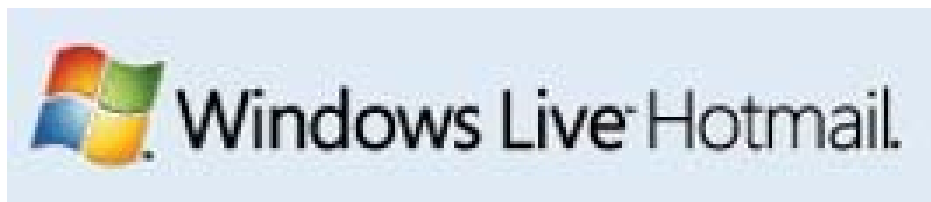




An introduction to Hotmail

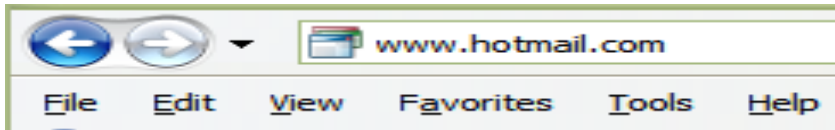


www.yprl.vic.gov.au



Hotmail

In your address bar type, **www.hotmail.com**



When the page has loaded, click on **Sign up**.



Windows Live Hotmail

The new Hotmail brings you more. More space (5 GB), more security, still free. Sign up for our award-winning service.

[Sign up](#)

[Help](#)



Works with MSN, Office Live, and Microsoft Passport sites

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

Sign in

 Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

Use enhanced security

Chose the **Windows Live Hotmail** Option. If you are on your personal computer you can chose the second option which will install messenger and other services on your computer.

Windows Live Hotmail


[Learn more](#)

[Get it](#)


Free

Registration


Before you can start you will need to register an account with Hotmail. Fill in your details. You can choose to have a **hotmail.com** or **live.com** extension.

Sign up for Windows Live 

*Required fields

 Have a **Microsoft Passport, Hotmail, Messenger** or **MSN** account?
It's your **Windows Live ID**.
[Go to the sign-in page](#)

Create a Windows Live ID

*Windows Live ID: @ 

Choose your password

*Type password:




Six-character minimum; case sensitive

Password strength:

*Retype password:

Enter password reset information

Type the characters you see in this picture

Picture:   

8 characters


*Type characters:

Review and accept the agreements

Clicking **I accept** means that you agree to the [Windows Live Service Agreement](#) and [Privacy Statement](#).

Alternate e-mail:

This must be different from your Windows Live ID

*Question: 

*Secret answer:

Five-character minimum; not case sensitive

Your information


*First name:


*Last name:

*Gender: Male Female

*Birth year:

Example: 1999

*Country/Region: 

*State: 

*ZIP code:

Signing in

Before you get to your inbox you need to choose the **Classic** or **Full** version of email. It is recommended you choose **Full**.

Classic

A fast, simple way to read and manage mail

[Give me the classic version](#)

* Recommended for screen readers and high contrast

Full

A powerful way to interact with your mail

[Give me the full version](#)

* Requires a broadband connection

Your Hotmail inbox

New

This is for writing an email to someone.

Drafts

This is where you can save any uncompleted emails and then send it another time.

Sent

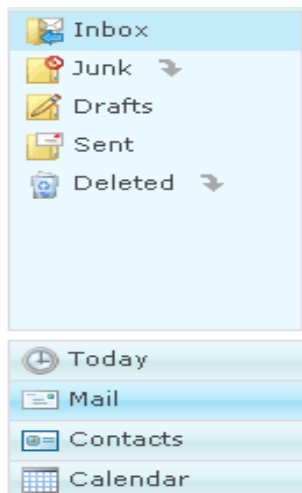
Any emails you have sent will be saved here. There is an option to save sent or not to save sent. This can be managed in the options section in yahoo.

Junk

Spam is considered as unsolicited e-mail. You can set your junk mail setting to put all junk mail in this folder.

