



EASY'S Guide To ...

Getting an E-Mail Address

Introduction

E-Mail allows you to send and receive messages around the world. It is fast, taking between 5 and 15 minutes for your message to reach Australia - handy for keeping in touch with friends and relations. You can attach other computer files to it - so it's useful for sending out your CV to potential employers.

There are plenty of free e-mail providers out there, but the College students tend to use Microsoft's "Hotmail" system. The address you get is yours to keep and administer. As it's not a College account, you can still use it after you leave: in fact, you can access it from anywhere in the world - so long as you can get onto the Internet.

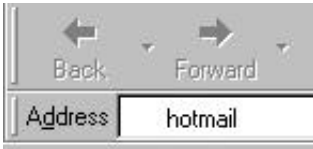
Please note that if you have any problems with Hotmail you should click on *help* before contacting Hotmail's support desk; as you may find the solution there. If you have problems with your account, or are being 'spammed', please click on *contact* to obtain a list of Hotmail's help desks. Aberdeen College is not responsible for your Hotmail account; although we will try and help you with any problems you encounter.

Setting up the Account

1. Double-click on the Internet Explorer icon.



2. In the address box, type **hotmail** then press **return**



3. As a new user, click on **sign up here!**

A screenshot of a registration form. It starts with the text 'New user? [Sign up now!](#)'. Below this are two input fields: 'Login Name' and 'Password'. To the right of the 'Password' field is an 'Enter' button.

4. Click on **I accept** to the Hotmail Terms of Service.

5. Next, you have to fill in the registration form. Here's some hints:

Choose a Login Name	This will be the first part of your address e.g. <i>n_umptie@hotmail.com</i> Only letters (a-z), numbers (0-9) and underscore (_). Login Name must start with a letter.
Choose a Password	Something you can remember. Don't tell people it!
Re-type that Password	To make sure you can remember it.
Your Name	This is used when you send messages
Non-U.S. Residents Only	Fill in your 'personal' details. They aren't important.
Member Directory	Please do not list me at all.
White pages	No, Do Not Register Me. Cuts down on junk mail.

Click to submit registration.

6. If you are unlucky, you'll get an error report. Possibilities are:

- a. The form is not filled in properly. Fix the mistakes, retyping some parts.

b. More commonly, the name has already been selected. In which case, select a different one (normally some alternatives are suggested).

7. Congratulations, you now have your own e-mail address (e.g. **n_umptie@hotmail.com**). Now, retype the name and password to confirm them. You can now add a password hint question and answer to help you in case you forget your password.

8. You now get the opportunity to obtain some 'free services' (i.e. advertising). For the curious among you, this is how the service pays for itself. Press **continue**.

9. The screen now shows the *in-box*. This is where your mail is stored. To read a letter, click on the sender's name.



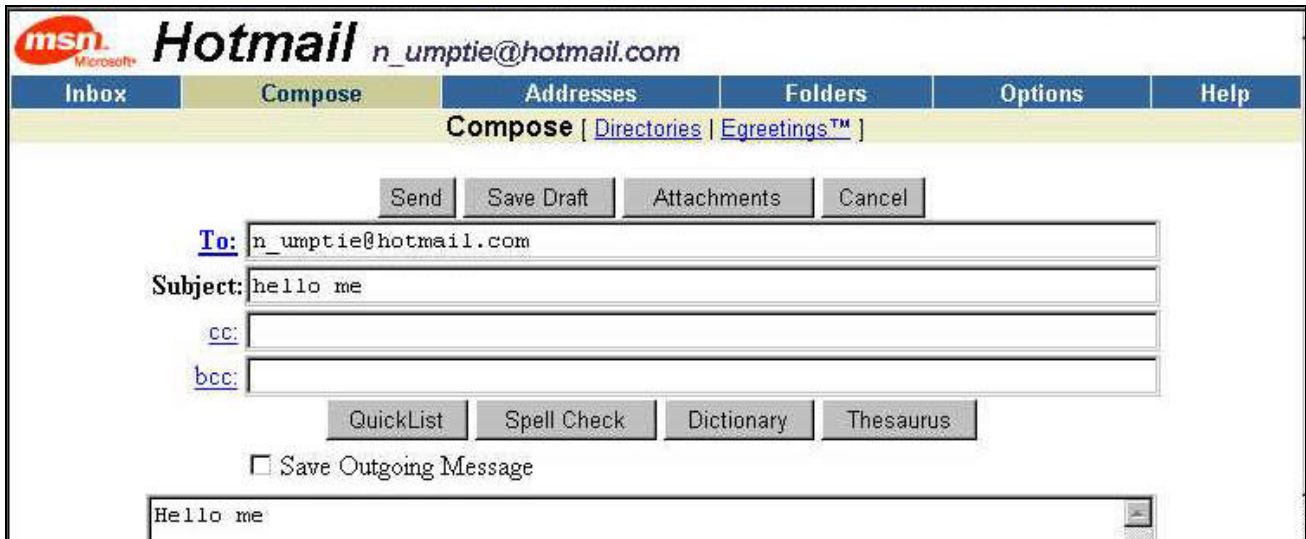
The screenshot shows the Hotmail web interface. At the top, there is a banner with the text "HOTMAIL TIP: Protect Your Hotmail Change Your Password" and the msn logo. Below this, the user's name "n_umptie@hotmail.com" is displayed. The main navigation bar includes "Inbox", "Compose", "Addresses", "Folders", "Options", and "Help". The "Inbox" section shows "3 messages, 1 new" and links for "New Hotmail" and "POP Mail". A table of messages is displayed with columns for "New", "From", "Date", "Subject", and "Size".

New	From	Date	Subject	Size
<input type="checkbox"/>	Colin Leonard	Nov 30 1998	I hate college	1k
<input type="checkbox"/>	emma sutherland	Dec 11 1998	(none)	1k
<input type="checkbox"/>	eazy@postmaster.co.u...	May 20 1999	hello	1k

Below the table, there is a checkbox for "Select all displayed messages" and a "Move To" button with a dropdown menu set to "(Move Checked Messages to Selected Folder)". A "Delete" button is also present, with the instruction "Use checkboxes to select messages to move or delete".

10. To write a letter click on **compose**. Type in the recipient's address in the **to** box, a title in the **subject** box and the contents in the big box.

Click on **send** when you are ready. Hotmail then confirms that the e-mail has been sent: click **OK** to return to the *in-box*.



11. When you have finished, click on **exit**. Please remember to do this and don't leave your e-mail account open to the next person to use that computer.

The Next Time

Next time, just type in **hotmail**, and enter your **user-name** (e.g. n_umptie) and **password**, you'll be taken directly to your in-box.

Explore the use of the address book (holds addresses so you don't have to remember them); folders (file works and play messages separately); attachments (send files around the world); and sending one letter to multiple addresses.