

## 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.

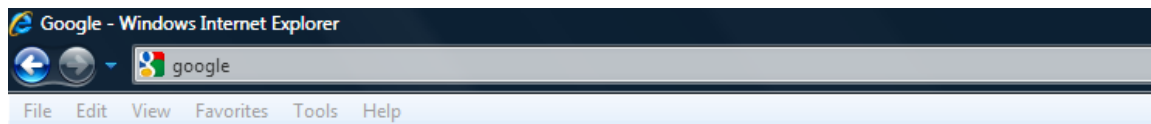
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## Accessing your Email Account at Gmail

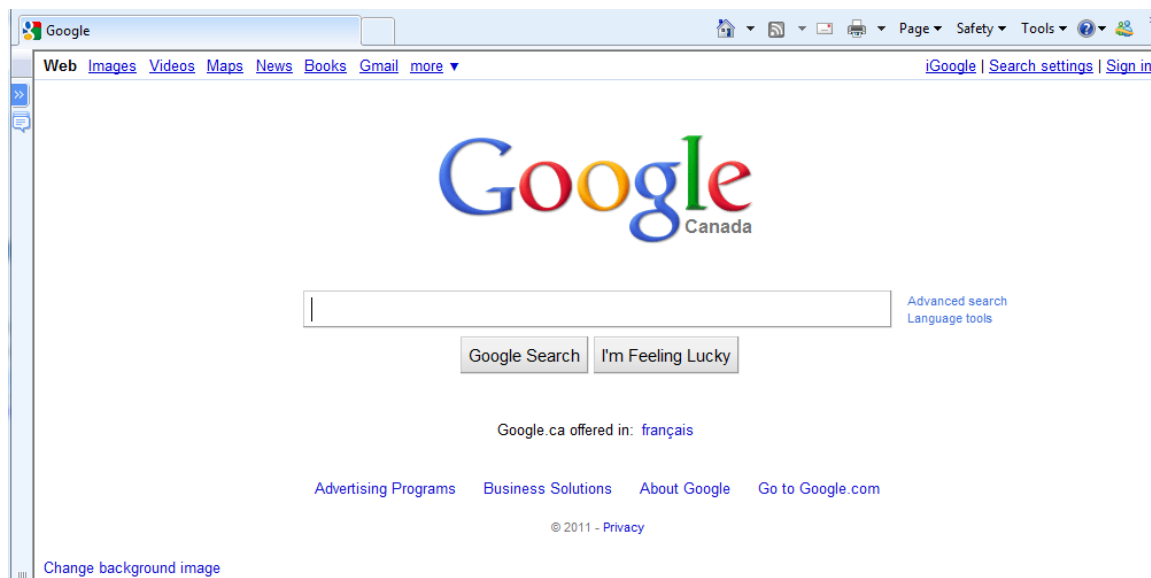


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click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

