

Using e-mail and the Internet

New to Windows 7? Even though there's a lot in common with the version of Windows that you had before, you might still need a hand getting up to speed. This guide is filled with useful info about personalizing your PC.

It covers the topics that Jean White showed you in her video: Using E-mail and the Internet.

<http://windows.microsoft.com/get-started>

Use this guide as a reference while exploring what you can do with Windows 7.

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Windows Live Mail

Windows Live Mail is a free, downloadable e-mail program that lets you access e-mail from multiple e-mail accounts, as well as manage your calendars, all in one place. Windows Live Mail gives you the tools you need to exchange e-mail with colleagues and friends, read web feeds, and manage contacts and calendar events.

Windows Live Mail replaces Outlook Express and Windows Mail—the e-mail programs that you might know from previous versions of Windows.

Downloading and installing Windows Live Mail

To get started, go to the Windows Live Mail website at: <http://download.live.com/wlmail>

1. On the Windows Live Mail download page, choose your language from the drop-down list, and then click **Download**.
2. Follow the instructions on the screen.

Note

When you run Windows Live Mail for the first time, you'll be prompted to add an e-mail account. You can use any existing account or you can create a new account.

Importing messages to Windows Live Mail

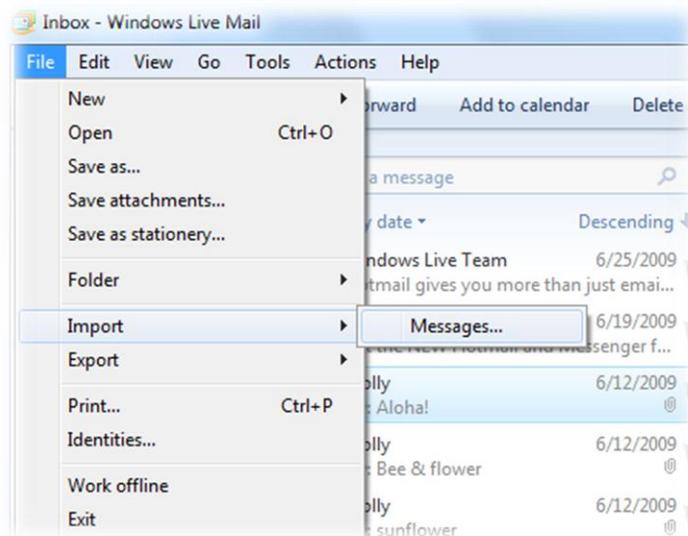
If you have Microsoft Outlook Express 6, Windows Mail, or Windows Live Mail Desktop beta installed on your computer, when you install Windows Live Mail, all of your existing accounts, settings, and e-mail messages are automatically imported into Windows Live Mail. Any contacts in your Microsoft

Windows contact list, and any Windows Calendar events are also imported when you install Windows Live Mail.

You can import e-mail messages from other e-mail programs on your computer, such as Microsoft Outlook Express, so that you can view them from within Windows Live Mail.

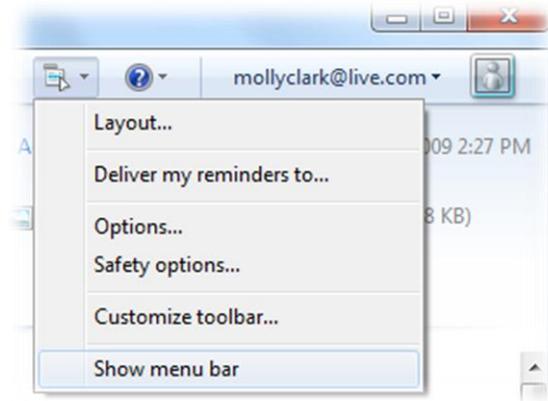
To import messages:

1. Click the **Start** button, and then, in the search box, type **Windows**



Live Mail. In the list of results, click **Windows Live Mail**.

2. If you don't see the menu bar, click the **Menus** button in the upper-right corner of the screen, and then click **Show menu bar**.
3. On the menu bar, click the **File** menu, point to **Import**, and click **Messages**.
4. Select the e-mail program to import messages from, and then click **Next**.
5. Follow the instructions on the screen.



Using multiple e-mail accounts in Windows Live Mail

A big advantage to using Windows Live Mail is that you can manage multiple e-mail accounts—such as Hotmail, Gmail, or Yahoo!—all in one place. You can access messages from all of those accounts in Windows Live Mail.

