

Emails

As a Core Subject Course



An *Email Client* is a computer program used to access and manage a users email.

Popular System based *Email Clients*

Outlook Express

Outlook

Incredimail

Mozilla Thunderbird

Pegasus Mail

Foxmail

Dream Mail

Eudora

Mozilla Thunderbird

Eudora

Mac OS X Mail

Opera

To name a few of about 100.

As a system based Email Client we use **Outlook** to learn all the basics of Emails

Outlook Topics:

The ribbon menus

Sending and receiving

The navigating and reading panes

Saving emails to folders

Address book and contacts

The address bars

The email subject and message panes

Attaching document and picture files

Using the calendar

Introduction to Cloud Computing with Web based *Email Clients*

Gmail

Yahoo

Windows Live Mail

Outlook.com

Microsoft: Outlook.com

Hotmail was founded in 1996 and purchased by Microsoft in 1997, launched as MSN Hotmail then as Windows Live Hotmail. As of 2011 had 360 M users per month in 36 languages.

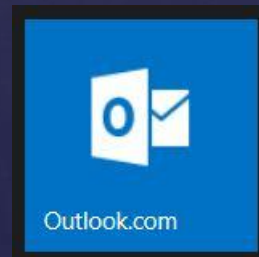
Outlook.com replaced Hotmail and was introduced in July 2012.

As of May 2013 Outlook.com has some 400 M active users.

As Outlook.com is a Web-based *Email Client*,
access is through a Web browser:

e.g. Microsoft Internet Explorer

Save the website in your Favourites for quick access or in
Windows 8.1 Pin to your Start Screen



Sign in Screen Outlook.com



Anytime, Anywhere

Access your files anywhere and share with anyone.

[Learn more](#)



Microsoft account [What's this?](#)

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

The screenshot displays the Outlook.com web interface. At the top, a browser address bar shows the URL <https://blu177.mail.live.com/default.aspx?id=64855&owa=1&owasuffix=owa%2f>. Below the address bar, a navigation bar features eight colorful icons representing different services: Outlook.com (blue), People (orange), Calendar (purple), OneDrive (blue), Word Online (blue), Excel Online (green), PowerPoint Online (orange), and OneNote Online (purple). The main content area shows an email list with the following entries:

Sender	Date
Brian Erikson	24/03/2014
Shirley	16/03/2014
Shirley	16/03/2014
Shirley	10/03/2014
Shirley	10/03/2014
Shirley	8/03/2014
OneDrive	5/03/2014
Shirley	3/03/2014
Jim Currie	24/02/2014
Microsoft	20/02/2014

Outlook.com integrates Emails, People (contacts), Calendar, One drive (was Sky Drive), and 365 Office items into one Cloud Computing package.

Mail screen Outlook.com

The screenshot shows the Outlook.com web interface. At the top, there is a browser address bar with the URL <https://blu177.mail.live.com/default.aspx> and a search bar. Below the browser, the Outlook logo and a 'New' button are visible. On the left side, there is a navigation pane with 'Search email' at the top, followed by 'Folders' and 'Inbox' (which is selected). Under 'Inbox', there are sub-folders for 'SeniorNet' and 'Shirley'. Below these are 'Junk 1', 'Drafts', 'Sent', 'Deleted', 'Gmail', 'SeniorNet', and 'New folder'. At the bottom of the navigation pane are 'Quick views' and 'Documents', 'Flagged', 'Photos', and 'New category'. The main area displays a list of emails. Each email entry includes a checkbox, the sender's name, the subject, and the date. The 'Outlook.com Team' email has a green heart icon. The 'Outlook Calendar' entries have a calendar icon. The 'Shirley' entries have a document icon. The 'Outlook.com Team' email has a green heart icon. The 'Outlook Calendar' entries have a calendar icon. The 'Shirley' entries have a document icon. The 'Outlook.com Team' email has a green heart icon. The 'Outlook Calendar' entries have a calendar icon. The 'Shirley' entries have a document icon.

