

Using e-mail and the Internet



The essential guide to using e-mail and the Internet from

Micro Business Support.

New to Windows 7? Even though there's a lot in common with the version of Windows that you had before, you might still need a hand getting up to speed. This guide is filled with useful info about personalizing your PC.

It covers the topics that Jean White showed you in her video: Using E-mail and the Internet.
<http://windows.microsoft.com/get-started>

Use this guide as a reference while exploring what you can do with Windows 7.

In this guide

- **Windows Live Mail**
 - Install and run Windows Live Mail
 - Import messages to Windows Mail
 - Use multiple e-mail accounts in Windows Live Mail
 - Managing your Contacts
- **Internet Explorer 8**
 - Use the Internet Explorer 8 address bar
 - Use Tabbed Browsing
 - Use InPrivate Browsing
 - Reopen your last browsing session
 - Use Web Slices
 - Use Accelerators

Windows Live Mail

Windows Live Mail is a free, downloadable e-mail program that lets you access e-mail from multiple e-mail accounts, as well as manages your calendars, all in one place. Windows Live Mail gives you the tools you need to exchange e-mail with colleagues and friends, read web feeds, and manage contacts and calendar events.

Windows Live Mail replaces Outlook Express and Windows Mail—the e-mail programs that you might know from previous versions of Windows.



Downloading and installing Windows Live Mail

To get started, go to the Windows Live Mail website at: <http://download.live.com/wlmail>

1. On the Windows Live Mail download page, choose your language from the drop-down list, and then click **Download**.
2. Follow the instructions on the screen.

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When you run Windows Live Mail for the first time, you'll be prompted to add an e-mail account. You can use any existing account or you can create a new account.

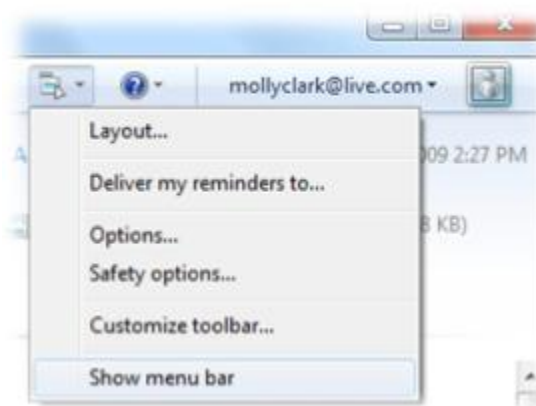
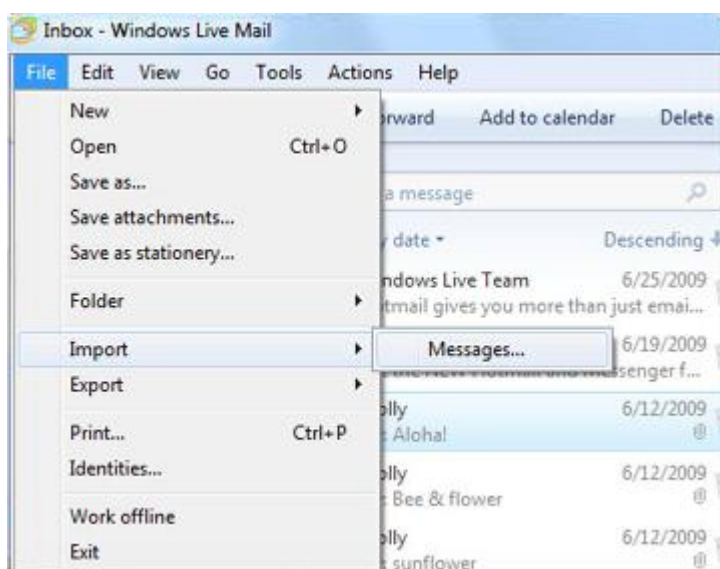
Importing messages to Windows Live Mail

If you have Microsoft Outlook Express 6, Windows Mail, or Windows Live Mail Desktop beta installed on your computer, when you install Windows Live Mail, all of your existing accounts, settings, and e-mail messages are automatically imported into Windows Live Mail. Any contacts in your Microsoft Windows contact list, and any Windows Calendar events are also imported when you install Windows Live Mail.

