

Introduction to Hotmail

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Setting up a Hotmail account

If you have not yet set up a Hotmail account please refer to the publication :
Setting up a Hotmail account

Logging into your Hotmail account

1. Once you have loaded Netscape Navigator Gold go to the Hotmail homepage by typing: www.hotmail.com in the Go to: box.
2. Enter your Member Name and Password in the appropriate spaces.
3. Click on the **Sign in** button and you will be taken to the **Inbox** folder as shown below. This is where all your messages arrive first.



Inbox folder

horizontal
navigation
(menu)
bar



New	From	Date	Subject	Size
<input type="checkbox"/>	Hotmail Staff	Sep 8 1999	Welcome New Hotmail User!	1k
<input type="checkbox"/>	Colin Barton	Sep 9 1999	It's you again	3k
<input type="checkbox"/>	Juliette Milton	Sep 9 1999	Re: It's me again	4k
<input type="checkbox"/>	Katie Hunter	Sep 10 1999	Re: It's me again	2k
<input type="checkbox"/>	Krystyna Huszcza	Oct 22 1999	October update	1k

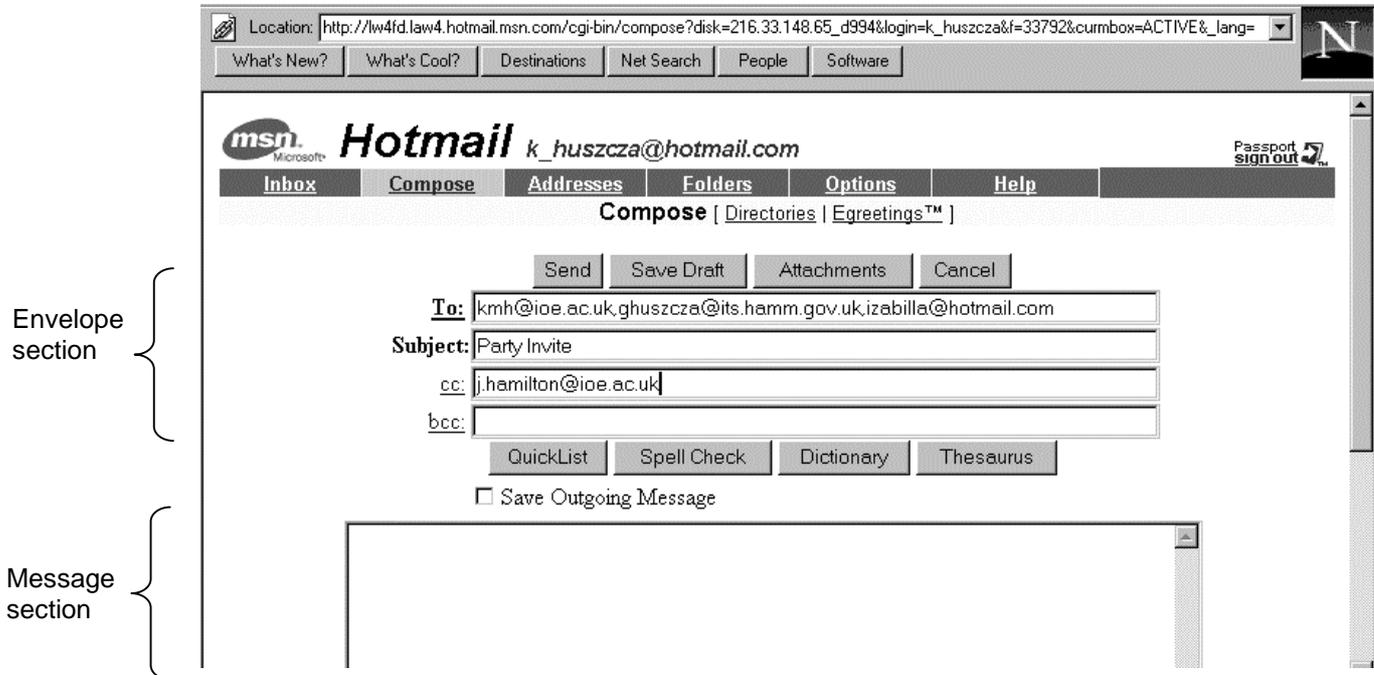
The red triangles mark all the new and UNREAD messages

These are **hyperlinks** to your messages.
By default the hyperlink is the sender's name

Sending/Composing a Message

1. Click on the **Compose** button on the horizontal navigation bar and you are taken to the Compose page

Compose page



2. Enter information into the envelope section such as :

To:
Subject:
cc:
bcc:

Only the **To:** entry is essential, all others are optional

3. Type your message in the message area.
4. When you have completed the message click on the **Send** button to send the message.
5. Once the message has been send you should see the following *Sent Message Confirmation* page which lists all the recipients.



