In-Class Sign-on Procedures:

- Confirm that the monitor is turned on, a green light will be flashing beside the power button, if it is not flashing, press the power button
- Press the power button on the computer, a green light will appear in the button. This button is located in the centre of the lower box
- Wait till the DSBN license screen appears on the monitor and using the mouse, left-click the **OK box**
- When the Sign-on screen appears, the insertion point will be in the password field, hold the "**Shift**" key down and press the "**Tab**" key once, the "**Username**" field will now be highlighted, type "**cenadun~~**" or **[slsint~~]** where **~~** represents the number assigned to you by your instructor, hit the "**Tab**" key and type "**Adu+~~**" or **[Int*~~]** where **~~** is again the number assigned by the instructor, the "**+**" key is entered by holding the "**Shift**" key and hitting the "**=**" key above the letters, please note that the password begins with a capital letter which is entered by holding down the "**Shift**" and then selecting the letter you want capitalized,

  [the "*" key is entered by holding the "Shift" key and hitting the "8" key above the letters]
       [ALL bracketed [] instructions are for Smithville].
- The computer will now begin it's boot up routine, which may take a minute or so
- When the computer is ready, you will now see your computer's desktop where some shortcuts will appear which have been assigned by DSBN, now you can begin to use the computer.

The above instructions are to be used ONLY in class so that you can login to the School Board network. All instructions after this page will apply to your HOME computer.

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# Accessing your Email Account at Gmail

- On your desktop, you will see a symbol like: which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the **Enter** key.