You can import e-mail messages from other e-mail programs on your computer, such as Microsoft Outlook Express, so that you can view them from within Windows Live Mail.

To import messages:

1. Click the **Start** button, and then, in the search box, type **Windows Live Mail**. In the list of results, click **Windows Live Mail**.
2. If you don't see the menu bar, click the **Menus** button in the upper-right corner of the screen, and then click **Show menu bar**.
3. On the menu bar, click the **File** menu, point to **Import**, and click **Messages**.
4. Select the e-mail program to import messages from, and then click **Next**.
5. Follow the instructions on the screen.



Using multiple e-mail accounts in Windows Live Mail

A big advantage to using Windows Live Mail is that you can manage multiple e-mail accounts—such as Hotmail, Gmail, or Yahoo!—all in one place. You can access messages from all of those accounts in Windows Live Mail.

To add an e-mail account:

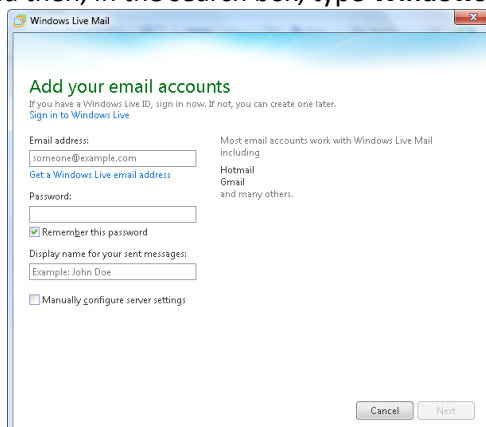
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1. Click the **Start** button, and then, in the search box, type **Windows Live Mail**. In the list of results,



click **Windows Live Mail**.

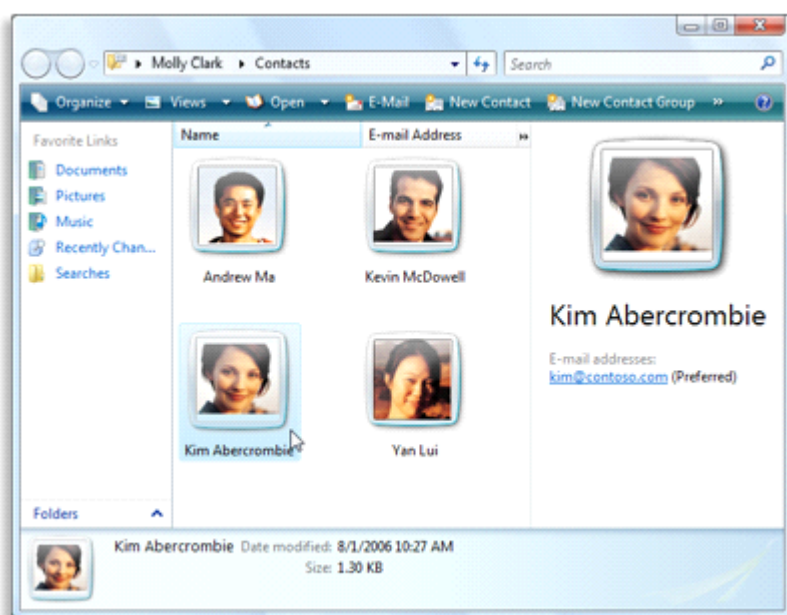
2. In the left pane, click **Add e-mail account**.
3. Follow the instructions on the screen.

Managing your contacts

You can use Windows to keep track of people and organizations by creating contacts for them in Windows Contacts. Each contact contains the information for one person or organization.

When you need to look up a friend's e-mail address or phone number, you can open your Contacts folder and find it there. When you want to take notes about a business contact, you can store them in the Contacts folder. No matter what type of contact information you want to remember about someone, you can put it in the Contacts folder—even a picture.

The Contacts folder also functions as the address book for Windows Mail. When you create an e-mail message in Windows Mail, you select the recipient from your Contacts folder. Even if you don't use Windows Mail as your e-mail program, you can still use Windows Contacts to store information about people and organizations.



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What's in a contact?

