

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.

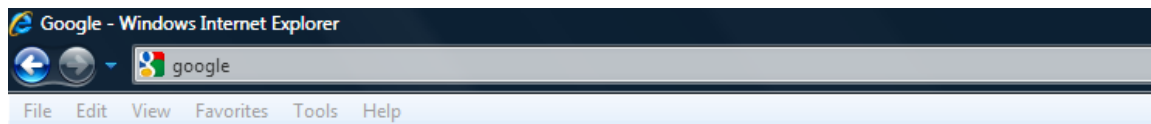
=====

Accessing your Email Account at Gmail

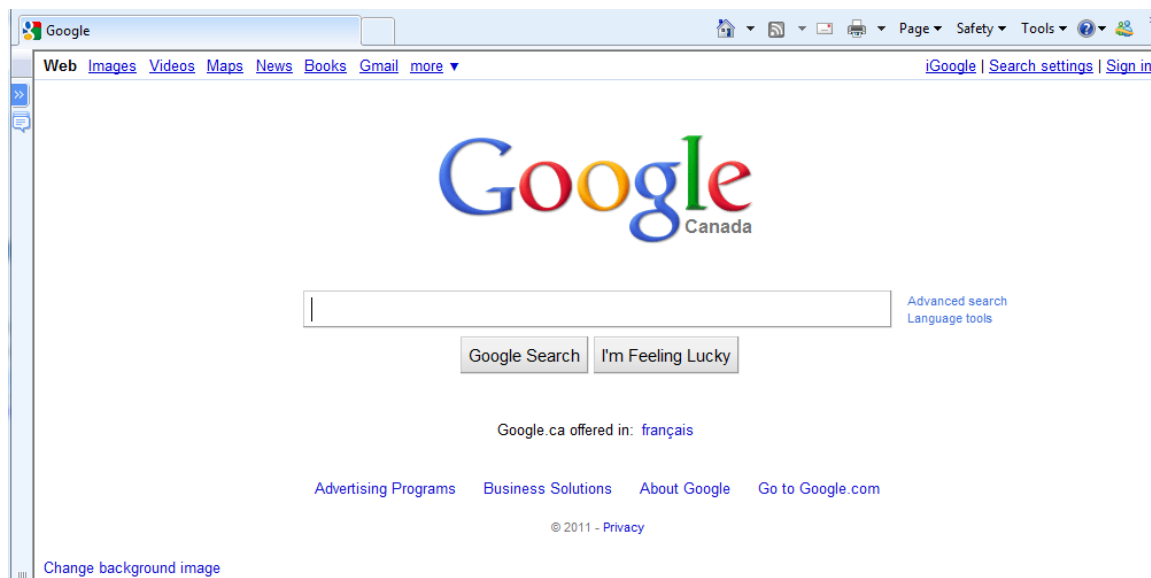


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click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