When the program starts, the top of the screen will something like this:
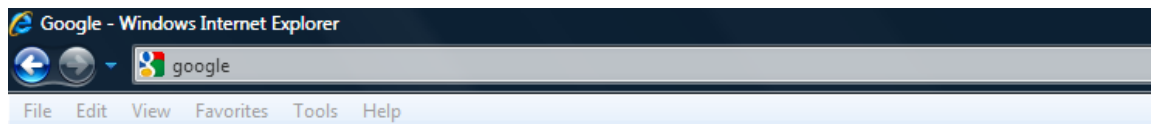
The heighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type **google** then while holding the **Ctrl** key down, hit the **Enter** key and the program will automatically enter ***http://www.google.ca*** (normally, http://www.google.com but since we are in Canada, we will be directed to the Canadian version of Google) for you but will immediately switch to the Google home page:
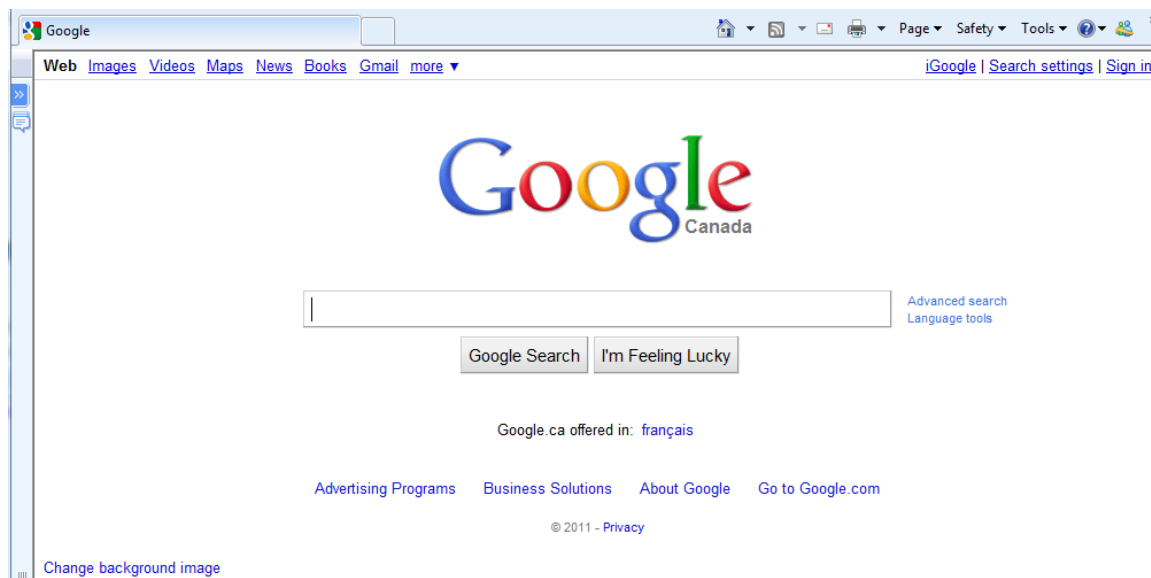
Just above the main Google logo, you will find links to the different features of Google, we will be selecting the **Gmail** tab:
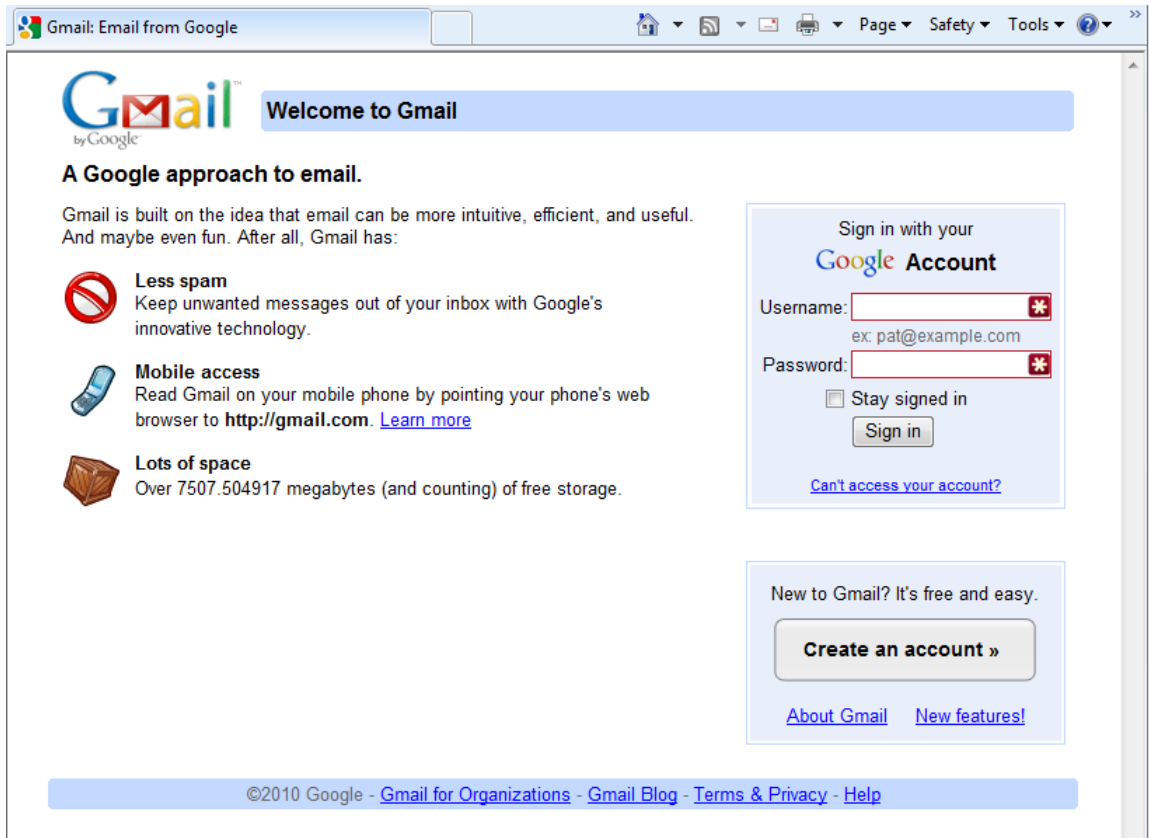
In the Username field in the upper right-hand corner of the screen, for those that have created a Gmail email address, enter cenadun99s11@gmail.com where 99 represents your class number. South Lincoln students will use [slsint99s11@gmail.com] where 99 represents your class number. Your password will be Adu+99s11 where 99 represents your class number and [Int*99s11] where 99 represents your class number for the South Lincoln students.

