

## 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.

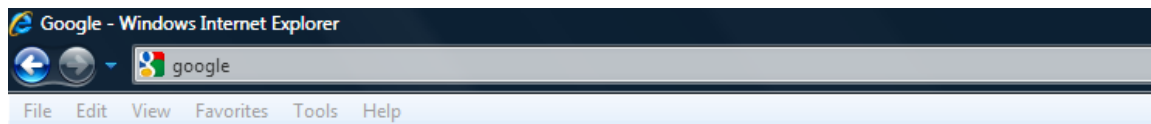
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## Accessing your Email Account at Gmail

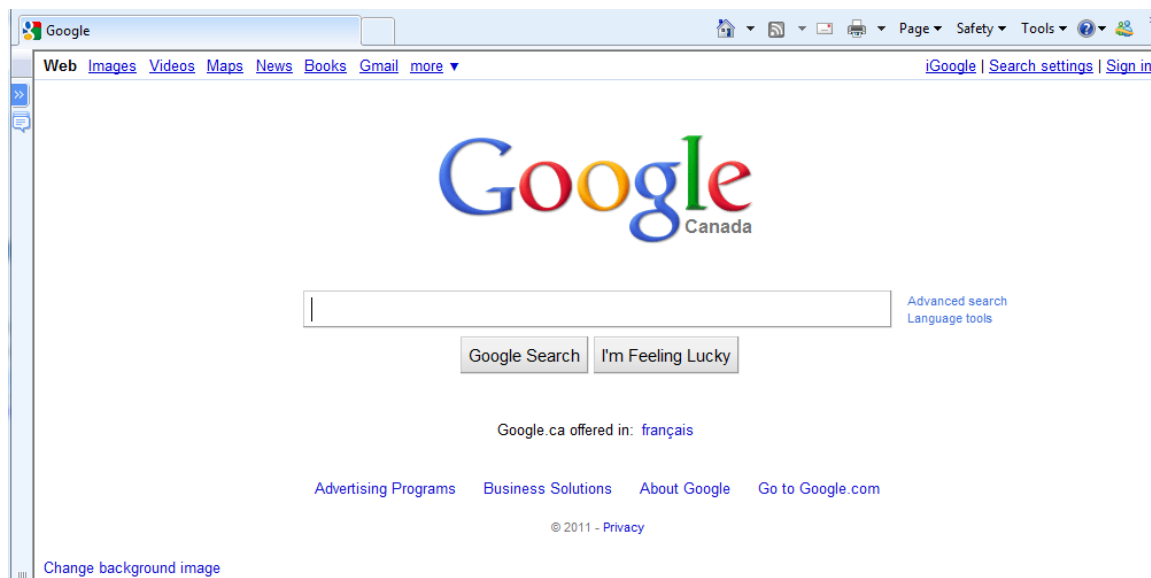


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click 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.

