



Email organisation bar

- allows you to filter and search your emails. **Click** on "Unread" to show only those then **click** "All" to see them all.

- 1 **Type** a name into the search box – see what comes up!
- 2 **Click** in the check box to select all the emails below – (they will be highlighted)

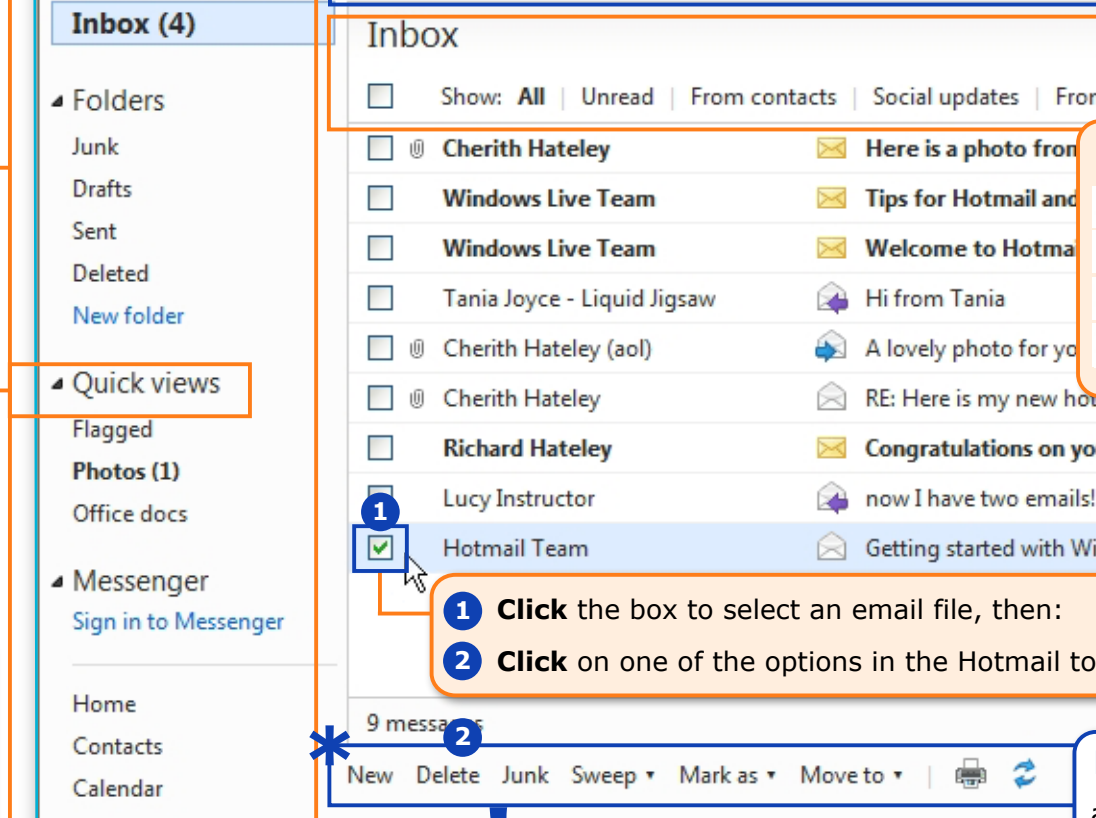
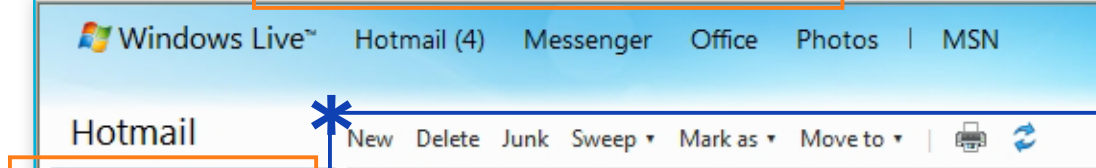
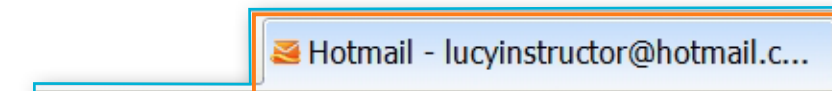
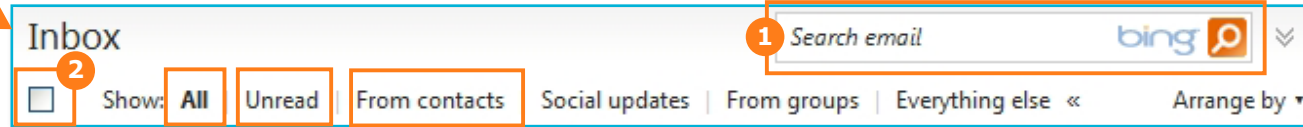
Navigation pane - here the "Inbox" folder is selected - the email files inside are shown to the right. Try **clicking** on another folder.

