

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.

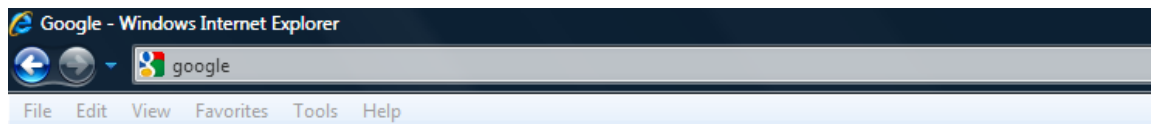
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Accessing your Email Account at Gmail

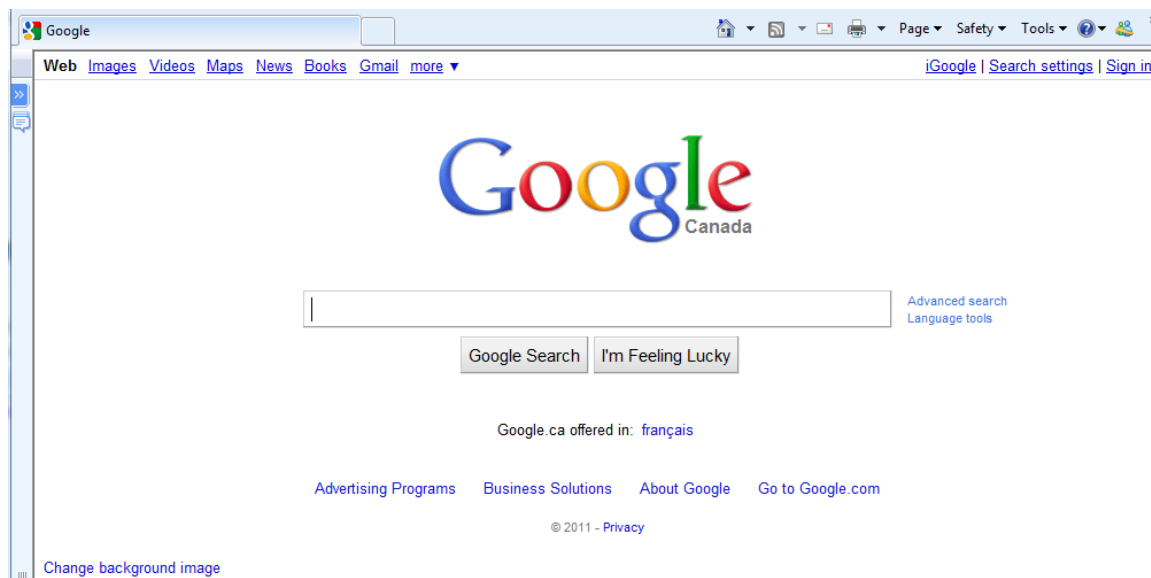


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click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

