at home

- Select the *Advanced* Tab
 - Check (or not) *Leave a copy of messages ...*
 - If your ISP requires **unique** port number (AOL), *enter it here!*
 - Click OK, Click Close
- You should now be back at the mail Vista Mail window
 - To receive your mail, Click on *Send/Receive/All*



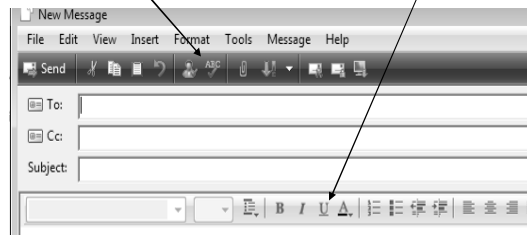
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Sending Messages

In Class, Turn Off Your Monitor

- Click on *Create Mail* (on the left hand side of the toolbar, under the *menubar*)
 - This will open the *New Message* Dialog
 - Note the familiar formatting tool bar
 - Note check spelling icon (checkmark with "ABC" over it)

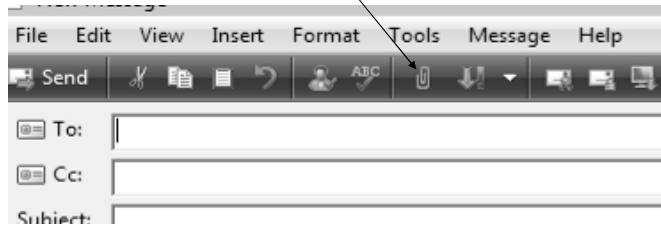


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Adding Attachments

- The Paper Clip is the universal icon for an attachment
 - Click on the *Paper Clip*



- This will open the Vista Browser
 - Click on Documents/Pictures (or wherever your attachment is located)

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Send Me an Email

- Send an email to hverne@cox.net
 - Add an attachment if you wish
 - Use something from *Pictures*
- Upon receipt, I will send you a reply
 - Add me to your contacts
 - Right Click on the email
 - Select *Add Sender to Contacts*

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Receiving Mail Vista Mail Inbox In Class, Turn Off Your Monitor

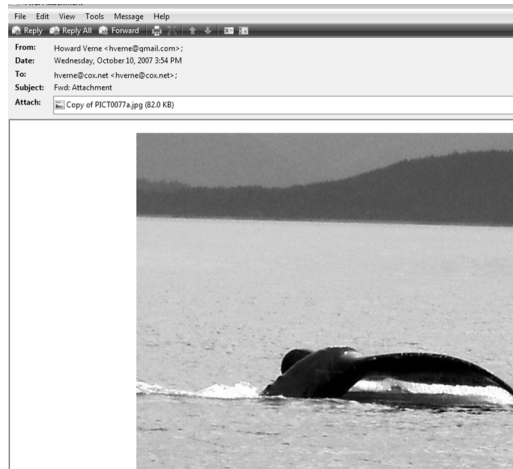
- The Vista Mail box looks, in many ways, like the Vista Browser
 - On the left is a file tree
 - You mail is located in the *Inbox*
 - On the bottom is the Preview Pane
 - Un Read Messages appear in **bold**
 - Read message appear in a normal font

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Viewing Messages With Pix Attachment

- Double click on a message to see the full message
 - Note that you will see any attached pictures

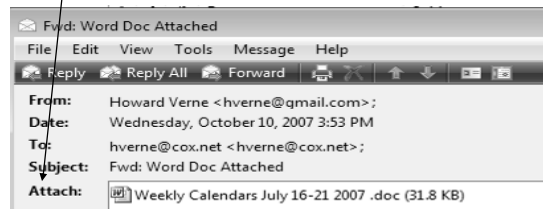


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Messages With an Attachment

- If there is an Attachment when you open the mail, you will see the *attach* line
 - It will contain the names of the attachment(s)
- If you wish to download the attachment(s)
 - Click on a File in the *attach* field.
 - Click on *Save* to download attachment to your computer
 - Use browser to select location to store the attachment

