

# Computer Guide



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# 1 Unit

Internet

Communicating online



**Concept of e-mail****What is an E-mail?**

Short for electronic mail, e-mail or email is a message that may contain text, files, images, or other attachments sent through a **network** to a specified person or group of persons.

**What is a network?**

A network consists of two or more computers that are linked in order to share resources (such as printers and CDs), exchange files. The computers on a network may be linked through cables, telephone lines, satellites, or infrared light like Bluetooth.

**There're two common types of networks include:**

**Local Area Network  
(LAN)**

Is a small, limited network area such as a writing lab, school, or building.

**Wide Area Network  
(WAN)**

Is a larger networks areas, such as countries or the world. Internet is a famous example of WAN.

## Create an e-mail

Go to website "www.live.com"

Write your User name & password if you already have, and press Sign in

Press on create one to create new email

1

The screenshot shows the Microsoft sign-in page. It features a "Sign in" heading and the instruction "Use your Microsoft account. What's this?". Below this are input fields for "Email or phone" and "Password", a "Keep me signed in" checkbox, and a blue "Sign in" button. A link for "No account? Create one!" is circled in red. Other links include "Forgot my password" and "Sign in with a single-use code". The Microsoft logo is at the bottom.

Microsoft

Create an account

Screen 1

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to sign in. Otherwise, create a new Outlook.com email address.

First name Last name

User name

New email @outlook.com

Password

8-character minimum; case sensitive

Reenter password

Country/region

United States

Birthdate

Month Day Year

Gender

Select...

2

Help us protect your info

Your phone number helps us keep your account secure.

Screen 2

Country code

United States (+1)

Phone number

Alternate email address

Before proceeding, we need to make sure a real person is creating this account.

New

Audio

Enter the characters you see

Send me promotional offers from Microsoft. You can unsubscribe at any time.

Clicking Create account means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Create account

The screenshot shows the "Create an account" page, divided into two sections. "Screen 1" contains personal information fields: First name, Last name, User name (with "New email @outlook.com" as a placeholder), Password (with a note "8-character minimum; case sensitive"), Reenter password, Country/region (set to "United States"), Birthdate (Month, Day, Year), and Gender (Select...). "Screen 2" is for phone verification: "Help us protect your info", "Your phone number helps us keep your account secure.", Country code (United States (+1)), Phone number, and Alternate email address. It includes a CAPTCHA section with "Enter the characters you see" and a checkbox for promotional offers. A "Create account" button is at the bottom.

Task

1

Create new e-mail for you.

## Send and receive e-mail

Outlook.com interface showing the inbox and folders. Annotations include:

- To write new messages:** Points to the '+ New' button.
- Unread messages:** Points to the 'Welcome' subject line.
- Include unread messages:** Points to the 'Inbox 1' folder.
- Include messages that you have sent:** Points to the 'Sent' folder.
- Include messages that you have deleted:** Points to the 'Deleted' folder.

A circled number '3' is located in the center of the screenshot.