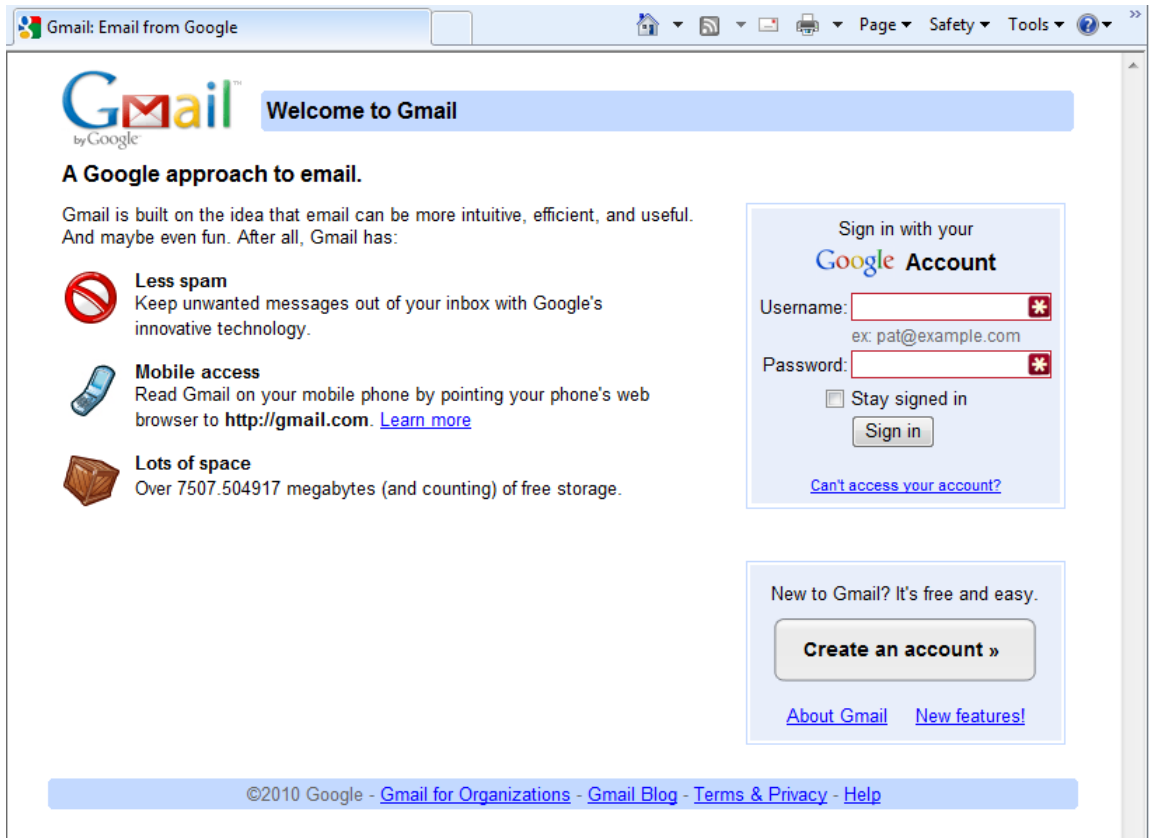
When the program starts, the top of the screen will something like this:



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:

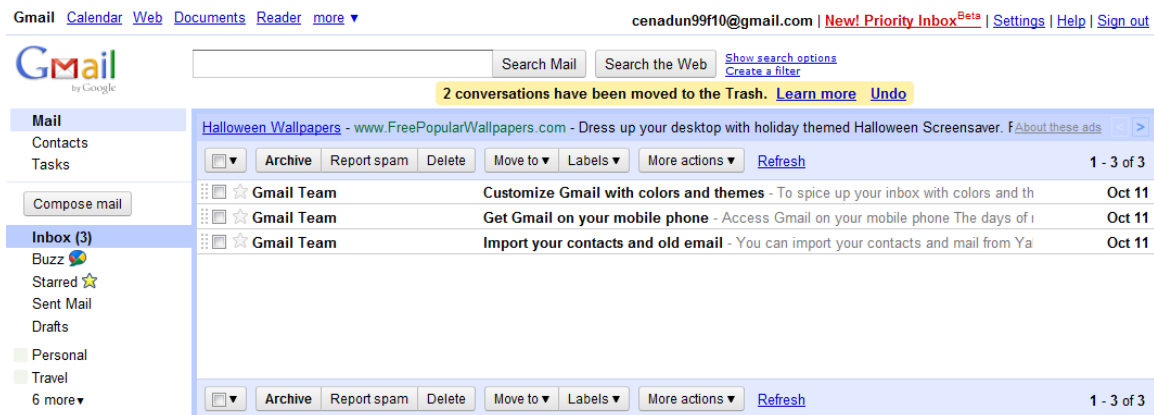


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



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 where ~~ represents your class number. South Lincoln students will use 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:




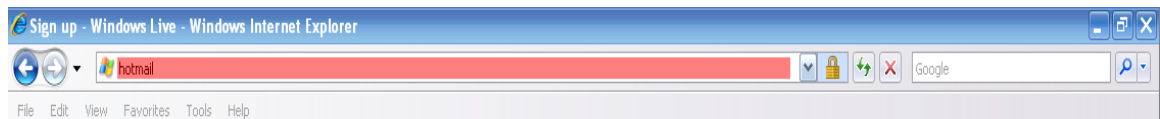
Please remember to send the teacher a test email message so that he can add

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?](#)

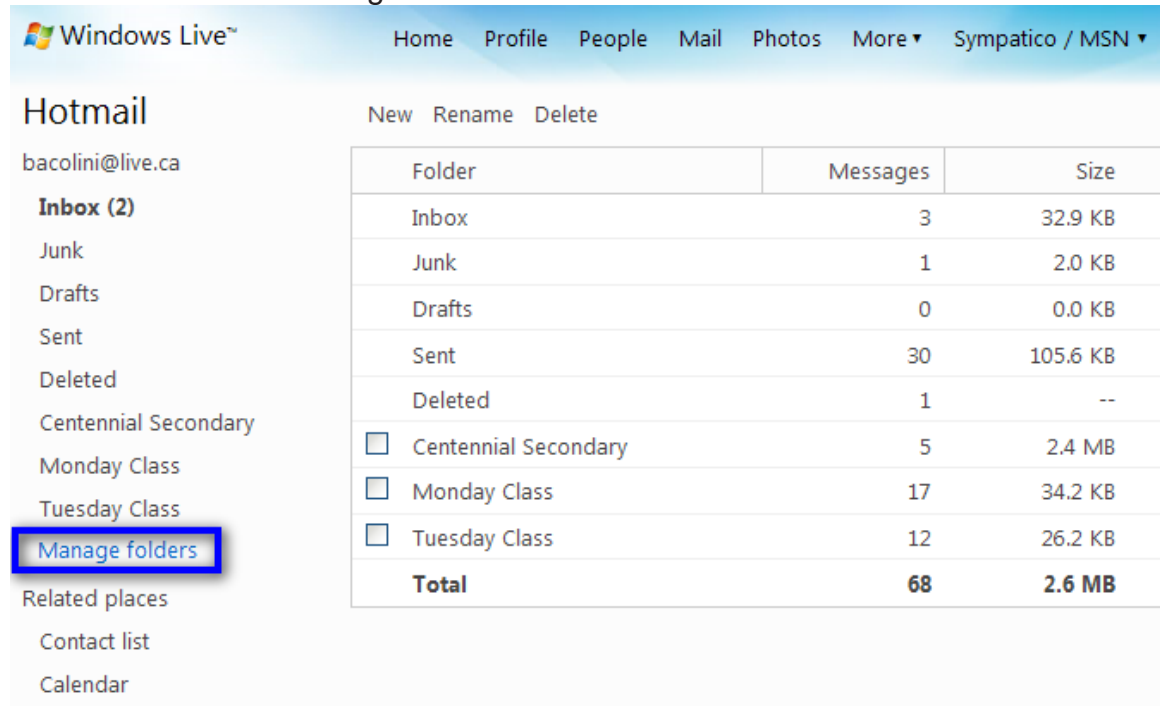
Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