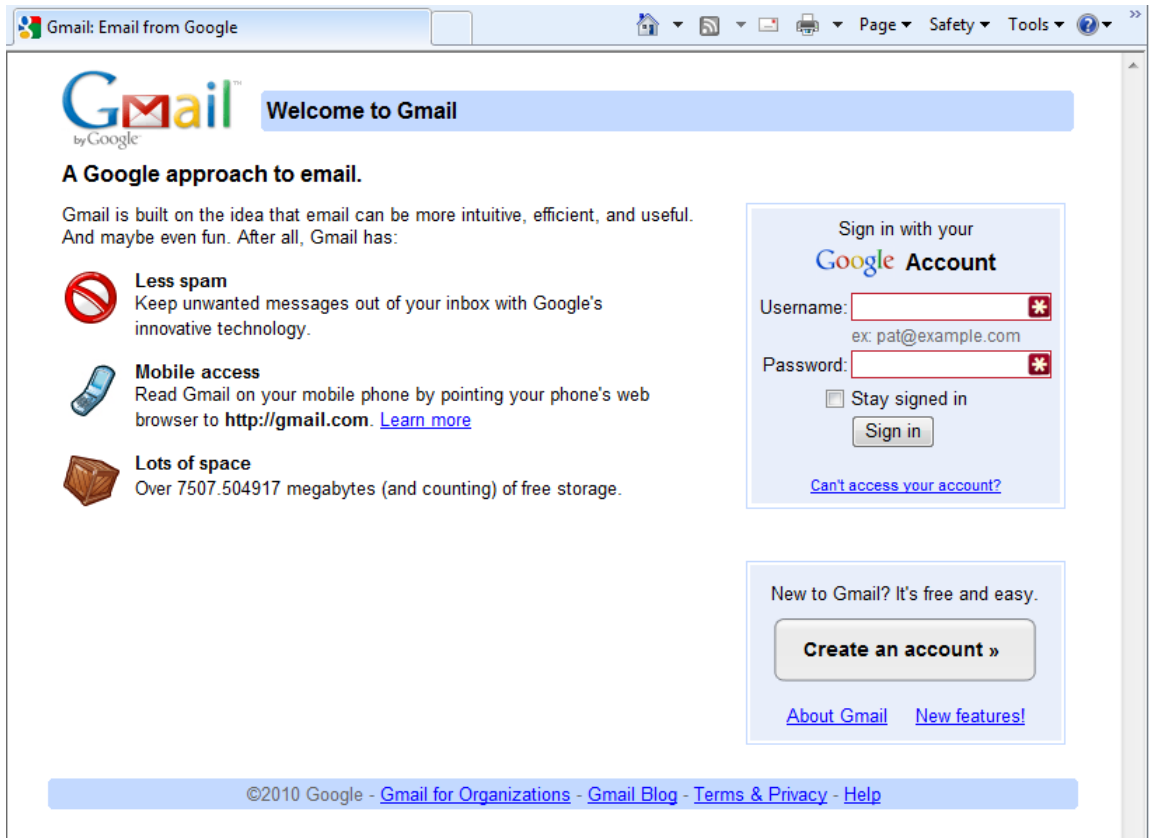
When the program starts, the top of the screen will something like this:



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:

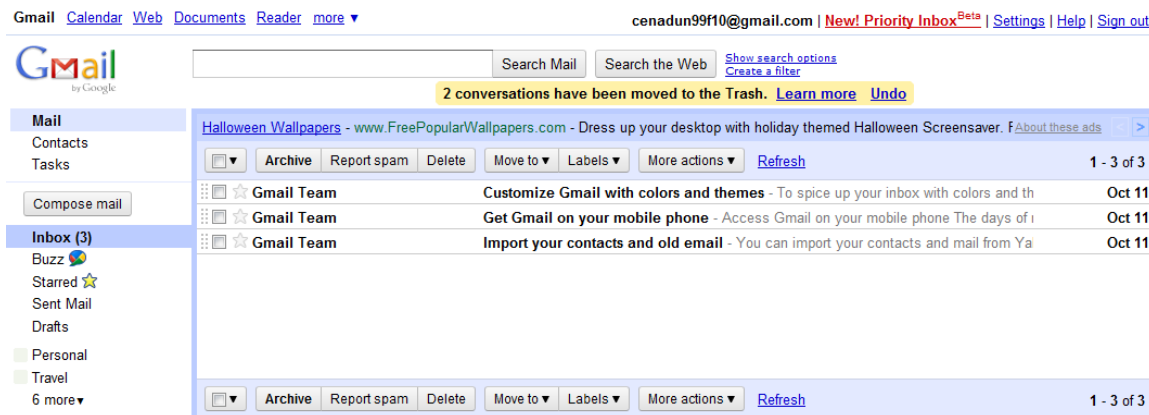


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the **Gmail** tab:



In the Username field in the upper right-hand corner of the screen, for those that have created a Gmail email address, enter [cenadun~~f11@gmail.com](mailto:cenadun~~f11@gmail.com) where ~~ represents your class number. South Lincoln students will use [slsint~~f11@gmail.com](mailto:slsint~~f11@gmail.com) where ~~ represents your class number. Your password will be [Adu+~~f11](#) where ~~ represents your class number and [Int\\*~~f11](#) where ~~ represents your class number for the South Lincoln students.

Your next screen should look like this:




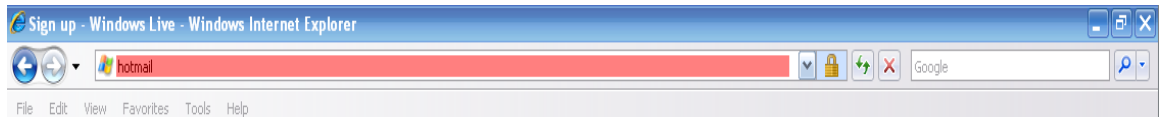
Please remember to send the teacher a test email message so that he can add

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:  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:




One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see 

### Hotmail

 Powerful Microsoft technology helps fight spam and improve security.