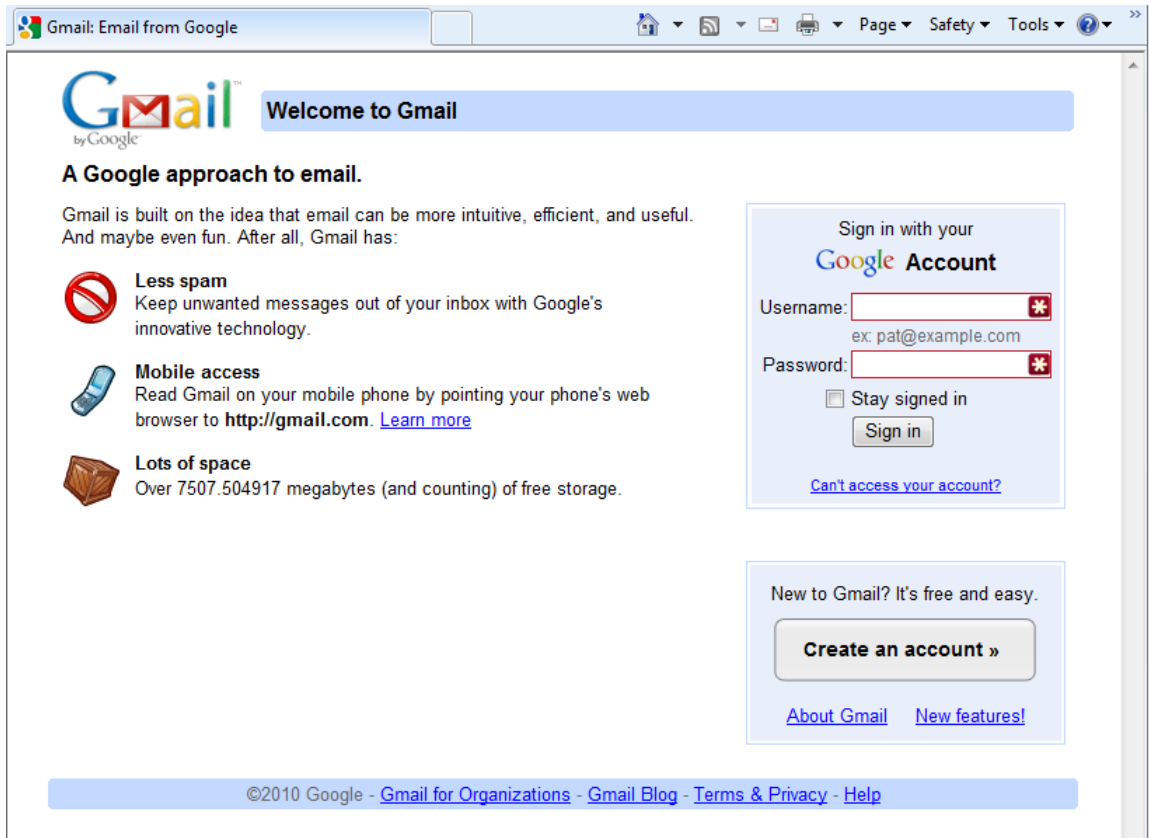
When the program starts, the top of the screen will something like this:



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:

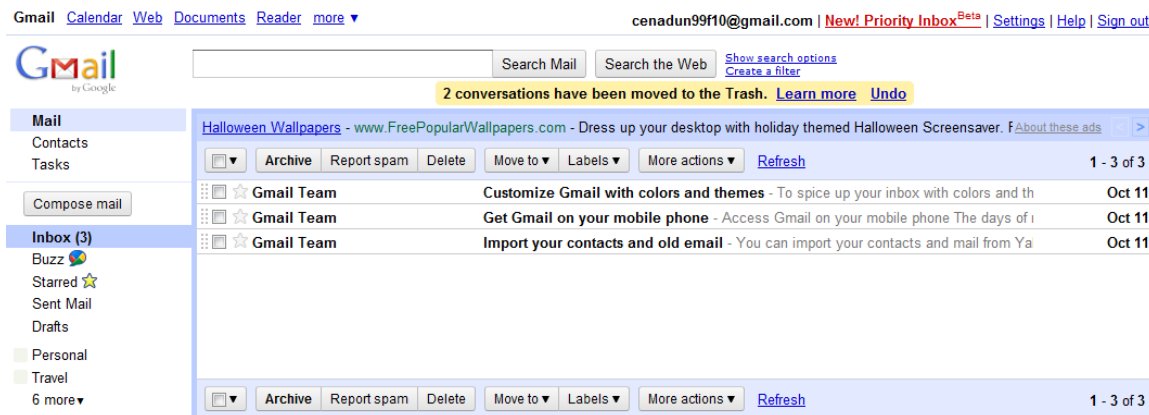


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



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 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:

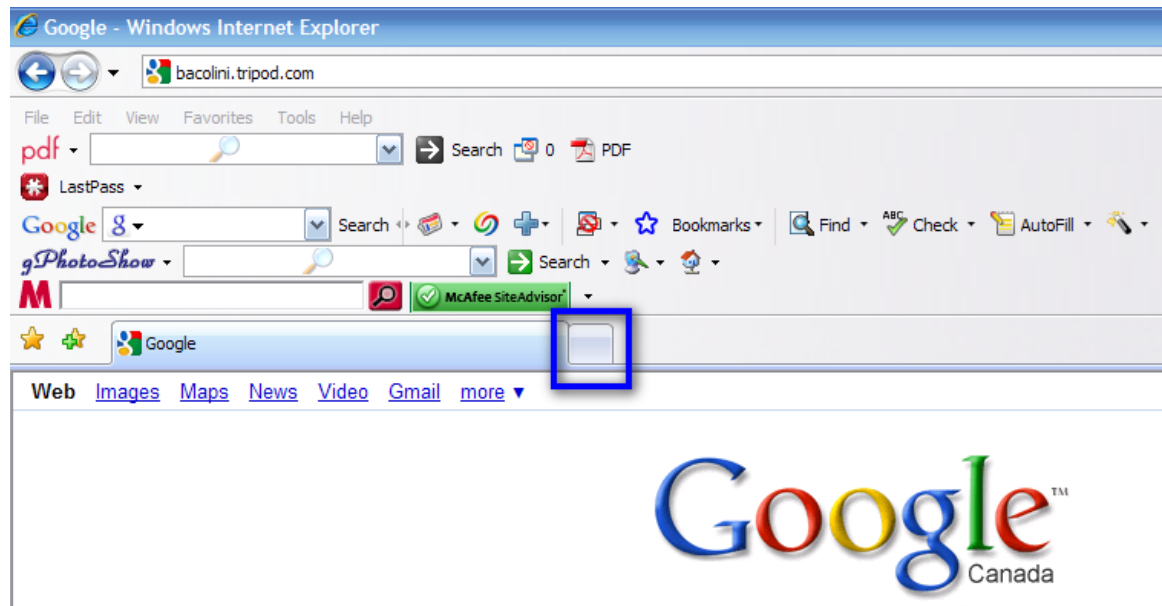


Please remember to send the teacher a test email message so that he can add

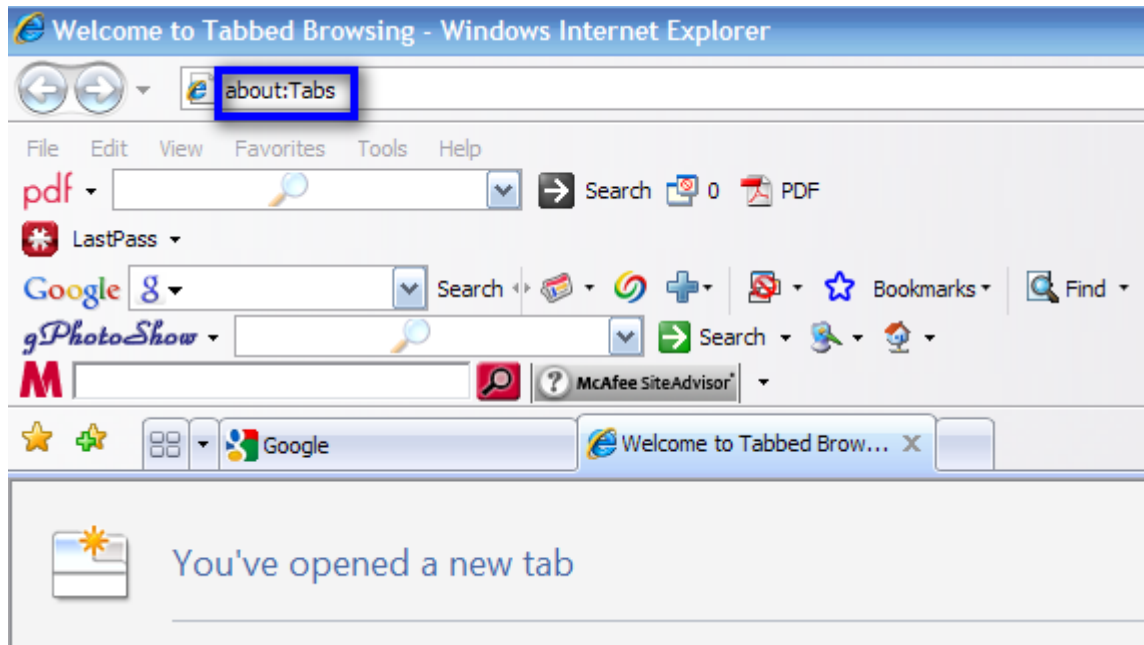
your address to his contact list. If there are questions, we can answer them in class.