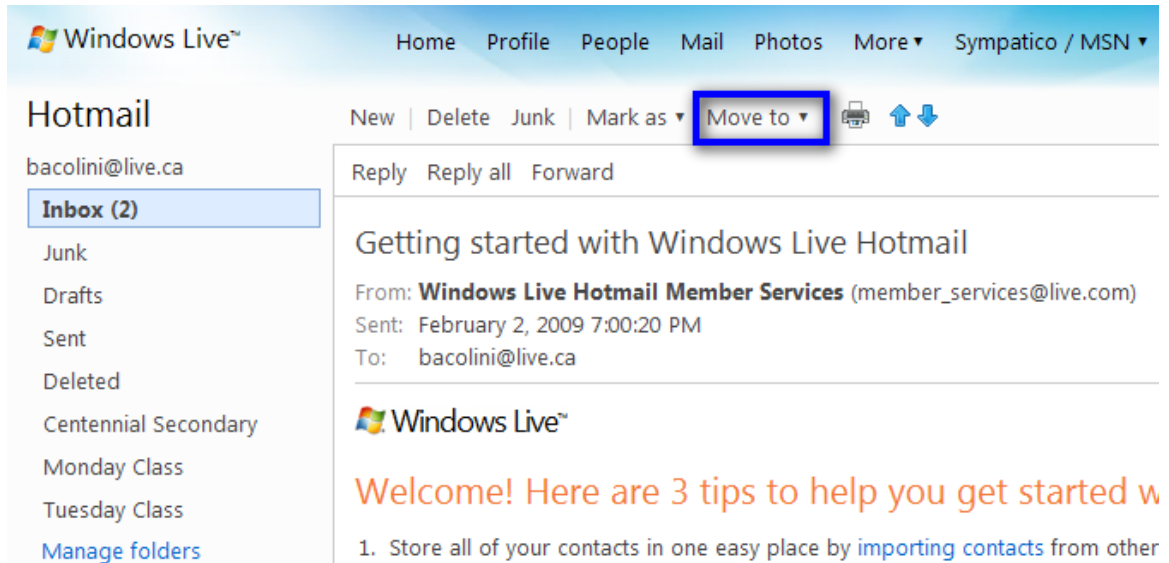
Use enhanced security

- 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 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:



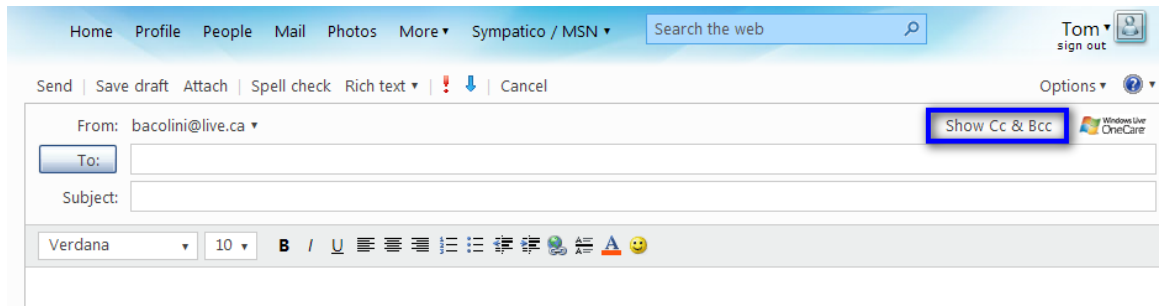
Please note that I have created three new folders under the standard **Hotmail** folders. I have clicked **Manage folders** and this is the screen that will appear. If you want to create a new folder just click **New** beside the **Hotmail** title and you will be asked to name your new folder. When you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



