



Windows Live™
Hotmail®

Using Hotmail For Beginners

Created at Waverley C@P

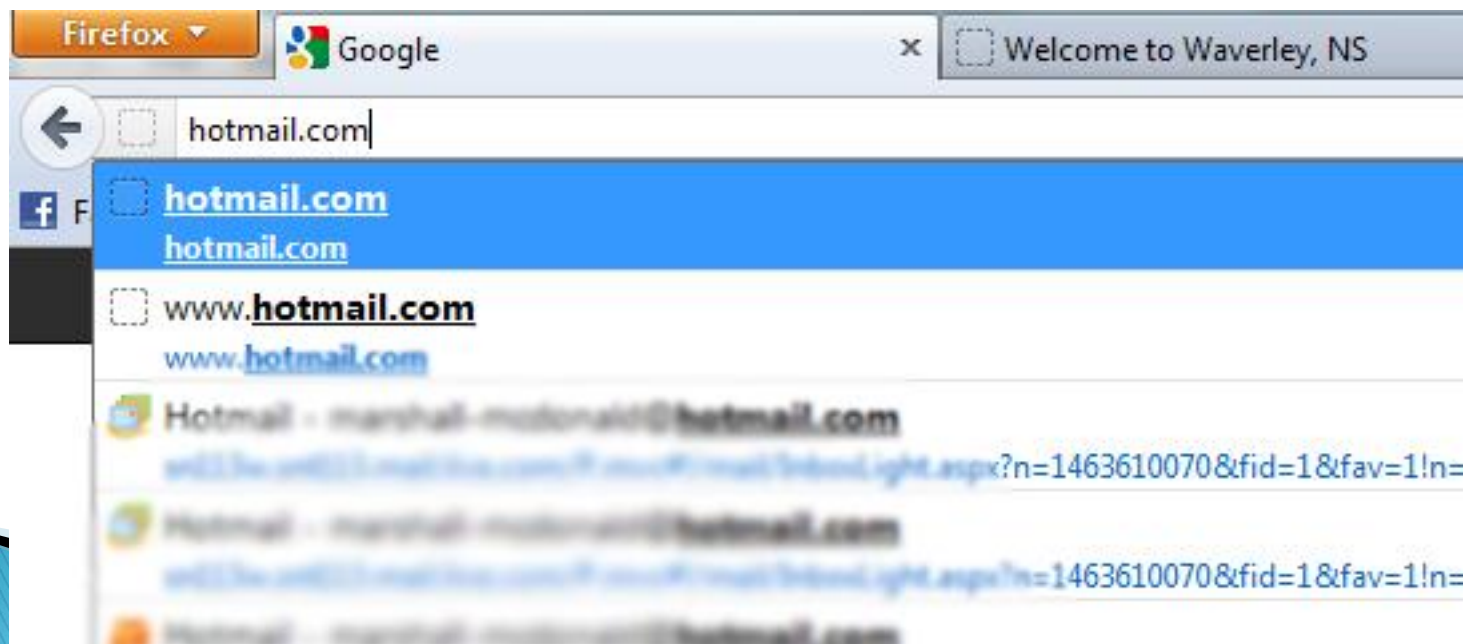
waverleycommunity.ca

Introduction

- ▶ Hello and welcome to the Hotmail for Beginners tutorial. In this tutorial I will show you how to sign up, send emails, edit/ add contacts, and how to manage your inbox. Let's get started.

Start

- ▶ First thing I want you to do is open up your Internet browser. (Firefox, Chrome, Safari, Internet Explorer) Then at the top in the address bar I want you to enter “hotmail.com”



- ▶ That address will bring you to where you log in if you have an account. If you don't you click the sign up button on the left side of the screen.



Schedule an inbox cleanup

Set up Hotmail to clear out old messages so you can focus on the important ones.

