

# WINDOWS LIVE MAIL

There are two types of e-mail. One is **Web Mail** where you go to the website of the mail provider (i.e. Comcast, AT&T, Sonic, etc.) and look at your mail. Your mail always stays on the web unless you need to download a picture or some other attachment to save it. Also there are usually advertisements and other items in addition to your mail program.

There is also Client e-mail such as Outlook Express and Windows Live Mail. With client email your mail is downloaded to your computer including any attachments. There are no additional advertisements or other distractions and any attachments are included with the mail and can be opened normally by just clicking on them.

The Client email we are going to talk about today is Windows Live Mail. This is Microsoft's replacement email program for Outlook Express which cannot be used on the Vista or Windows 7 operating systems. But the new program can also be used with Windows XP w/SP 2 or SP3 in addition to Windows Vista and Windows7.

## DOWNLOADING THE WINDOWS LIVE MAIL PROGRAM

You can download the program from the following website:

<http://explore.live.com/windows-live-essentials?os=other&wa=wsigin1.0>

I have attached an additional handout giving details about downloading the program software. I have shown a link to the website along with instructions to download and install the software.

## SETTING UP YOUR ACCOUNTS IN WINDOWS LIVE MAIL

Once the software is downloaded and installed, you need to load your email into the Windows Live Mail program. You do this by Opening the Windows Live Mail program and



clicking on the little downward pointing pointer in the **upper left corner**. When the menu drops down, chose **Options**. Click on **Options** and then chose **E Mail Accounts**. Click on **E Mail Accounts** and when the Accounts window

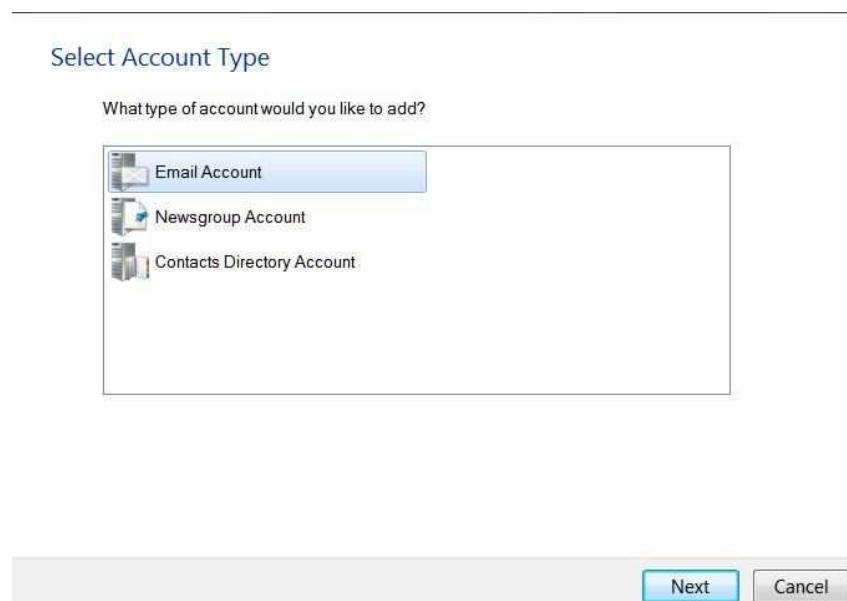
comes up, **(See Below)** Select **Add** to the right.

Set up new email accounts or newsgroup subscriptions by clicking Add.

To make changes, export, or remove an account or subscription, select it first.



After you click on Add above, below is what you will see.



Select E Mail Account and then Click Next

When you Click Next you will get a window **(See Below)** that asks you to put in your email address for the account that you are creating.

## Add your email accounts

Email address:  
  
[Get a Windows Live email address](#)

Password:  
  
 Remember this password

Display name for your sent messages:

Make this my default email account  
 Manually configure server settings

Most em  
includ  
Hotmail  
Gmail  
and man

This email account will be identical to your webmail that you have been using. You will also be asked to put in your Password that you have been assigned for that account. This is the password that you used with your email provider when you first signed up for email (unless you have changed it since then). You should also put a check mark in the Remember this password. You may put a check mark into the box for Make this my default email account. But do NOT put a check into the box for **Manually configure server settings**. Then Click on **Next** when the next window opens click **Finish** and you should be into Windows Live Mail with that email account. If you have more than one email address you follow the same procedure for each email address. Windows Live Mail will show all your individual email addresses separately with separate Inboxes, Sent, Trash etc. folders.

So if you have more than one email addresses an additional advantage is that they will all be found in one place rather than going to several different websites. See the example below

The screenshot shows the Windows Live Mail interface. The top menu bar includes Home, Folders, View, and Accounts. Below the menu is a toolbar with various icons for actions like New, Delete, Reply, Forward, etc. The main area displays a list of emails in a table format. The selected email is from 'geri wynn' with the subject 'e-mails'.

From	Date	Subject	Size	To
David Marvin	4/22/2011 10:07 AM	USAF Museum... Virtual Tour ..	8KB	
Hotmail Team	4/22/2011 6:17 PM	Getting started with Windows Live Hotmail	3KB	
Dale Ford	4/23/2011 12:55 PM	Re: Fw: Our Exclusive Easter Freebie: Free Photo...	13KB	Gordon Ramsey
David Marvin	4/24/2011 5:30 PM	Black Commentator on Obama's Re-election	19KB	
HP Learning Center	4/25/2011 9:44 AM	HP Learning center April featured free classes!	53KB	gordonr947@gmail.com
geri wynn	4/25/2011 10:02 AM	e-mails	3KB	
Vantage Travel	4/25/2011 6:29 PM	Good News! You've been awarded \$300 per coup...	24KB	RAMSEI7999@SBCGLOB...

**e-mails**  
From: geri wynn  
To: undisclosed-recipients:  
Bcc: Gordon Ramsey (gordonr947@gmail.com);

I HAD MY COMPUTER GURU HERE TO CHECK OUT WHY NO ONE WAS GETTING MY PICTURES. AFTER MUCH TRYING SHE FINALLY FOUND A SITE THAT EXPLAINED THE SITUATION. IT SEEMS GOOGLE HAS DONE SOMETHING THAT HAS CAUSED THE PROBLEM. SO I WILL HAVE TO WAIT A WHILE BEFORE I CAN FORWARD THE PICTURES. BUT--- I AM RECEIVING YOUR PICTURES, EXCEPT YOURS JANE.

Once you have set up your email accounts, with all the correct information, Windows Live Mail will pick up your mail from your mail provider and it will show in Windows Live Mail. Your contacts should also be transferred. Then you are ready to use Windows Live Mail. Let's go over some of the things that you can do with the program.