Your message has been **sent** to the following recipients:

kmh@ioe.ac.uk
katie@ioe.ac.uk

OK

Clicking on **OK** will take you back to the **Inbox**.

Note: More than one address may be inserted in the To: or cc: fields, each one separated by a comma. You will therefore be able to send a message to several addresses in one go.

E.g. To: kmh@ioe.ac.uk,katie@ioe.ac.uk,j.smith@hotmail.com

Reading a Message

To open a message, click the hyperlink for that message. You are taken to the **Read Message** page. The envelope section near the top displays the message information such as who the message is from, who all the recipients are, the date, etc. Below this is the message area where the text of the message is displayed. If the message is longer than a few lines you will need to use the scroll bar on the right to allow you to read the whole message.

Read Message page

The screenshot shows a Hotmail interface for reading a message. The browser address bar shows the URL: http://lw4fd.law4.hotmail.msn.com/cgi-bin/getmsg?disk=216.33.148.65_d994&login=k_huszcza&f=33792&curmbox=ACTIVE&_lang=&m. The page features the MSN logo and a CarPoint advertisement. The user is logged in as k_huszcza@hotmail.com. The message is in the 'Inbox' folder. The message headers are: From: Katie Hunter <katie@ioe.ac.uk> Save Address Block Sender; To: "Krystyna Huszcza" <k_huszcza@hotmail.com> Save Addresses; Subject: Re: It's me again; Date: Fri, 10 Sep 1999 11:27:52 +0100 (BST). The toolbar includes buttons for Reply, Reply All, Forward, Delete, Previous, Next, and Close. The message text reads: "hello Krysz I looked at your pictures, glad you're having such a great time. We are all impressed at how busy you are." Callout boxes provide instructions for the Delete, Previous, Next, and Close buttons.

Envelope section

Message section

Click on **Delete** if you wish to delete the message. It will be placed in the *Trash Can* Folder which will be emptied within the week.

Click on **Previous** if you wish to view the previous message

Click on **Next** if you wish to view the next message

Click on **Close** once you have finished reading your message and you wish to go back to the **Inbox**

Once you have read the message you have the following options:

- Close the Message
- Delete the message
- View the next message
- View the previous message
- Reply to the sender of message
- Reply to All (sender and everyone else on To: or cc: list)
- Forward to another address

Replying to a Message

You may frequently wish to reply to mail messages. Using Hotmail's **Reply** facility will make replying to messages much easier and quicker.

1. Open the message you wish to reply to.
2. Click on the **Reply** link and the *Reply* page will come up.

Reply page



The screenshot shows the Hotmail 'Reply' page. At the top, there is a navigation bar with links for 'Inbox', 'Compose', 'Addresses', 'Folders', 'Options', and 'Help'. The user's email address, 'k_huszcza@hotmail.com', is displayed. Below the navigation bar, there are buttons for 'Send', 'Save Draft', 'Attachments', and 'Cancel'. The 'To:' field is populated with 'katie@ioe.ac.uk' and the 'Subject:' field with 'Re: It's me again'. There are empty fields for 'cc:' and 'bcc:'. Below these fields are buttons for 'QuickList', 'Spell Check', 'Dictionary', and 'Thesaurus'. A checkbox labeled 'Save Outgoing Message' is present. The main body of the page contains a text area with the following text:

```
>From: Katie Hunter <katie@ioe.ac.uk>  
>To: "Krystyna Huszcza" <k_huszcza@hotmail.com>  
>Subject: Re: It's me again  
>Date: Fri, 10 Sep 1999 11:27:52 +0100 (BST)  
>  
>hello Krys  
>I looked at your pictures, glad you're haveing such a great time. We
```

Note that this page is similar to the *Compose* page, the difference being that information from the original e-mail has been entered into the *To:* and *Subject:* fields saving you time on typing. In addition, the message text from the original email is inserted in the message section as well as the information from the envelope section of the original e-mail.

You now have to choose what to do with the original message text. You may decide:

- to leave the message intact with a specific reply at the top or the bottom of the message
- to annotate portions of the message giving your responses to questions or issues within the body of the included message.

To make it possible to distinguish between the new text and original text each line of the original text is automatically preceded with a greater than (>) symbol.