<input type="checkbox"/>	View: All	Arrange by
<input type="checkbox"/>	Henry (No Subject)	28/08/2013
<input type="checkbox"/>	Marianne Pedersen RE: senior net	28/08/2013
<input type="checkbox"/>	Shirley Email 15 & 23 Aug	28/08/2013
<input type="checkbox"/>	Penny Forster Re: Tuesday 24th Sept	27/08/2013
<input type="checkbox"/>	Outlook.com Team	24/08/2013
<input type="checkbox"/>	jim.c Apple iTunes Workshop GuidebAug 2013	15/08/2013
<input type="checkbox"/>	Outlook Calendar SN iTunes & iPods on 14 Aug at 13:00	14/08/2013
<input type="checkbox"/>	Outlook Calendar SN Practice & Help on 14 Aug at 9:30	14/08/2013
<input type="checkbox"/>	Shirley Newsletter	11/08/2013
<input type="checkbox"/>	Shirley RE: SN Newsletter Sept	10/08/2013
<input type="checkbox"/>	Shirley	9/08/2013

Read mail screen in Active view Outlook.com

The screenshot shows the Outlook.com interface in Active view. The browser address bar displays the URL <https://blu177.mail.live.com/default.aspx>. The Outlook logo and navigation menu are visible at the top. The left sidebar shows the 'Folders' pane with 'Inbox' selected. The main area displays a list of emails, with the top one selected and highlighted in blue. The right pane shows the details of the selected email, including the sender's name and profile picture, the recipient's email address, and a single attachment of 596.6 KB, which is a photograph of a hydrangea flower.

Search email

View: All Arrange by

Sender	Subject	Date
<input checked="" type="checkbox"/> Henry	(No Subject)	28/08/2013
<input type="checkbox"/> Shirley	Email 15 & 23 Aug	28/08/2013
<input type="checkbox"/> Penny Forster	Re: Tuesday 24th Sept	27/08/2013
<input type="checkbox"/> Outlook.com Team	We apologize for any disruptions to your email experience	24/08/2013
<input type="checkbox"/> jim.c	Apple iTunes Workshop GuidebAug 2013	15/08/2013
<input type="checkbox"/> Outlook Calendar	SN iTunes & iPods on 14 Aug at 13:00	14/08/2013
<input type="checkbox"/> Outlook Calendar	SN Practice & Help on 14 Aug at 9:30	14/08/2013

(No Subject)

Henry (henryvanb@xtra.co.nz)
To: jimcurrie@live.com

1 attachment (596.6 KB)

Download

View slide show (1) Download as zip

New Email screen Outlook.com

Outlook | Send Insert Save draft Options Cancel

Jim Currie
jimcurrie@live.com

To Cc Bcc

Frequent contacts

- Doug and Shirley Mackay
Doug.Mackay@extra.co.nz
- Brian Erikson
brian@erikson.net.nz
- Jim Currie
jimcurrie@live.com

Add a subject

B / U Aa A² A

Add a message

Predictive Text

People screen Outlook.com

The screenshot shows the Outlook.com interface for the 'People' section. At the top, the browser address bar displays the URL <https://blu177.mail.live.com/mail/contact>. The page header is orange and contains the 'People' label with a dropdown arrow, a '+ New' button with a dropdown arrow, and a 'Manage' button with a dropdown arrow. Below the header, the word 'All' is displayed above a search input field. To the right of the search field, the text 'Choose a contact to view.' is visible. A vertical scrollbar is positioned to the right of the contact list. The contact list includes three entries: 'Alex Currie', 'Ann Farmer', and 'Ann Sellwood', each with a checkbox and a placeholder profile picture. Section dividers with the letters 'A' and 'B' are also present.

People | New | Manage

All

Choose a contact to view.

