

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.

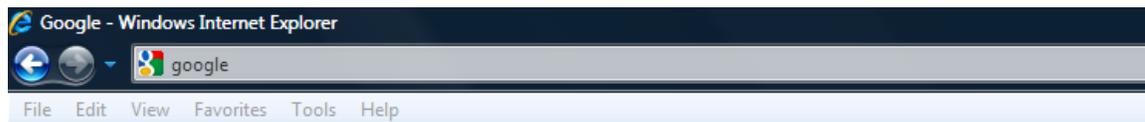
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Accessing your Email Account at Gmail

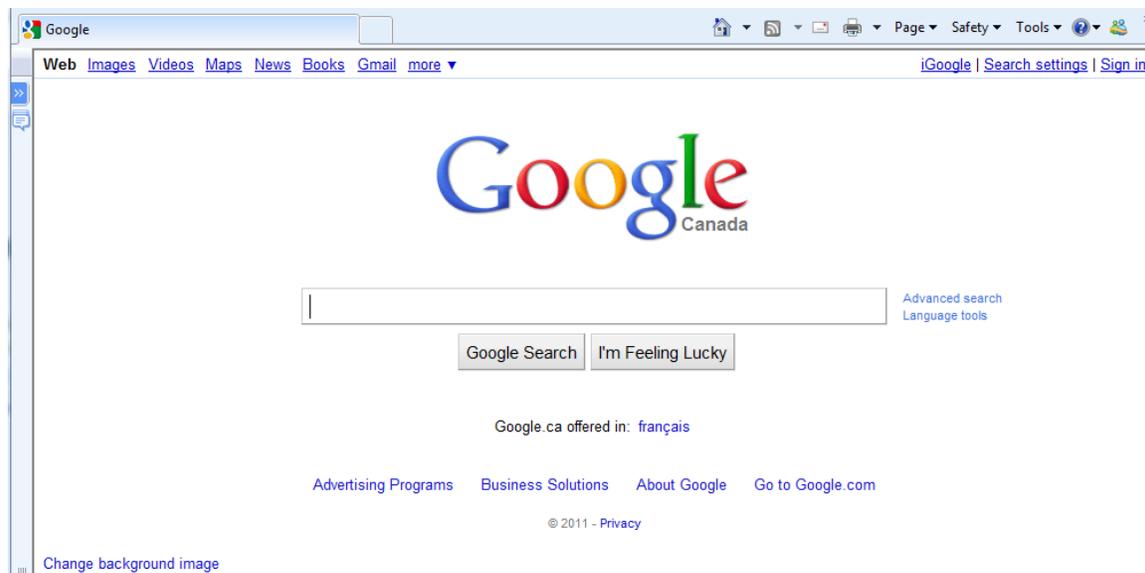


- On your desktop, you will see a symbol like:  which is a shortcut to **Microsoft Windows Internet Explorer**. This is just one of several types of browsers you can use to browse the internet
- Double-click with the left button on your mouse to start the program. The computer expects you to double-click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