Replying to All

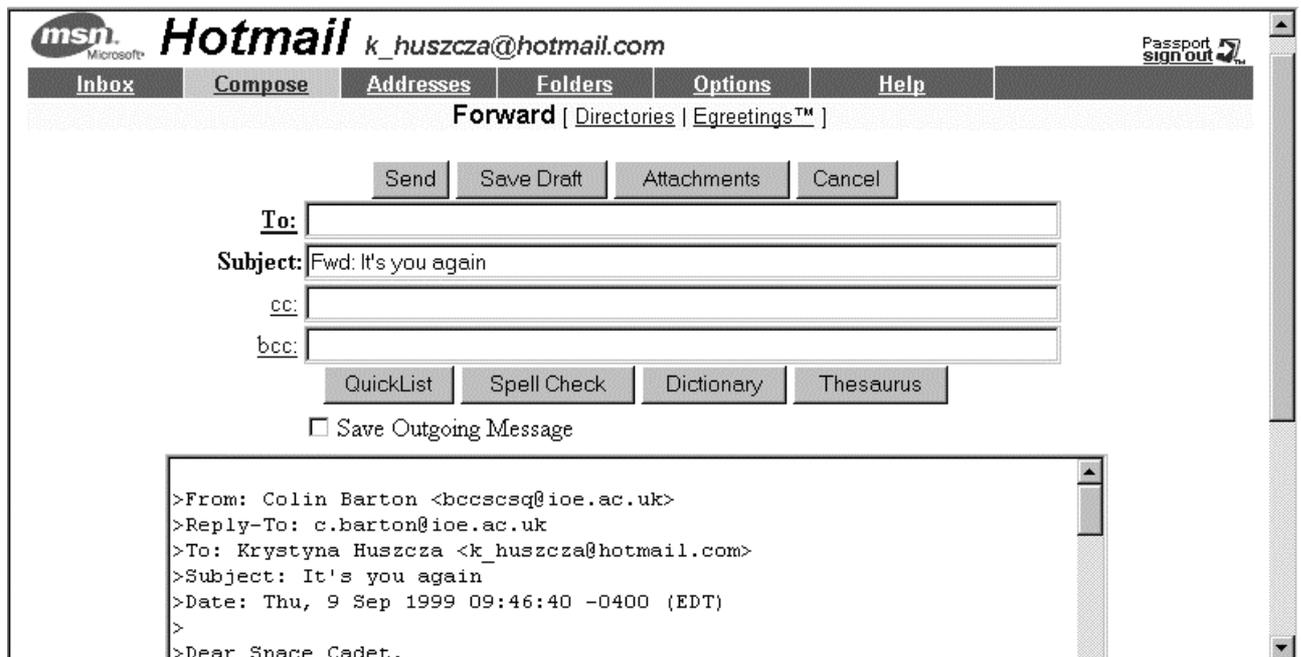
If you wish to reply to an e-mail message and include everyone who has appeared on the *To:* or *cc:* list of the original e-mail you should click on **Reply All** instead of **Reply**. This will automatically add all the other email address from the original email to the new one.

Forwarding a Message

You may wish to forward an e-mail message to another e-mail address or addresses.

1. Open the message you wish to forward.
2. Click on the **Forward** link and the Forward page will come up.

Forward page



The screenshot shows the Hotmail 'Forward' page for user k_huszcza@hotmail.com. The interface includes a navigation bar with 'Inbox', 'Compose', 'Addresses', 'Folders', 'Options', and 'Help'. Below this is a 'Forward' section with buttons for 'Send', 'Save Draft', 'Attachments', and 'Cancel'. The 'To:' field is empty, while the 'Subject:' field contains 'Fwd: It's you again'. The 'cc:' and 'bcc:' fields are also empty. Below the fields are buttons for 'QuickList', 'Spell Check', 'Dictionary', and 'Thesaurus', and a checkbox for 'Save Outgoing Message'. The message text area contains the following text:

```
>From: Colin Barton <bccscsq@ioe.ac.uk>  
>Reply-To: c.barton@ioe.ac.uk  
>To: Krystyna Huszcza <k_huszcza@hotmail.com>  
>Subject: It's you again  
>Date: Thu, 9 Sep 1999 09:46:40 -0400 (EDT)  
>  
>Dear Space Cadet,
```

Note that this is similar to the *Compose* page, the difference being that the Subject: information from the original e-mail has been automatically entered here. The To: and cc: fields have been left blank as you need to enter the email address(ess) of where you wish to forward the original email message to.