You can store as much or as little information as you like about each contact, including any of the following:

- E-mail addresses. Store as many e-mail addresses as you want for a contact, and set one as the preferred address. (The preferred e-mail address is what Windows Mail will use if you want to send someone e-mail quickly without selecting from a list of all their addresses.)
- A picture. Adding a picture of a contact can help you remember the person.
- Phone numbers. You can store home, work, cell, and fax phone numbers for a contact.
- Street addresses. You can store both home and work street addresses for a contact.
- Family information. You can enter information here about a contact's spouse or partner, children, gender, birthday, and anniversary.
- Website addresses. You can store both home and work website addresses for a contact.

Finding the Contacts folder

1. Open Windows Contacts by clicking the Start button
2. Clicking All Programs
3. Clicking Windows Contacts.

Adding a contact

1. Open Windows Contacts by clicking the Start button
2. Clicking All Programs
3. Clicking Windows Contacts.
4. Click New Contact, and then type the information you want for the contact in any of the boxes on the available tabs.

You don't have to fill in all the boxes; just enter as much information as you want about the contact.

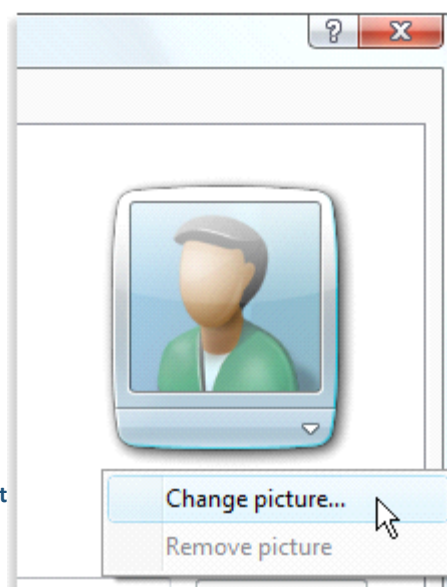
Adding information to a contact

1. Open Windows Contacts by clicking the Start button
2. Clicking All Programs
3. Clicking Windows Contacts.
4. Double-click the contact you want to change.
5. Click the tab where you want to add information, and then type in any of the available boxes.

Adding a new picture to a contact

Open Windows Contacts by clicking the Start button, clicking All Programs, and then clicking Windows Contacts.

Double-click the contact with the picture you want to change. (Windows adds a default image for each contact which you can change to any picture or graphic you want.)



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On the Name and e-mail tab, click the contact picture, and then do one of the following:

- To add a new picture, click Change picture, locate the picture you want to use for the contact, click it, and then click Open.
- To remove an existing picture, click Remove picture. The picture will revert to the default contact image used by Windows. (You cannot remove this default image.)

Creating contact groups (mailing lists)

You can also create contact groups, which combine multiple individual contacts into a single group. Creating a contact group enables you to send e-mail to many people at once. If you send an e-mail message to a contact group, it will be sent to everyone you added to the group. Sending e-mail to a contact group can be a lot easier than adding names one at a time to an e-mail message, especially if you often send messages to the same group of people.

Contact groups are designed to be used with Windows Mail, and are sometimes called mailing lists.

1. Open Windows Contacts by clicking the Start button, clicking All Programs, and then clicking Windows Contacts.
2. On the toolbar, click New Contact Group, type a name in the Group Name box, and then fill in the boxes on the Contact Group tab and Contact Group Details tab. You don't have to fill in all the boxes; just type as much information as you want about the new contact group you are creating.

Add contacts to the contact group in any of the following ways:

- To add individual contacts to the group from your existing contacts, click Add to Contact Group.
- To create new contacts and add them to the contact group, click Create New Contact.
- To add new people to the contact group without also adding them to your individual contacts, type the appropriate information in the Contact Name and E-Mail boxes, and then click Create for Group Only.

When you have finished creating your contact group, click OK

Sending contacts to other people

In addition to using Windows Contacts to address e-mail messages and store information about people and organizations, you can also send contacts to other people. This is useful if you want to send someone contact information about yourself or someone else. There's no need to type a bunch of phone numbers, addresses, and other contact information into an e-mail message—just send them a contact with the information you want to share.

To send a contact to someone who is not using this version of Windows, you may first need to export the contact to another format.