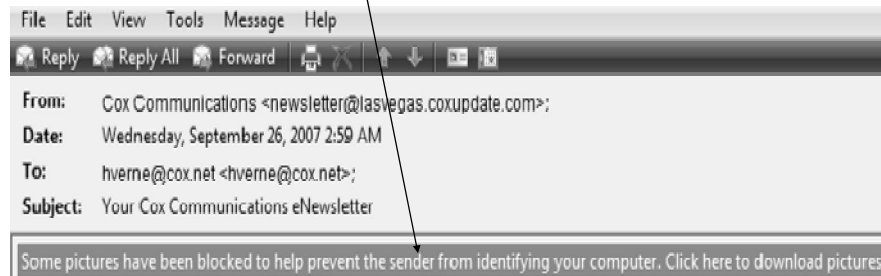


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Viewing Messages -3

- Some messages have embedded *Web Pages* (what is called, HTML) – You can control what is displayed
- To help protect yourself from dangerous mail, display of Images (and other HTML features) are disabled.
 - Enable it only for senders you know



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Viewing Messages -4

- There are many options available at this point.
 - If you right click on the message, you can:
 - Mark it as *read* or *un-read*
 - *Reply* or *Reply to All* or *Forward* the message
 - Save it in a folder in the left hand pane
 - You can control the way mail from this sender is handled
 - Add it to either your *black* or *white* list
 - Add the sender to your *Contact* list

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Contact List - Adding a name In Class, Turn Off Your Monitor

- The easiest way - is if you have an email from the person you wish to add
 - Right Click on the email
 - Select *Add Sender to Contacts*
- If the person you want to add is in the *CC* list
 - Open the email
 - Place the cursor over the persons address
 - Right click, select *Add Sender to Contacts*

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Opening Contact List

- Click on *Tools/Windows Contacts*
 - This will open a new window
 - Expand it to Full Screen
 - Using the **Horizontal** scroll bar at the bottom
 - You can see the contacts email address
 - And phone number
 - At this point, all you will have is the users email address

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Editing Contact List Info

- Select a contact
 - Click on *Edit* (on the toolbar)
 - A new window will open
 - You can now add more information
 - Notice the tabs along the top
 - These allow you to enter even more information
 - Click OK to save any information you have entered
 - This should close the window

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Sending Mail Using Contact List

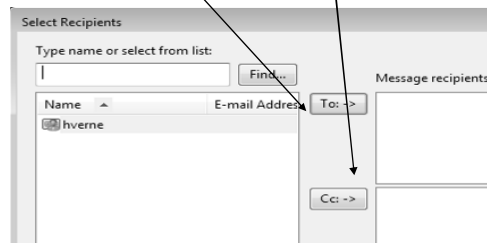
- Click on *Create Mail*
 - Start to Enter the email address in the *To* field
 - If the person is already in the contact
 - As you type part of a contacts name
 - Vista will fill list the contacts which start with those letters
 - Email etiquette requires that you fill in the subject field
 - Many people treat email without a subject field as SPAM
- Click on *Send*

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Sending Messages using Contacts

- If you wish to enter multiple names from your *Contact List*
- Click on the icon to the left of "*To*"
 - This will open the *Select Recipients* dialog
 - Select the contacts you wish to receive the message and click on either the *To:->* (or *CC:->*) button
 - Click *OK*



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Organizing Mail - Creating Folders In Class, Turn Off Your Monitor

- It is strongly recommended that you put related mail into a unique folder rather than leaving it in the *Inbox*
- To Create a Folder
 - Right click on *Local Folders* (in the left hand pane)
 - Select *New Folder ...*
 - Type the name of the folder
 - Click *OK*

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Moving Mail into Folders

- The easiest way to move mail into a folder is *Drag and Drop*
 - Left Click on a piece of email
 - While holding down the left mouse button
 - Move the cursor over the desired folder (in the left hand pane)
 - Release the mouse button
 - The selected piece of mail will disappear from the inbox
 - It now resides in the selected folder

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Moving Mail into Folders

- An alternate method
- Right Click on a piece of mail
 - Select *Move to Folder*
 - A window will open showing all the folders
 - Select the desired folder
 - Click *OK*

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Viewing mail in folders

- Simply click on the desired folder (in the left hand *Pane*)
 - The mail contained in that folder will now display
- To return to the *Inbox* simply click on the inbox (in the left hand *Pane*)

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SPAM and Phishing -1

In Class, Turn Off Your Monitor

- Phishing emails look like they came from a known



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Phishing -2

- Check Links to see if they are what they say are what they say
 - Place Cursor over link, look at status bar