Quick views allows you to see your photos and documents more easily.

Open an email - **click** anywhere along it in your inbox (you will see the hand symbol representing a link). The email message will open in a new web page

Click anywhere along this line to open an email

- Print** - Prints the selected message
- Refresh** - Checks for new email messages



Icon definition

- Unread mail
- Read mail
- Mail you have replied to
- Mail you have forwarded

Hotmail toolbar - this appears at the top and the bottom of the message window

- New** - Starts a new email message
- Delete** - Sends the selected messages to the "Deleted" folder
- Junk** - Lets you delete the sender from your contact list and block any future messages they send
- Sweep** - Lets you deal with all the emails in a folder at once (**click** the small arrow to see the menu of options)
- Mark as** - Lets you mark a selected message as "Unread", "Read" etc (**click** the small arrow to see the menu of options)
- Move to** - Lets you move selected messages to another folder

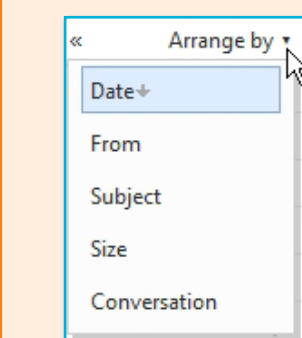
You know you are in your Hotmail/ Live mail account because you can see **your email address** on the web page tab, and your **name** in the "Personalise" area

Sign out - **click** here to sign out of your hotmail/live account

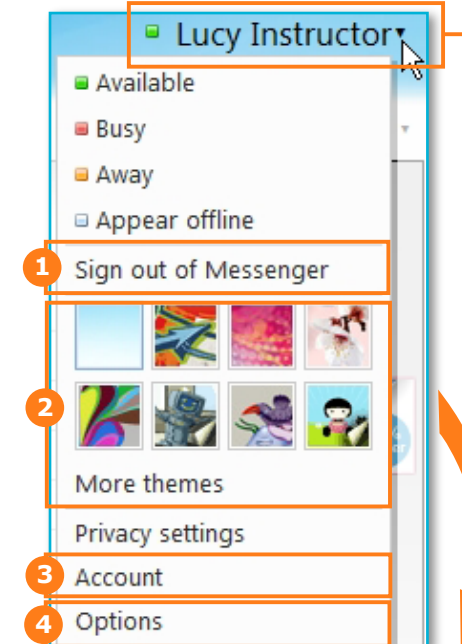
Help - **click** the question mark to open the Help menu

Personalise - **click** on the down arrow next to your name. This tiny arrow always indicates that a box with useful options will open when you **click** it:

Sort your emails



Click the down arrow next to "Arrange by" then **click** the sort criteria you wish to apply



1 You are automatically signed into **Messenger** – you can sign out by **clicking** here.

2 **Themes** - are a way of personalising the way your email looks – experiment to see the one you like.

3 **Account** - lists your account details.

4 **Options** - here you can set up an email signature: **click** on "Options", then **click** on "Mail", then **click** on "Personal email signature"

