



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

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

Icon definition

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

Sort your emails

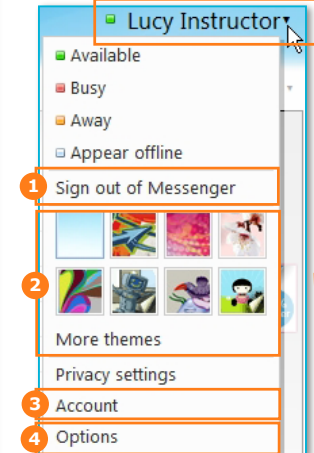
Click the down arrow next to "Arrange by" then **click** the sort criteria you wish to apply

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

• **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:

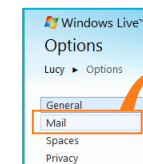


1 You are automatically signed into **Messenger** – you can sign out by **clicking** here.

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"



Writing email

Personal email signature
Reply-to address
Saving sent messages
Sent message confirmations