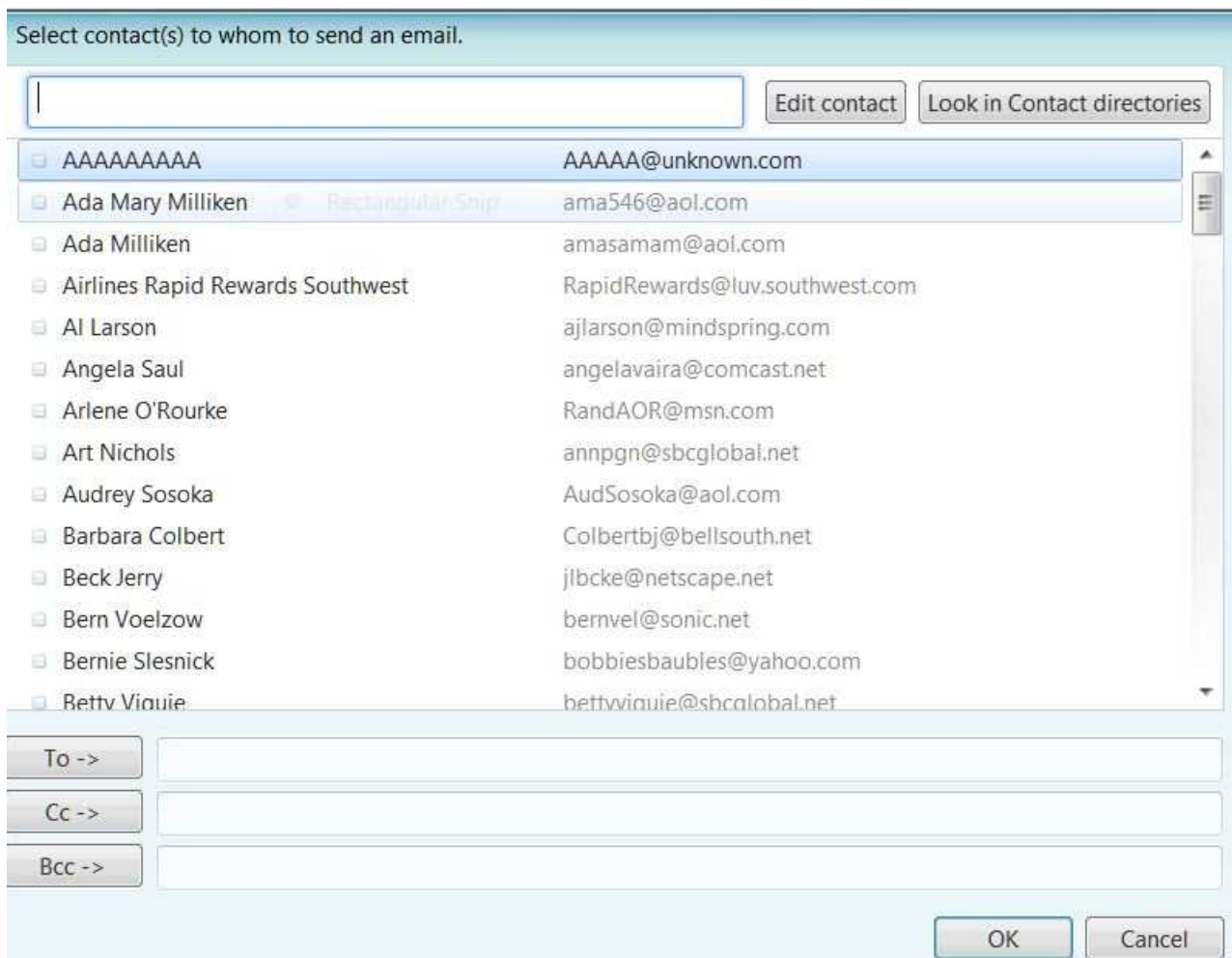
Windows Live Mail like most computer programs has several different ways to do some of the required actions. I will only cover one method but may mention the other methods and leave it up to you to choose how you want to do the action.

## CREATING AND SENDING AN E-MAIL MESSAGE

To create an email message make sure the **Home** tab is being used.



Then click on Email message. A new email message will come up. Then click on **To:** When you click on **To:** it will bring up your list of your contacts. *Similar to what you see below*



Select the proper contact or contacts that you want to send the email to by highlighting each individual name. If you want to send to one person only, highlight that person's name and then

click the **To->** at the bottom of the page. If you want to send to more than one contact, **Hold down the Ctrl key as you chose the names.** Then **click the Bcc->** at the bottom of the page. In both cases you will then see the names or addresses of the selected contacts into the To or Bcc line. After the contacts have been transferred, then **click on OK at the lower right corner.** The contact list will disappear and you will see the message with the contacts shown in the To: or Bcc: line of the message.

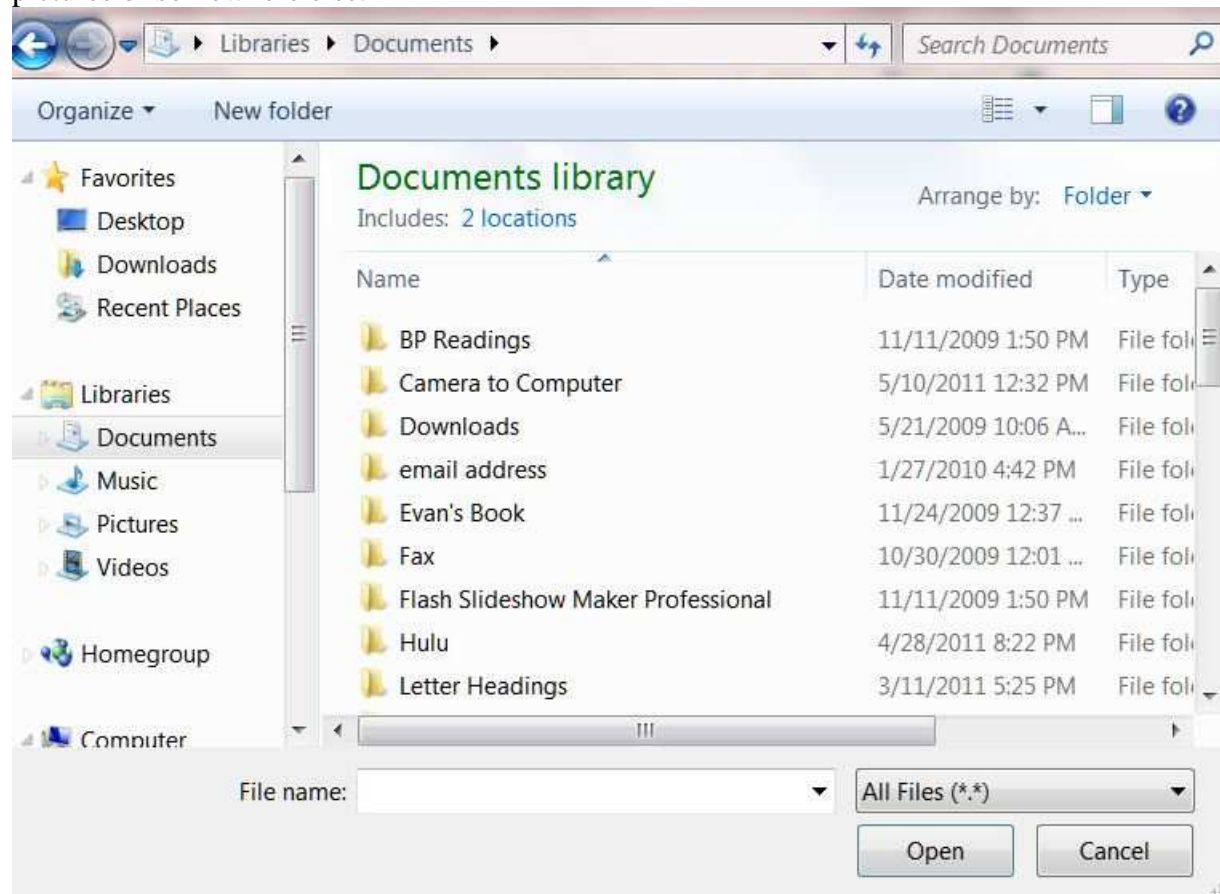
**NOTE: If it is necessary that all the recipients know who received the message then you can use the To-> or Cc-> line. However this should not be used if this is not required as it just spreads a lot of email addresses on the internet and leads to hackers getting the information.**