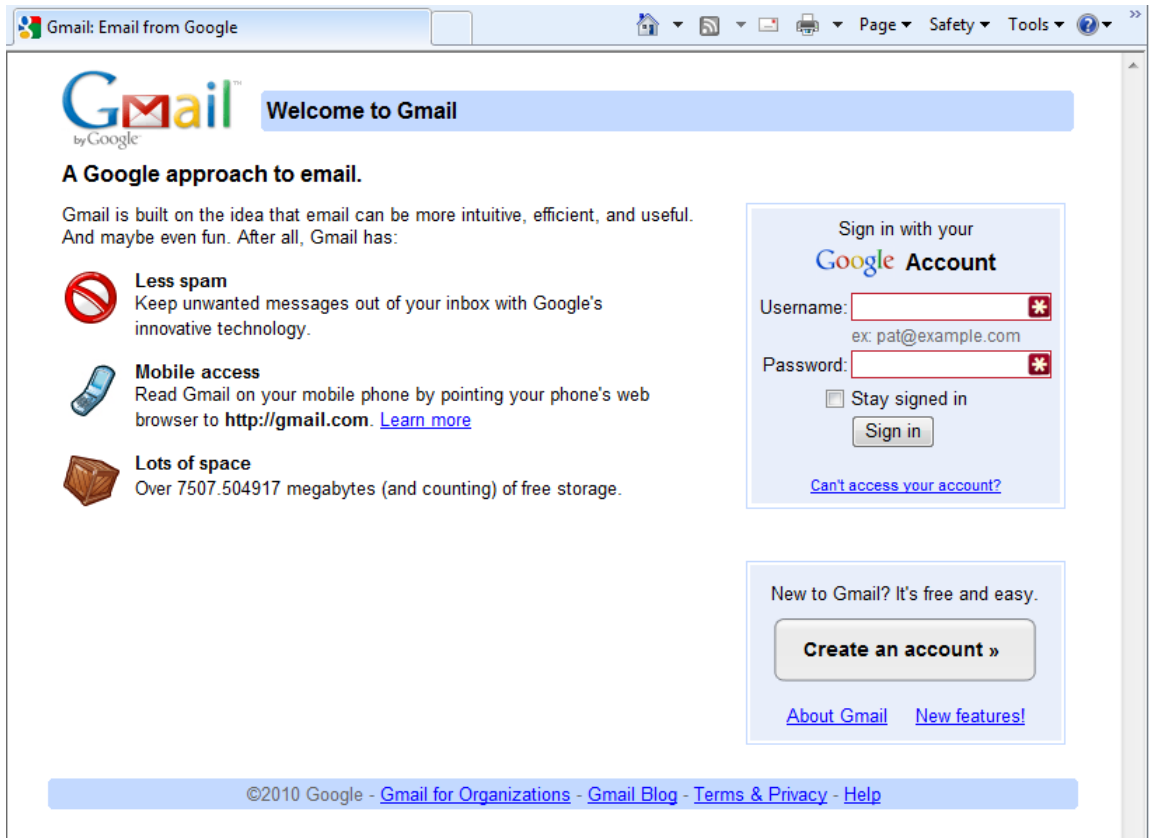
When the program starts, the top of the screen will something like this:



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:

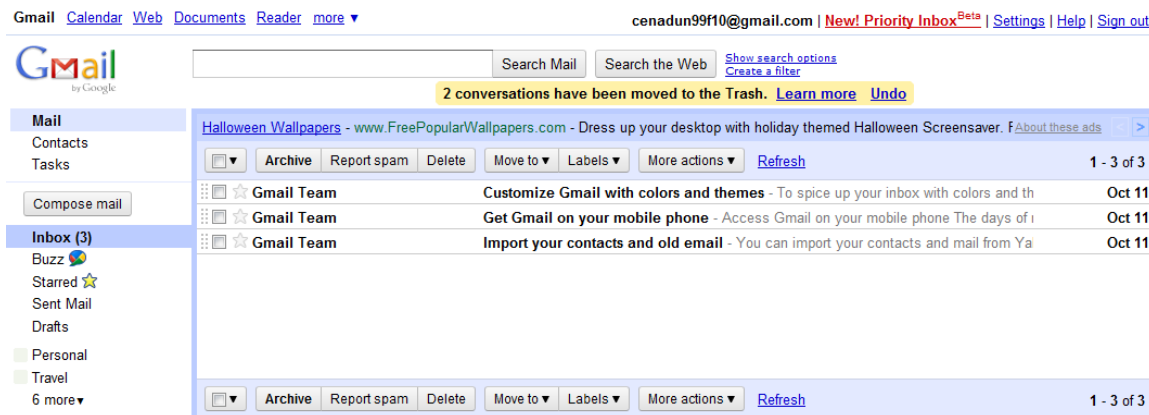


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



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:




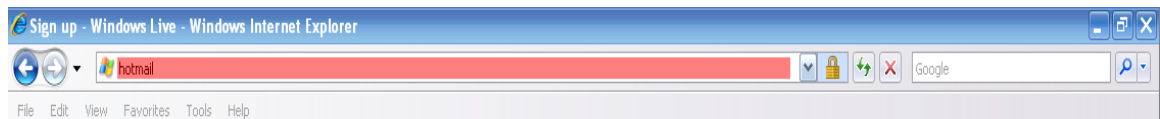
Please remember to send the teacher a test email message so that he can add