- Alex Currie
- Ann Farmer
- Ann Sellwood

A

B

Calendar screen in Outlook.com

Calendar | New | Import | Share

◀▶ August 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2 SN General Meeting 21:00	3
	6	7	8	9 SN Practice & Help 9:30	10
12	13	14 SN Practice & Help 9:30 SN iTunes & iPods 13:00	15 SN Email L1 13:30	16 SN Comm Meeting 21:30	17
19	20	21	22	23 SN Emails L2 9:30	24
26	27	28 SN Practice & Help 13:30	29	30	31

© 2013 Microsoft | [Terms](#) | [Privacy](#) | [Developers](#) | [Report abuse](#) | [English \(United States\)](#)

One drive screen in Outlook.com

The screenshot displays the SkyDrive interface within Outlook.com. At the top, the SkyDrive logo is on the left, and 'Create' and 'Upload' buttons are on the right. Below the logo is a search bar labeled 'Search SkyDrive'. A left-hand navigation sidebar lists 'Files', 'Recent docs', 'All photos', 'Shared', and 'PCs'. The main area shows 'Files' for 'Jim's SkyDrive' with a grid of folders: 'Documents' (5 items), 'Pictures' (4 items), and 'Public' (Public, 0 items). Below these are three photo thumbnails from a boat trip.

SkyDrive | Create Upload

Search SkyDrive

Files Jim's SkyDrive

Documents 5

Pictures 4

Public Public 0

Files

Recent docs

All photos

Shared

PCs

Documents screen in One Drive

The screenshot displays the OneDrive web interface for a user named Jim Currie. The top navigation bar includes 'OneDrive', 'Create', 'Upload', 'Share', and 'Folder actions'. The main area shows the 'Documents' folder, which is sorted by name. It contains four large blue folders: 'NeroVideo' (5 items), 'Note Book Basics 2014' (4 items), 'Outlook Files' (1 item), and 'SeniorNet' (5 items). Below these are several individual files, each with a document icon and a title: 'Android Workshop Guide', 'Apple iTunes Workshop', 'Document 1', 'Document', 'GT-P5110_UM_EU_Jellybean_Eng_Rev', 'Intro to Android Devices', 'Jim's Notebook', 'June Trip 2014', 'Notebook Basics Windows 8 & 8.1', 'Sofia Multiply Practice Chart.', and 'Win8 Keyboard Shortcuts'.

