

Advanced Hotmail

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Attachments

It is possible to attach files from any drive or a floppy disk to your messages. The files you attach do not have to be text files, they can be Word, Excel or PowerPoint files or even sound and graphic files. (If you attach a gif or jpeg image file to a message to another Hotmail user they will be able to see the image right in the message)

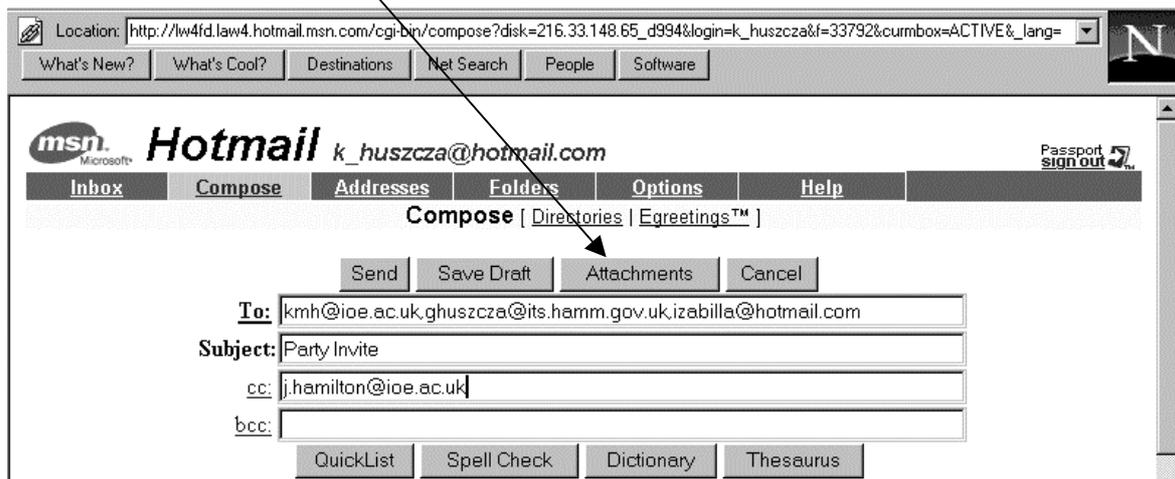
Note: Attachments must not exceed 1MB.

Sending Attachments:

1. Begin composing a message in the usual way.
2. It is useful to tell the recipient what software was used to write the document. (If the recipient does not have the same software he/she may not be able to open the file)

e.g. The attachment is a Word97 document.

3. Click on the **Attachments** button



4. The *Attachments* page will appear and instructions are given on how to proceed.



Viewing Attachments

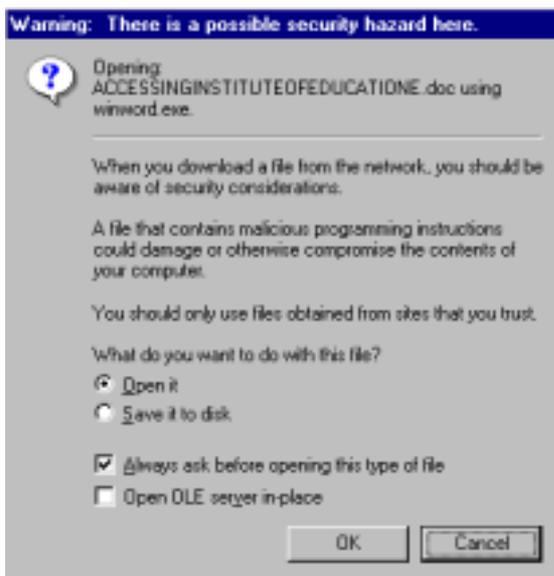
- To see if a message contains an attachment you need to open the message in the usual way and look at the bottom of the message to see if there is an Attachment indicator.



- You need to decide if you wish to download the file without scanning for viruses or scan for viruses first. If you know the sender and are sure that the file is very unlikely to have any viruses you may download the file without scanning. If you cannot trust the source it is advisable to scan for viruses first. Choose one of the following paths to proceed.

a) Download without Scan option

Click on the link [Download without Scan](#) and the following Warning message will come up.