[See how it works](#)



[Don't have a Windows Live ID?](#) [Sign up](#)

One Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE - and other Microsoft services.

sign in

Windows Live ID:

Password:

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

☐ Keep me signed in

[Sign in](#)

Not your computer?
[Get a single use code to sign in with](#)

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[Help Center](#) | [Feedback](#)

- ▶ The next page will have a list of fields for you to fill out. Before you hit accept at the bottom un-check the box that is for newsletters and then hit “I accept”

Xbox LIVE? [Sign in now](#)

Windows Live ID: @
[Or use your own email address](#)

Create a password:
6-character minimum; case sensitive

Retype password:

Phone number:

Alternate email address:
[Or choose a security question for password reset](#)

First name:

Last name:

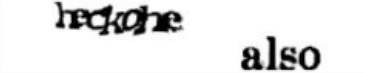
Country/region:

Postal Code:

Gender: ☐ Male ☒ Female

Birth date:

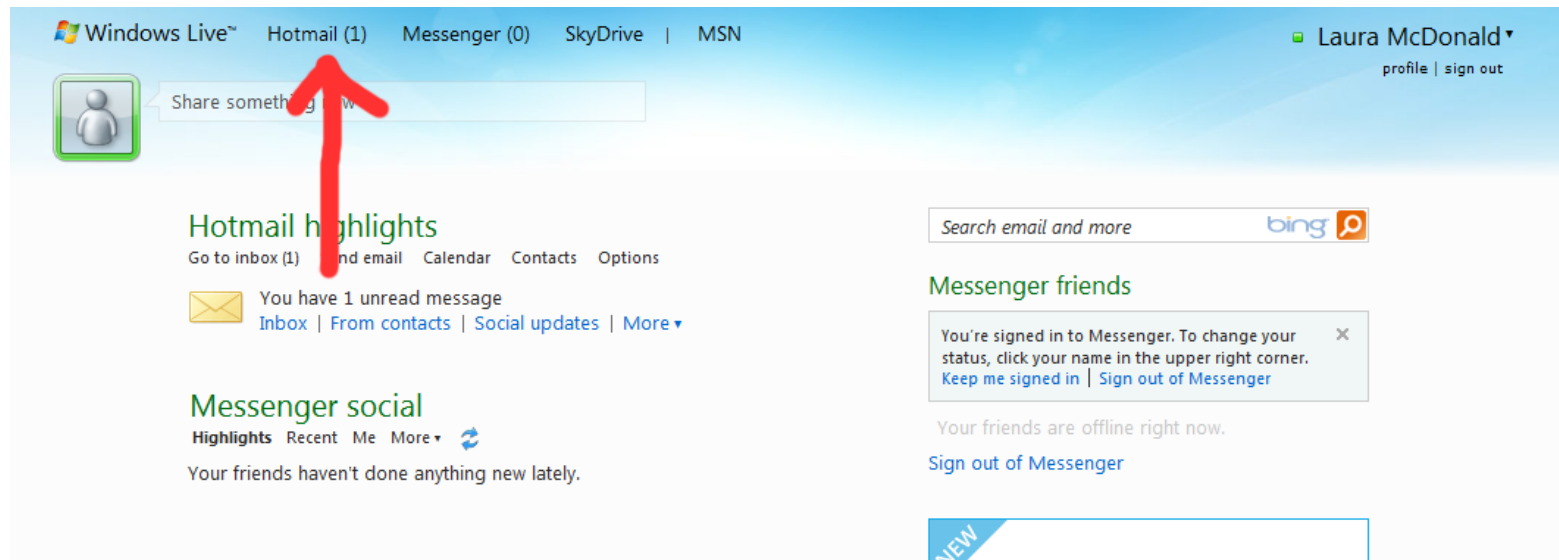
Enter the characters you see
[New](#) | [Audio](#) | [Help](#)