 A screenshot of the 'Add an E-mail Account' dialog box. The title bar says 'Add an E-mail Account'. The main area contains the following fields and options:

- 'Please enter your e-mail account information below:'
- 'E-mail address:' with a text box containing 'example555@hotmail.com' and a link 'Get a free e-mail account'.
- 'Password:' with a text box and a checked checkbox labeled 'Remember password'.
- 'How should your name appear in e-mail sent from this account?'
- 'Display Name:' with a text box and the example 'For example: John Smith'.
- An unchecked checkbox labeled 'Manually configure server settings for e-mail account.'

 At the bottom right, there are 'Next' and 'Cancel' buttons.

To add an e-mail account:

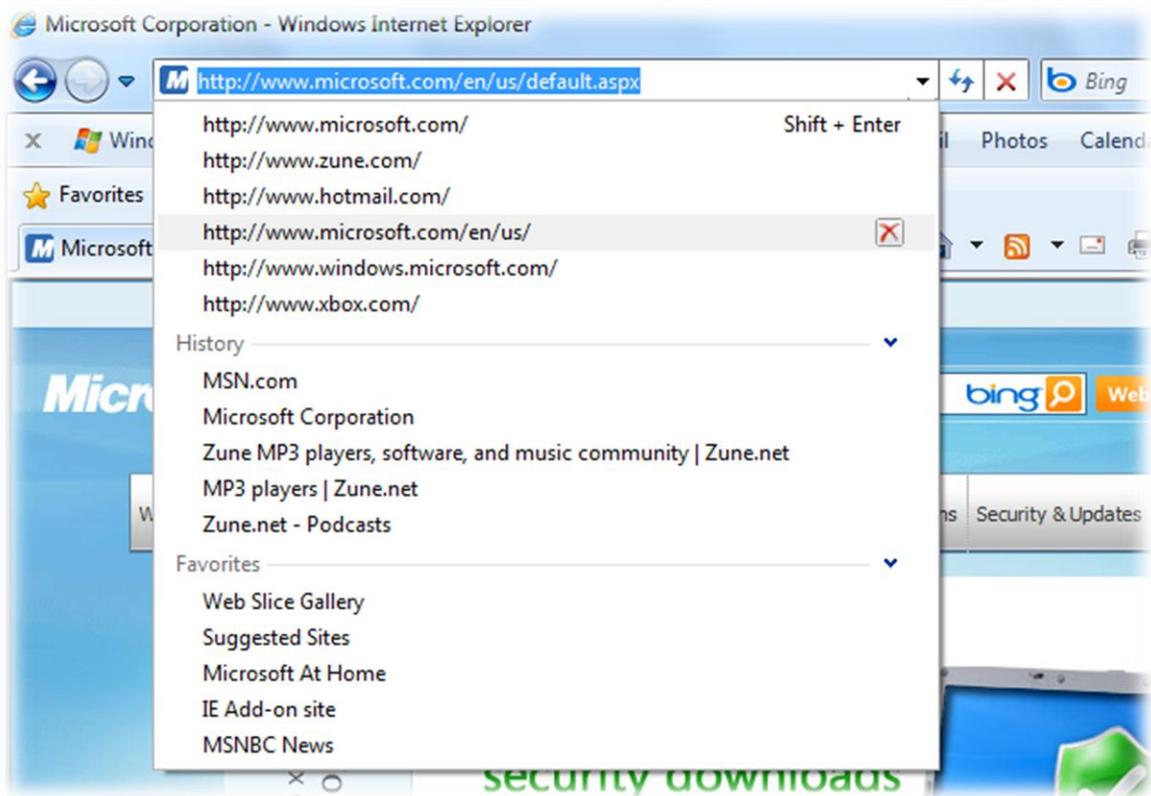
1. Click the **Start** button, and then, in the search box, type **Windows Live Mail**. In the list of results, click **Windows Live Mail**.
2. In the left pane, click **Add e-mail account**.
3. Follow the instructions on the screen.

Internet Explorer 8

Internet Explorer 8 in Windows 7 includes new, faster ways to access information.

Using the Internet Explorer 8 address bar

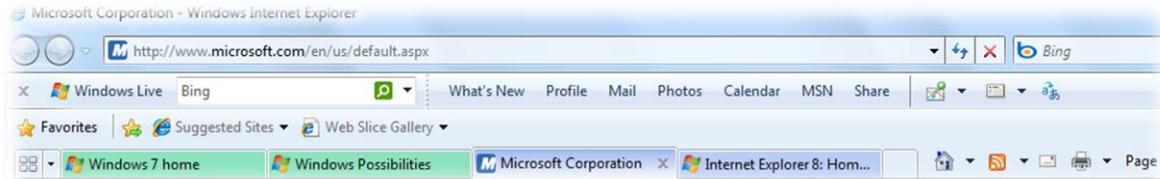
The first thing you might notice when you start typing a web address is an improved address bar.