Your next screen should look like this:
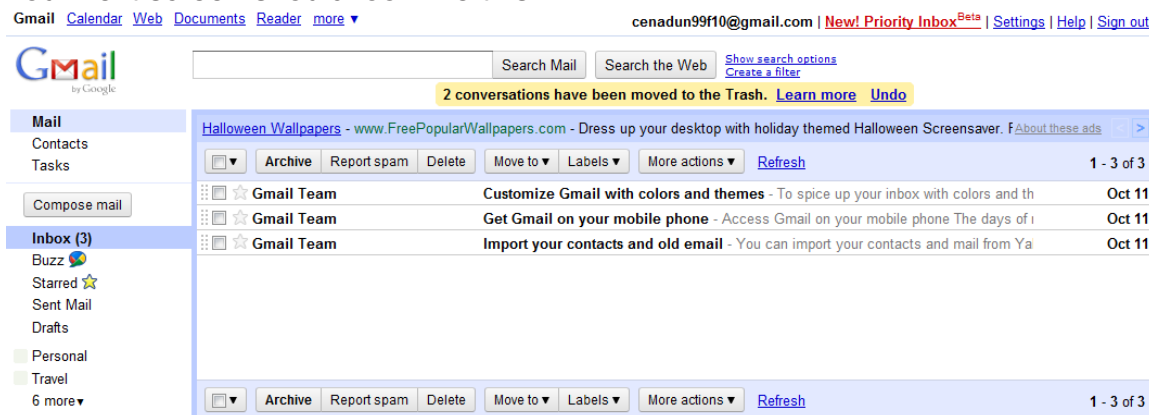
Please remember to send the teacher a test email message so that he can add your address to his contact list. If there are questions, we can answer them in class.

Accessing Your Email Account at Hotmail

- On your desktop, you will see a symbol like: [Internet Explorer icon] which is a shortcut to Microsoft Windows Internet Explorer. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click rather fast so if the program does not start, try it again a little faster. Another option to open this program is to click it once and then hit the "**Enter"** key.
- When the program starts, the top of the screen will something like this:
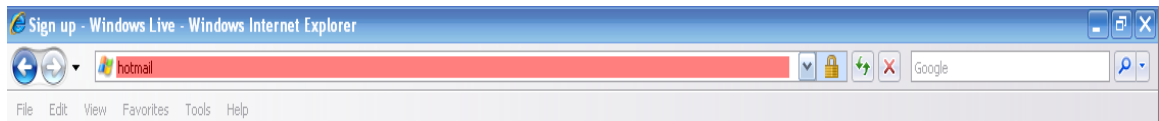
The highlighted area (if it is NOT highlighted, just left-click the mouse in this part of the screen) is called the address bar, here you will type "**hotmail**" then while holding the "**Ctrl**" key down, hit the "**Enter**" key and the program will automatically enter "***http://www.hotmail.com***" for you but will immediately switch to a screen that will allow you to enter your hotmail email address, if you already have one, or will allow you to sign up for a new account:

- You will already have a hotmail account you created last week, you can now enter it in the field labeled: "**Windows Live ID**" and then enter your password and then left-click "**Sign In**"
- I have left the original email I received when I created this address in my **Inbox**. I have replied to your TEST email and you should now see my reply in your **Inbox**.
- You can manage your emails by creating folders and storing your emails in them rather than leaving them in the Inbox:
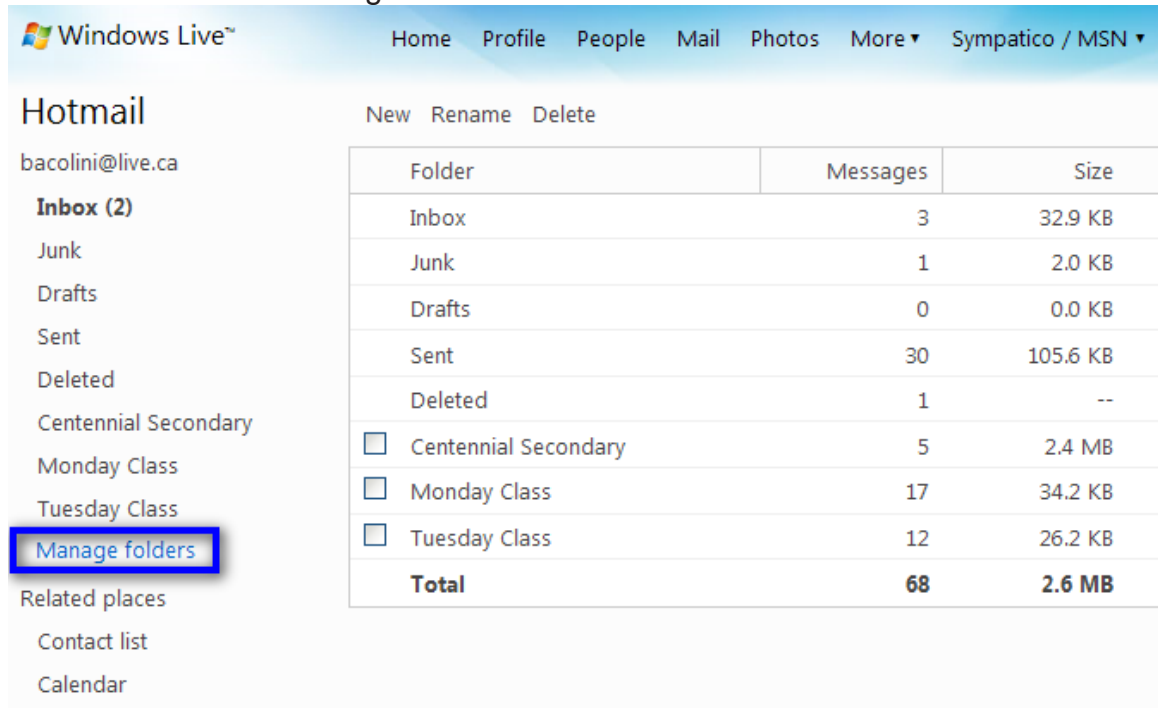
Please note that I have created three new folders under the standard **Hotmail** folders. I have clicked **Manage folders** and this is the screen that will appear. If you want to create a new folder just click **New** beside the **Hotmail** title and you will be asked to name your new folder. When you have named the new folder, click **Save** which now appears beside the **Hotmail** title where the **New** was located. You will now see your new folder displayed on the left side of the screen.

- When you are back in your Inbox and you click a message, you will have the option of saving the email to one of your folders.
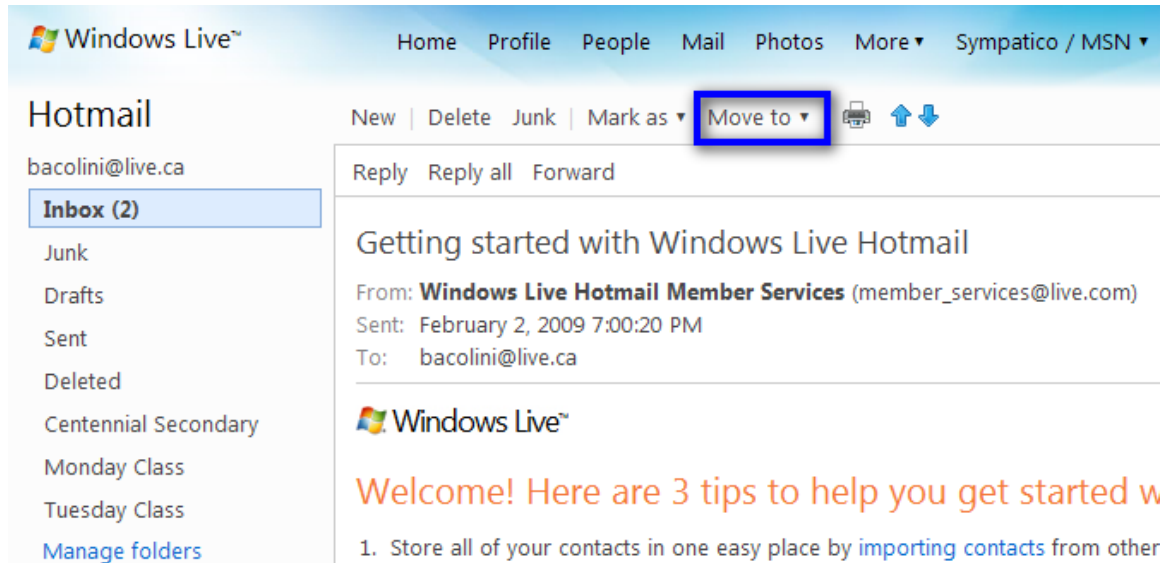
Notice the highlighted option Move to, when you click the down arrow, a list of all your folders will appear and when you click on the name of a folder, your email will be moved there. As you see from my list of folders, I have created three new ones called Centennial Secondary, Monday Class and Tuesday Class.