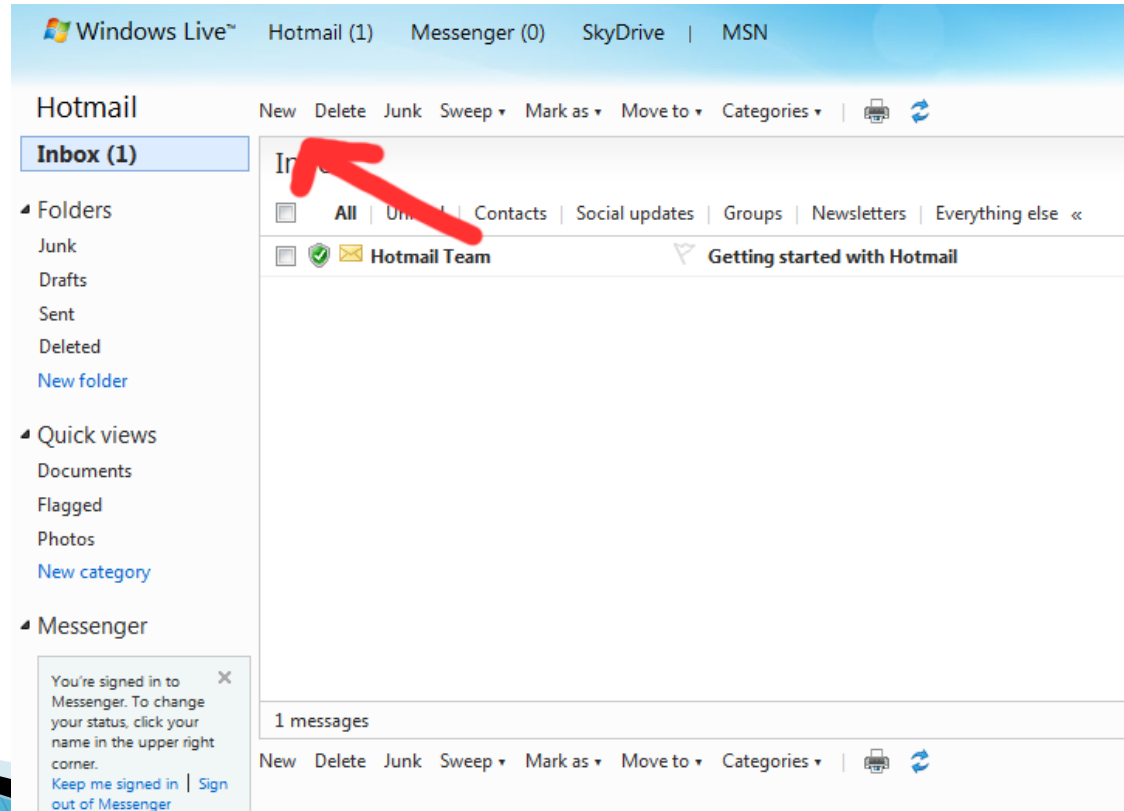
☒ Send me email with promotional offers and survey invitations from Windows Live, Bing, and MSN. (You can unsubscribe at any time.)

Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy statement](#).

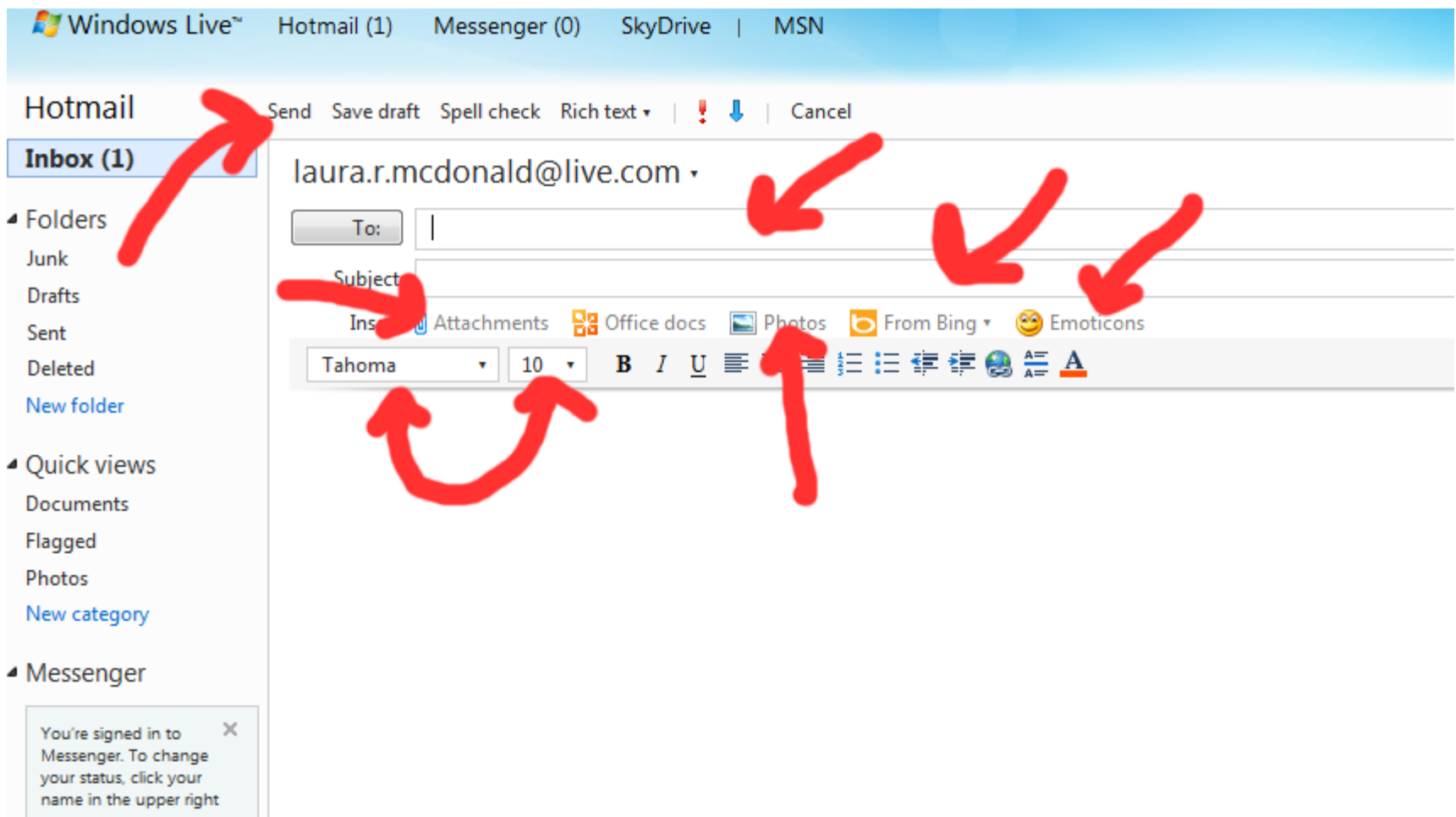
- ▶ Now it has signed you in and brought you to the home screen of Windows Live. Click the Hotmail link at the top of the page.