 Get more done thanks to greater ease and speed.

 Lots of storage (5 GB) - more cool stuff on the way.

[Learn more](#)

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

### Sign in

 Windows Live ID:   
(example555@hotmail.com)

Password:

[Forgot your password?](#)

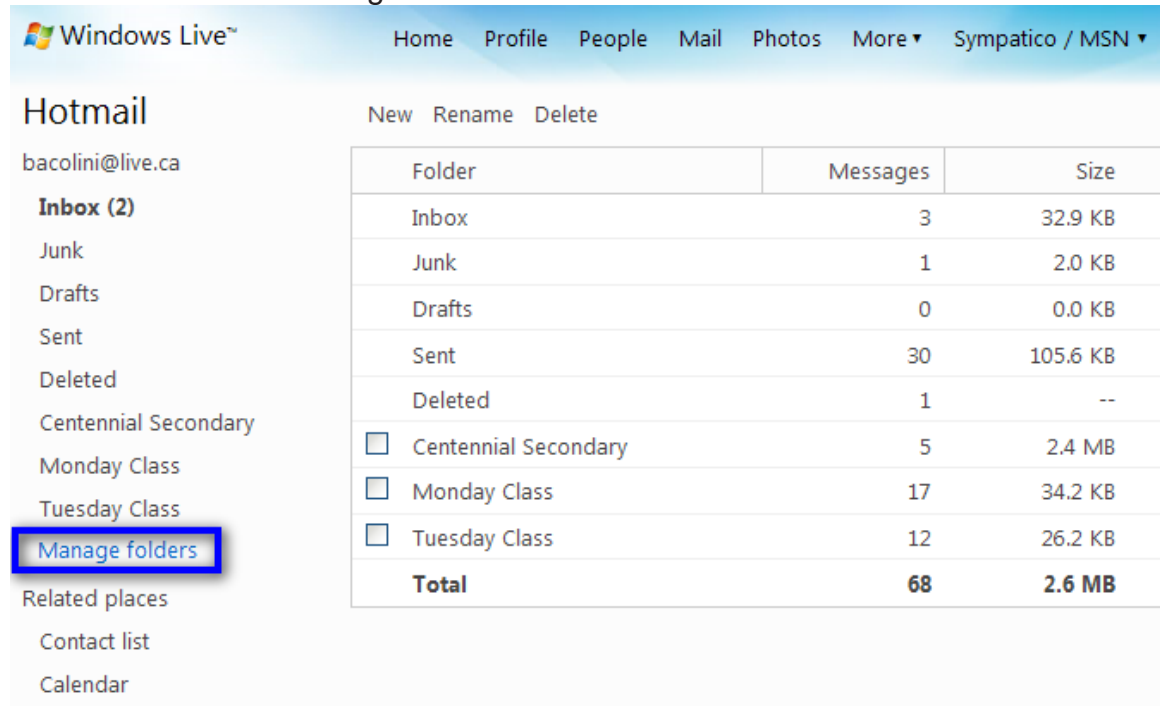
Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