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Phishing -3

- Good Practice is never click on links on suspicious mails - but key the correct address into the address bar
- If there are places in the email which ask you to key in personal info (SSN, Passwords, Account Numbers, etc)
 - DO NOT FILL THESE OUT!!
- It is very easy to fake the *From* address – do NOT depend upon this to tell you who the sender is!
- If an email has an attachment AND your AntiVirus program supports email:
 - Right click on email and see if there is a *Scan Attachment* menu item

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SPAM

- Spam is unwanted email - Click *Show Details* to see who else it has been sent to

Use our date search and see whats out there [Inbox](#)

☆ from Rebecca <Patricia@yahoo.com> [hide](#) [det](#)

reply-to Rebecca <Patricia@yahoo.com>

to thevoice45@gmail.com

cc bezroj@gmail.com,
nsawant@gmail.com,
hverna@gmail.com,
bezruchko@gmail.com,
hverne@gmail.com,
bezruk@gmail.com,
thevoice4u@gmail.com,
kady99@gmail.com

date Aug 12, 2007 2:26 PM

subject Use our date search and see whats out there

Get some this summer.

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What to do if you receive SPAM/Phishing In Class, Turn Off Your Monitor

- Right click on the suspected email
 - Select *Junk Email/Add sender to Blocked Senders List*
 - This will prevent you from seeing any further email from that sender
 - If you do not recognize the *domain* (and have no friends that send you mail from there)
 - Select *Junk Email/Add Sender's Domain to Blocked Senders List*
 - This will prevent you from seeing any further email from that Domain
- Spammers change their address and domain frequently!
 - The above will help a **little** but you will still receive SPAM

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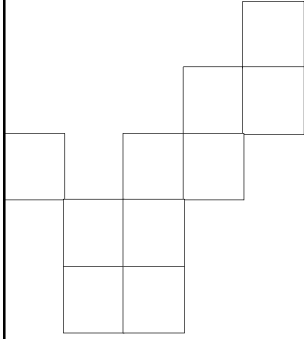


Safe List

- Sometimes Vista will treat email from a valid sender as if it were *SPAM*
- If, for some reason, you do not receive a piece of email you were expecting
 - Check the *Junk E-Mail* folder
 - If it is in there
 - Right click on it and select *Junk Email/Add sender to Safe Senders List*
 - Right click on it and select *Junk Email/Mark as Not Junk*
 - This will move it to the *Inbox*

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
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Reference Material

The following material may be use to those of you whose skills are beyond basic. They will NOT be discussed during class

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Exporting Data from Outlook Express

- Open Outlook Express
 - Choose *File/Export*
 - Select *Address Book*
 - Select *Text File (Comma Separated Variables)*
 - Click on *Browse*
 - Select *Desktop*
 - Select *Messages*
 - Select *Profile*
 - Select *All Folders*
 - Data will be stored in *C:\Documents and Settings\<user name>\Local Settings\Application Data\Identities\{Hex String}\Microsoft\Outlook Express* as *.dbx* files
 - Save the data just generated on a CD or on a thumb/flash drive

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Importing Data into Vista Email

■ Open Vista Mail

- Click on *File Import*
 - Select Windows Contacts
 - Select CSV
 - Browse to where the *Outlook Express* data is stored
 - Select Messages
 - Select appropriate version of *Outlook Express*
 - Browse to where the *Outlook Express* data is stored

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Exporting (Backing Up) Vista Mail Data

■ Mail

- *File/Export/Messages...*
 - Select *Microsoft Windows Mail /Next*
 - *Browse to desired location (Desktop?)/Next*
 - *Select All Folders /Next*
 - *Click Finish*

■ Contacts

- *File/Export/Windows Contacts ...*
 - Select *Microsoft "CSV" /Export*
 - *Browse to desired location (Desktop?)*
 - *Enter a File Name/Save/Next*
 - *Click Finish*
 - *Close all open windows*

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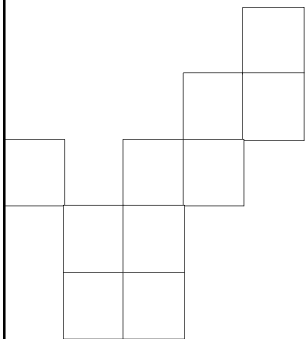


Where is my Mail/Contacts?

- Click on *Tools*
 - Select *Options*.
 - Select the *advanced* tab.
 - Click on *Maintenance*
 - Click on *Store Folder*
 - Make a note of the location shown

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Shut Down

Tap Windows Key
Tap Right Arrow key 3 Times
Tap Enter
Turn off Monitor
Post Survey
Give the coaches a big hand!

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