If you change your mind and wish to scan the file after all you can click on the **Cancel** button and this time select the [Scan with McAfee](#) link.

b) Scan file before Scanning option

Click on the link [Scan with McAfee](#) and the file will be instantly scanned. A virus scan report will appear.

Virus Scan Result

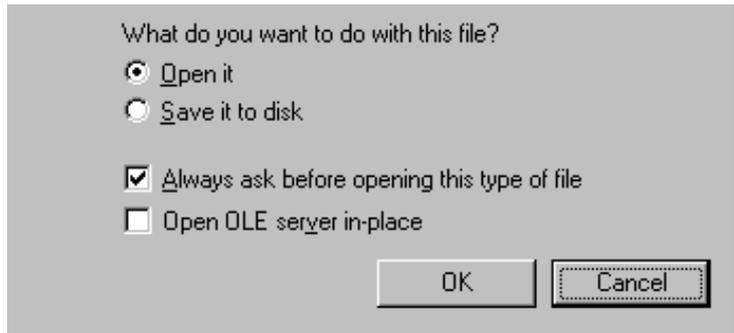
	Name of File	Status	Action
✓	ACCESSINGINSTITUTE OF EDUCATION.doc	No Virus Found	Download File or Go Back to Message

If no viruses were found you can then select the [Download File](#) link in the Action column of the virus scan report.

At the stage you will be taken to the Warning message shown to the left.

- The Warning message box allows you to choose to either open the attachment or to save it to disk.

If you select **Open it** and click the **OK** button the file will open automatically along with the software it was written in if settings are correct and you have access to the appropriate software.



If the file fails to open you will have to select **Save it to disk**.

i.e. n: or a: drive (students)
n:, c: or a: drive (staff)

The attached file is now saved in your chosen location and is now just like any other file on your drive.

Folders

Folders allow you to organise your messages by filing them away into appropriate and meaningful categories. There are four predefined folders (Inbox, Drafts, Sent Messages and the Trash Can) but you may create additional folders. Once you have created additional folders you may manually move the messages into the folders.

Creating Folders

- Click the **Folders** link on the horizontal navigation bar and you will be taken to the *Folders* page.

Folders page

Folder	Messages	New	Size	Edit	Delete
Inbox	7	1	13k		
Sent Messages	1	0	1k		
Drafts	1	0	1k		
Trash Can	0	0	0k		
Personal	0	0	0k	Edit	Delete
Total	9	1	15k		

- Click the **Create New** link and you are taken to the *Create Folder* page.
- Type the name for your folder in the **New Folder Name** field and click **OK**.

- You are now taken to the *Folders* page and your new folder appears in the Folder list.

Note the **Edit** and **Delete** links on the *Folders* page. **Edit** allows you to rename the folder and **Delete** will delete the folder and move the messages from that folder into the Trash Can.

Moving a Message from your Inbox into a Folder

- Go to the **Inbox** folder
- Select the message that you wish to move to another folder by clicking the check boxes to the left of the messages

New		From	Date	
	<input type="checkbox"/>	Hotmail Staff	Sep 8 1999	Welcome N
	<input checked="" type="checkbox"/>	Colin Barton	Sep 9 1999	It's you agai
	<input type="checkbox"/>	Juliette Milton	Sep 9 1999	Re: It's me a
	<input checked="" type="checkbox"/>	Katie Hunter	Sep 10 1999	Re: It's me a
	<input checked="" type="checkbox"/>	Krystyna Huszcza	Nov 1 1999	October up
	<input checked="" type="checkbox"/>	Katie Hunter	Nov 1 1999	Re: testing h

- Select the folder to which you want to move the messages to

Select all displayed messages

Move To (Move Checked Messages to Selected Folder) ▼

Delete

- Click on the **Move To** button

Use checkboxes to select messages to move or delete

Filters

Filters are used to direct incoming messages to specific folders. Without filters all new mails goes to the Inbox folder but once the filters are set up the messages are automatically sent to the appropriate folders when they arrive.