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:



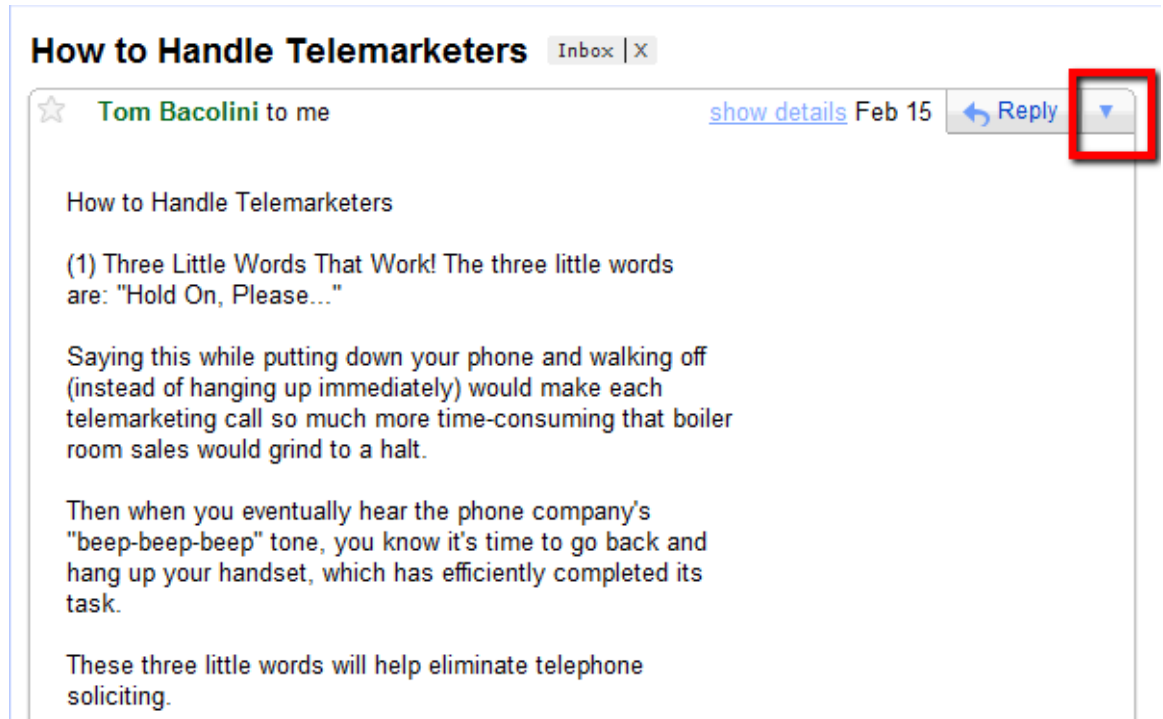
- Once you click this tab, this will be the next screen you see:



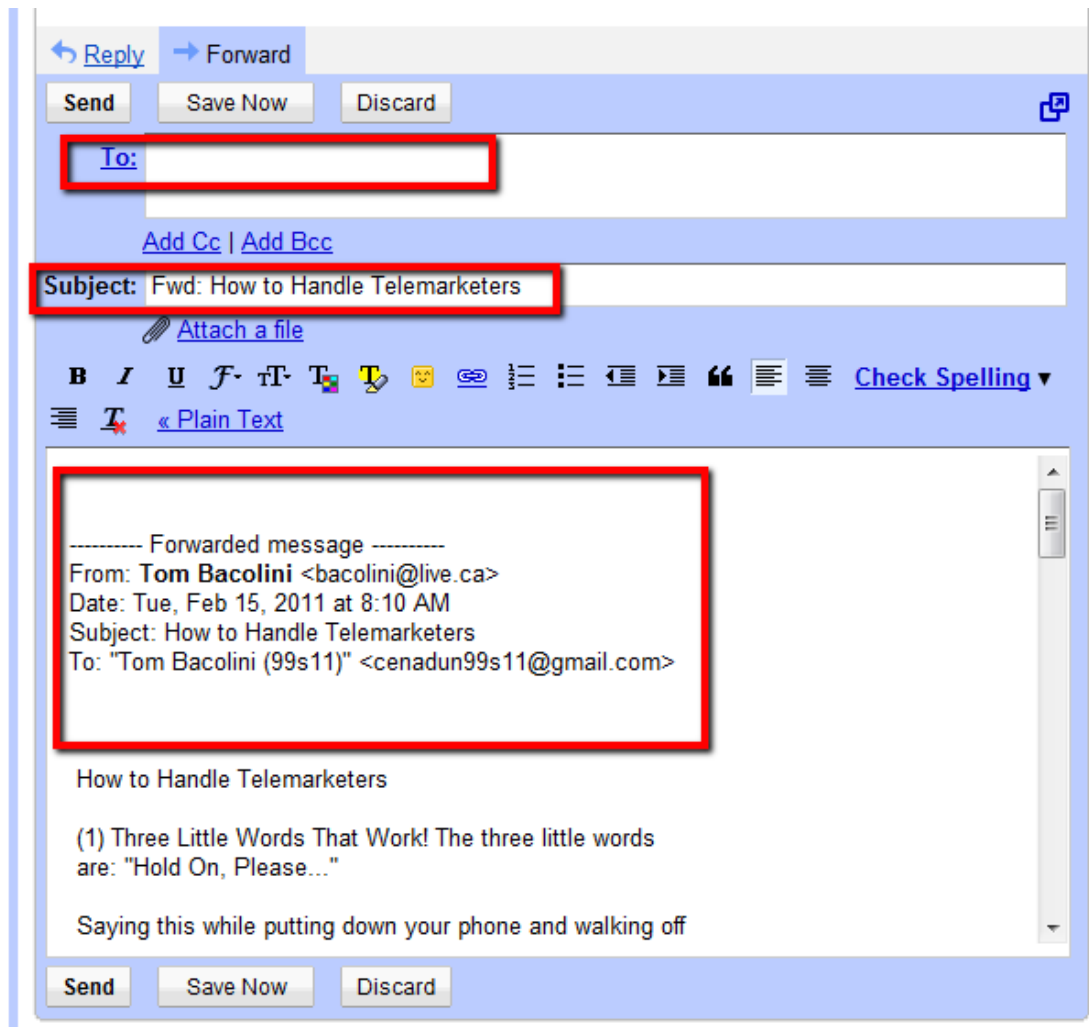
The highlighted area above will be shaded blue and this is your address line, type **bacolini.tripod.com** and then hit the **Enter** key and you will be transferred to the website. Click on the **Class Handouts** tab and you will have access to every week's handouts as well as extra articles.

Recap on how to Forward an Email: (UPDATE!)