- When you are creating a new email, another option you may want to use is the Cc and Bcc option.
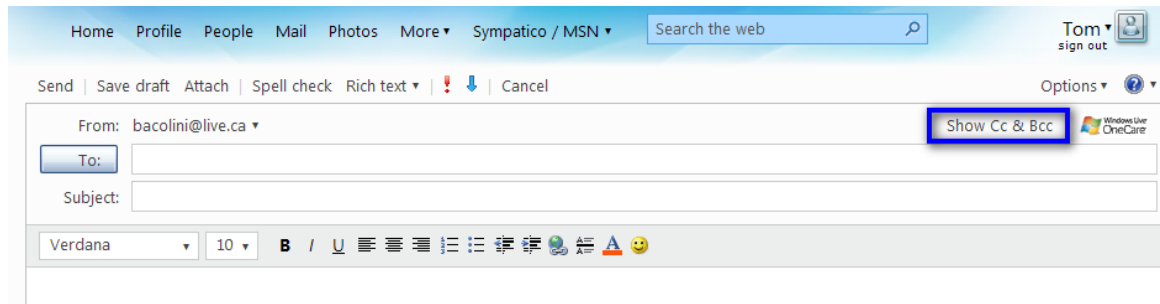
Please note the highlighted area entitled **Show Cc & Bcc**. When selected, 2 more boxes will appear below **To**:. When you are sending to more than 1 person, use the **Bcc** box. **Bcc** stands for **Blind Carbon Copy** which will allow you to send to multiple friends but they will not know who else you sent this email to. I have an example in your **Inbox** with the title **Valentine's Day**. I used my email address in the **To**: field and included all your names in the **Bcc**: field. The reason for using **Bcc** is partly for privacy reasons, some of your friends may not want their email address known by others and the other reason is that, new viruses can now read all the emails you have received on your computer and extract all the email addresses it finds and then will send itself onto all those addresses it finds in your contact list as well as all the email addresses it finds in your emails that you have not yet added to your contact list! This is not really a

problem with **Hotmail**, but depending on your private email address, you may be using programs like **Outlook Express, Windows Live, Outlook, IncrediMail or Thunderbird** and these programs store your emails on your home computers and are vulnerable to these viruses.