Creating filters

- Click the **Options** link on the top horizontal menu bar and you are taken to the *Options* page.
- Click on the **Filters** link and you are taken to the *Filters* page.

- Scroll down to the **Incoming Mail Filters** section and you will see several table rows containing the filter number and criteria.

Incoming Mail Filters:

By using filters, you can direct incoming messages to specific folders.

Filter 1: <input type="checkbox"/> Enabled If <input type="text" value="From Addr"/> ends with <input type="text" value="@ioe.ac.uk"/> Then deliver to <input type="text" value="Institute"/>	Move Down
Filter 2: <input checked="" type="checkbox"/> Enabled If <input type="text" value="From Name"/> starts with <input type="text" value="Greg"/> Then deliver to <input type="text" value="Greg"/>	Move Up Move Down
Filter 3: <input checked="" type="checkbox"/> Enabled If <input type="text" value="Subject"/> contains <input type="text" value="ECDL"/> Then deliver to <input type="text" value="Institute"/>	Move Up Move Down

4. Set up the criteria for each filter
 - a) In the first menu choose from the following:
 - Subject** - filters the message based on its subject
 - From Name** - filters the message based on the sender's name
 - From Addr** - filters the message based on the sender's e-mail address
 - b) In the second menu choose from the following:
 - contains** - searches for a specific work, partial word or phrase
 - does not contain** - is the opposite to contains
 - contains word** - searches for the exact word
 - starts with** - searches for a sentence or word that begins with the specified word or partial word
 - ends with** - searches for a sentence or word that ends with the specified word or partial word
 - equals** - searches for the exact phrase, no more and no less
 - c) In the text field, type the string for which you want to search.
 - d) From the **Then Deliver To** menu, choose the name of the folder to which you want the filtered mail delivered.
 - e) Check the **Enabled** box.
5. Once you have set up your filters scroll right down to the bottom of the page and click on the **Apply Filters Now** button. This saves your filters and all the messages currently in your Inbox are filtered accordingly.

Address Book

The address book is used to record e-mail addresses of individuals or groups of people. Once recorded you will not need to retype the e-mail address again.

Creating an Individual Nickname from the Address Book

1. Click on the **Addresses** button on the horizontal navigation bar to open the *Address Book* page.

Inbox	Compose	Addresses	Folders	Options	Help
Cool Tools					
QuickList	Addresses				
FindMessage	Individuals [Create New Change Name Order]				
Reminders	▲ Edit	Name	Mail to:	Address	Delete
	Juliette	Juliette Milton	j.milton@ioe.ac.uk		Delete
	Greg		greg.huszczka@bbhf.gov.uk		Delete
Services	Krys		krmh@ioe.ac.uk		Delete
Directories	Torg		a.farrell@ioe.ac.uk		Delete
Free	Groups [Create New]				
Subscriptions	Edit	Mail to			Delete
Hotmail News	ECDL	j.dunn@ioe.ac.uk , p.thomas@ioe.ac.uk , s.cr...			Delete
Languages	badminton	j.milton@ioe.ac.uk , katie@ioe.ac.uk , krmh@ioe.ac.uk			Delete
Classifieds					
Sign out					

2. Click on the **Create New** link next to the **Individuals** title. You are taken to the *Create Individual Nickname* page.

Create Individual Nickname

OK Cancel

Required Information

Nickname:

Optional Information

E-mail Address:

First Name: Last Name:

Web Page: [Free Home Page!](#)

Home Address **Business Address**

Street Address: Company Name:

City: Street Address:

State/Province: City:

Zip/Postal Code: State/Province:

3. Enter the required information:
 - **Nickname:** field - type in the name you wish the address entry to be known as.
 - **E-mail Address:** field - type in the individual's e-mail address
4. Enter any optional information:
Type in any other information prompted by the remaining fields on the page.
5. Click **OK** to create the address book entry.

Creating a Group Nickname from the Address Book.

