

# Windows Live Mail

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Revised: December 19, 2011

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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
- Browse>Computer>CD/DVD Drive
  - Select Browse, Select Computer, Select CD/DVD Drive
- 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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## Download Windows Live Mail

### ■ Open Internet Explorer

#### □ Go To

**[download.live.com/wlmail](http://download.live.com/wlmail)**

- Click on *Download*
- Click on *RUN*
- Select *Mail* plus any others you want
  - Click *Install*

### Choose the programs to install

Click each program name for

- Messenger
- Mail
- Photo Gallery
- Movie Maker
- Toolbar
- Writer
- Family Safety

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## Windows Live Mail 1

- In the box, labeled *You're Almost Done*,
  - Uncheck all
- When asked to sign up for a Windows Live Account, Click *Finish*

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## Windows Live Mail 2

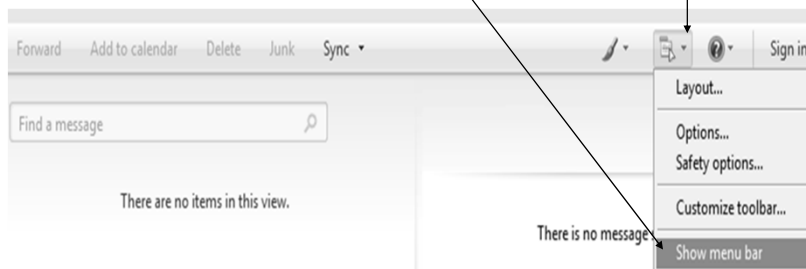
- Click on Windows Logo
- Type *mail* in bottom box – WAIT -Do NOT hit enter
- You will see the Windows Live Mail program link appear (under *Programs*)
  - Right Click
  - Select Pin to Start Menu & Task Bar
  - If you wish, also Select Send to/Desktop

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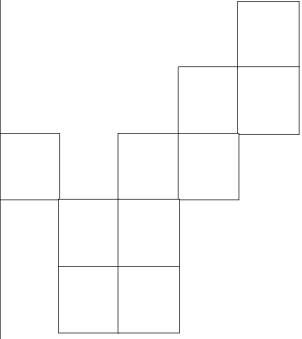
## Windows Live Mail 3

- Adding Menu Bar
  - If the Menu bar is not visible, click here and select *Show Menu Bar*



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
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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, POP3
  - Incoming: Pop.embarqmail.com
  - Outgoing: Smtt.embarqmail.com
  - Account name = yourname@embarqmail.com
- For Century Link, POP3
  - Incoming: Pop.centurylink.net (or) mail.so.centurytel.net
  - Outgoing: Smtt.centurylink.net (or) smtpauth.centurytel.net
  - Account name = yourname@centurylink.net
    - Your Server requires Authentication for outgoing mail
- AOL/AIM/Earthlink/Hotmail
  - Just Enter Information
- Yahoo
  - You must have Yahoo Plus
    - Just Enter Information

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

- GMAIL
  - Follow Instructions on Setting up IMAP Account
  - Click *Finish*
- For ATT/Worldnet, dialup
  - Incoming: *postoffice.att.net*
  - Outgoing: *mailhost.att.net*
  - Account name = yourname@att.net (or @worldnet.att.net)
- Juno
  - POP3
    - Incoming: pop.juno.com (requires a secure connection) Port 995
    - Outgoing: smtp.juno.com (requires a secure connection) Port 465
    - Requires Authentication

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

- Hotmail
  - Just Enter Information
- Any Others
  - Just Enter Information
    - If this doesn't work, go to the provider's Web Site (or call them) to get instructions
      - Use Outlook/Outlook Express instructions, if necessary

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## Adding an email account

- At home, the first time you open Live Mail you may 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

- Click Next
  - Enter Your Cox Username, where it requests *E-mail User Name*
  - Enter Your Cox Password, where it requests *Password*
  - Check *Remember Password*
  - Enter *COX* (or your Providers name)
  - Uncheck *Manually Configure ...*
- Click Next

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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
- Click *Next & Finish*

My incoming mail server is a **POP3** server.