1. Open Windows Contacts by clicking the Start button
2. Clicking All Programs, and then clicking Windows Contacts.
3. On the toolbar, click Import, and then click one of the following formats to import contacts from:

Using e-mail and the Internet



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- CSV (Comma Separated Values). This is a generic file format used for exporting and importing information to and from databases or spread sheets. If you are unable to import an address book file directly into Windows Contacts, try converting it first to a .csv file and then importing that file.
 - LDIF (LDAP server). This format is used to import directory information from LDAP-based directory servers.
 - vCard (VCF file). This is the most widely used contacts format.
 - Windows Address Book files (Outlook Express contacts). This format (.wab file) is used by earlier versions of Windows, including Windows XP.
4. Click Import, locate the contacts file you want to import, and then click Open. The new contacts should appear in your Contacts folder.

If you can't locate the contacts file you want to import, check the information that came with the program that created the contacts or visit the manufacturer's website. You might need to export contacts from the program before you can import them into Windows Contacts.

When a message appears telling you that the contacts import process has completed, click OK, and then click Close.

Notes

- Windows will automatically convert all your contacts in the Windows Address Book to the new Windows Contacts format when you upgrade a computer from Windows XP to this version of Windows.
- The Windows Address Book contacts file on your Windows XP computer is usually located at C:\Documents and Settings\Your User Name\Application Data\Microsoft\Address Book. The Address Book file has a .wab extension and is usually named after your user name. If you don't see this file or folder, you might need to show hidden files (see Show hidden files). After you finish importing a Windows Address Book file, each contact will appear as an individual .contact file.

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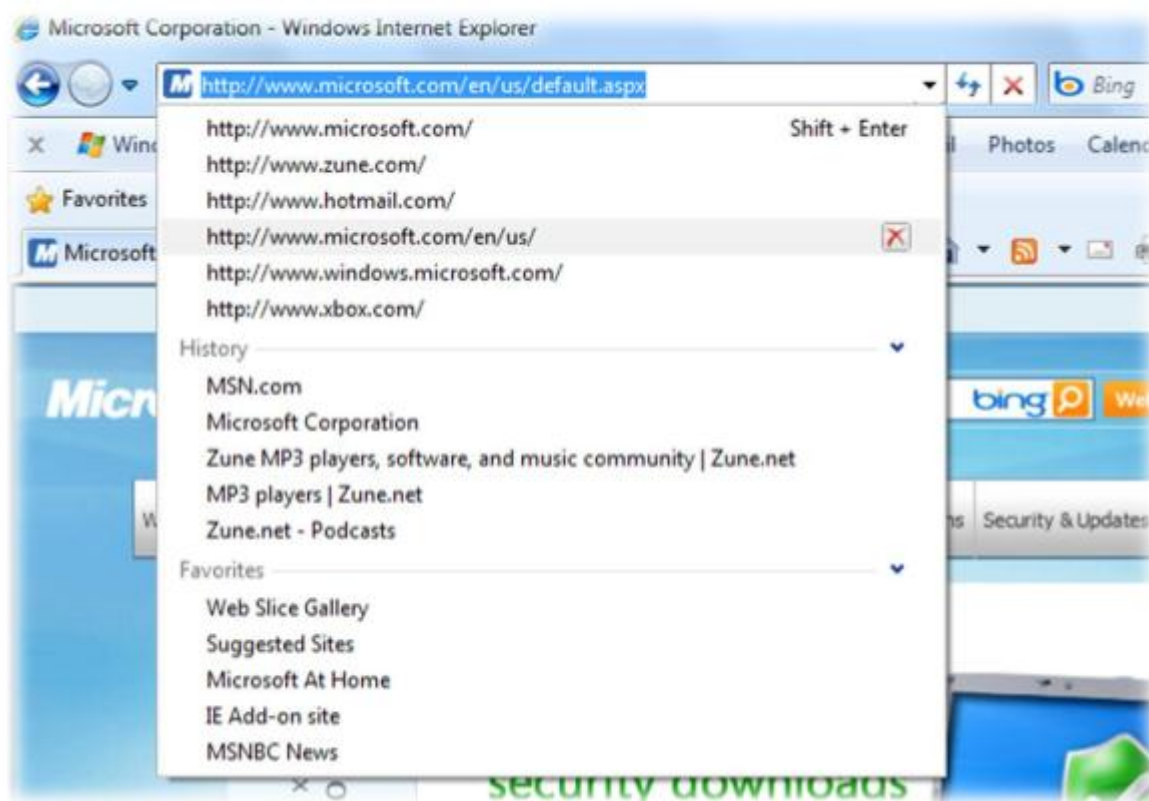
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Internet Explorer 8

Internet Explorer 8 in Windows 7 includes new, faster ways to access information.