After you have placed the recipient's names you can give the message a subject by hitting the **Tab key** and then typing the subject into that line. Then hit the **Tab key** again and move to the body of the message and type in your message.

After you have completed your message, and you do not want to add any attachments, then click on **Send** just to the left of the **To:** heading and your email will be sent.

### **SENDING ATTACHMENTS WITH YOUR E-MAIL**

If you have a picture or another document that you want to include in your message, then you need to do some other things before you click on **Send.** If you have a picture or another file that you would like to send along with your message, you need to look across the top of the message until you see an image of a **paper clip** with the words **Attach File.** You then click on that paper clip. When you do you will open a new window which may take you to My Documents, My pictures or somewhere else.



But you need to go to the folder where the picture or file is located. You will see on the left of the window that opened a list of files on your computer. You will have to browse until you

locate the folder where the picture or file is located. It is necessary that you locate the folder where the picture or file is located so you can attach it to the email. Once you locate it then you need to highlight the picture or file and then click **Open** in the lower right corner of the window. When you do, an icon for the document or picture will show up just below the Subject on the email. If you want to add multiple pictures or files then you will need to repeat the process for each one. But be cautioned that too many may make an email larger than might be accepted by the recipient's server.

### **SENDING MULTIPLE PICTURES**

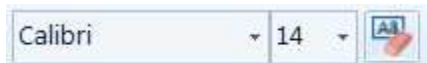
You can send multiple pictures by using the Photo Album option on the email form. After you open a new message blank, select Photo Album from the choices across the top. When you click on Photo Album it will bring up a window that will allow you to locate the photos you wish to send. You select those photos and put them into the email. You give the album a name, add the addressee and send it. Your recipient will be able to do a slide show of the pictures.

### **VARIOUS OPTIONS AVAILABLE FOR E-MAIL MESSAGES**

If you look across the top of the email message form you will see many different icons. Let us examine some of these:



This allows you to cut, copy or paste



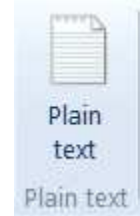
This allows you to change the Font and Font size. The one of the right will remove any formatting that is in the text that you highlight.



The **B**, *I*, and U are common to other programs. But the next one allows you to strike through words, the next two X's allow you to locate letters below and above the line. The next one allows you to highlight words or sentences and the last A allows you to change the color of the letters. In each case you need to highlight the area you want to change before you select the change.



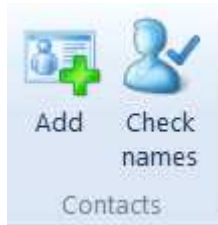
The characters shown here from left to right allow you to number a line, put a bullet at a line, decrease or increase the indent of a paragraph.



Clicking on this will make your message all into plain text. It limits you adding any colors etc to the message. Normally you would avoid using this.



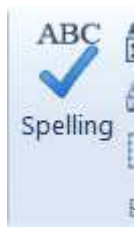
Hyperlink is used to create a link to a website, Emotiocon allows you to insert crazy figures into your message



Add allows you to add names on the email of addressees. I do not know or have be able to find out what Check names does.



Delivery gives you several options on drawing attention to the recipient whether the message has High Importance, Low importance, or that you want him to return a receipt that he has seen it;. You obtain the options by clicking on Delivery and making the selection.