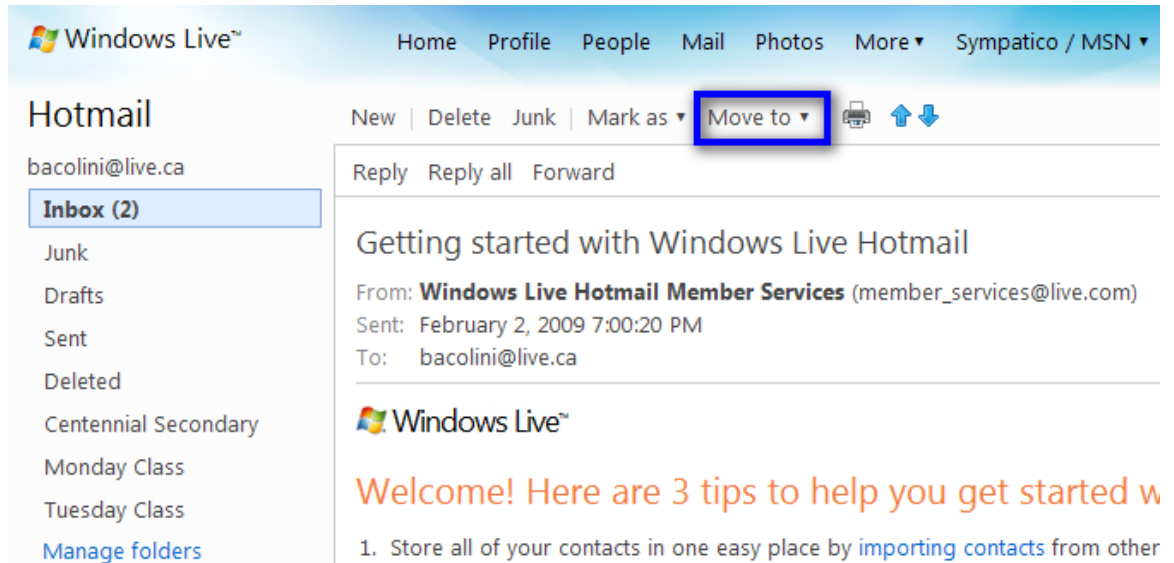
Use enhanced security

- 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**”. Enter [cenadun~~f11@hotmail.com](mailto:cenadun~~f11@hotmail.com) where ~~ represents your class number. South Lincoln students will use [[slsint~~f11@hotmail.com](mailto:slsint~~f11@hotmail.com)] where ~~ represents your class number. Your password will be [Adu+~~f11](#) where ~~ represents your class number and [[Int\\*~~f11](#)] where ~~ represents your class number for the South Lincoln students. Just a reminder that your account may have something other than “hotmail.com” as the location, some may have “live.ca” as mine has or “hotmail.ca”, please be sure to check your correct email address.
- 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:



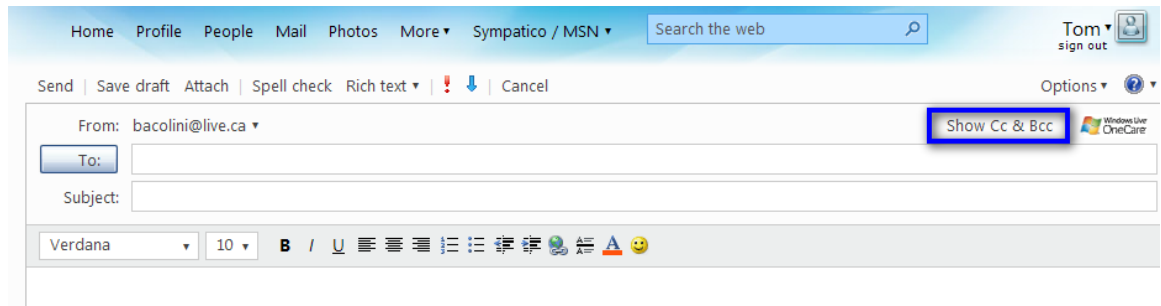
Please note that I have created three new folders under the standard **Hotmail** folders. I have clicked **Manage folders** and this is the screen that will appear. If you want to create a new folder just click **New** beside the **Hotmail** title and you will be asked to name your new folder. When you 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.