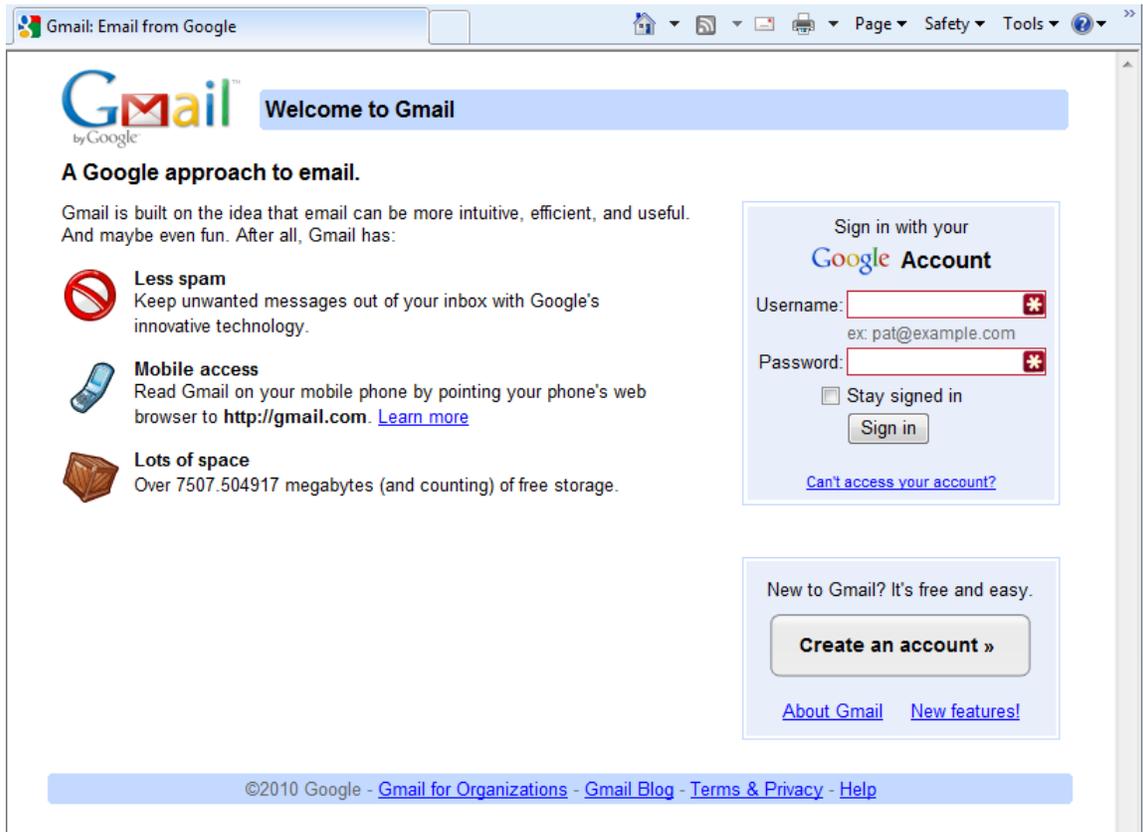
When the program starts, the top of the screen will something like this:



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:

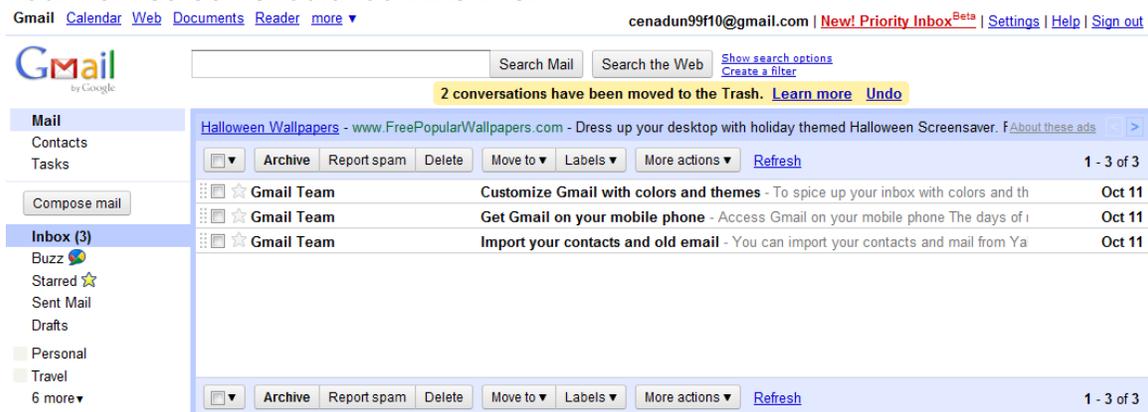


Just above the main Google logo, you will find links to the different features of Google, we will be selecting the [Gmail](#) tab:



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.