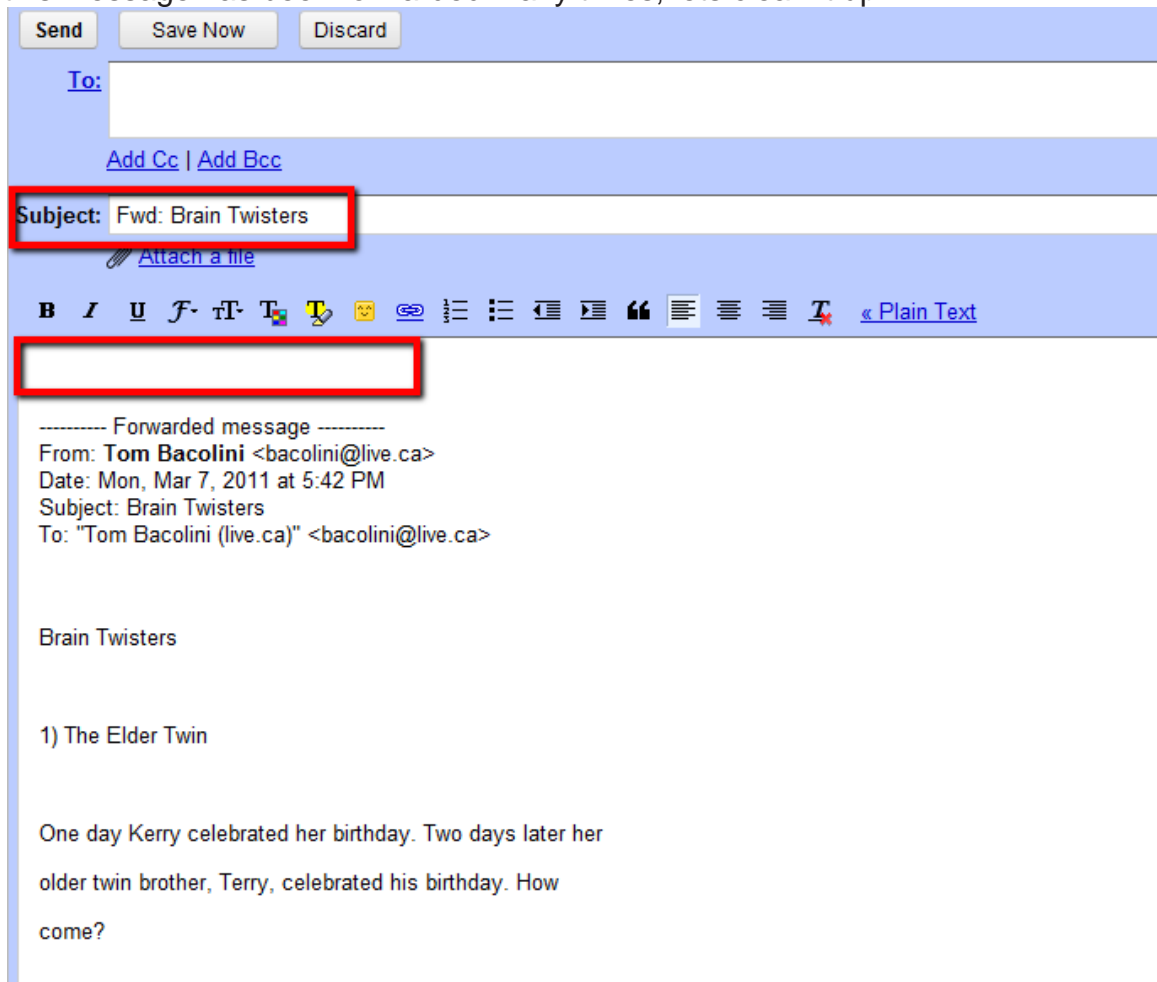
Please note the highlighted area entitled **Show Cc & Bcc**. When selected, 2 more boxes will appear below **To:**. When you are sending to more than 1 person, use the **Bcc** box. **Bcc** stands for **Blind Carbon Copy** which will allow you to send to multiple friends but they will not know who else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