If you type an address that you've visited before, it will show up in the address list. The list is categorized and shows your recent browsing history and Favorites. You don't even need to finish typing an address. Just click it. If you want to remove an address from the address bar, point to it, and then click the **Delete** button. The address is removed from your browsing history.

Using tabbed browsing

Tabbed browsing is a feature in Internet Explorer that lets you open multiple webpages in a single browser window. You can open webpages in new tabs and switch between them by clicking the tabs you want to view.



To open a new blank tab:

- In Internet Explorer 8, click the **New Tab** button on the tab row.

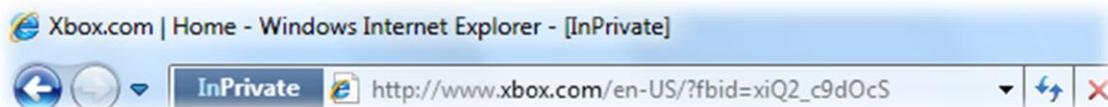
To open a new tab from a link on a webpage:

- Press **Ctrl** as you click the link, or right-click the link, and then click **Open in New Tab**.

Using InPrivate Browsing

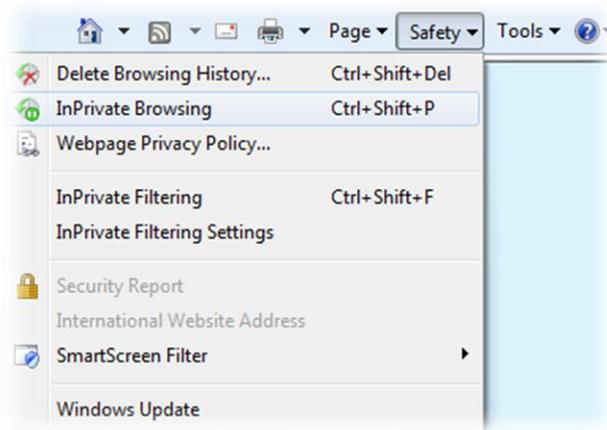
InPrivate Browsing prevents Internet Explorer from storing data about your browsing session. This helps prevent anyone else who might be using your computer from seeing where you visited and what you looked at on the web.

When you start InPrivate Browsing, Internet Explorer opens a new window. InPrivate Browsing is running only during the time you use that window. You can open as many tabs as you want in the window, and they will all be protected by InPrivate Browsing. However, if you open another browser window, that window will not be protected by InPrivate Browsing.



To turn on InPrivate Browsing, do one of the following:

- In Internet Explorer 8, click the **Safety** button, and then click **InPrivate Browsing**.
- Open a new tab, and then, on the new page, click **Open an InPrivate Browsing window**.



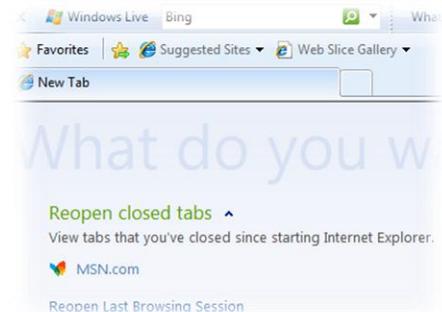
To end your InPrivate Browsing session, close the browser window.

Reopening your last browsing session

If you close one or more tabs during a browsing session, or close a browsing session entirely—either accidentally or on purpose—you can now use Internet Explorer to reopen the tabs or browsing session that you closed.

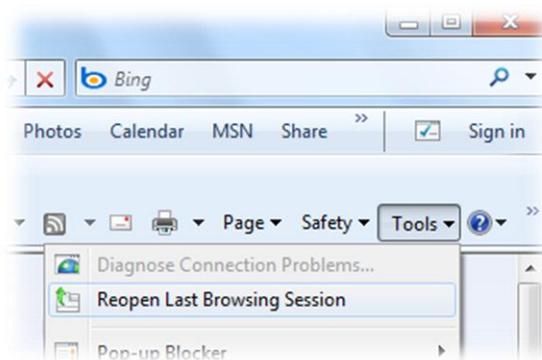
To reopen the tabs you closed during your current browsing session:

1. In Internet Explorer 8, click the **New Tab** button.
2. On the new page, under **Reopen closed tabs**, find and click the address for the webpage that you want to open.



To reopen the last browsing session you closed:

1. In Internet Explorer 8, click the **New Tab** button.
2. Click the **Tools** button, and then click **Reopen Last Browsing Session**. All the webpages that were open when Internet Explorer was last closed will reopen in new tabs.



Using Web Slices

Web Slices make it easy to get information from specific parts of a webpage. If you often check things like e-mail, stock quotes, or online auctions, you can use Web Slices to monitor changes to these webpages. With Web Slices, you won't have to reopen the website every time you want to look for updates. If a Web Slice is available on a page, you'll see a green Web Slice button on the Command bar.