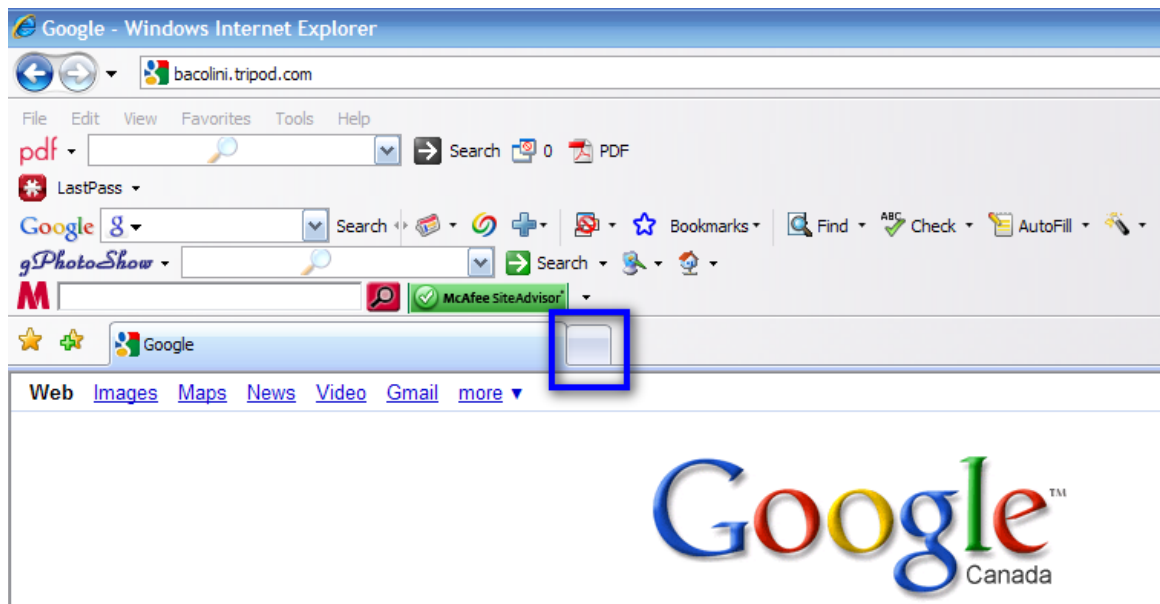


Please note the highlighted area entitled **Show Cc & Bcc**. When selected, 2 more boxes will appear below **To:**. When you are sending to more than 1 person, use the **Bcc** box. **Bcc** stands for **Blind Carbon Copy** which will allow you to send to multiple friends but they will not know who else 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

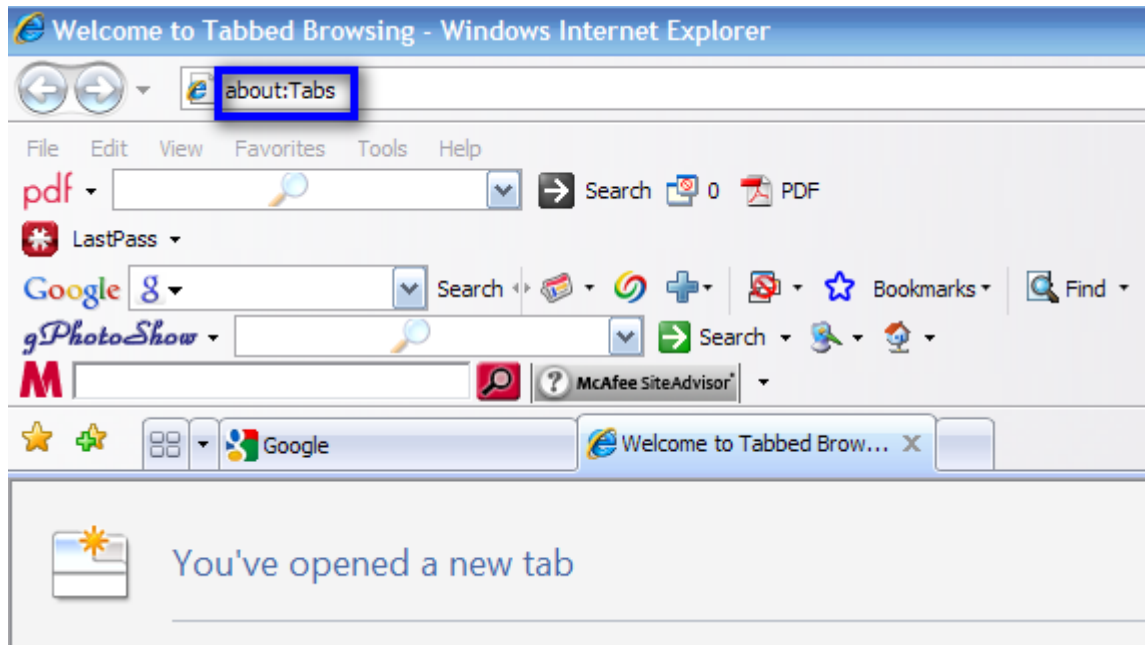
problem with **Hotmail**, but depending on your private email address, you may be using programs like **Outlook Express, Windows Live, Outlook, IncrediMail or Thunderbird** and these programs store your emails on your home computers and are vulnerable to these viruses.