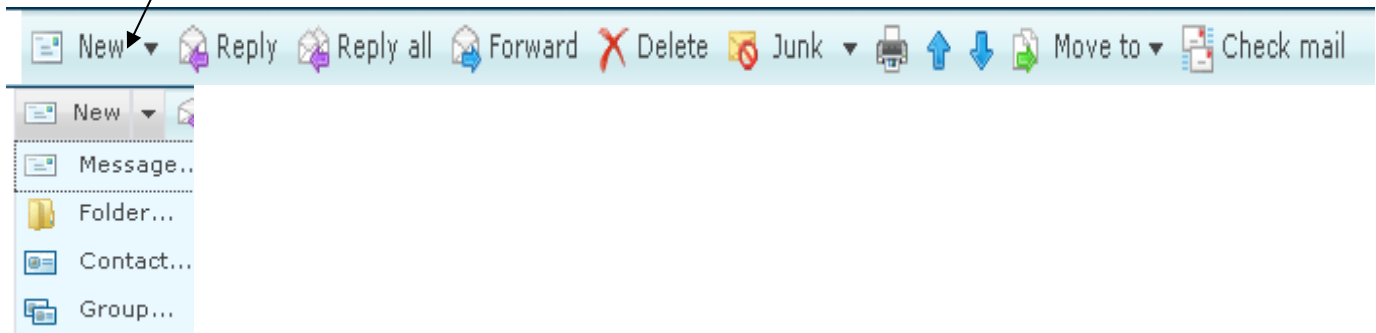
Deleted

Any read on unwanted email get put here.

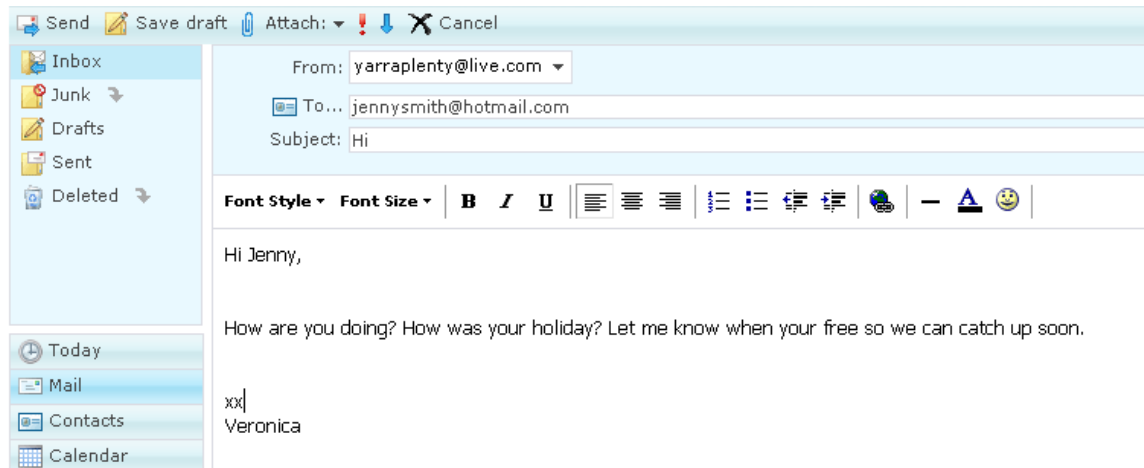


Sending an email

Click on **New**, and then select **Message**.



An email box will show up on your screen. Fill in **To:**, **Subject:** and write something. When you have finished click on the **Send** button.



To: here you will type the address of the person who you are sending an email to. To send a message, you must always specify at least one recipient in the To: field. If you don't, an error message will appear when you attempt to send the message

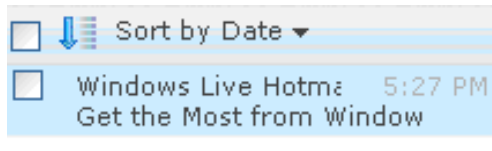
Subject: just type in a word or two stating what the email is about. In the blank area just type your message! Once all that is complete, hit the Send button

Cc: stands for "carbon copy." Anyone listed in the Cc: field of a message will receive a copy of that message when you send it. All other recipients of that message will be able to see that the person you designated as a Cc: recipient has received a copy of the message.

