Penticton Seniors' Computer Club

Live Mail – Using Live Mail to Receive and Send Messages

Introduction

Your Internet provider has a *mail server* computer that receives any email messages that are sent to you. Once you start up your email program, it automatically connects to this server and downloads any new messages to the *inbox* of your email program. This inbox shows a list of messages that you have received. Any new messages (ones that you have not yet read) will normally be shown in **bold** letters in this list.

This instruction sheet describes how you can receive and read messages, how you can send a new message and how you can reply to a message.

Reading Messages You Have Received

When you start up the email program the screen will look something like that shown on the left. Notice that there are four sections. On the left is a list of mail boxes (*Inbox, Drafts, Sent items, Junk e-mail, Deleted items*). There will be a list of boxes for each email address that you have.
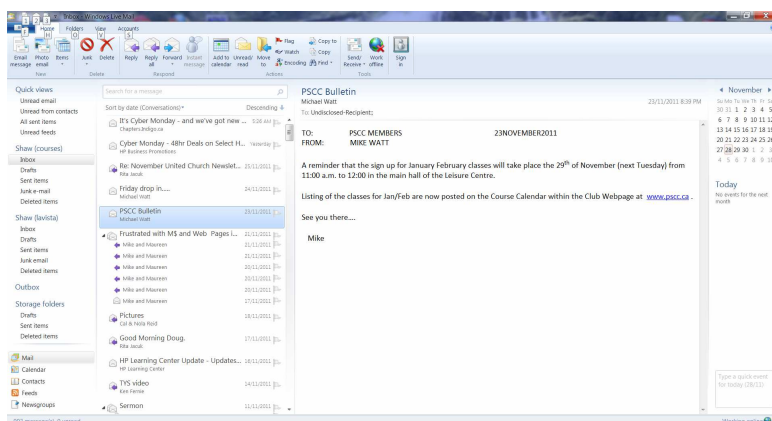
Next is a list of messages. To see the list of messages in a particular box, click on the name of that box. For example, to see all the messages currently in your *Inbox*, click on *Inbox* in the list of boxes. The third section shows actual messages. To see a particular message here, click on that message in the list of messages. The fourth section shows a calendar for the current month and can be used to post events that you may need to be reminded of.

Thus, to read any new messages that you have received do the following.
1. Start up your e-mail program.
2. Click on *Inbox* in the left section. Any new messages will show with bold text in the message list.
3. Click on any message in the message list that you wish to read. It will appear in the message viewing section.

Sending a New Message

You can send a new message to any e-mail address. To send a new message do the following.

1. Click on the *Email message* icon in the top, left corner of the window.
2. A message input window will appear as shown on the right. Notice the *To:* and *Subject:* boxes and the *Send* icon to the left. Also note the area at the bottom where the message is typed.
3. Click somewhere within the *To:* box to put the cursor there and type in the email address you wish to send to. If the address is in your email program address book, then if you type the first letter of a person's name, then all addresses for people whose name starts with that letter will appear. You then simply can click on the address you want to put it into the *To:* box. Notice that the name of the person rather than the address may show.
4. Type some appropriate subject in the *Subject:* box.
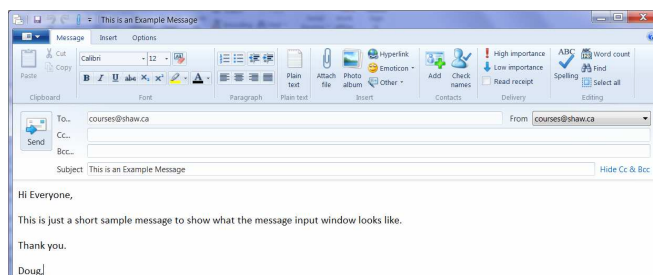
5. Type the message in the area below. Notice that you can change the text font, size, colour and so forth by using the editing icons along the top of the window. See the section below.
6. To send the message click on the *Send* icon.
7. To check to make sure that the message was sent, click on the *Sent items* box and note whether or not the message you just sent appears in it.

Formatting a Message

You can change the characteristics of the text in a message either before you type it or after. You use the icons across the top of the window to make these changes. If you change text characteristics then anything typed after the selection will have the new characteristics. If you highlight some text then select text changes, then only the highlighted text will be changed.

1. The various icons at the top of the message input window are used to change such things as the text font, size, colour and whether it is left justified, centred and so forth. For example, to pick a different font for your message click on the little down arrow at the right of the box showing the current font (in the example above it shows *Calibri*). A list of fonts will show. Scroll down to find the font you wish and click on it to select it. If you have highlighted any text in your message, it will be changed to the new font. Otherwise, all new text that you type will have this new font.
2. To change the text size, click on the down arrow at the right of the box showing the text size (in the example *12* shows) and then click on the font size you wish to use from the list that shows.
3. To change the font colour, click on the down arrow for text colour (it shows as an A with a black or coloured line below it) and select the colour you wish your text to be.
4. To make text bold or italic, highlight the text you wish to change, then click on either the **B** or *I* just below the box showing the font.
5. To change the justification of any text, highlight that text then click on the appropiate icon. Normally one will only use left justification or centering.

Replying to a Message

Once you have received a message and are viewing it, you can easily reply to the message. Do the following to reply to a message you have received.
1. View the message as above.
2. Click on the *Reply* icon in the tool bar across the top.
3. A message input window will appear already addressed to the person you are replying to and with a copy of their message in it. The subject line will be the same as was used in the original message but with *Re:* in front of it.
4. Move the cursor to be in the top, left corner of the message area and click to put the input cursor there. Type some salutation such as *Hi Mike,* then depress the *Enter* key twice to insert a blank line then type your reply message.
5. Once you have written your reply you can send it by clicking on the Send button.
6. To check to make sure that the message was sent, click on the *Sent items* box and note whether or not the message you just sent appears in it.