OneDrive | Create | Upload | Share | Folder actions | Jim Currie

Documents | Jim's OneDrive > Documents | Sort by: Name

Documents

- NeroVideo 5
- Note Book Basics 2014 4
- Outlook Files 1
- SeniorNet 5

Android Workshop Guide

Apple iTunes Workshop

Document 1

Document

GT-P5110_UM_EU_Jellybean_Eng_Rev

Intro to Android Devices

Jim's Notebook

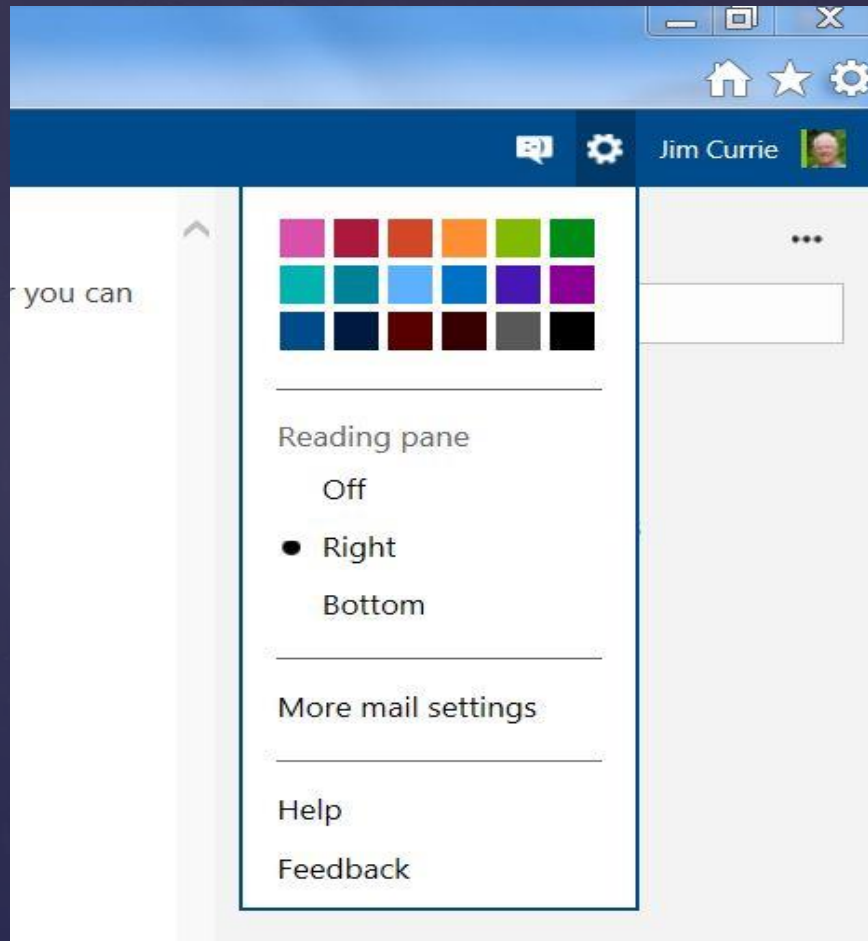
June Trip 2014

Notebook Basics Windows 8 & 8.1

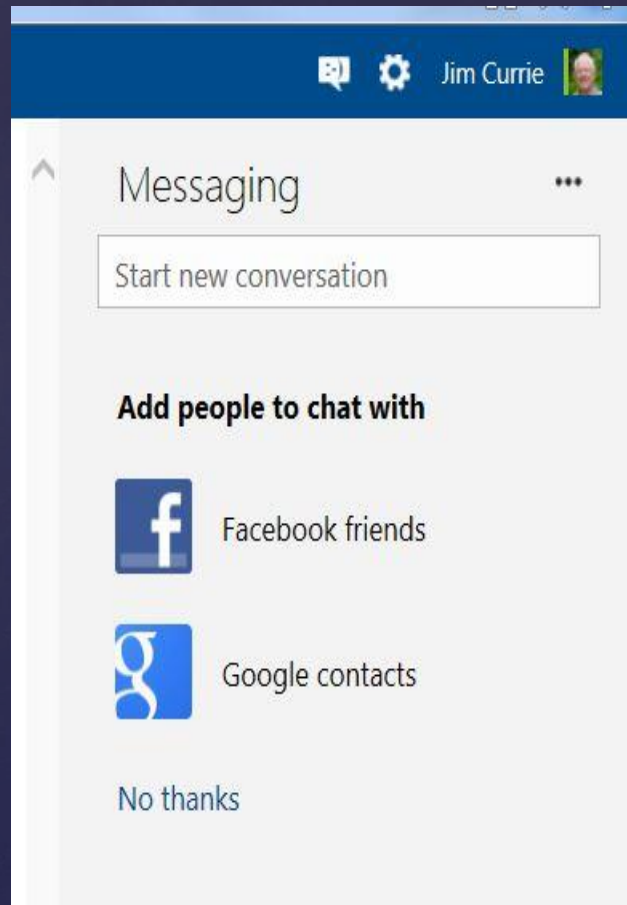
Sofia Multiply Practice Chart.