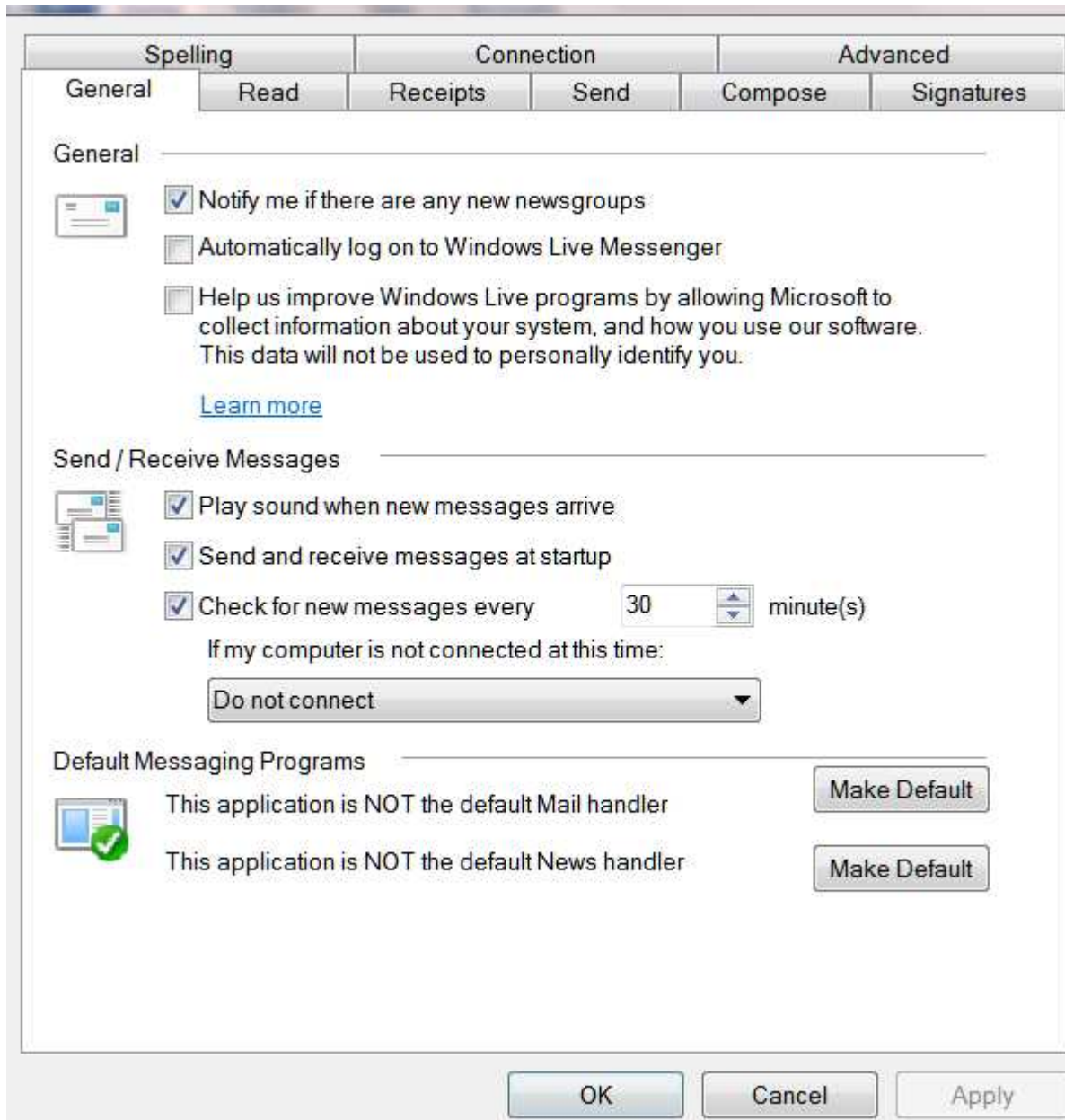
By checking this option it will spell check your message and point out any errors.



Clicking on Word count will count the number of words in your message. Find will locate a word or phrase in your message. Select all, highlights the entire message.

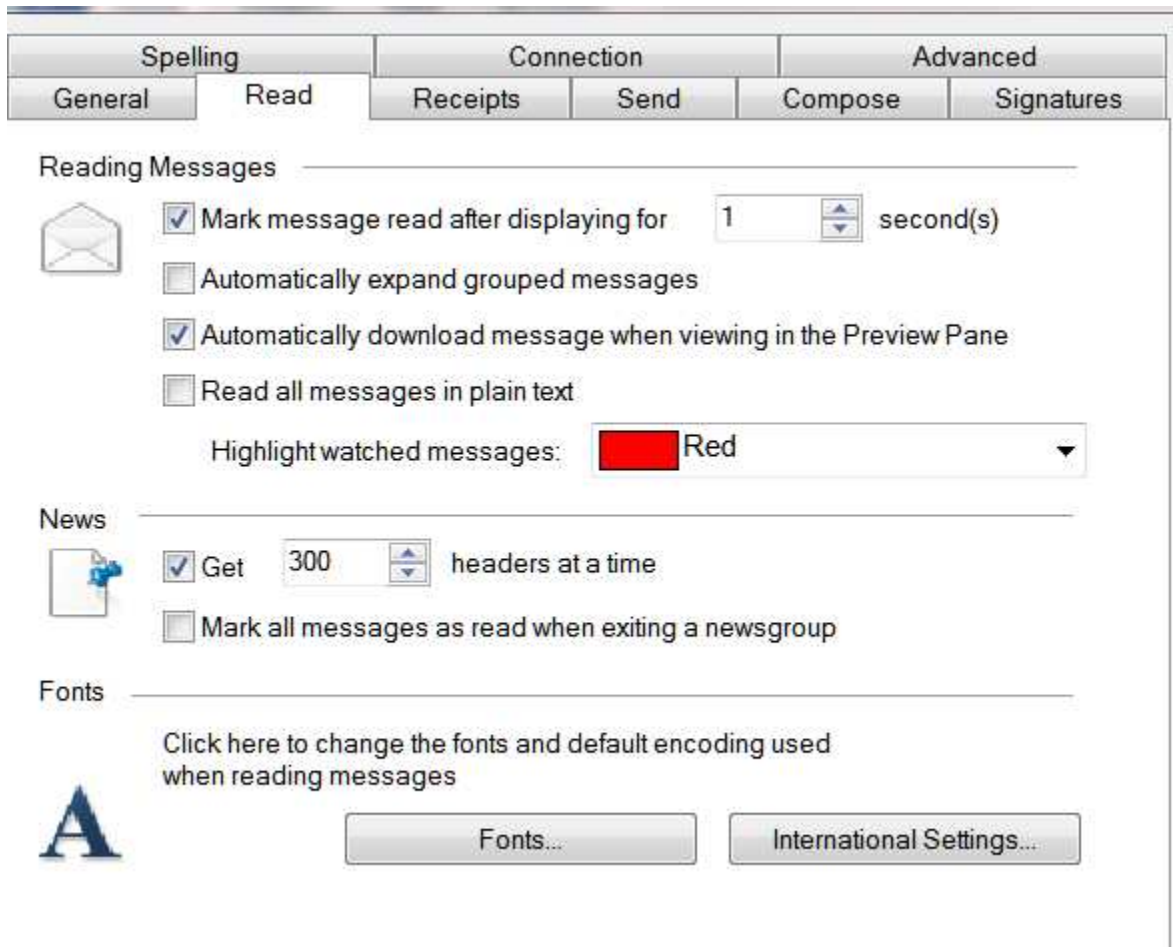
There is some other things that will allow you to set up rules about your email and how you send it out and how you receive it. To set up these details we need to go back to Windows Mail. By

clicking on  the pointer and when the window drops down, selecting **Options** and then selecting **Mail**, we open a window with a series of Tabs.