## Browsers

- The DSBN uses **Internet Explorer 8**. 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 **IE8** to read your **Gmail**, 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:



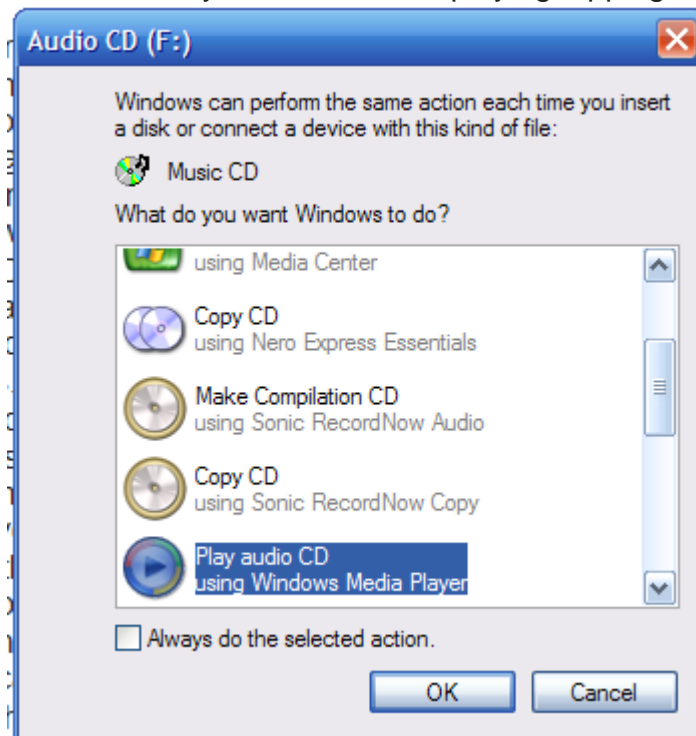
The highlighted area above will be shaded blue and this is your address line, type **bacolini.tripod.com** and then hit the **Enter** key and you will be transferred to the website. Click on the **Class Handouts** tab and you will have access to every week's handouts as well as extra articles.



## NEW LESSON

### Windows Media Player

- When you first load a musical CD into your computer, a screen will pop up and you will have a number of options on what to do with this CD. The option I want you to select is Play audio CD using Windows Media Player. Depending on your computer at home, you may have other options, but here at school, this program is installed and easy to use and will show you the basics of playing, ripping and burning a CD.



- The CD will begin to play and will display a graphic screen that tries to portray the music visually. I will show different options in class as the version of this program I run at home may be different than the one in

class.



- One of the tabs you will see is entitled Rip. When selected, all the tracks on the CD will be selected. The term Rip refers to the act of ripping the music from the CD and converting them and storing them into your Music folder in the My Documents folder on your computer. I said they will be converted so that they will shrink in size so that they do not take up too much space on your computer and when you download them to an MP3 player, because they are smaller in size, you can load more songs.

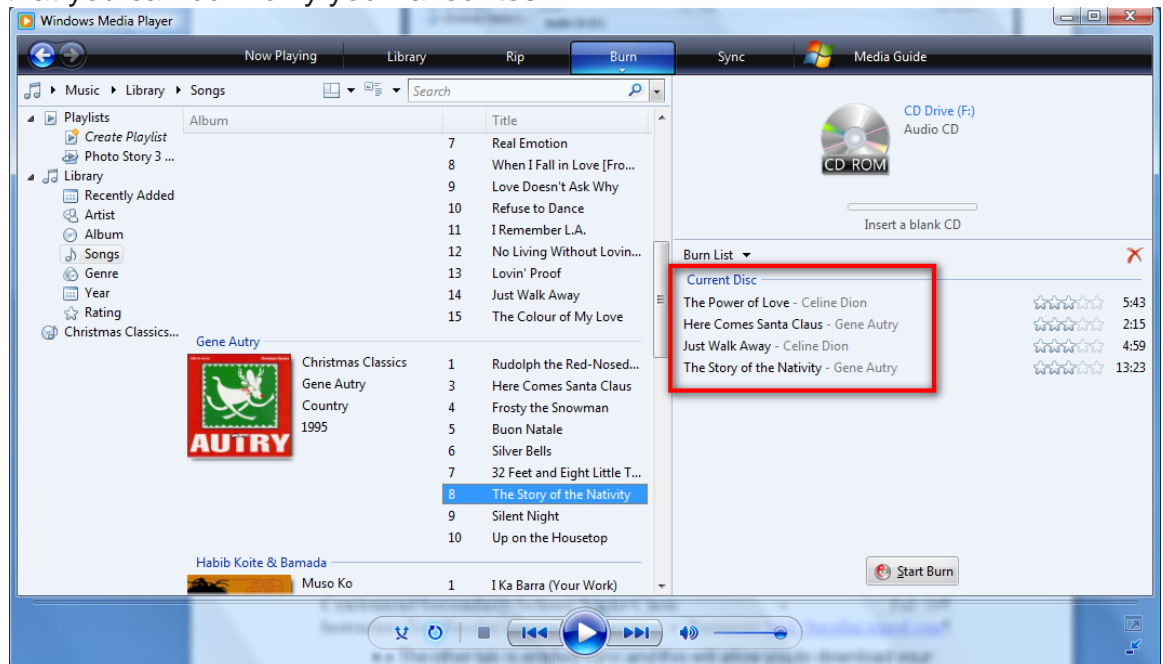


Once you click the “Start Rip” button, this is the screen you will see and it will show the “Rip Status” of each song:

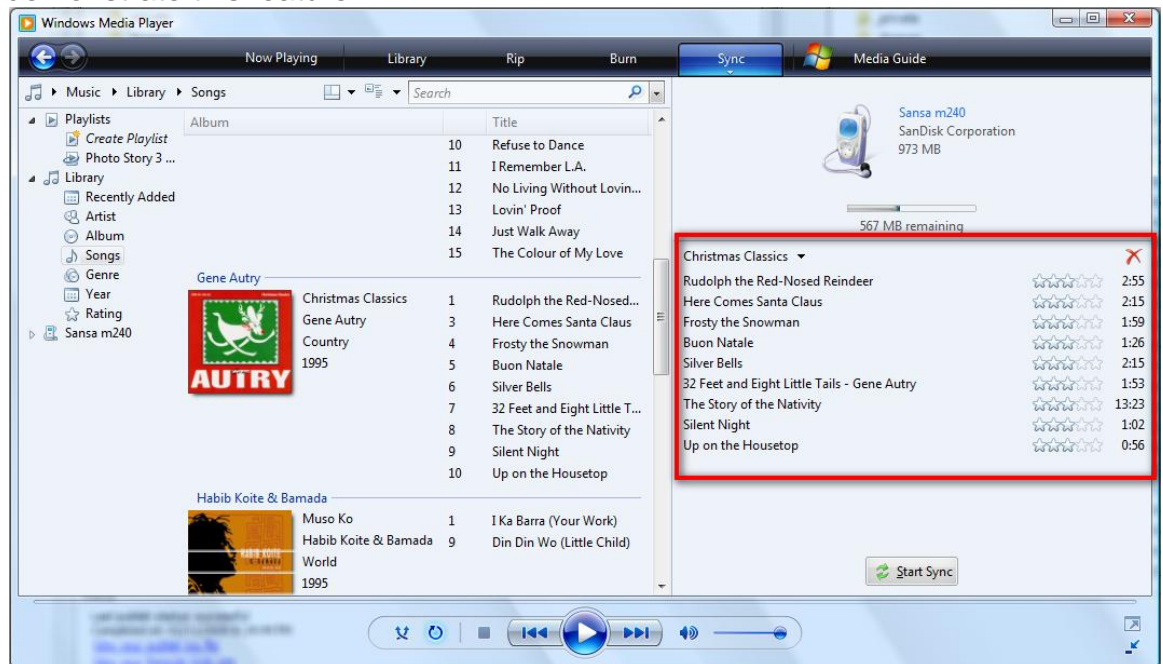


- Another tab on this program is entitled Burn. This option will allow you to burn a copy of the CD you just ripped, to a blank CD. This program is very flexible and will allow you to select songs from different CD's so

that you can burn only your favourites!



- The other tab is entitled Sync and this will allow you to download your favourites to an MP3 player; I will bring mine in so that I can demonstrate this feature.



When I clicked the “Start Sync” button, the total CD was transferred to my MP3 player.

- I was also informed by the library staff that you can borrow CD’s from the Welland Library and Rip them to your computer for private listening and the only stipulation is that you cannot burn them for commercial sale.

## Digital Cameras

- I will bring in my digital camera so that we can take some pictures and download them to our computer so that we can attach them to an email to our friends. We will discuss the variety of cameras in class. I have posted a guide on **How to Buy a Digital Camera** on the website.

### SEE YOU NEXT WEEK!

<b>Week 1: Hotmail</b>	<b>Week 2: Browsers</b>
<b>Week 3: Google, Scavenger Hunt</b>	<b>Week 4: Email, attachments</b>
<b>Week 5: Windows Explorer</b>	<b>Week 6: Windows Media Player</b>
<b>Week 7: Digital Cameras</b>	<b>Week 8: Word Processing</b>
<b>Week 9: Blogs, Email Forwards</b>	<b>Week 10: Review</b>