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?](#)

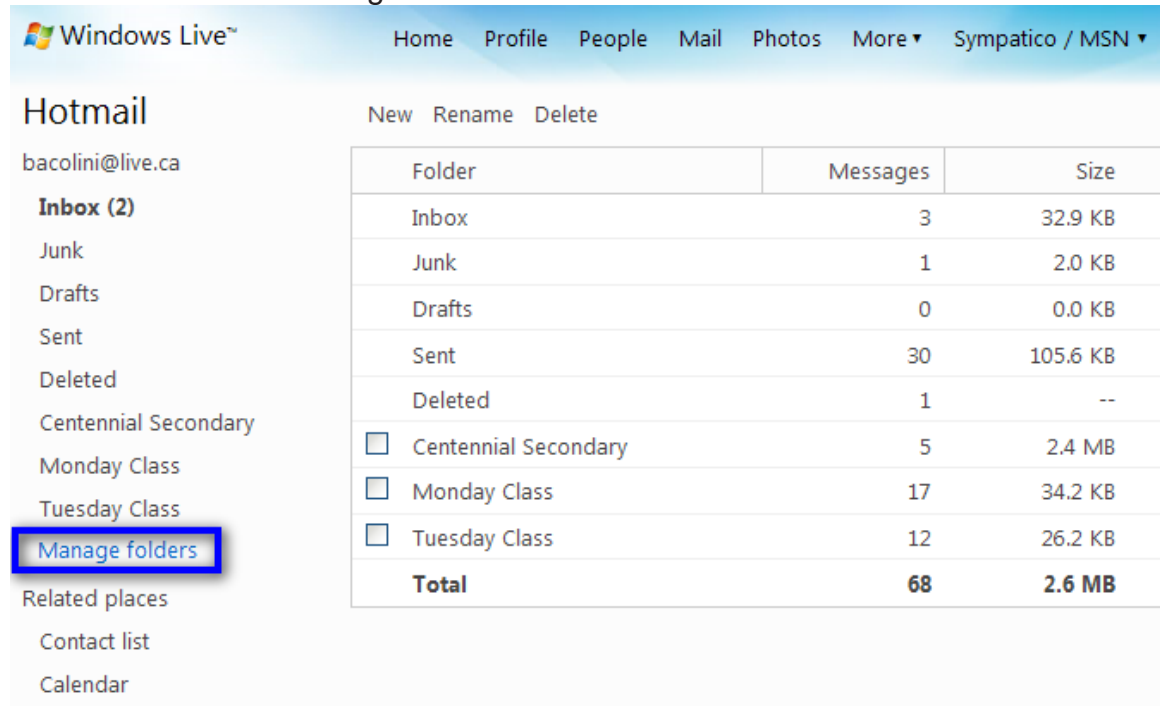
Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