In addition, the message text from the original email is inserted in the message section and each line of text is preceded by a greater than (>) symbol. You now have the option of editing the message text if you wish.

Saving Outgoing Messages

If you wish to keep a copies of messages you have sent you can use Hotmail's **Save Outgoing Message** facility. To do this you should click inside the Save Outgoing Message box which is located between the envelope and message sections on the *Compose/Reply/Forward* pages.

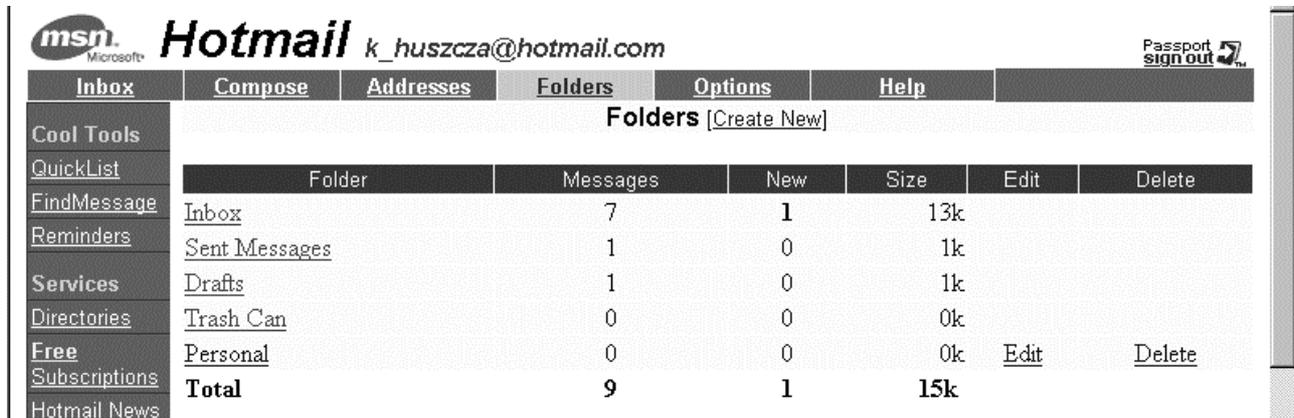
When you send your e-mail message a copy of the message will be placed in the **Sent Messages** folder which can be viewed at any time. (see next topic)

(An alternative to using the Save Outgoing Mail is to put you own e-mail address on the cc: list so a copy gets sent to you to your Inbox folder.)

Viewing Messages in the Sent Messages Folders

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

Folders page



The screenshot shows the Hotmail interface for user k_huszcza@hotmail.com. The 'Folders' tab is selected in the navigation bar. Below the navigation bar, there is a table listing various folders and their message counts. The table has columns for Folder, Messages, New, Size, Edit, and Delete. The folders listed are Inbox, Sent Messages, Drafts, Trash Can, Personal, and Total. The Total row shows 9 messages in the Messages column and 1 in the New column, with a size of 15k.

Folders [Create New]					
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		

2. Click on the **Sent Messages** link and the Sent Messages folder will open. This will look similar to your Inbox folder except that it contains only the messages which you chose the option to Save Outgoing Messages. You can read and delete the messages in the same way you read messages in your Inbox folder.

Saving to Drafts

Occasionally you may need to logout of Hotmail before you have finished writing your e-mail. You should save the message to drafts which will allow you can continue with it later.

- Click on the **Save Drafts** link on the Compose page. This will save the message to the drafts folder and close down the Compose page.

Restarting a Draft Message

To return to a message previously saved to drafts

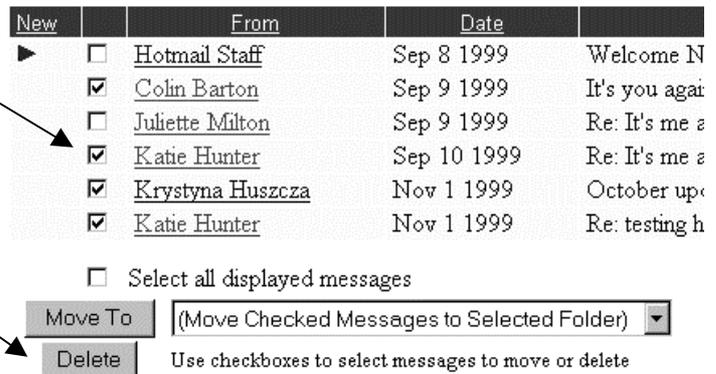
1. Click on the **Folders** link located on the top horizontal menu bar and you will be taken to the *Folders* page.
2. Click on the **Drafts** link and the Drafts folder will open. This will look similar to your Inbox folder except that it contains only the messages which you saved to drafts.
3. Click on the link for the message you wish to open.