Using the Internet Explorer 8 address bar

The first thing you might notice when you start typing a web address is an improved address bar.



If you type an address that you've visited before, it will show up in the address list. The list is categorized and shows your recent browsing history and Favourites. You don't even need to finish typing an address. Just click it. If you want to remove an address from the address bar, point to it, and then click the Delete button. The address is removed from your browsing history.

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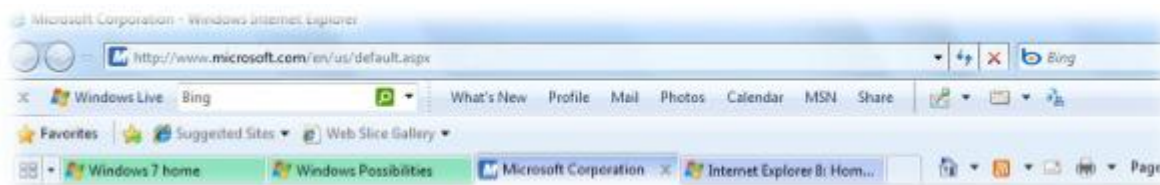


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Using tabbed browsing

Tabbed browsing is a feature in Internet Explorer that lets you open multiple webpages in a single browser window. You can open webpages in new tabs and switch between them by clicking the tabs you want to view.



To open a new blank tab:

- In Internet Explorer 8, click the **New Tab** button on the tab row.

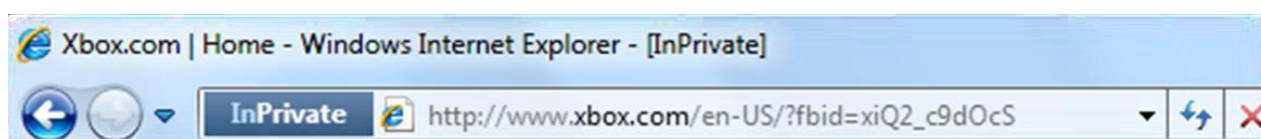
To open a new tab from a link on a webpage:

- Press **Ctrl** as you click the link, or right-click the link, and then click **Open in New Tab**.

Using InPrivate Browsing

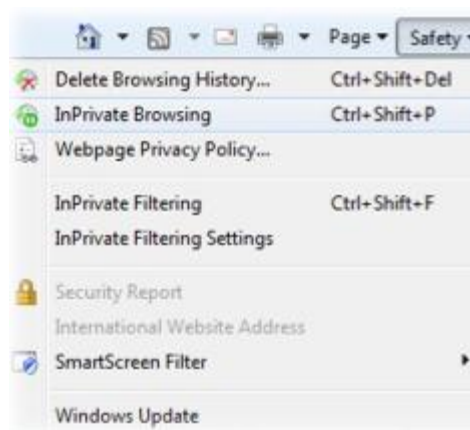
InPrivate Browsing prevents Internet Explorer from storing data about your browsing session. This helps prevent anyone else who might be using your computer from seeing where you visited and what you looked at on the web.

When you start InPrivate Browsing, Internet Explorer opens a new window. InPrivate Browsing is running only during the time you use that window. You can open as many tabs as you want in the window, and they will all be protected by InPrivate Browsing. However, if you open another browser window, that window will not be protected by InPrivate Browsing.



To turn on InPrivate Browsing, do one of the following:

- In Internet Explorer 8, click the **Safety** button, and then click **InPrivate Browsing**.
- Open a new tab, and then, on the new page, click **Open an InPrivate Browsing window**.



Using e-mail and the Internet



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To end your InPrivate Browsing session, close the browser window.