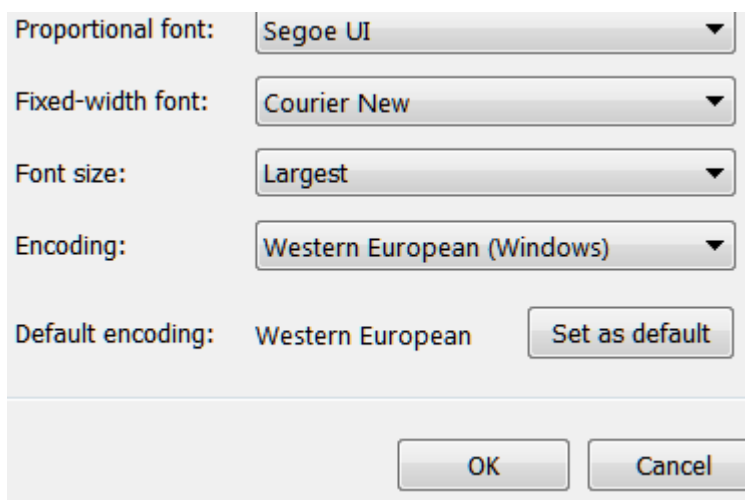


The **General** tab gives some options about sounds and making this your default mail.

The **Read** tab below gives you one option under **Fonts** that will allow you to increase the size of the font on messages that come to you. Click on Fonts at the lower part of the tab a



Click on Fonts and you will see an option to change the Font size from smallest to Largest which is usually better for us Seniors. Select and then click on OK at the bottom. You can ignore the other information.



The **Send** tab allows for some rules on sending messages. **One important item is setting up your messages to HTML format. If you do not then you cannot send pictures or anything colored. All you will be able to send is text. See Mail Sending Format below and make sure HTML is selected**

Spelling		Connection		Advanced	
General	Read	Receipts	Send	Compose	Signatures

**Sending**

- Save copy of sent messages in the 'Sent Items' folder
- Send messages immediately
- Automatically put people I reply to in my address book after the third reply
- Include message in reply
- Reply to messages using the format in which they were sent

[International Settings...](#)