- ▶ Now you are looking at your inbox where all your new emails will appear. To send a new email click the “New” link that is found above the list of your emails.

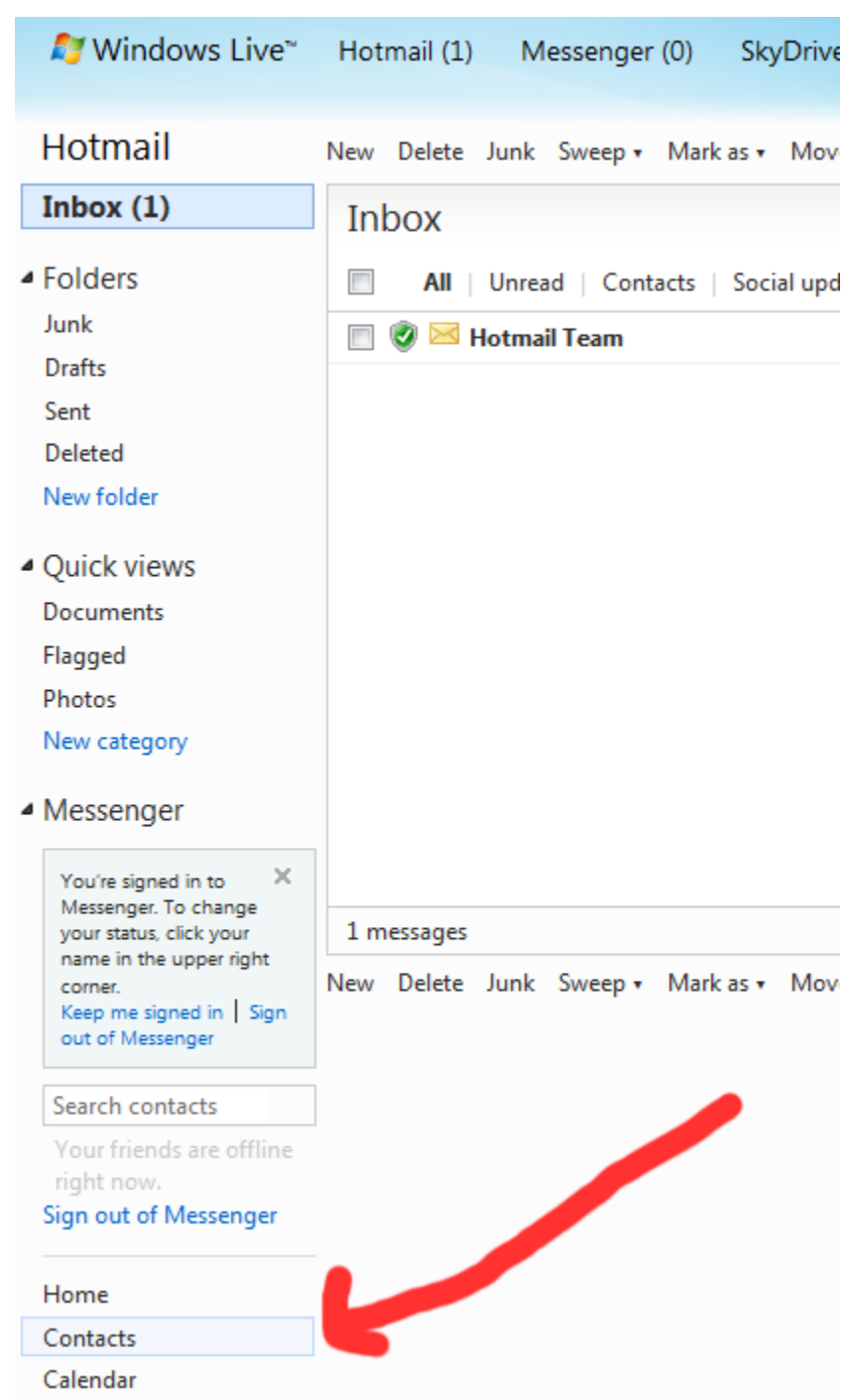


- ▶ This is where you type up your email. Fill out the “To:” line with the email address of the person you are emailing. Fill out the subject line with the subject of the email. Under your subject field is an attachments button to browse your computer for a file to send in the email. A photo button to send a photo, and an emoticons button to insert smiles in your text. Where it says “Tahoma” and “10” is where you pick your font style and font size for the email.

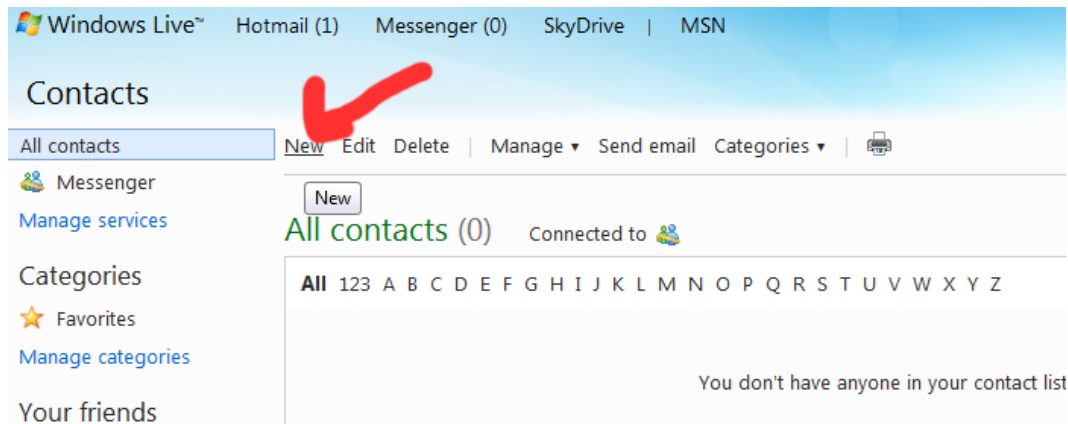


- ▶ When you are finished typing up your email you can hit “Send” or “Save draft” to save it to finish later.

- ▶ To add and edit contacts on your Hotmail account you click on the “Contacts” link in the bottom of the left column on the page.



- ▶ Here you click the “New” link to add a new contact.