1. Click on the **Addresses** button on the horizontal navigation bar to open the Address Book page.
2. Click on the **Create New** link next to the **Groups** title. You are taken to *the Create Group Nickname* page.

Create Group Nickname

OK Cancel

Nickname:
Required

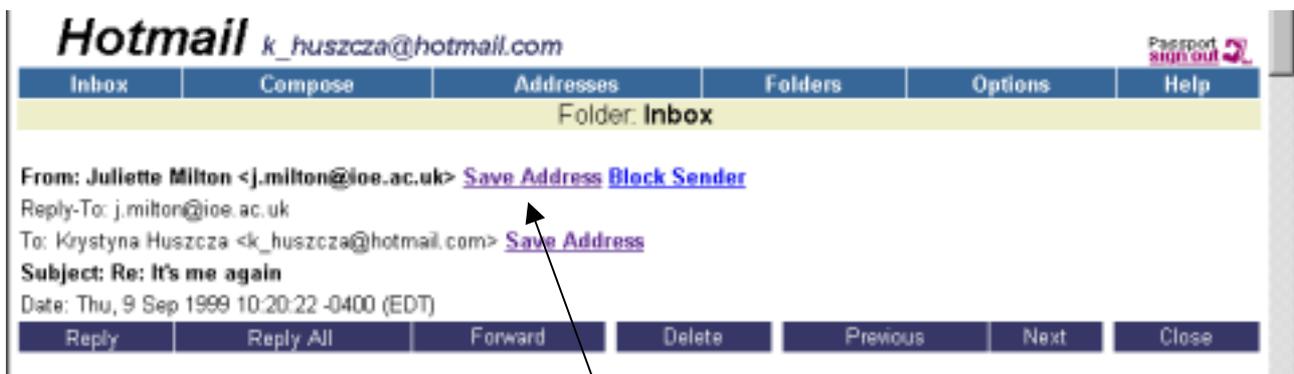
E-mail addresses to associate with this group:
Required

OK Cancel

3. In the **Nickname** field type the name that you want to associate with the group, e.g. Friends
4. In the text box underneath type in all the e-mail addresses that you want to include in the group each separated with a comma and a space.
5. Click **OK** to create the address book entry.

Creating an Individual Nickname from the Read Message Page

1. Open a message you have received from the person you wish to set up an address book entry for and you are taken to the *Read Message* page.



2. Under the **From** field, click the **Save Address** link and you are taken to the *Create Individual Nickname* page.

The 'Save Address' dialog box has a title bar with 'Inbox', 'Compose', 'Addresses', 'Folders', 'Options', and 'Help'. The main content area says:

Use the check boxes below to select the individual(s) you would like to add to your Addresses, then click OK.

Below this text are 'OK' and 'Cancel' buttons.

There is a checked checkbox labeled 'Add to Addresses'.

The 'Email Address' field is pre-filled with 'j.milton@ioe.ac.uk'.

The 'Nickname' field contains 'Juliette' and has a red '[Required]' label to its right.

The 'First Name' field contains 'Juliette'.

The 'Last Name' field contains 'Milton'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. The e-mail address is already entered for you. If the first and last name appear in the **From:** field in the original message they will also be entered here as well as a suggestion for a nickname. You have the opportunity to edit any of the information.
4. Click **OK** to create the address book entry.

Using the Address Book

A. Sending e-mail from the Address Book

1. Click the **Address** link on the top horizontal menu bar and you are taken to the Address Book.
2. Click on the address link of the person or group you want to send a message to. You are taken to the *Compose* page and the e-mail address should already be inserted in the **To:** field.
3. Type your e-mail message and send it as usual.

B. Addressing a message using the Address Book

1. Click on the Compose link on the top horizontal menu bar and you are taken to the *Compose* page.



2. Click the **To:** link (or the cc: or bcc: links) and a new window opens with your nicknames in it.
3. Click in the check box to the left of the nickname(s) to which you want to send the message.
4. Click the **Mail To** button. This closes the window and the address that you chose appears in the **To:** field.
5. Type your e-mail message and send it in the usual way.