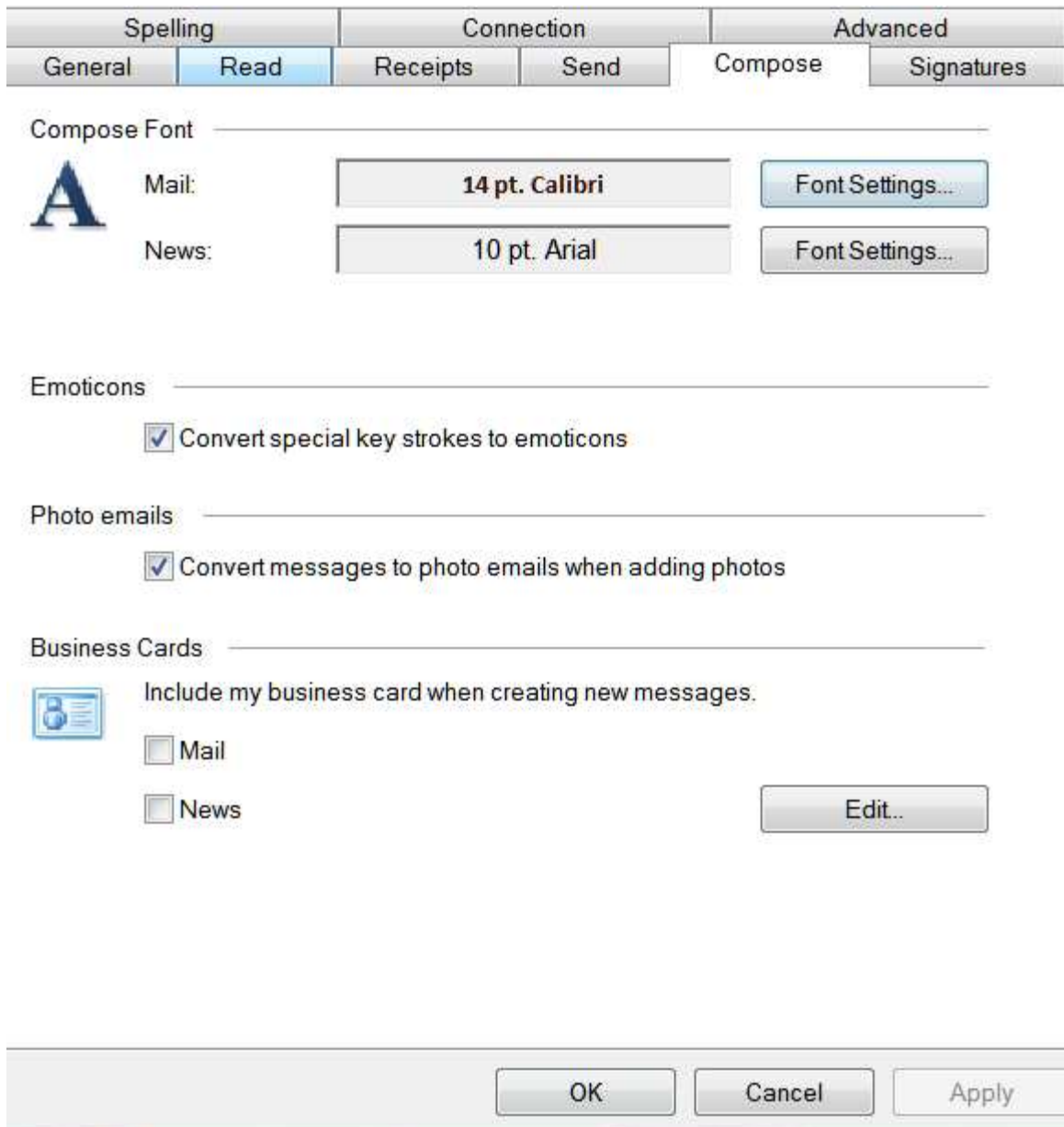
**Mail Sending Format**

- HTML [HTML Settings...](#) [Plain Text Settings...](#)
- Plain Text

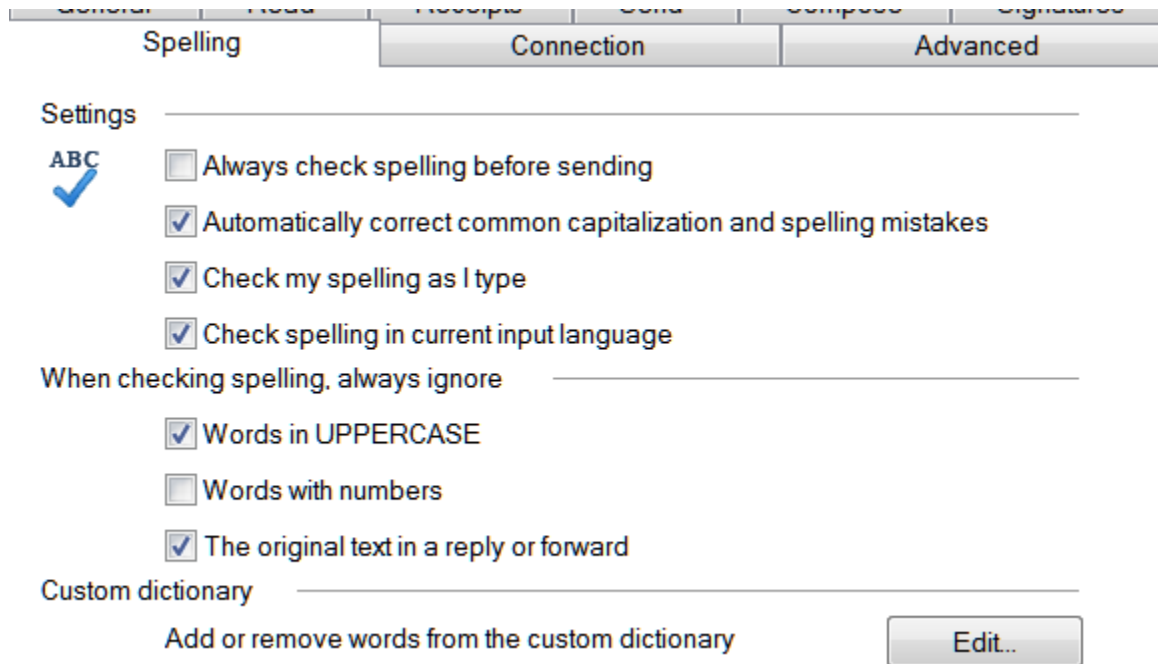
**News Sending Format**

- HTML [HTML Settings...](#) [Plain Text Settings...](#)
- Plain Text

The **Compose** tab allows you to set the size and font to be used in the email that you send out. I use 14 which is a little larger than normal but most people who I send to are seniors and can read a larger type easier. You make the change by clicking on the Font Settings for Mail. When you do you will get a window that allows you to select the Font, whether it is **Bold** and the size Font




The Spelling tab allows you to do spell checking and set up the rules. It also allows you to add or remove words from your custom dictionary



General | Read | Receipts | Send | Compose | Signatures

Spelling | Connection | Advanced

Settings

  Always check spelling before sending

Automatically correct common capitalization and spelling mistakes

Check my spelling as I type

Check spelling in current input language

When checking spelling, always ignore

Words in UPPERCASE

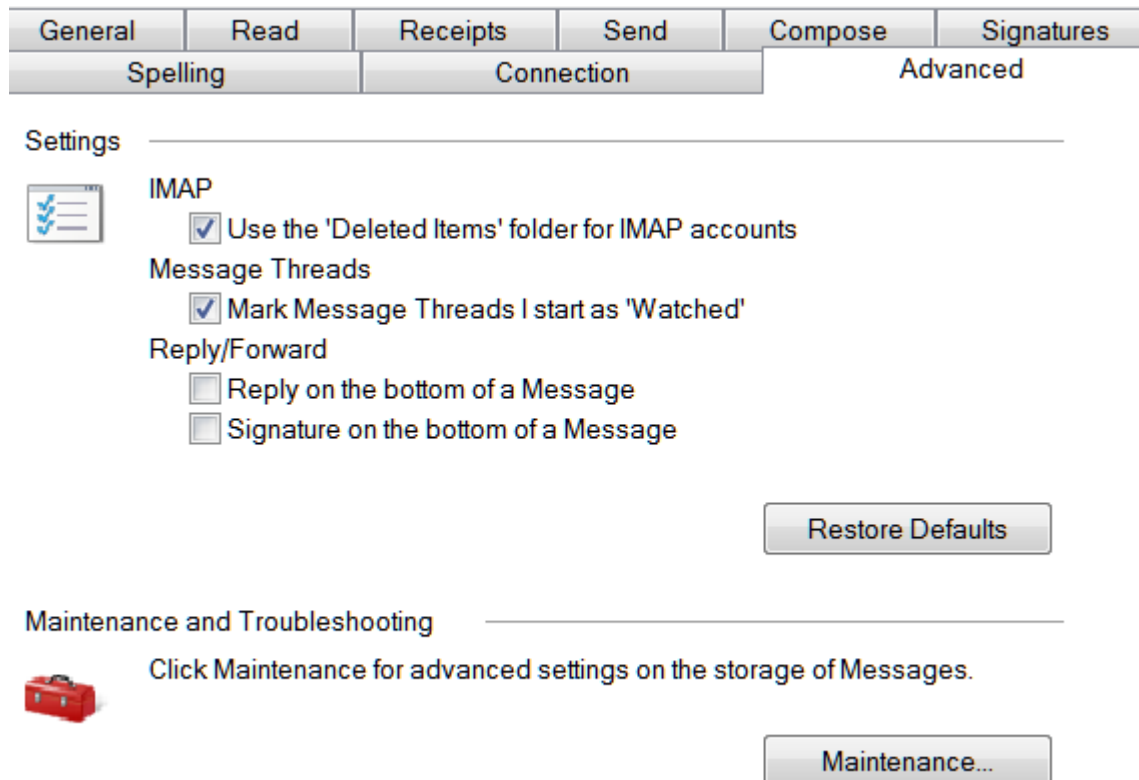
Words with numbers

The original text in a reply or forward

Custom dictionary

Add or remove words from the custom dictionary Edit..


The **Advanced** tab has a Maintenance section that when you click on **Maintenance** it allows you some options to handle deleted mail.



General | Read | Receipts | Send | Compose | Signatures

Spelling | Connection | Advanced

Settings

 **IMAP**

Use the 'Deleted Items' folder for IMAP accounts

**Message Threads**

Mark Message Threads I start as 'Watched'