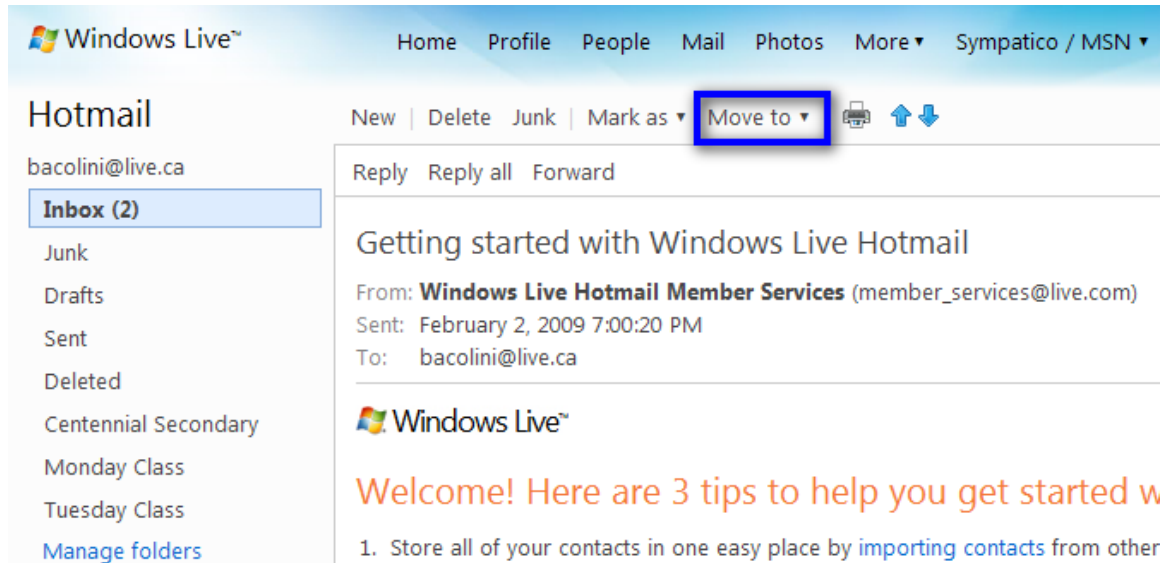
Use enhanced security

- 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:



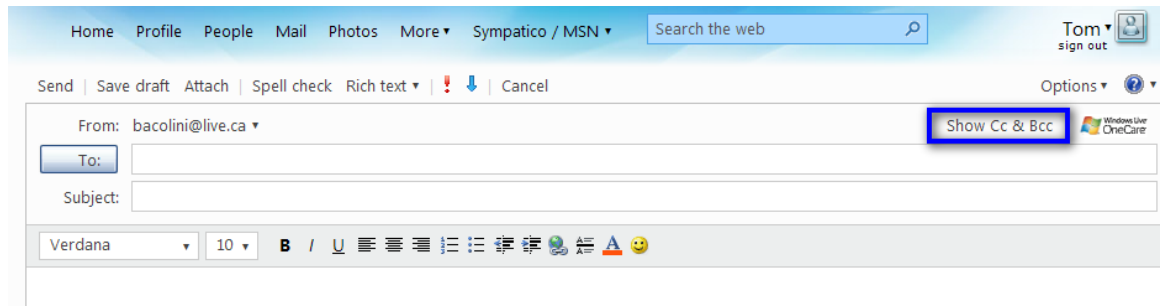
Please note that I have created three new folders under the standard **Hotmail** folders. I have clicked **Manage folders** and this is the screen that will appear. If you want to create a new folder just click **New** beside the **Hotmail** title and you will be asked to name your new folder. When you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

## Review of Past Lessons

### In-Class Sign-on Procedures:

- This procedure which I repeated on every handout is **only** for the purposes of signing onto the DSBN computer network so that you could gain access to their resources. Each of you were assigned a number to use with the username **CENADUN** so that you could save any data you downloaded from an email or the internet, and that it would be stored in your own private folder called My Documents. At home, when you save your work or download, Windows will direct you to either your **My Documents** folder if you are using Microsoft Windows XP or to your **Documents** folder if you are using Microsoft Windows Vista.

### Accessing Your Email Account at Gmail via IE8

- IE8 refers to Internet Explorer version 8. Once you run Internet Explorer from either an icon on your desktop or from the programs list, you can now enter [www.google.ca](http://www.google.ca) in the address bar. Just remember the shortcut that if you type "google" (without the quotes) and then hold down the "Ctrl" key and hit the "Enter" key, IE8 will automatically enter <http://www.google.ca> for you. This shortcut works on all ".com" website addresses.

### Browsers

- I have only mentioned IE8 as the default browser for Microsoft Windows based computers, but there a number of browsers available, a browser is a program which gives you a window into the internet. My favourite browser is Firefox but I have also used Safari (default on Apple/Mac computers), Chrome (created by Google) and Netscape, but I am sure there are others on the market. If you are comfortable with IE8, stay with it as most website designers gear their sites to work best in Internet Explorer. Remember it is through one of these browsers that you can access to my website: <http://bacolini.tripod.com> where I store all these lessons and other tips that I have to offer.

