

SETTING-UP AN EMAIL ACCOUNT USING HOTMAIL

Using the mouse to move the arrow icon, navigate it along the screen to the white bar across the top of the screen where the web address is written (<http://www.something.com>). Position the arrow on this bar, and then click the left button on the top of the mouse. This will highlight the text and allow you to type in a new address. Using the keyboard, type: www.hotmail.com, and press the “Enter” button on your keyboard. This will bring you to the Hotmail webpage.

Now, using the mouse again, left-click on the box that says “Sign Up” in the middle of the left side of the screen.

On the next screen that appears, left-click the orange box in the center of the screen that says, “Get it free”.

Next, you must create your account. Click in the white boxes provided and type the information requested. To move forward to the next box, either use the mouse to click on each subsequent box or press the “Tab” button on the keyboard to advance to the next box..

The first info that you must enter is your Windows live ID: this will be your email address. Create any email address that you will be comfortable telling other people to send your mail to. I just use my full name: westonlombard@hotmail.com.

Next, choose a password that is at least six characters and doesn’t contain your name or any of the words in your email address.

Write down both your email address and your password, as you will need them to access your email account later.

Fill in the rest of the required information on this screen; then enter the code they give you at the bottom to authenticate the process and click the “I accept” box. If any information is incomplete, it will ask you to retype it and then hit/click the “I accept” box again.

On the next screen, click the “Give me the classic version” box on the upper-left side and you are ready to go.

This will log you on to your email account. You can play around with it to see how it works or look at my description below.

Login to you email address anytime by going to www.hotmail.com and entering your email address and password in the space provided, then hitting “Enter”. Once logged in, to check your email, click the “Inbox” link on the upper-left side of the screen to view received messages. If you have any messages, they will appear in the center portion of the screen. Click on one of the messages to view its contents.

You can reply to a message you are viewing by clicking the “Reply” button, second from the left along the top, or you can send an email to someone you know by clicking the “New” button (upper-left corner, next to “Reply”). To send a new email, you must know the recipients email address and type it in the “To:…” area . Then type in a subject, type your message in the area provided, and when finished, click “Send” in the upper-left.

Check your email when you have time, as Parenting Wisely will be sending you instructions for how to use the parenting programs. Have fun with your email, and thanks for using Children in the Middle.

Sincerely,

The Center for Divorce Education.

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