Incoming server: **pop.west.cox.net**

This server requires a secure connection (SSL)

Log on using: **Clear text authentication**

Login ID (if different from e-mail address): **xx**

Outgoing Server Information

Outgoing server: **smtp.west.cox.net**

This server requires a secure connection (SSL)

My outgoing server requires authentication

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## Add ISP Account -3

- Select the Account You have just created
  - Click on Properties
- Fill in *Reply* address
  - This is the 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)

Cox (hverne) Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Windows Live Hotmail".

**Cox (hverne)**

User Information

Name: **Cox**

Organization:

E-mail address: **hverne@cox.net**

Reply address:

Include this account when receiving mail or synchronizing

OK Cancel Apply

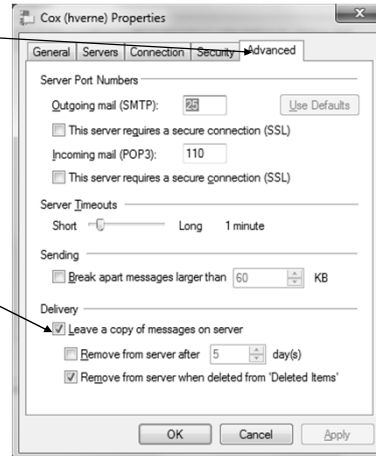
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## Add ISP Account -4

- Select the *Advanced* Tab
- Make Sure the *Leave a Copy of Messages ...* is CHECKED

- If this is not checked, all your email will be downloaded to the computer you are currently using AND WILL BE LOST!



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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*

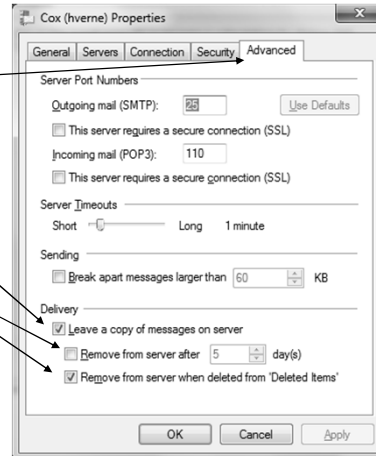
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## Add ISP Account -6

### ■ Only at home

- Select the *Advanced* Tab
  - Check (or not) *Leave a copy of messages* ...
  - Decide how to handle Deleted Messages
  - Click OK, Click Close
- You should now be back at the mail Live Mail window

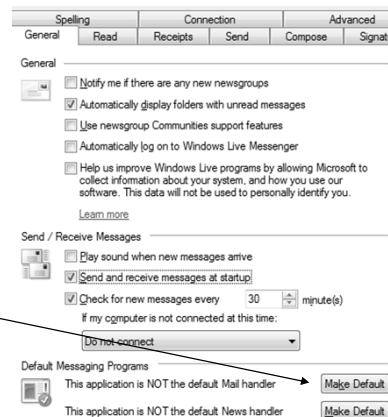


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## Setting up Live Mail - 1

- On the tool bar, click *Tools/Options*
  - Check as shown
  - If NOT default Mail Handler. Select *Make Default*



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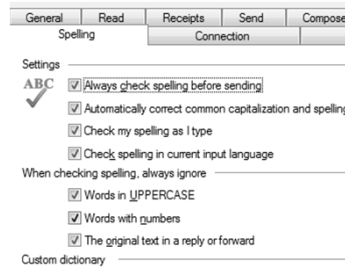
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## Setting up Live Mail - 2

- Select *Spelling* tab

- Check as shown
- Click *OK* to close window

- To receive your mail, Click on *Tools/Sync All ...* (or Tap F5)