The message will be opened and you will be able to continue writing it. Once you have completed it you can send it in the normal way.

Deleting Messages

It is advisable to regularly delete unwanted messages.

1. Go to the **Inbox** folder or any other folder from which you want to delete messages
2. Select the message that you wish to delete by clicking the check boxes to the left of the messages
3. Click the Delete button and all the selected messages are moved to the **Trash Can** folder.

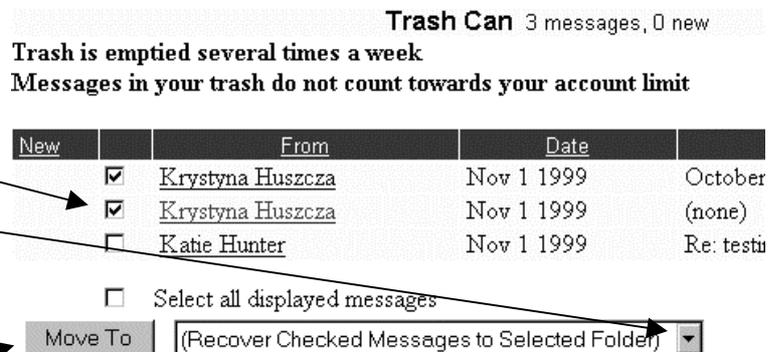


The Trash Can folder will be emptied within the week.

Undeleting messages

If the Trash Can folder has not been emptied you have a chance to undelete your messages by moving them to another folder, eg. to the Inbox or Drafts.

1. Go the Trash Can folder
2. Click the check boxes to the left of messages you wish to undelete
3. Select which folder you wish to move the deleted message to
4. Click on the **Move To** button



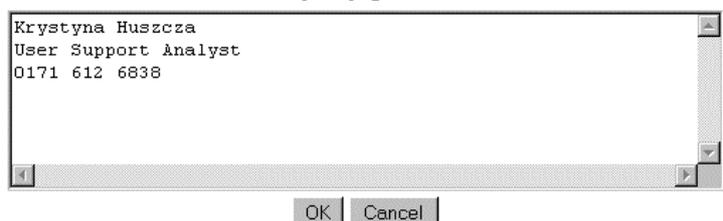
Signature

Create a signature to append to your outgoing messages.

1. Click on the **Options** button on the horizontal navigation bar.
2. Click on Signature
3. Type your signature in the box.
4. Click OK



The contents of this box are added to the end of your outgoing message when you click the **Add Signature** link or check box on the Compose page.



Using the Signature

Compose page

When you are composing a message and you wish to add the signature click on the **Add Signature** link and the contents of the Signature box will be added into your message section

Compose [Directories | Egreetings™]

Send Save Draft Attachments Cancel

To: _____

Subject: _____

cc: _____

bcc: _____

QuickList Spell Check Dictionary Thesaurus

Save Outgoing Message Add Signature

Krystyna Huszcza
User Support Analyst
0171 612 6838

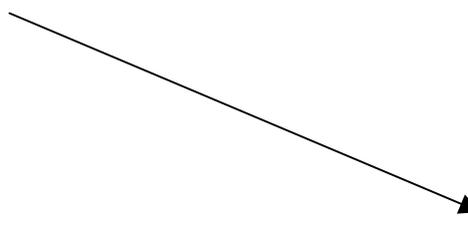
Printing a Message

Open the message you wish to print and select **Print** from the **File** menu.

Signing out

You must close your Hotmail account by signing out when you have finished writing and reading your e-mails.

To do this click on the **Sign Out** button.



Changing your password

1. Select **Options** from the horizontal navigation bar, and then click on the **Password** link.
2. You are required to enter your current password and your new one twice. Click on OK when you have finished.

Inbox Compose Addresses Folders Options Help

Password

Old Password _____

New Password _____

Re-enter New Password _____

Choose a password that is at least eight(8) characters long, it may contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), but no spaces. Make sure it is difficult for others to guess!

OK Cancel

Account size

Hotmail allows you to store up to two megabytes of e-mail in your account so it is advisable to delete unwanted e-mails. Remember that attachments can eat up a lot of this space.

Cancellation of Account

The only way to permanently close down your Hotmail account is to stop signing into it for 90 days as all accounts which are inactive for 90 days are automatically purged.