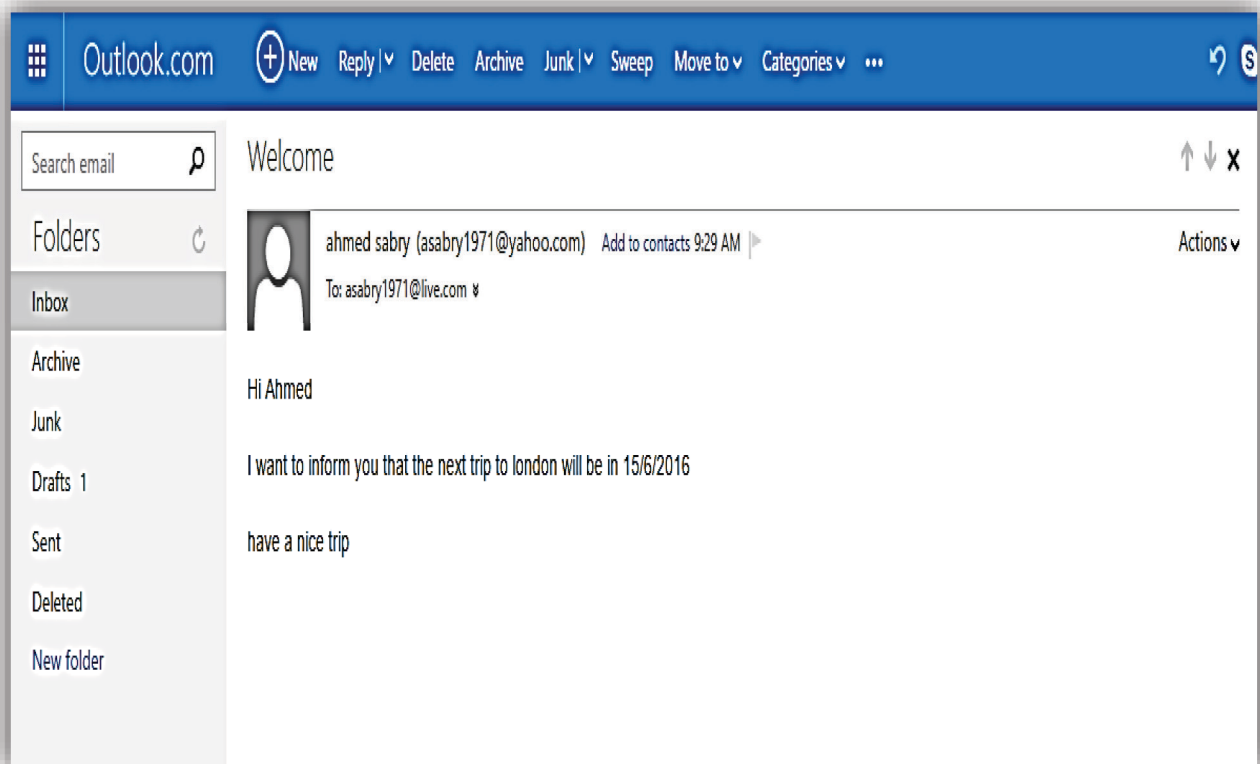
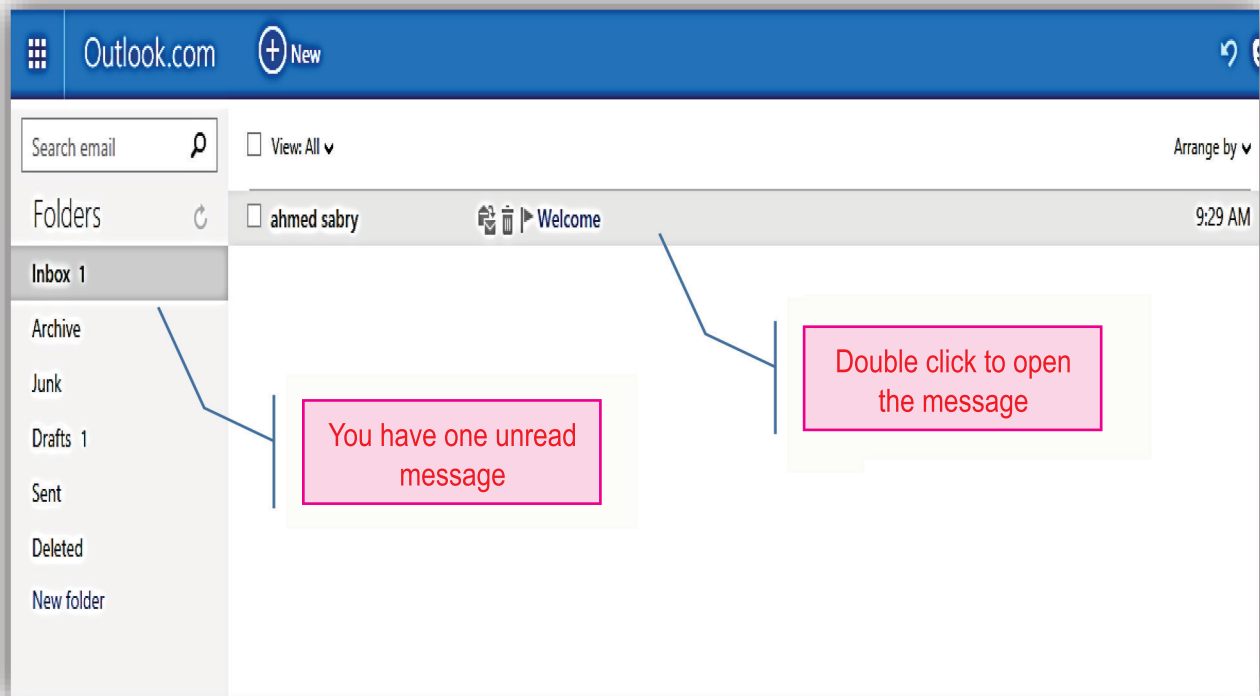
Outlook.com 'Compose' window showing the 'Send' button and message content. Annotations include:

- 1 - Write the subject of message:** Points to the 'Add a subject' field.
- 2 - Write the message and format it:** Points to the message body text.
- 3 - Write the email address for person who will send to him:** Points to the 'To' field.
- 4 - Make a copy of message to send to another one:** Points to the 'Cc' field.
- 5 - Send the message:** Points to the 'Send' button.

A circled number '4' is located in the center of the screenshot.

**Steps to send a message:**

- 1- Write the subject.
- 2- Write a message.
- 3- Write the email address.
- 4- Send a copy of message to other
- 5- Press Send



## Using email

- 1 - Open your email account.**
- 2 - Write the following message:**

**Hi friend**

**I invite you to my birthday party next week.**

**We will enjoy with different games**

**Thank you**

- 3 - Send the message to the following email address:**

**smithjohn@yahoo.com**

**Now, your friend sent to you an acceptance of your invitation.**

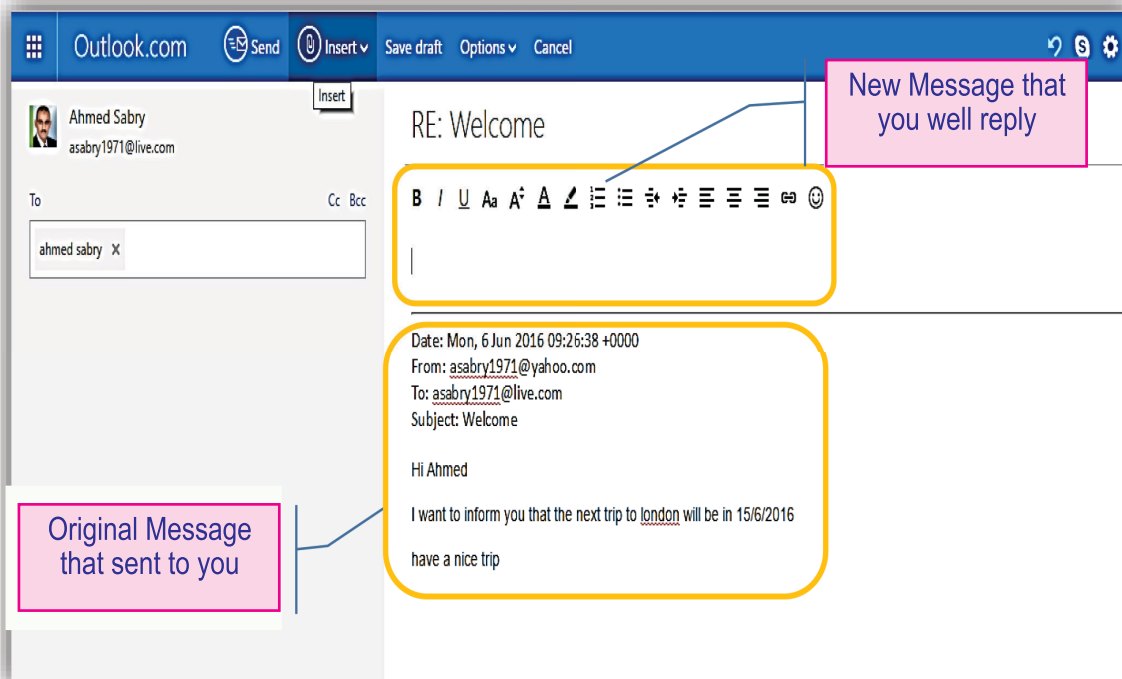
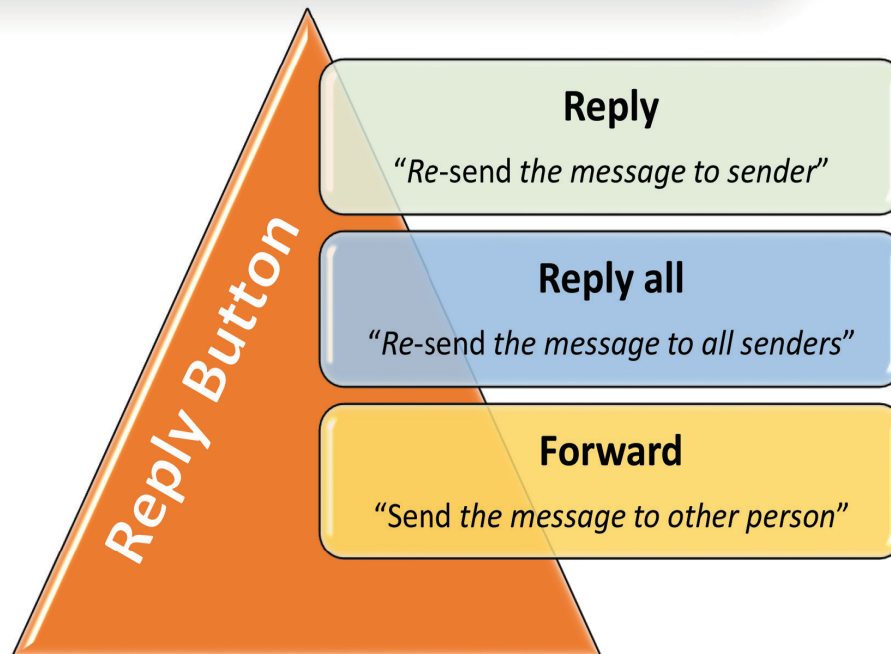
- 4 - Open the mail sent to you**