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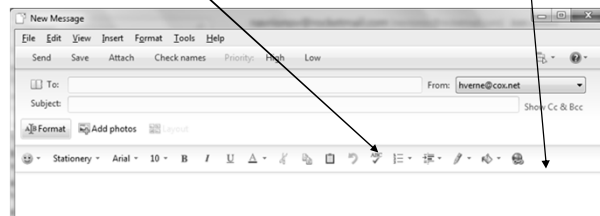
## Sending Messages

### In Class, Turn Off Your Monitor

- Click on *New* (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)

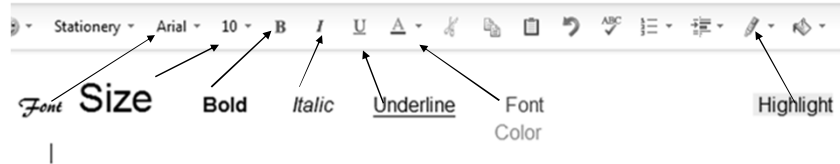


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## Formatting Bar

- You can format your text using the format bar

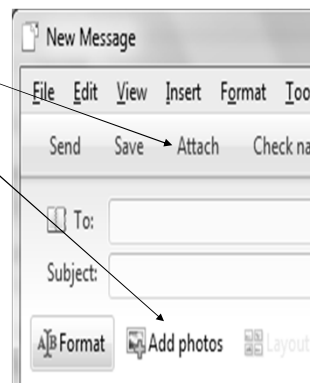


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## Adding Attachments

- Click on the *Attach* to attach documents
  - This will open the Win 7 Browser
    - Click on Documents (or wherever your attachment is located)
- Click on *Add Photos* to add pictures
  - You may click on as many pictures as you wish

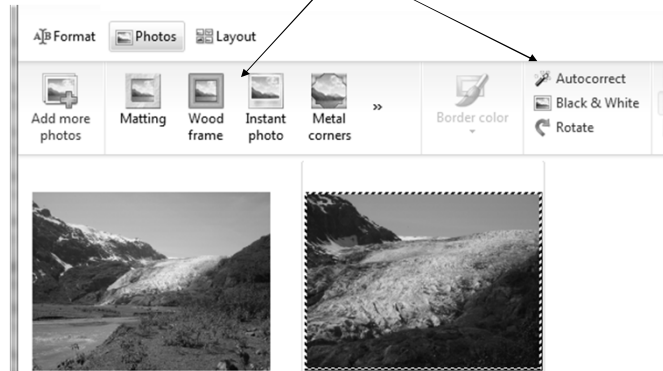


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# Adding Pictures

- You now can format/edit your pictures



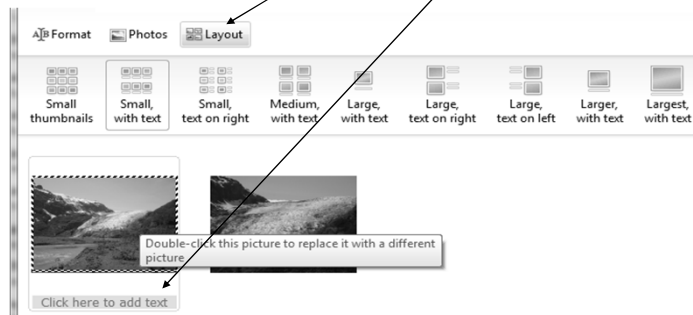
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# Picture Layout

- You can format how the pictures are displayed and add captions

□ Click on *Layout*



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## Send Me an Email

- Send an email to [hverne@cox.net](mailto: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 Live Mail Inbox In Class, Turn Off Your Monitor

- The Live Mail box looks, in many ways, like the Win 7 Browser
  - On the extreme left you can see your mail sources and folders
  - In the next is a Message List
    - Your mail is located in the *Inbox*
  - Un Read Messages appear in **bold**
  - Read messages appear in a normal font
  - On the right is the Preview Pane
    - To change, Click on Down
    - Arrow in as shown
      - Select Layout



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## Viewing Messages With Pix Attachment

- Click on a message to see it in the Preview Pane
  - Note that you will see any attached pictures



