

## WINDOWS LIVE MAIL FOR WINDOWS XP

There are two types of email. 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 distractions in addition to your email program.

There is also Client e-mail such as Outlook Express, Fire Fox Thunderbird and Windows Live Mail. With client email your mail is downloaded to your computer. 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 for Outlook Express which cannot be used on Windows Vista or Windows 7. But it can also be used with Windows XP w/SP2 or SP3 although it is slightly different.

You can download Windows Live Mail for Windows XP at the following website:

<http://explore.live.com/windows-live-essentials-xp>

I have attached to your email about the Windows Live Mail additional instructions about downloading the software. After the software is downloaded and installed you will find it available in your Program list as Windows live mail.

Open the Windows Live Mail Program so that you can load your email into the Windows Live Mail program. Click on **TOOLS** in the menu bar. Select **Accounts** from the drop down menu bar. When you select Accounts, a window will open and you need to select **Mail** and then click on **ADD** and then **Email Account**. Click **NEXT**.

This email account will be identical to your web mail 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. Do not** put a check a check mark in the Manually configure settings. You should enter the name that you want to use on this email. Then click **NEXT** and finish in the next window and you should be in Windows Live Mail with that email account. If you have more than one email address you follow the same procedure with 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 address an additional advantage is that they will all be found in one place rather than going to several different websites.

Once you have set up your email accounts all of your contacts should be there also. So we are ready to go over what you can do with the program. Windows Live Mail like most computer programs has several different ways to do some actions. I will only cover one method and if you find other ways and wish to use them that is your choice.

### **CREATING AND SENDING AN EMAIL MESSAGE**

If you click on **New** in the Menu Bar a new email message will pop up. Then Click on **To**. This will bring up a list of your contacts. 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**.

You need to click on **Attach**. 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 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 files then you will need to repeat the process for each one. But be

cautioned that too many individual pictures may make an email larger than might be accepted by the recipient's server.

### **SENDING MULTIPLE PICTURES**

If you want to send multiple pictures then you do it by sending individual attachments as explained above or you might opt to use the Add Photos option. If you click on the Add Photos option a window will open asking you where the pictures are located that you wish to add. You will have to Browse to locate the folder where the pictures you wish to add are located. When you locate the pictures to add, you need to highlight them and then click on Add at the lower right of the window. This will insert the pictures into the email. If you move your mouse over the pictures you will notice that you can add some text if you wish. All you have to do is click there and type in the text you wish to add.

### **VARIOUS OPTIONS AVAILABLE FOR EMAIL MESSAGES**

If you click on **TOOLS** and the menu drops down, chose **Options** When you do a window pops up with a number of different tabs. The **General** tab gives some options about sound and making this your default mail.

The **Read** tab 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 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. Make sure HTML is selected if you want to send pictures.**

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

The **Advanced** tab has a Maintenance section that when you click on **Maintenance** it allows you some options to handle deleted mail and do some clean up work. It also allows shows you where the storage folder is that stores all of

your emails. It allows you to move these to a different location but I suggest that you be careful with this if you are not experienced.

**Adding a New Contact** If you want to add a new contact to your address list you can click on the **Contacts** icon below the list of folders in the lower left corner of your desktop when Windows Live Mail is open. When you click on the icon, all of your contacts will come up. Click on New in the Menu bar and a window will come up that allows you to add a new contact. After you put in the required information, click on **Add Contact** in the lower right corner of the window and the contact will be added to your Contact list.

That is about the extent of handling messages with Windows Live Mail. However it also has a feature called **Calendars**. If you click on Calendar in the lower left corner below the list of folders, a calendar for the current month will come up. 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 **New** in the upper left corner of the window; when you do you will get a window that allows you to set up the event with various options. You enter the subject, the location, the date, the time it is to start and end, and there is a possibility if it is a regular event to put it in the calendar for the balance of the year. When all the information is completed, you click on **Save & Close** and the event will be put into your calendar.

I hope that you have been successful in adding Windows Live Mail to your computer and if you need any additional help, please feel free to call me at 538-4981.

Gordon Ramsey May 16, 2011