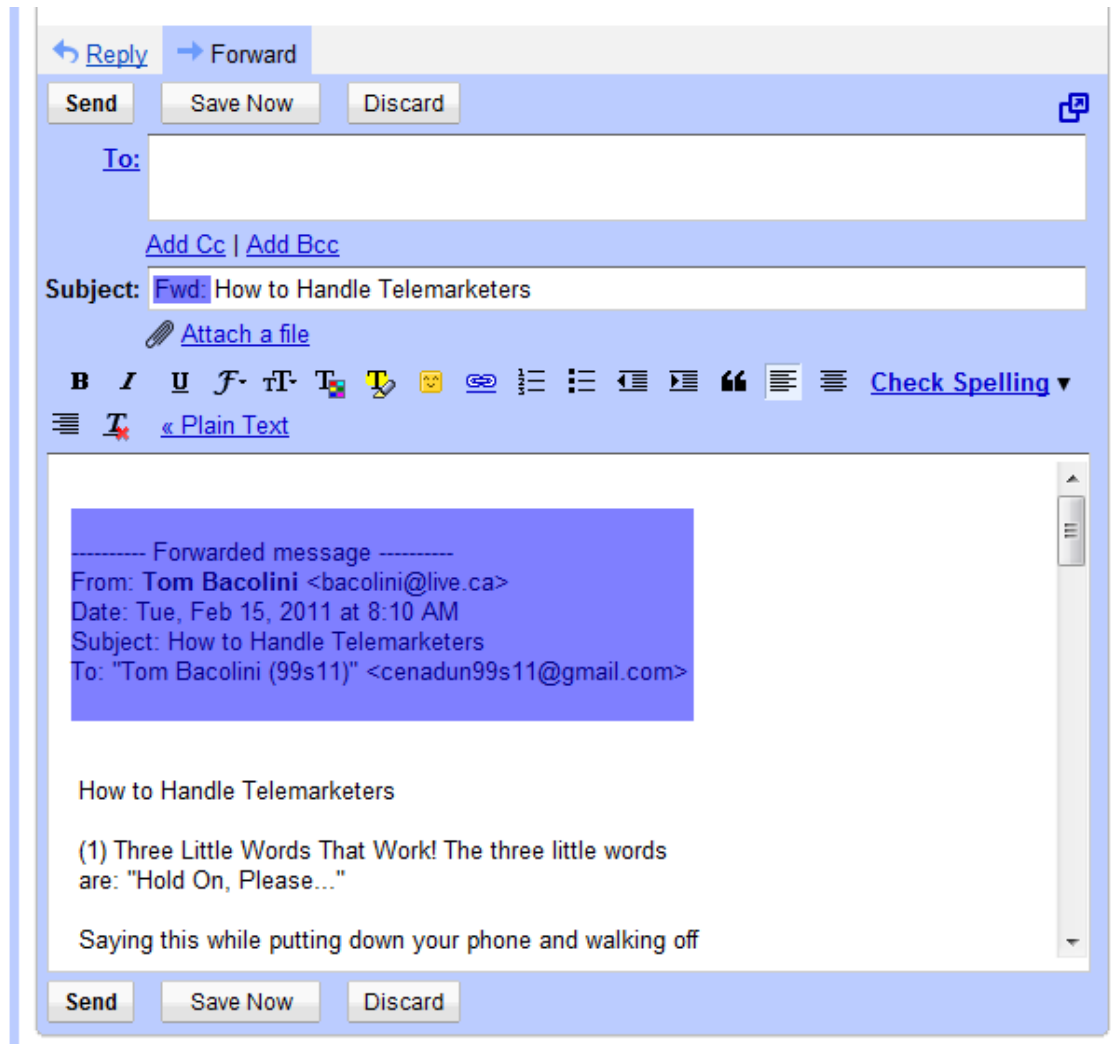
- Once you have opened the email you wish to forward to a friend,



Click the “**down pyramid**” and select the second option which is “**Forward**” and you now see this next screen:



We will **CLEAN** this email before we send it to a friend, first left-click in the “**Subject**” field just to the left of “**Fwd:**”, you should now see a blinking “|” just to the left of “**Fwd:**”, now hit the “**Delete**” key located just to the right of the “**Enter**” key 5 times to remove “**Fwd:**” in the subject line. Now left-click in the body of the email just below the formatting toolbar in the picture above. You will now have the same blinking “|” you had in the “**Subject**” line, now while holding down the “**Shift**” use the down arrow located just below the “**Delete**” key you used earlier, the text will now turn blue in the shaded area. Continue until you have highlighted all the text above the first line of the message you are forwarding, your screen should look like the picture below:



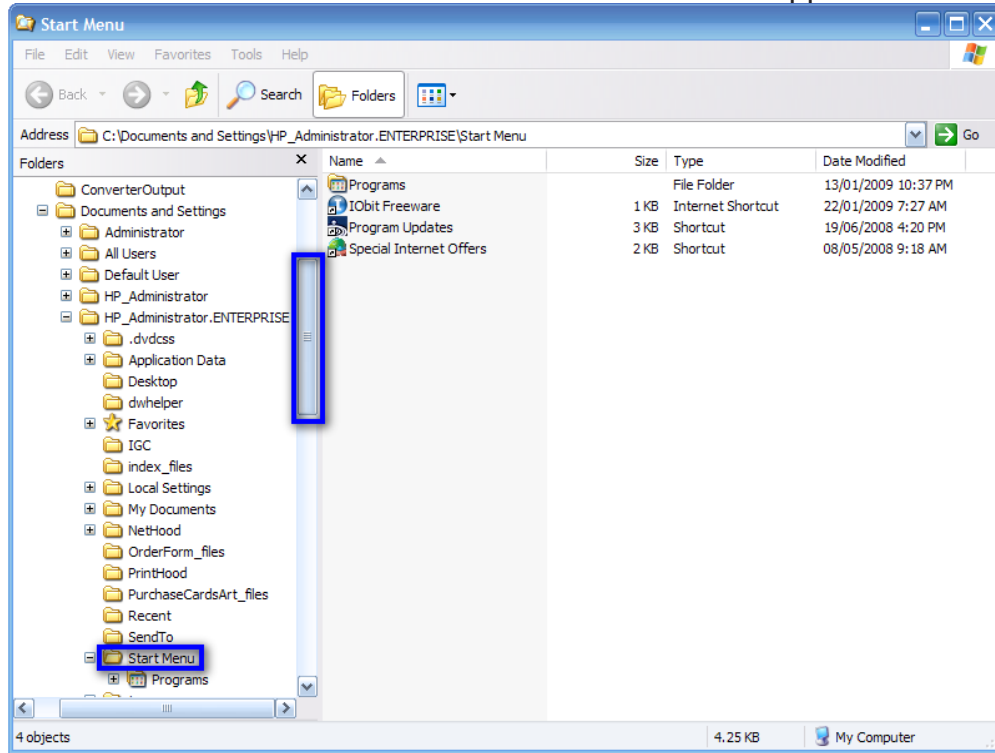
At this point you can release the “Shift” key and use the “**Delete**” key to delete the text you have just selected. Your final step is to go to the “**To:**” and either select the address of the person you want to send this email to from your address book or enter a new address of a friend. Once you left-click the “**Send**” tab, you have successfully forwarded a **CLEAN** email to your friend.

TONIGHT’S NEW LESSON

Windows Explorer

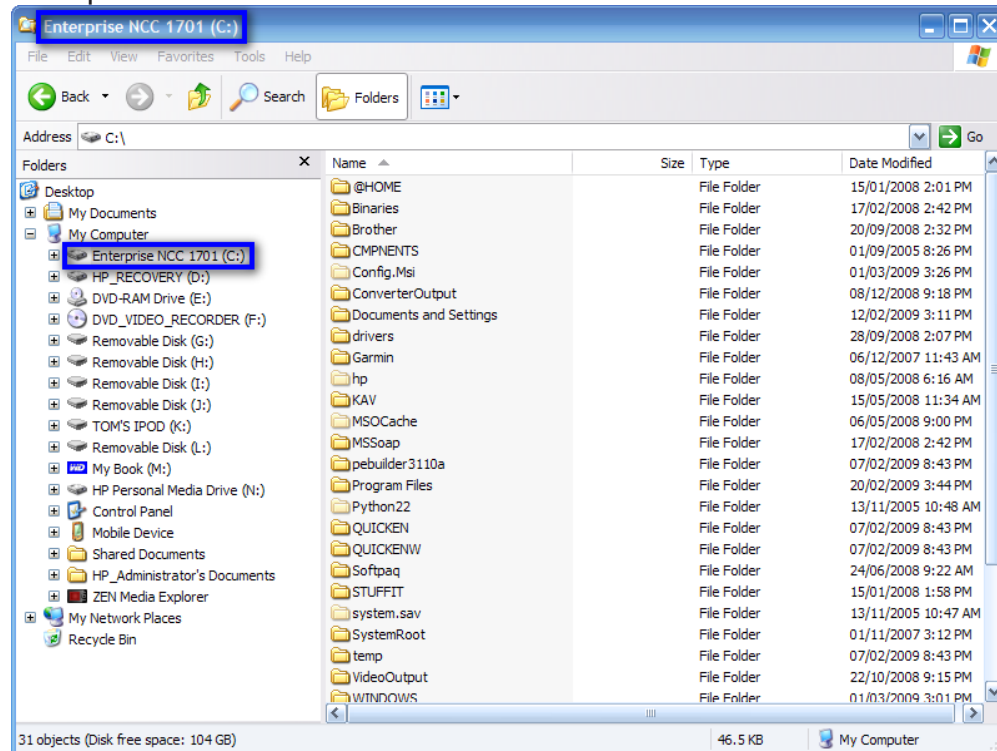
- This program exists on **ALL** versions of Windows and allows you to manage your files and folders on your computer, a way of organizing your data.