Browsers

- The DSBN uses **Internet Explorer 8**. There are browsers available that you may like better, I prefer **Firefox**. Others include **Safari** which is the browser for **Mac** computers but will work on your computer. **Chrome** is the newest browser from **Google**. I will download these other browsers in class and demonstrate their differences.
- Let's go to my website so that I can show you how to download any missed notes. I will also include other articles I come across and make them available on the **Class Handouts** tab.
- Since you have been using **IE7** to read your **Hotmail**, click on the **New Tab** section of the screen to open another window into the internet:
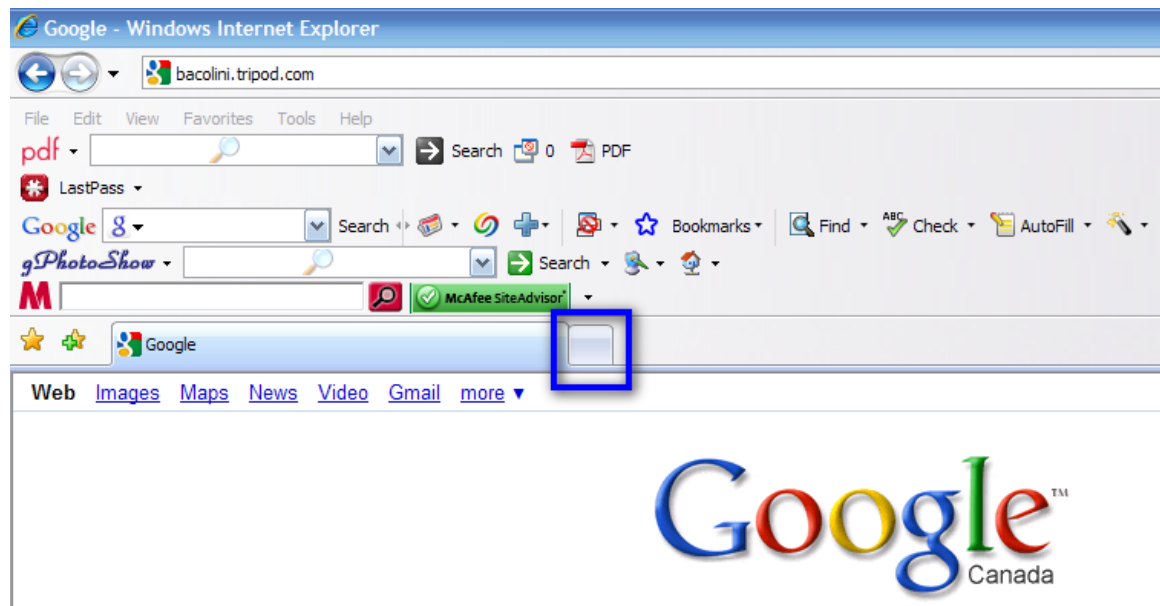
- Once you click this tab, this will be the next screen you see:
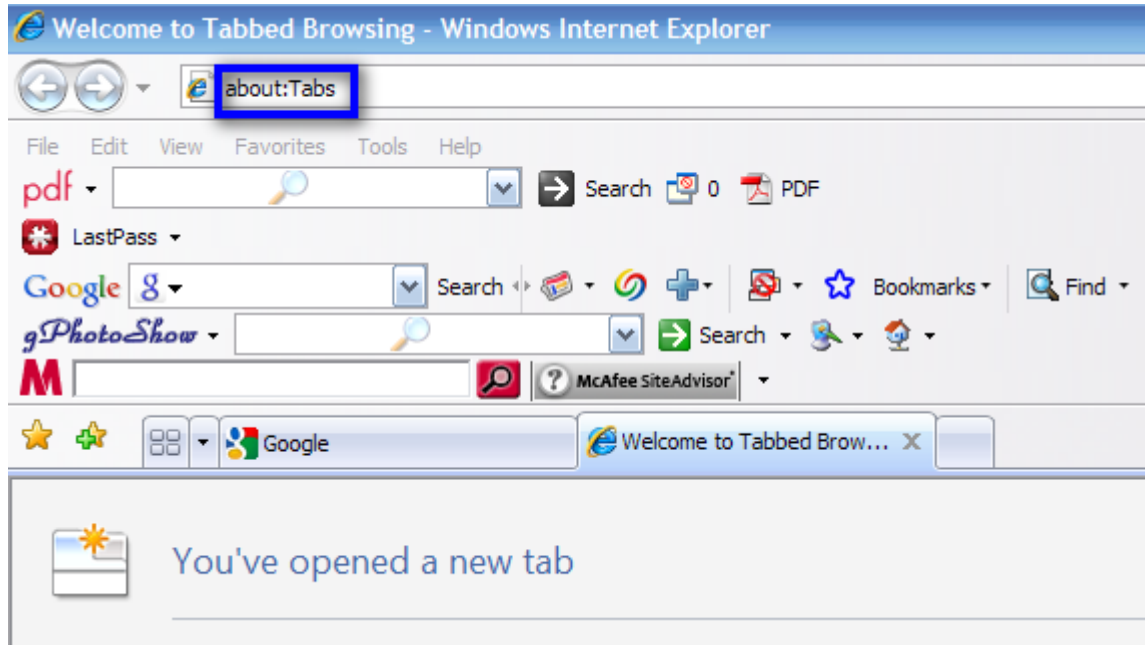
The highlighted area above will be shaded blue and this is your address line, type **bacolini.tripod.com** and then hit the **Enter** key and you will be transferred to the website. We will take a tour of this website in class to show you how to download the articles.

It would help me if I knew what version of Windows you have on your computer at home or at work, also what software you have installed. The most common business software is Microsoft Office 2007 (current version) or Microsoft Office 2003 (previous version). I am more familiar with the 2007 version but we have both versions here in class. This is an expensive piece of software so most people are using Microsoft Works which is a scaled down version of Microsoft Office and usually comes with your version of Windows. We will experiment with the different versions we have in class just to give you an idea of their capabilities. We will use a version of a word processor, a spreadsheet and a presentation package. If you remember, please note what version of Windows and what software you have at home and bring it next week.

SEE YOU NEXT WEEK!

Week 1: Gmail/Hotmail	Week 2: Browsers
Week 3: Google, Scavenger Hunt	Week 4: Email, attachments
Week 5: Windows Explorer	Week 6: Windows Media Player