Bcc: stands for "blind carbon copy." This is similar to the Cc: feature, except that Bcc: recipients are invisible to all of the other recipients of the message for example, if you send a message To: johndoe@yahoo.com.ph and Bcc: janedoe@yahoo.com.ph, then johndoe will see himself as the message's only recipient, while janedoe will see that you have also sent the message to johndoe.

Reading emails

All new emails will come up in **bold**. New emails usually appear at the top of the list and there will be a number next to the Inbox (1) sign, this tells you how many new emails you have. To check emails just click on the email you want to read. The email will appear in the bottom half of the screen.

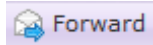


Reply to sender



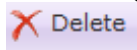
If you need to respond to an email that someone has sent you, just click on the Reply button, this will automatically insert their details and all you need to do is type the message and click Send.

Forward to others



If you have received an email from someone and you want others to see it, just click on the Forward button. Insert the address of the others you wish to send it to and then the contents of the email will be sent.

Deleting emails

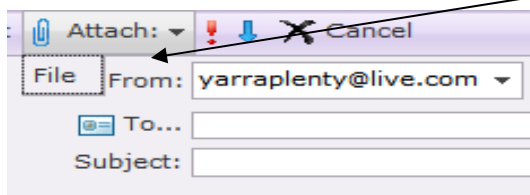


If you do not need to keep the email, click on delete. You can also tick the box next to the emails you don't want then click on delete.

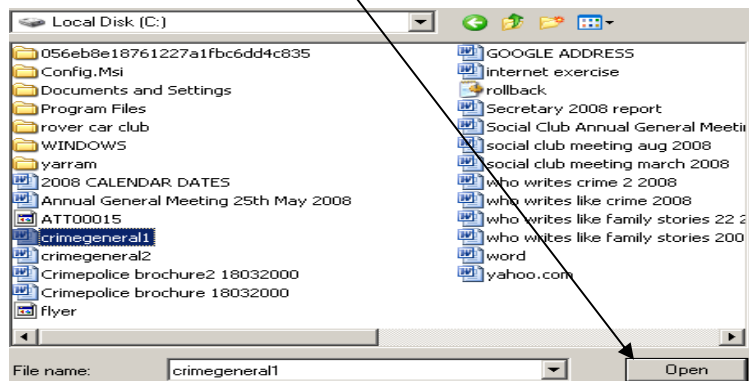


Attaching files

When you have finished writing your email, click on the **Attach** button and select **File**.

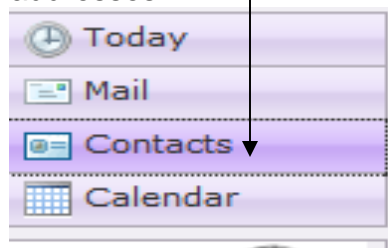


Select the computer drive (C: D: etc) that the document is in, select it and click on **open** (or double click on the file). Your file will be attached.