**Reply/Forward**

Reply on the bottom of a Message

Signature on the bottom of a Message

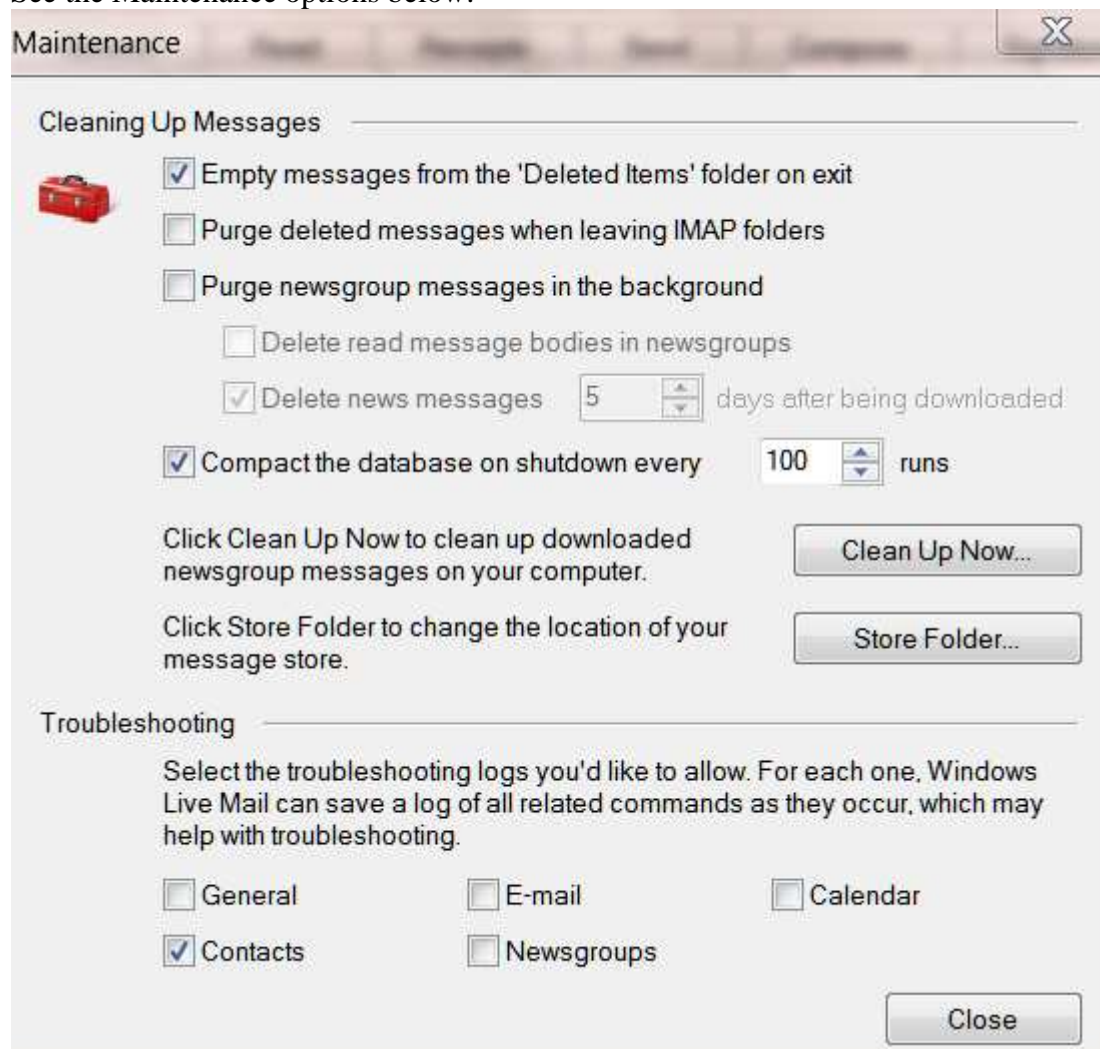
Restore Defaults

**Maintenance and Troubleshooting**

 Click Maintenance for advanced settings on the storage of Messages.

Maintenance...

See the Maintenance options below:



**ADDING NEW CONTACTS** If you want to add a new contact to your address list

## Outbox

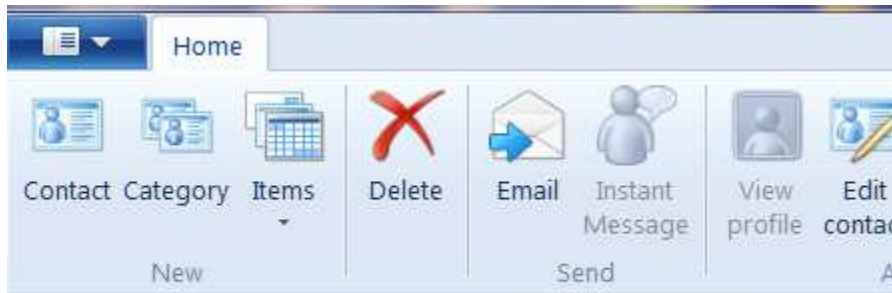
### Storage folders

- Drafts
- Sent items
- Deleted items
- Recovered items



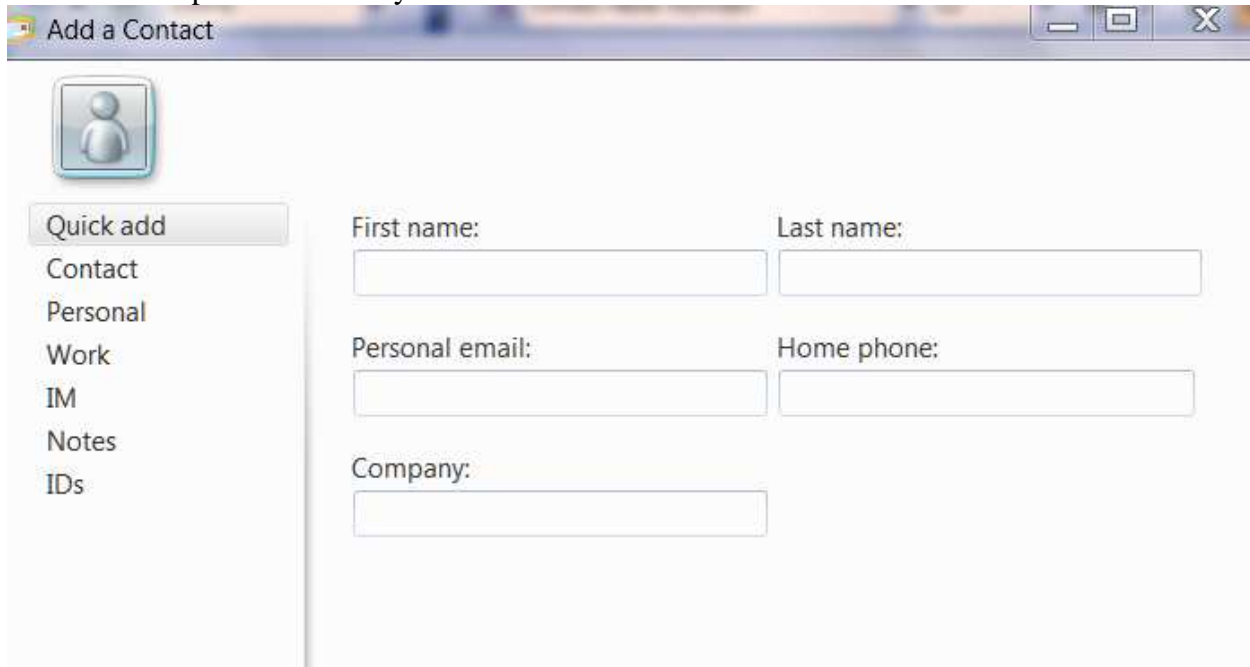
8 message(s), 1 unread

If you click on the icon that is the third from the left, it will open your contacts list. When Contacts is open you will see Contact in the Menu bar