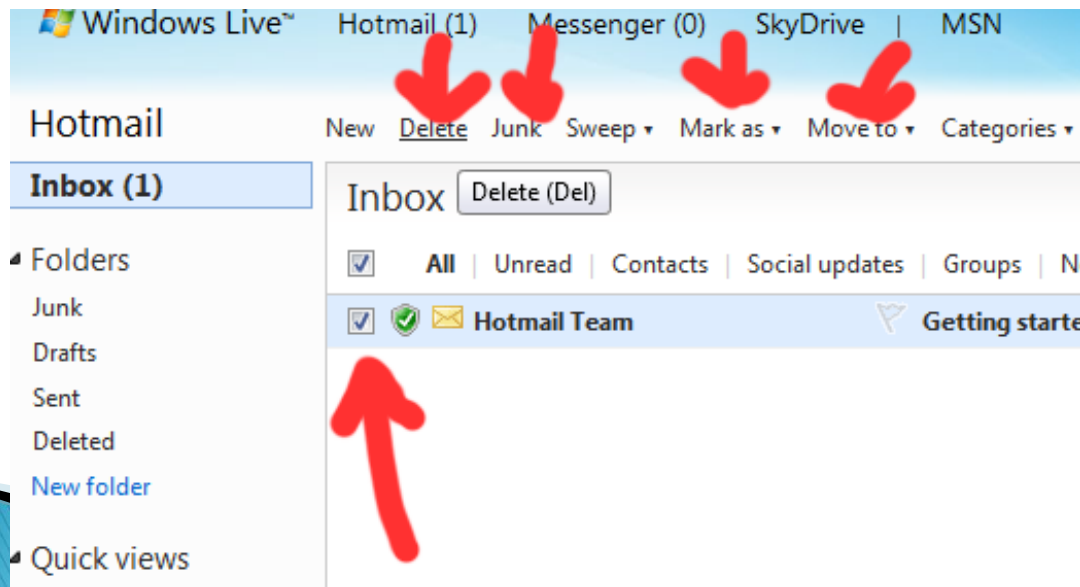


- ▶ Fill out the important fields like “First name, Last name, Live ID/ Other email” Then click save and you have a new contact. Now when sending an email you can just type in their name.

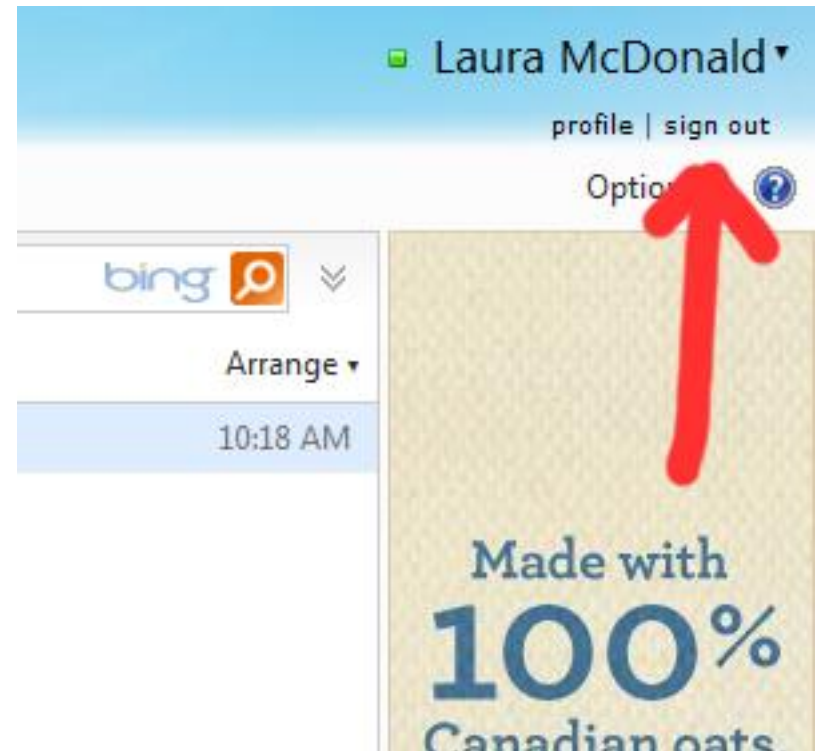
A screenshot of the 'Add new contact' form in Windows Live. The form has a 'Save' button and a 'Cancel' button at the top left. The 'Contact info' section is expanded. The fields are: 'First name:', 'Last name:', 'Nickname:', 'Birthdate:' (with 'Month', 'Day', and 'Year' dropdowns), 'Personal email:', 'Windows Live ID:', 'Other email:', 'Home phone:', and 'Mobile phone:' (with a 'Canada (1)' dropdown and a '1' input field). Red arrows point to the 'Save' button and the 'First name', 'Last name', 'Live ID', and 'Other email' fields.

- ▶ Back at your Inbox, to manage your emails you select the check box next to your email and then pick an action like “Delete”. If this is a spam message or an email that you don’t really care about or want to receive you can “Junk” it instead to keep them from appearing back in your inbox. You can mark them as read or not read and move them to a different folder which

can be seen on the side.



- ▶ When you are finished don't forget to sign out in the top right corner of Hotmail!



Conclusion

- ▶ Now you are signed up and have an account to send and receive emails with. You can add contacts and send them emails. You also know how to organize and delete any unwanted emails in your Inbox and you know how to sign out!