- To access **Windows Explorer**, right-click your mouse while you are pointing to the **Start** icon in the lower left of your screen/desktop. Remember that right-clicking your mouse on virtually anywhere on your screen, will usually give you a menu of options. When the menu appears, point your mouse to **Explore**, the second item on your list and then left-click the mouse. This the screen that will appear:



- The Start Menu on the left will be highlighted in blue and the right side of the screen will show you the files and folders that exist in this folder. The scroll bar I have highlighted in this screen shot is used to scroll up and down all the folders and drives that exist on your computer. Point your mouse on this scroll bar and while holding the left mouse button, drag this bar to the top. I will show you in class how this program actually works as the school board has setup the class computers a little differently than what you will see at home. All the screen shots you see in this document are taken from my home computer which would look closer to what you would see at home, however I have several extra drives that you may not see on your own computer. Here is the next screen you will see when you have dragged the scroll bar to

the top:



- Please note that the two highlighted areas are the same as I have selected my C: drive in this screen shot. Here in class, you will be dealing exclusively with the M: drive which has been assigned as the default drive/folder for all of your documents. Here in class your M: drive will have the name of the username you used to sign into the DSBN network, i.e. **cenadun40**, where **40** represents your assigned number. Last week when you were saving your attachments from my emails, here is where they were stored, click on your M: drive and you will see your saved attachments.
- Just like we created folders for your emails in Hotmail, you can also create folders here so that you can better organize your attachments or files. Let's create some folders to save your pictures in a **Photo** folder and your **PowerPoint Shows** in a **Shows** folder and music in a **Music** folder. Once you are in your **M:** drive, click on the **File** which is located on the second row of this active window, now hover over the word **New** and then click **Folder** on the menu that appears to the right. A **New Folder** now appears and is highlighted in blue and is ready for you to name this folder, in our case, let's name it **Photos**.
- Let's create two other folders with the names: Shows & Music. Once the new folders are created, you can now click and drag a file into one of these new folders. I will demonstrate this in class. This is the best way to organize the files you may want to save to your my Documents folder at home. Some of you will likely be using some Microsoft Office Programs at home like Word, Excel or PowerPoint and I will show you

in class how to make these programs go automatically to your newly created folders. Practice always helps so go and try it for yourself.

E-Cards

Here are some websites where you can obtain free e-cards to email to your friends for special occasions. I will demonstrate, 1 or 2 of these sites to show how to send an e-card and to show you what the friend will receive.

<http://msnecards.sympatico.ca/ECard/Default.aspx> (requires FREE registration)

www.dayspring.com (requires FREE registration)

www.hallmark.com (requires paid subscription)

www.care2.com (NO registration required)

www.jacquelawson.com (requires paid subscription)

SEE YOU NEXT WEEK!

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