## Deal with email

1

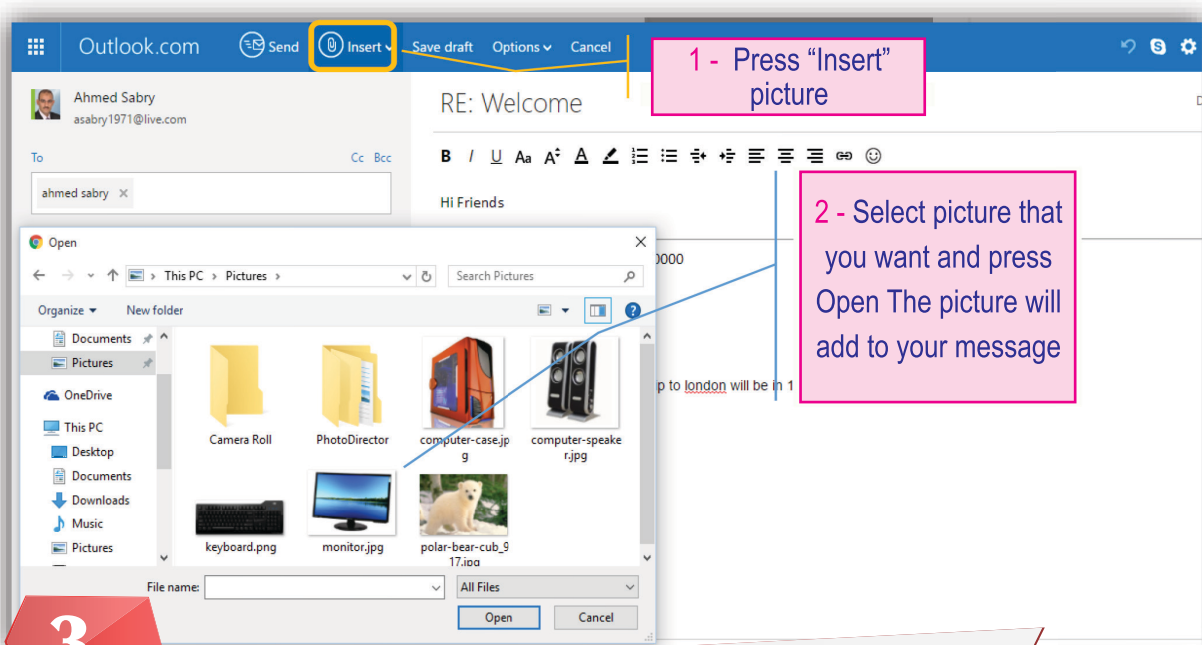
### Reply Button: include



# 2

## Attach file.

**“Insert file or picture to send with your message”.**



# 3

## Delete Message.

**To delete unwanted message and move it to “Deleted Folder”**