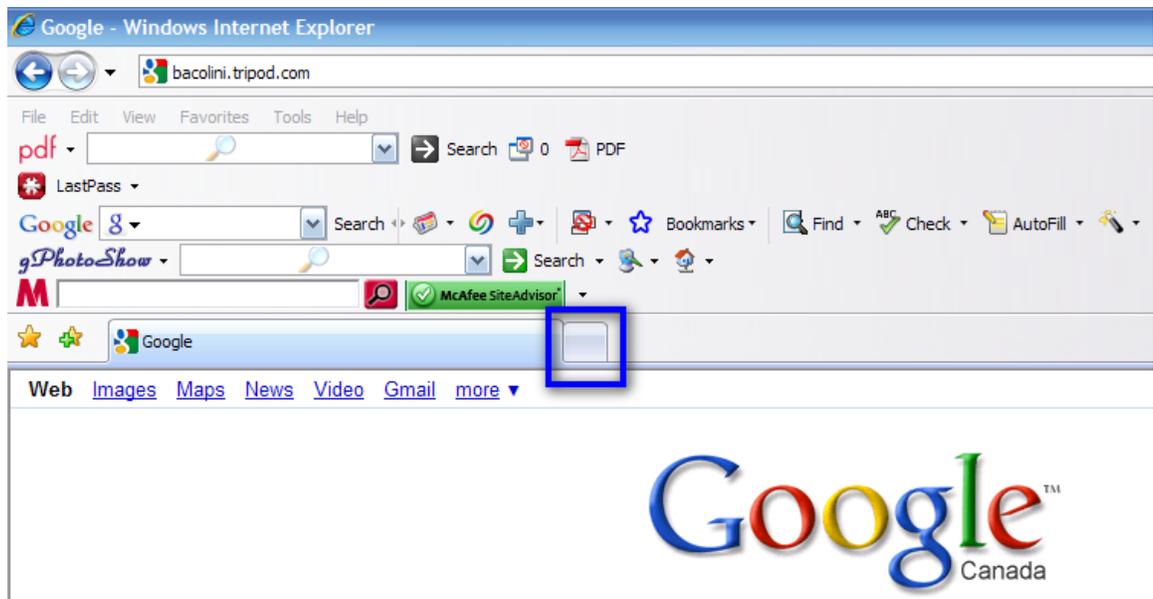
Your next screen should look like this:



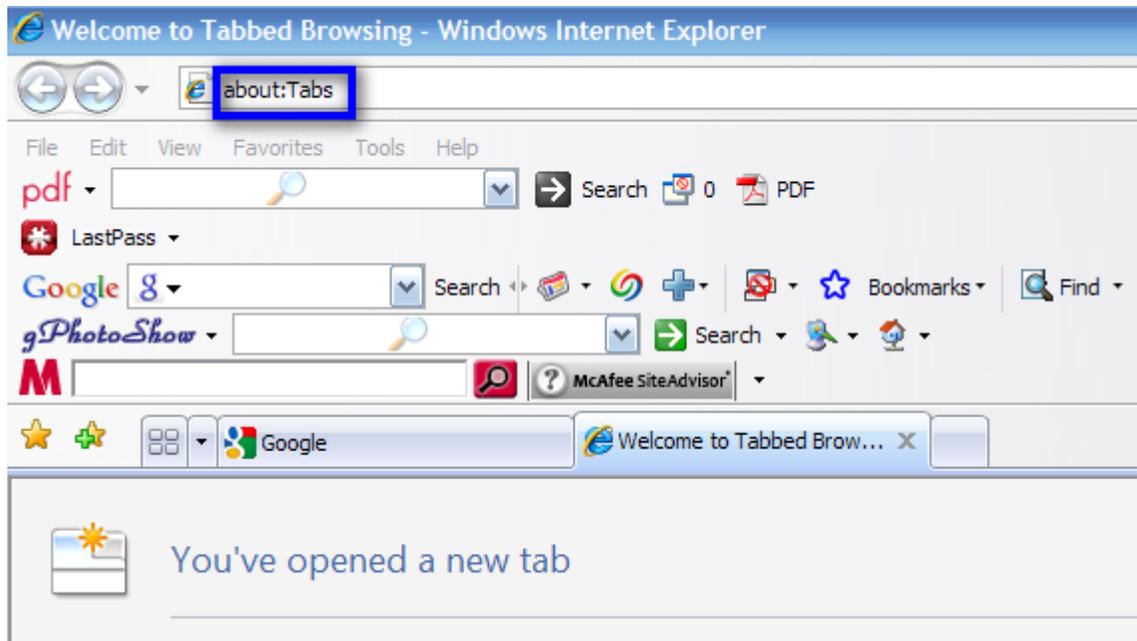
Please remember to send the teacher a test email message so that he can add your address to his contact list. If there are questions, we can answer them in class.

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:



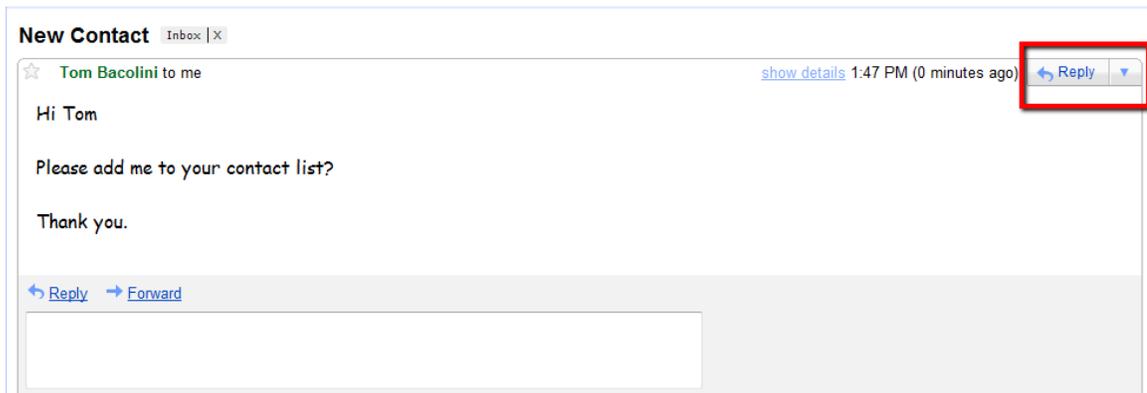
- Once you click this tab, this will be the next screen you see:



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.

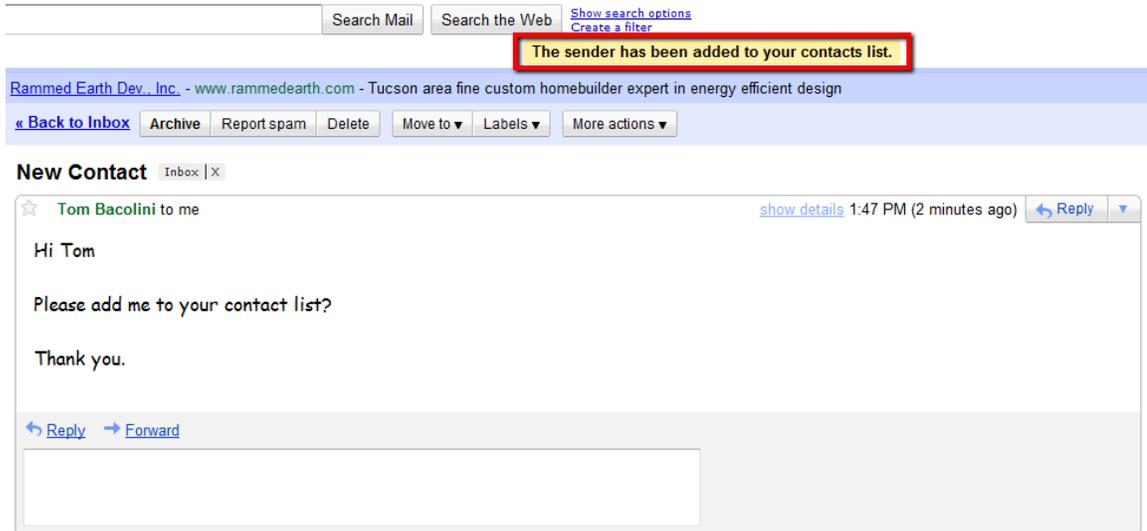
EMAIL CONTACT LIST OR ADDRESS BOOK (Gmail)

In class we will look at a new email from a person I do not already have in my Contact List so that we can learn how to add that person for future reference. We will also add this person to a new category (group) so that when you are sending out an email, you can either send it to individuals or to a group of people. I have attached the screen images below.

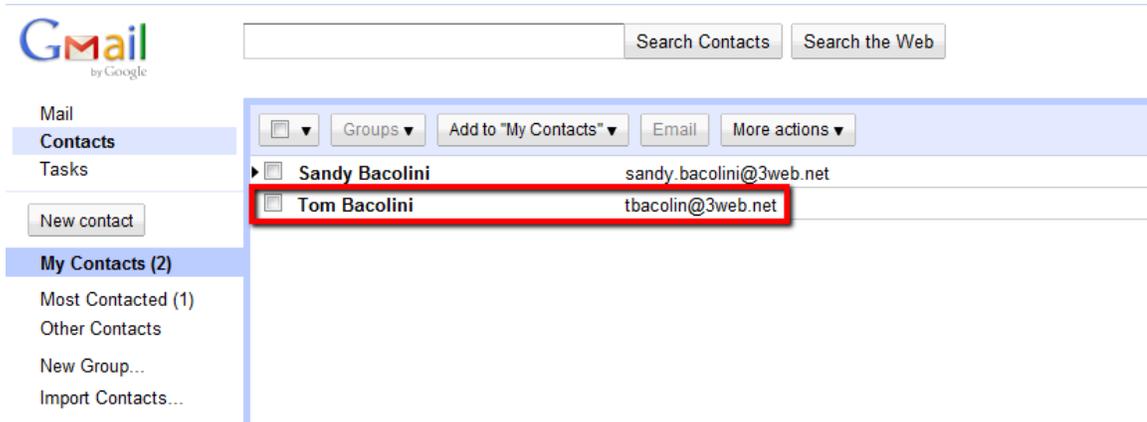


I have just opened a new email from someone who is not already in my Contact List. If you know who this person is, then left-click the **triangle pointing down** beside the "Reply" tab that is highlighted in the screen image.