Click on Contact and a

window will open that allows you to add a new contact. See below



**After you have entered all the necessary information be Sure that you click on Add Contact in the lower right corner of the Add a Contact Window. Your new contact will then be entered into your Contact List.**



**If you click on Sort By above in the Contacts window it will allow you to sort your contacts by either first names or last names.**

**If you go back to Mail and click on the Folders tab you will see the following:**



**You can add new folder by clicking on New folder, You can also set up message rules by clicking on Message Rules.**

**That is about the extent of handling messages with Windows Live Mail. However it also has a feature called Calendars**

Outbox

Storage folders

Drafts

Sent items

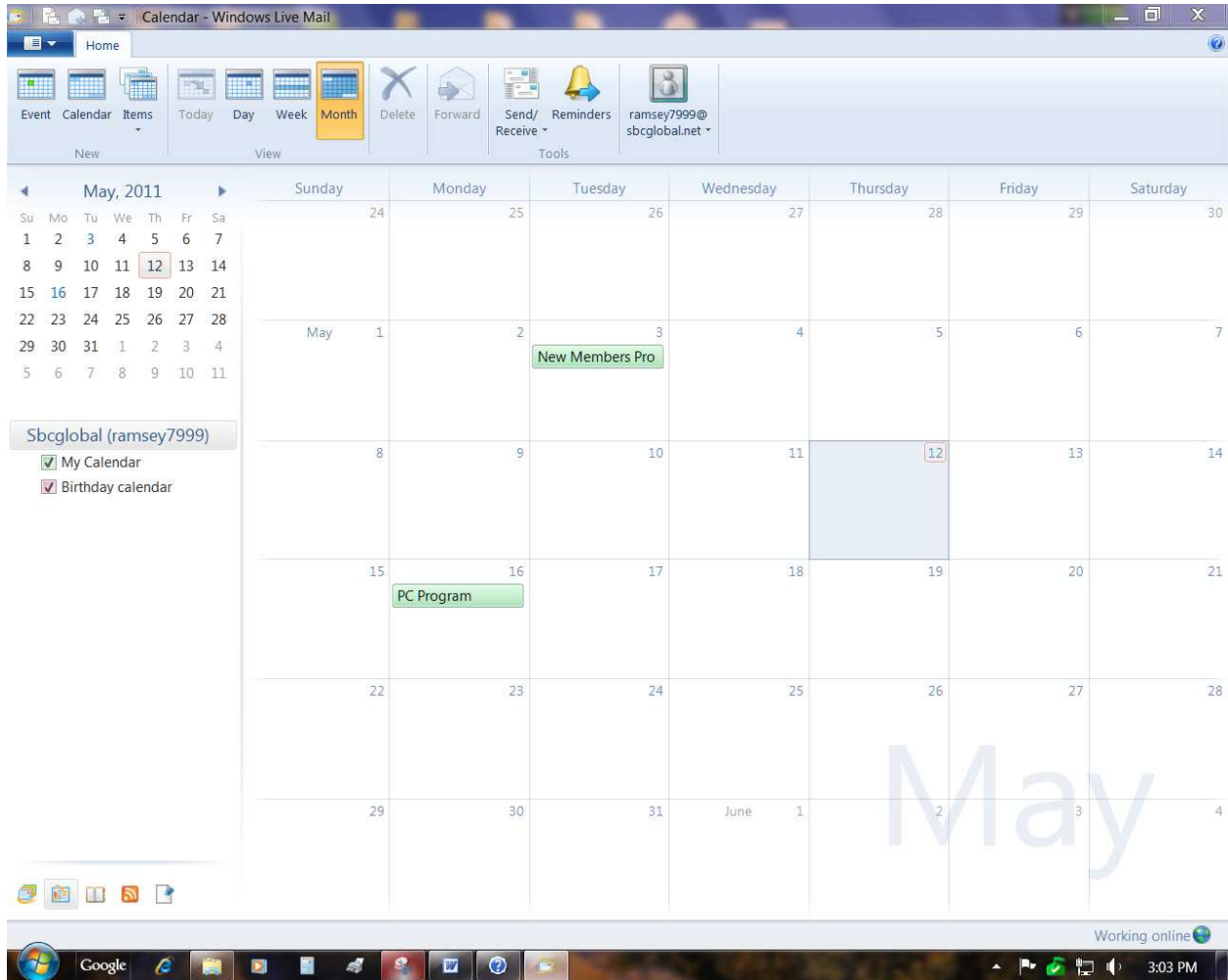
Deleted items

Recovered items

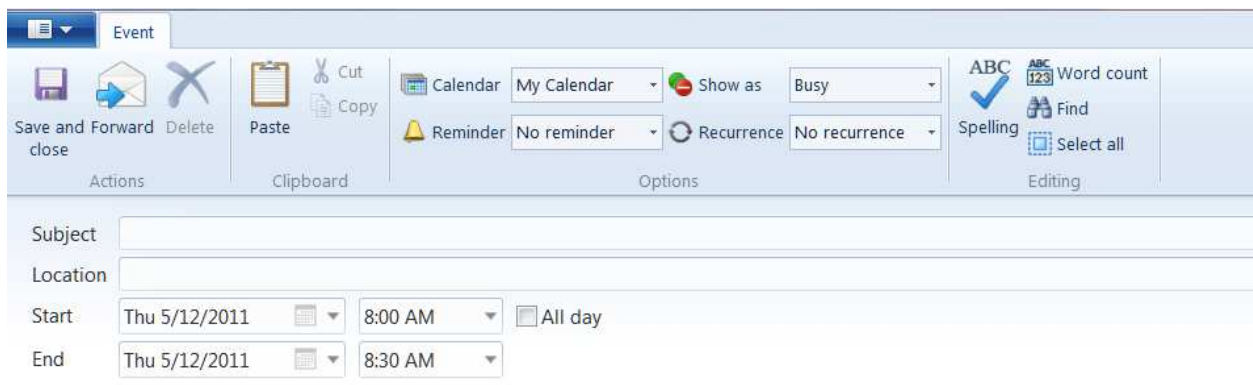


8 message(s), 1 unread

If you click on the second box from the left below where all the folders are shown, you will have a window open that is Calendar.



This offers various options for setting up event and other items that you want to keep track of or use to remind you of coming events. To set up an event on the calendar, you click on Event; when you do you will get a window that allows you to set up the event with various options.



For the event you select the time and date. Then you can also select when (or if ) you want to be reminded, or if it is an event that occurs on a regular basis, you can schedule it for the remainder of the year or various times into the future.

I think that covers Windows Live Mail with most of the basics and I hope you will enjoy its use. If there are any questions please feel free to call me at 538-4981

Gordon Ramsey May 16, 2011