Reopening your last browsing session

If you close one or more tabs during a browsing session, or close a browsing session entirely—either accidentally or on purpose—you can now use Internet Explorer to reopen the tabs or browsing session that you closed.

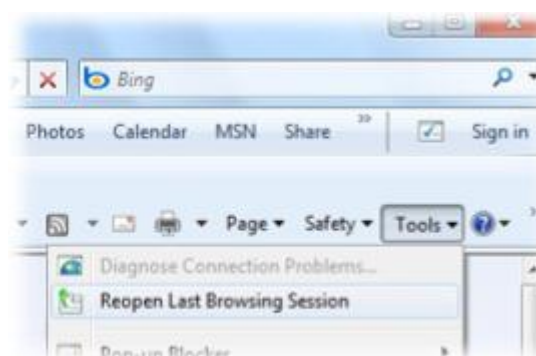
To reopen the tabs you closed during your current browsing session:

- 1. In Internet Explorer 8, click the **New Tab** button.
- 2. On the new page, under **Reopen closed tabs**, find and click the address for the webpage that you want to open.



To reopen the last browsing session you closed:

- 1. In Internet Explorer 8, click the **New Tab** button.
- 2. Click the **Tools** button, and then click **Reopen Last Browsing Session**. All the webpages that were open when Internet Explorer was last closed will reopen in new tabs.



Using Web Slices

Web Slices make it easy to get information from specific parts of a webpage. If you often check things like e-mail, stock quotes, or online auctions, you can use Web Slices to monitor changes to these webpages. With Web Slices, you won't have to reopen the website every time you want to look for updates. If a Web Slice is available on a page, you'll see a green Web Slice button on the Command bar.



To subscribe to the Web Slice, click the button. It will then appear in your Favourites menu. When new information becomes available, the Web Slice will be highlighted. Click the button to go straight to the site.

The Web Slice button will also appear on webpages that have available content.

To add a Web Slice to the Favourites bar:

1. In Internet Explorer 8, go to a page that has a Web Slice on it.
2. Do one of the following:
 - Click the **Web Slice** button on the Command bar.
 - Click the **Web Slice** button on the page.
3. In the dialog box, click **Add to Favourites Bar**.

After you add a Web Slice, you will see it on the left side of the Favourites bar. When you want to see new information, click the Web Slice to go straight to the website.

Using e-mail and the Internet



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Using Accelerators

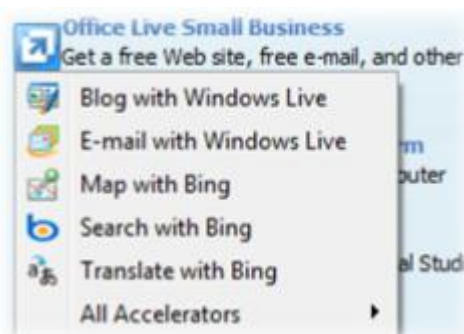
Until now, if something caught your eye on a webpage and you wanted to search for more information, or you needed to look up an address on a map, it took a lot of time copying and pasting, or retyping the text in another address bar.

Accelerators offer an easier way. If you see a city name and you'd like to know more about it, just highlight the word and click the Accelerator button that appears. Now you can map it. You can use Accelerators for other routine tasks too, like translating a word, e-mailing, or blogging.

Internet Explorer comes with a selection of Accelerators, and you can add or remove them as you like.

To use an Accelerator:

1. In Internet Explorer 8, go to the webpage that contains the text that you want to use with an Accelerator, and then highlight the text.
2. Click the **Accelerator** button to display a list of Accelerators.



To find new Accelerators:

1. In Internet Explorer 8, click the **Tools** button, and then click **Manage Add-ons**.
2. In the left pane, under **Add-on Types**, click **Accelerators** to display a list of your current Accelerators.
3. At the bottom of the screen, click **Find More Accelerators**.
4. On the **Internet Explorer Gallery** webpage, click the Accelerator you want to install, and then click **Install Accelerator**.
5. In the **Add Accelerator** dialog box, do one of the following:
 - If you're adding a new Accelerator, click **Add**.
 - If you're replacing an existing Accelerator, click **Replace**.
 - If you're not sure you trust the website listed, click **Cancel**.