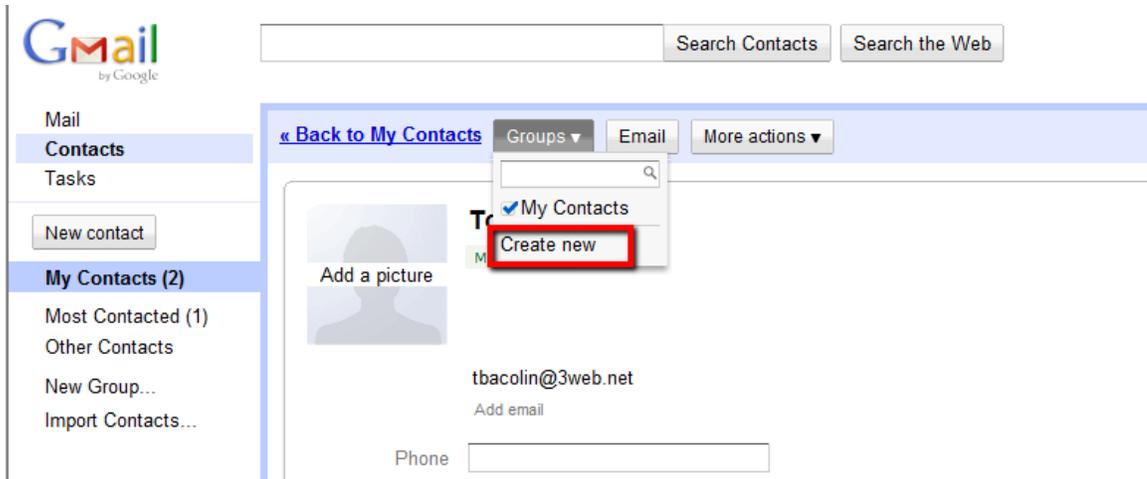
One of the options will be “Add Tom Bacolini to your Contacts list”, by left-clicking this option, you will add this person to your Contacts list and will be able to send them emails in the future without having to remember their email address. The next screen confirms that the email address has been added to your Contacts list



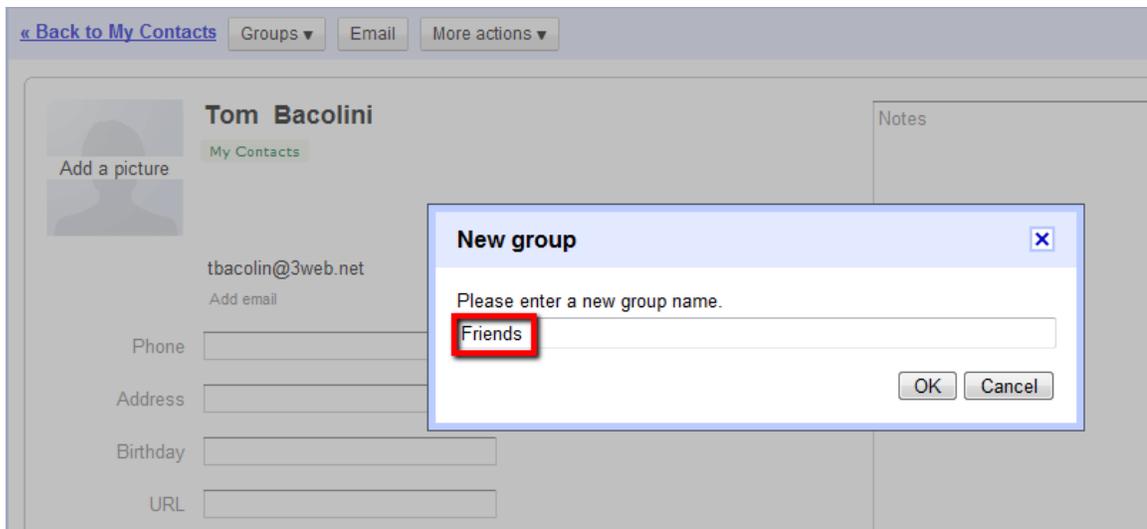
Let's go look at the Contacts list to confirm the email address has been added:



I have highlighted the new contact that I have just added. If you left-click on Tom Bacolini, you will get the next screen. Here you can add any personal information you would like to keep with this contact (phone, address, birthday, website ...). I have left-clicked the **triangle pointing down** on the “Groups” tab and you will now see the next screen.