To subscribe to the Web Slice, click the button. It will then appear in your Favorites menu. When new information becomes available, the Web Slice will be highlighted. Click the button to go straight to the site. The Web Slice button will also appear on webpages that have available content.

To add a Web Slice to the Favorites bar:

1. In Internet Explorer 8, go to a page that has a Web Slice on it.
2. Do one of the following:
 - Click the **Web Slice** button on the Command bar.
 - Click the **Web Slice** button on the page.
3. In the dialog box, click **Add to Favorites Bar**.

After you add a Web Slice, you will see it on the left side of the Favorites bar. When you want to see new information, click the Web Slice to go straight to the website.

Using Accelerators

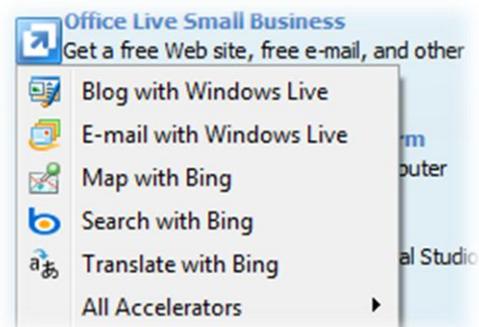
Until now, if something caught your eye on a webpage and you wanted to search for more information, or you needed to look up an address on a map, it took a lot of time copying and pasting, or retyping the text in another address bar.

Accelerators offer an easier way. If you see a city name and you'd like to know more about it, just highlight the word and click the Accelerator button that appears. Now you can map it. You can use Accelerators for other routine tasks too, like translating a word, e-mailing, or blogging.

Internet Explorer comes with a selection of Accelerators, and you can add or remove them as you like.

To use an Accelerator:

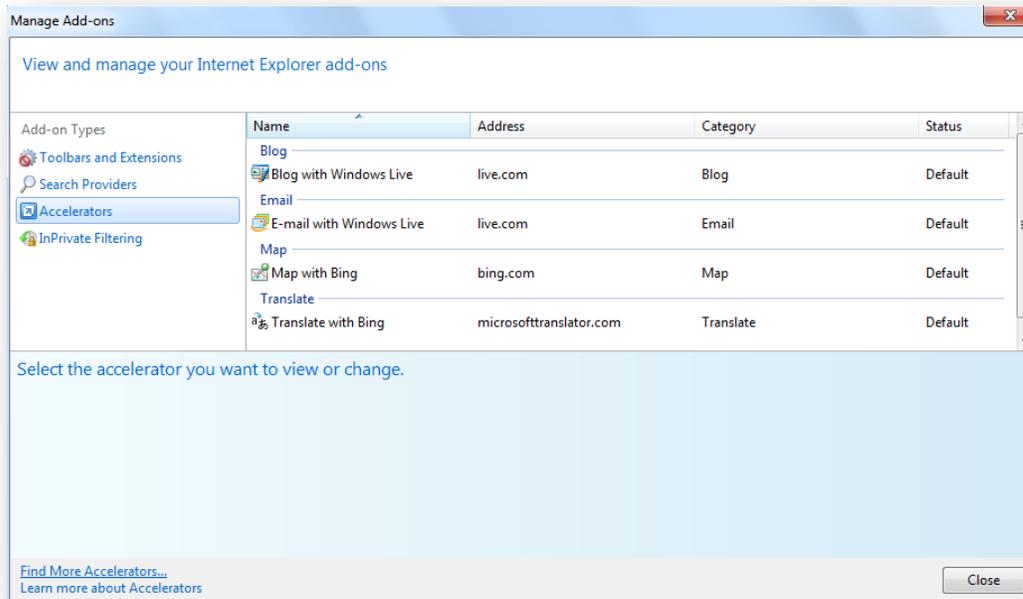
1. In Internet Explorer 8, go to the webpage that contains the text that you want to use with an Accelerator, and then highlight the text.



2. Click the **Accelerator** button to display a list of Accelerators.

To find new Accelerators:

1. In Internet Explorer 8, click the **Tools** button, and then click **Manage Add-ons**.
2. In the left pane, under **Add-on Types**, click **Accelerators** to display a list of your current Accelerators.



3. At the bottom of the screen, click **Find More Accelerators**.
4. On the **Internet Explorer Gallery** webpage, click the Accelerator you want to install, and then click **Install Accelerator**.
5. In the **Add Accelerator** dialog box, do one of the following:
 - If you're adding a new Accelerator, click **Add**.
 - If you're replacing an existing Accelerator, click **Replace**.
 - If you're not sure you trust the website listed, click **Cancel**.