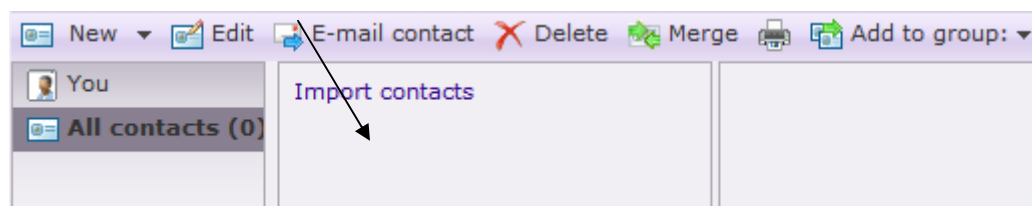


Contacts

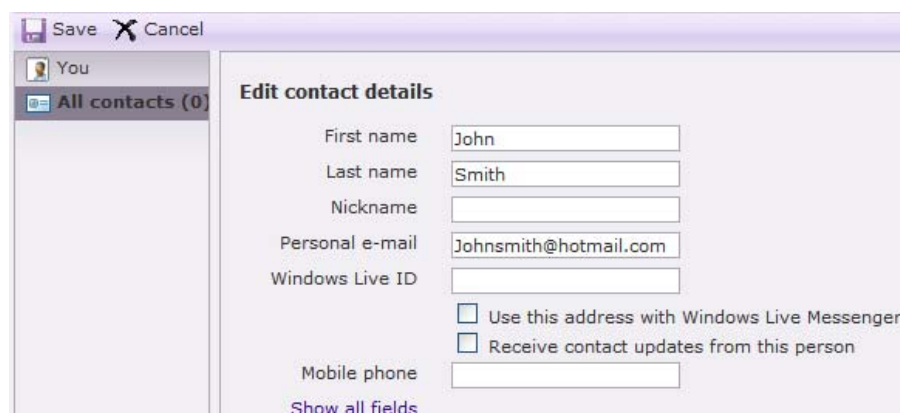
Click on **Contacts**, this will bring up the area where you can save your family and friends email addresses.



You can add a new contact by clicking on **New**. If you have another email account and you would like to import all your contacts to your new email account, click on **Import contacts**.

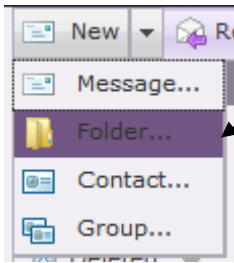


Fill in your contacts details and click on **save**.

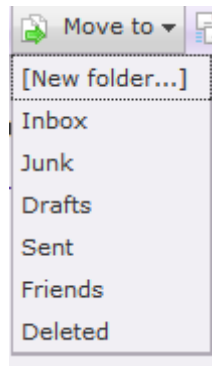
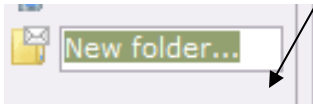


Folders

Rather than keep special emails in your Inbox you can make a folder and move the emails in to the new folder. Click **New**, then **Folder**



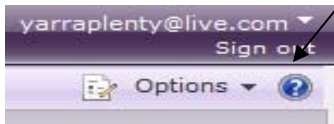
A new box will appear – type in a folder name e.g. family, friends etc.



An email can be moved in to a folder by placing a tick next to the email you want to move and then click on to the relevant folder. If you are already reading the email you can move it to a folder right away. Just click on **Move to** then select the folder you want to put it in.

Signing Out

Make sure you always **sign out** of your account each time you finish using email. This will stop others from getting into your account. Most online accounts sign out for you automatically after a few minutes.



Next time you login at **www.hotmail.com** you will need to sign in to access your account. To do this just type in your **windows live email** and **password** then click on **sign in**.

Sign in

A screenshot of the Windows Live sign-in page. It features a 'Windows Live ID' input field with a placeholder '(example555@hotmail.com)', a 'Password:' input field with a 'Forgot your password?' link, and two checkboxes: 'Remember me on this computer (?)' and 'Remember my password (?)'. A 'Sign in' button is at the bottom. An arrow points from the text 'click on sign in' to this button.



Yarra Plenty Regional Library

Banyule

Ivanhoe Library

255 Upper Heidelberg Road
Ivanhoe 3079
Phone 9497 5780

Rosanna Library

72 Turnham Avenue
Rosanna 3084
Phone 9459 6171

Watsonia Library

Ibbottson Street
Watsonia 3087
Phone 9435 2397

Nillumbik

Diamond Valley Library

Civic Drive
Greensborough 3088
Phone 9434 3809

Eltham Library

Panther Place
Eltham 3095
Phone 94399266

Whittlesea

Lalor Library

2A May Road
Lalor 3075
Phone 9465 2353

Mill Park Library

394 Plenty Road
Mill Park 3082
Phone 9437 8189

Thomastown Library

52 Main Street
Thomastown 3074
Phone 9464 1864

Regional Service

Home Library Service

Outreach Library Service

Mobile Service

*Schedule is available at all
libraries and online at
www.yprl.vic.gov.au*

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