### Basic Computer Components

- Refer back to Week 1 handout as I referred to a lot of terms salesmen will use when they are trying to sell you a computer. There are also 2

handouts on my website for recommendations on either a desktop or laptop computer.

## Gmail

- In Week 2 we covered how to use your Hotmail account more effectively. Remember to use **Bcc** when sending to more than one person. If you are going to save favourite emails, create folders to organize them properly. Always put something in the Subject field when sending an email. When you are attaching a file to your email, let the person know what type of program will be needed to open this type of attachment. If the person does not have the program, direct them to [www.microsoft.com](http://www.microsoft.com) where they can download for FREE, different viewers, most common are Word, Excel, PowerPoint and Access.

## Word Processing

- In Week 3 we explored various text and word processing programs. If you can master the features of either Word or Works Word Processing, it will help you a long way in using the other products Microsoft has to offer: Outlook, PowerPoint and Excel.

## McAfee Siteadvisor

- In Week 3, I mentioned going to [www.siteadvisor.com](http://www.siteadvisor.com) and installing this program on your home computer. McAfee is a well known anti-virus program and they have scanned virtually all websites on the internet to see if they are safe, if you install this program and the McAfee Siteadvisor tab is green, you can rest assured, you are on a safe website. We also did our scavenger hunt using [www.google.ca](http://www.google.ca) and don't forget the website: [www.allmyfaves.com](http://www.allmyfaves.com) if you want to see many links on the internet. Exercise: Scavenger Hunt!

## Attachments

- In Week 4 we practiced how to either open or save attachments by downloading them from emails, and how to attach them to emails to send to our friends.
- We also practiced with categories to make emailing easier.

## Windows Explorer

- In Week 5 we used the program Windows Explorer, which I feel is probably the most powerful program on your computer. By mastering the features of this program, you can better organize your files, but most important, you can backup your files. That week we also covered ecards and today I sent everyone an ecard from [www.jacquielawson.com](http://www.jacquielawson.com).



**Centennial Secondary (South Lincoln) School Night Class**

Spring '11

**Instructor:** Tom Bacolini (905) 228-3592

Resources: <http://bacolini.tripod.com>

- Forwarding CLEAN emails was also covered.

## **Windows Media Player**

- In Week 6, we learned how to use this program to play CD's and how to rip them into our library and eventually, how to burn a CD.

## **Digital Cameras**

- In Week 7, we discussed about digital cameras and how to download pictures. On my website, there is a handout regarding what to look for in a digital camera.

## **External Storage Devices:**

- In Week 7, the topic of discussion included external storage devices which included cameras and iPods. There are many devices on the market to allow you to transfer files or pictures between computers, or to backing up your files for safe keeping.

## **Word Processing**

- In Week 8 we explored more features in word processing programs. If you can master the features of either Word or Works Word Processing, it will help you a long way in using the other products Microsoft has to offer: Outlook, PowerPoint and Excel.

## **TeamViewer**

- This program was introduced as a way of either helping others remotely or having someone else help you with your computer problems. I have used this program, but there is some limitations with helping someone from a distance, especially when the computer needs to be restarted. In all, it is still an excellent tool for support.

## **Blogging**

- Last week we learned how to create a Blog. I was pleased that everyone actually created a Blog and did their first posting, now the idea is to continue to use this website to communicate with your family and friends. Just remember to share your website address with your friends as this is a more private way of communicating versus Facebook.

## **Website**

- We actually looked at my free website that I created but you did not get a chance to create our own. Since you were all successful in creating a Blog, I do not foresee any problems in creating a website this week. A Blog is a one page website that actually resembles an electronic diary, whereas a website is a multi-page presence on the internet with different content on each page, let's try creating a website.

### **Google Applications**

- We looked at the many extra features that Google has to offer including word processing and maps. They even have their own version email called Gmail which is very similar to Hotmail and more and more people are jumping on the band wagon.

**I hope you learned a little more than you knew before you took this class, because you certainly taught me a thing or two with your questions. It was a pleasure spending these ten weeks with you and I hope the best for all of you in your future endeavours.**

<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>

**Have a GREAT SUMMER and God Bless <''))><**