NEW LESSONS

Email Forwarding

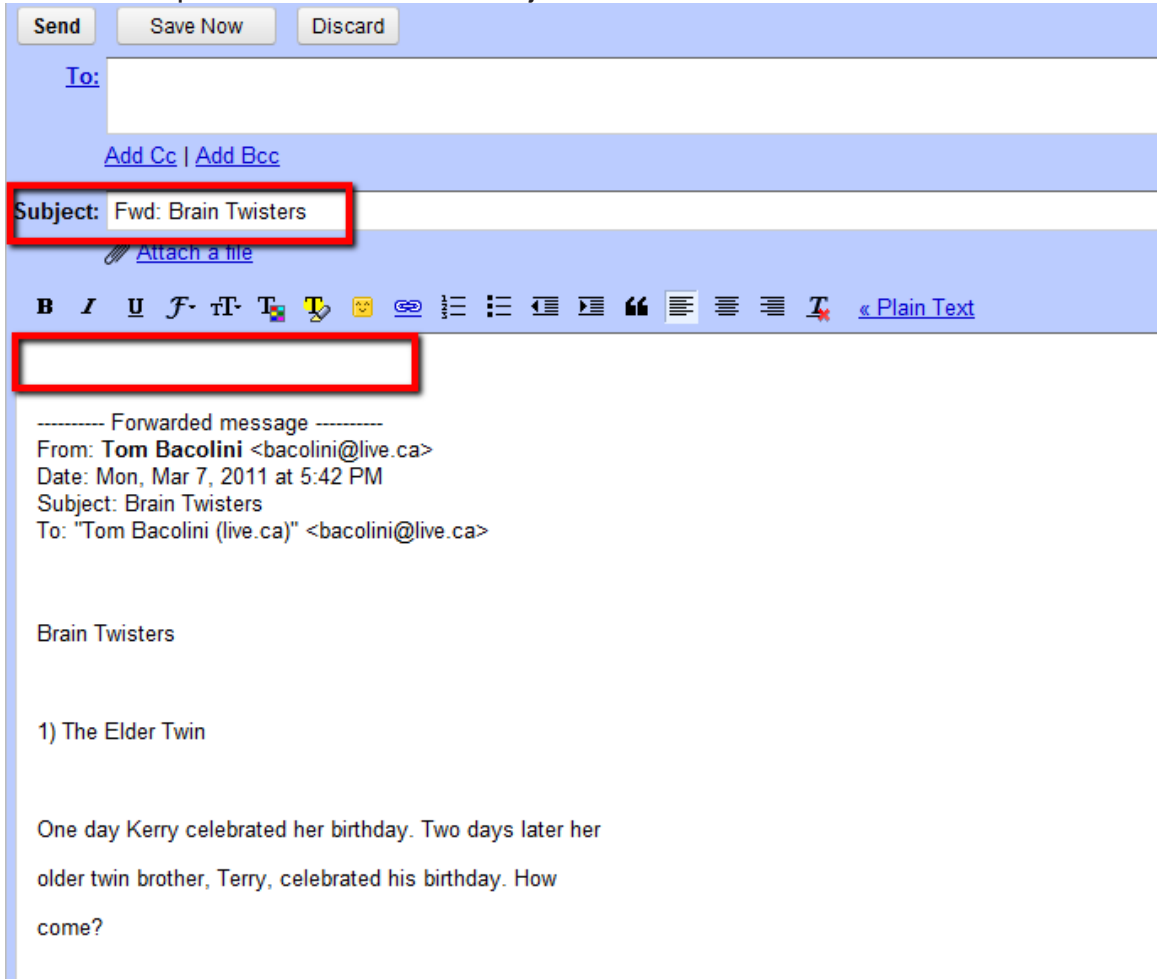
- Let's review how to forward an email by first cleaning it up. Here is an email I would like to forward to my friends, however as we saw last week, this message has been forwarded many times, lets clean it up:



I have highlighted the top left corner of the body of the message, we would point our mouse in this area and then left-click the mouse. We have now positioned our insertion point. While holding the "Shift" key down, use the down arrow key located just left of the numeric keypad and keep clicking this down arrow so that you will be selecting the top portion of this message which contains all the old addresses from previous forwards.

Once you have selected all the text you wish to remove, release the “Shift” key and hit the “Delete” key located just above the down arrow you were previously using. This will delete all the highlighted text you previously selected using the “Shift” key and the down arrow key.