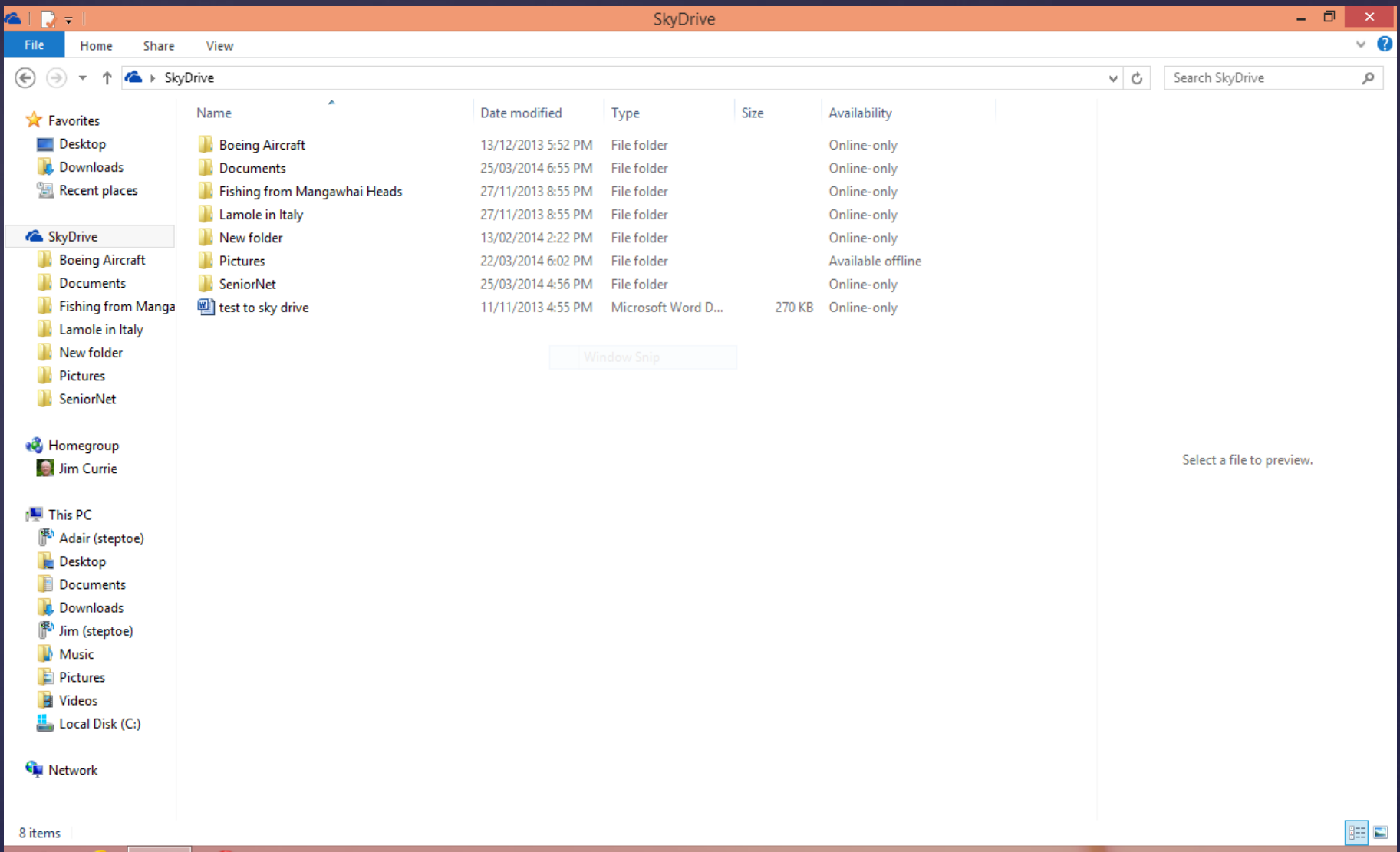
Win8 Keyboard Shortcuts

Settings and Controls Outlook.com



Messaging with Facebook and Google contacts with Outlook.com





One Drive comes to your desktop File Explorer in Windows 8.1. The navigating pane shows the folders in One drive and in your PC's folders. You can save files in one or the other to max of 7Gb in OneDrive.

Sign up for your Email Course

Thanks for your time
Jim Currie

SeniorNet Pakuranga Inc
31/03/2014