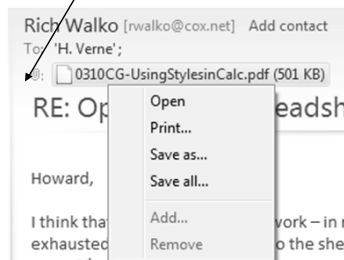
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## Messages With an Attachment

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

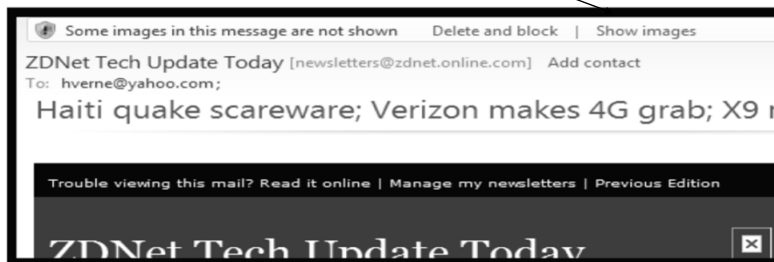


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## Viewing Messages -3

- 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

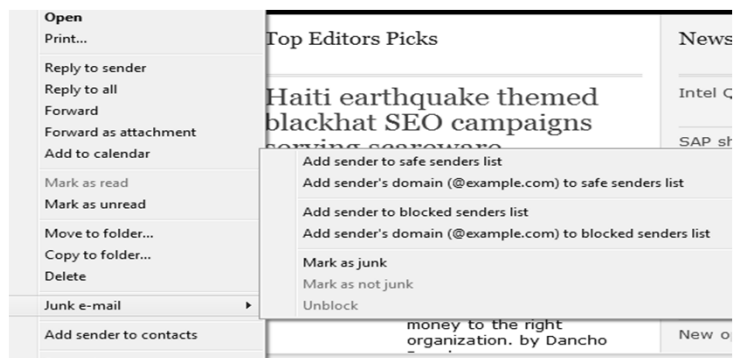


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## Viewing Messages -4

- There are many options available at this point.
  - If you right click on the message on the inbox,



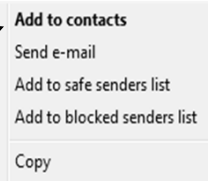
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## Contact List - Adding a name In Class, Turn Off Your Monitor

- The easiest way – 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
  - Go to the *Preview Pane*
  - Place the cursor over the persons address
  - Right click, select *Add Sender to Contacts*



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## Opening Contact List

- Click on *GO/Contacts*
  - This will open a new window
    - Expand it to Full Screen
  - Like the Mail Window, there are 3 *Panes*
    - You can see the contacts email address
      - And phone number
  - At this point, all you will have is the users email address
    - From any senders you have added to the Contact List

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# Editing Contact List Info

- Select a contact

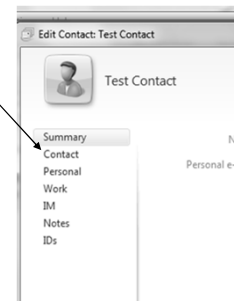
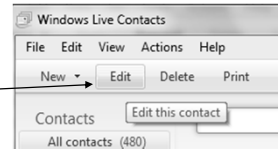
- Click on *Edit* (on the toolbar)

- A new window will open

- You can now add more information
    - Notice the items in the Left Hand Pane
      - 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 *New*

- Start to Enter the email address in the *To* field

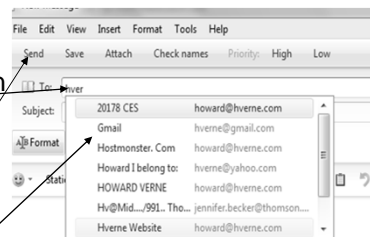
- If the person is already in the contact

- As you type part of a contacts name
        - Win 7 show a drop down with 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*