- The next step is to also clean the subject line:



Locate your mouse just slightly to the left of the “FW:” in the Subject line and left-click the mouse. You can now hit the “Delete” key 4 times to remove the “FW:” reference in the Subject. Please note I have already addressed this email using both the “To:” line and the “Bcc:” line that we have previously learned. I am sending this email to you in it’s UNCLEAR state so that we can practice in class.

- You will probably receive emails like this in the future from your friends. I would suggest you investigate the warning first at www.snopes.com before you forward this type of message. We will look at www.snopes.com in class so that we can get familiar with what it has to offer.

Blogging

- Blogging is one of the new buzz words on the internet. Tonight you can create a Blog. It is very similar to a website but allows you to keep an electronic diary of your daily/weekly/ vacation events. You have several options to choose from including the actual template of your Blog as well whether you want it to be a two-way conversation with your friends. We will be using www.blogger.com as the website where we will create our Blog. Since this website is associated to Google, we will need to create a Gmail account. Here is the home page of www.blogger.com

I would suggest you click on the [quick tour](#) to walk you through the terminology and philosophy behind a Blog. The video tutorial is a YouTube video that actually walks you through the creation of your Blog. I already have a Google Account and was able to create a Blog in a matter of minutes: www.bacolini.blogspot.com

- These are not real websites so they will not be catalogued by Google. If you want someone to see and read your Blog, you will have to give them the address. You also have full control over whether your guests can leave comments and whether they are shown to everyone or you can keep them private. You can probably refer to blogging as an electronic bulletin board where families can keep in touch with each other as an alternative to email.

Website

- If you prefer to create a website rather than a Blog, let's go visit www.yola.com where I was able to create a free website: bacolini.synthasite.com. The basic difference between a Blog and a website is the creation of multiple pages on a website as opposed to multiple postings on a blog. This is very similar to <http://bacolini.tripod.com> where I publish these class notes. There are numerous websites that allow you to create and maintain FREE websites, however, as is the case with a Blog, these free websites are not catalogued by Google or any other search engine because they are really a subset of either www.tripod.com or www.synthasite.com
- On the next page, I have shown the home page for www.yola.com where you can create your own website. In class, we will experiment with my website to see what other features are available.
- There are so many features and variables involved with either a Blog or a website, I will show you in class how to get a basic one, up and running and from there, you can experiment with all the bells and whistles.



Email Password Login > Remember me Forgot password?

formerly SynthaSite

home | about Yola | press | get help

Logged out successfully [Close]

Astonish yourself.



Welcome to Yola - where you'll find all the tools you need to build a website just the way you want.



Point and click. Drag and drop. That's all you need to know.



Amazingly enough, you can build and host your website for free. That's Yola.



SynthaSite is now Yola.

Over a million of you know us as SynthaSite. We now go by Yola. It's short. It's easy to remember. It also includes all the great features you're used to.

[Read on »](#)

Build a website today

Sign up for free tools & web hosting

Full name

Email

Confirm email

Password

Let me know about new features & tips. We never sell your email address.

Get started >

By clicking this button, you agree to our Terms of Service and Privacy Policy.

Media Buzz

"How to Create a Successful Web Site For Nothing (or Almost Nothing)"

THE WALL STREET JOURNAL.

[Read on »](#)

Site Showcase

[See more »](#)



Google Applications

- Google has many features you may want to investigate. Today I tried Google docs, which is an on-line word processor. It has some features very similar to Microsoft Word, however it is an on-line application and you will need a Google account (FREE) to access your work and to share with others. The advantage here is that anywhere you have access to the Internet; you can review and modify your work. Let's do a demonstration in class and if anyone wants to create a Google account (very similar to the procedure in Hotmail. Google also has a Maps application which I will demonstrate in class.

Always looking for SUGGESTIONS!

SEE YOU NEXT WEEK
OUR LAST WEEK TOGETHER!



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