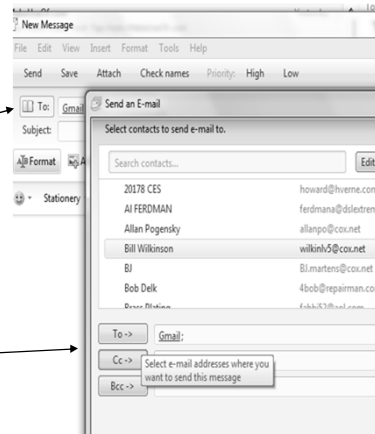


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## Sending Messages using Contacts

- 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 a contact you wish to receive the message and click on one of these buttons
    - Repeat as necessary
    - 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 your Mail or *Storage 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 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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## 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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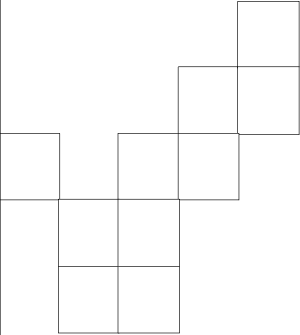


## Safe List

- Sometimes Win 7 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

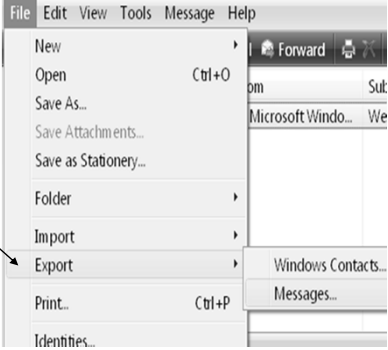
The following material may be use to those of you whose skills are beyond basic. They will NOT be discussed during class

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# Exporting Data From Vista Mail

- File/Export/  
Messages
  - Format = Microsoft Windows Mail
    - Browse>Computer>CD/DVD Drive
- Repeat using *Windows Contacts* (instead of *Messages*)



The screenshot shows the 'File' menu with 'Export' highlighted. A sub-menu is open showing 'Windows Contacts...' and 'Messages...'. Arrows from the text point to the 'Export' menu item and the 'Messages...' option in the sub-menu.

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## Exporting Data from Outlook Express

- Open Outlook Express
  - Select *File/Export/Messages*
    - Click *OK* 3 Times
  - Repeat using *Address Book (instead of Messages)*
    - Select *Text File (Comma Separated Variables)*
      - Select *Browse, Select Desktop*
        - Select *Save*, then *Next* then *Finish* then *Close*
  - Open Windows Explorer
    - Data will be stored in *C:\Documents and Settings\<user name>\Local Settings\Application Data\Identities\{Hex String}\Microsoft\Outlook Express*
    - Save everything there on a CD/DVD
    - Save the Text file on the desktop to a CD/DVD

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## Importing Data into Win Live Mail

- Open Live Mail
  - Click on *File Import*
    - Select *Windows Contacts*
      - Select *CSV*
      - Browse to CD/DVD
    - Repeat *Select Messages*
      - Select appropriate version of *Outlook Express*
      - Browse to CD/DVD

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## Exporting Data to Win Live Mail

- The detailed instructions can also be found at <http://tinyurl.com/ygvhrbt>

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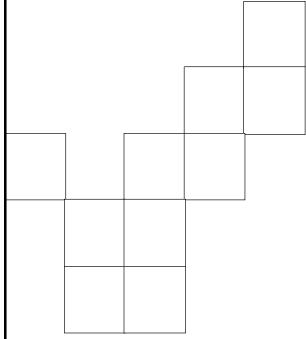


## Exporting (Backing Up) Live Mail Data

- Mail
  - File/Export/Messages...*
    - Select *Microsoft Windows Mail /Next*
      - Browse to desired location (CD/DVD)/Next*
      - Select All Folders /Next*
      - Click Finish*
- Contacts
  - File/Export/Windows Contacts ...*
    - Select *Microsoft "CSV" /Export*
      - Browse to desired location (CD/DVD)*
        - *Enter a File Name/Save/Next*
      - Click Finish*
      - Close all open windows*

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# Shut Down

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

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