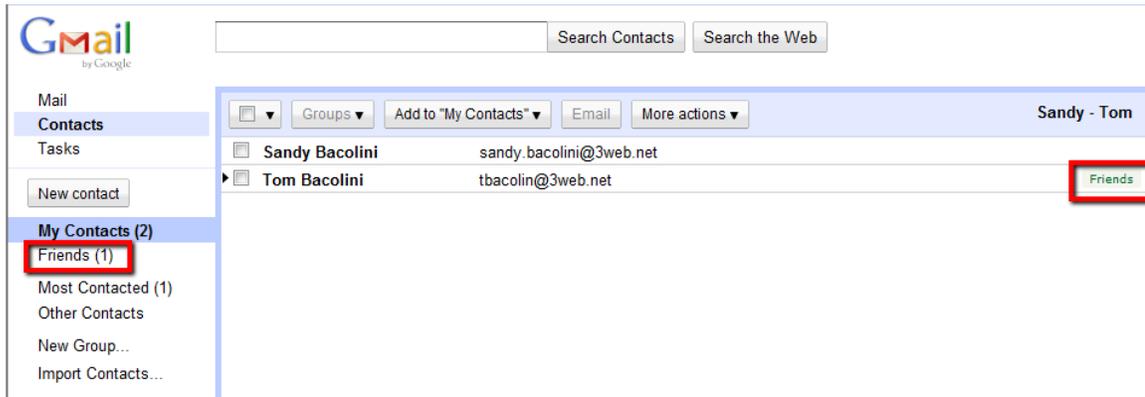


At this point we will add a new group by left-clicking “Create new”. A new popup window will appear as shown below. I have entered “Friends” as the name of my new group and then left-clicked “OK” to create this group. You can create many new groups, for example, a group named “Jokes” would possibly contain the list of your friends who you regularly send jokes to, or another group could be called “Board” and this group would contain the list of Board members you may be involved with and if you had to send an email to the Board, by inserting the group “Board” in the “To:” field, you now have addressed the message to the entire Board.



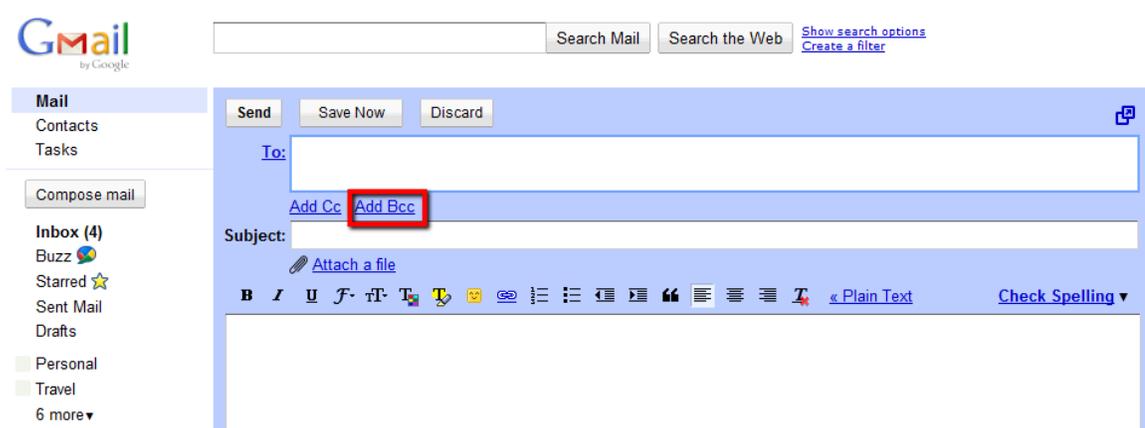
The next screen shows the results of adding this new group. Normally all your contacts will be listed in the “My Contacts” group and the number after the name represents how many email addresses you have in this group. Below that group is “Friends” the group I just created and as you can see, I only have 1 email address listed in this group, I hope I can add more? Please note that Sandy and Tom are the 2 listed addresses I have in “My Contacts” group

but also to the right of Tom's address, it also lists that this contact also is listed in the "Friends" group.

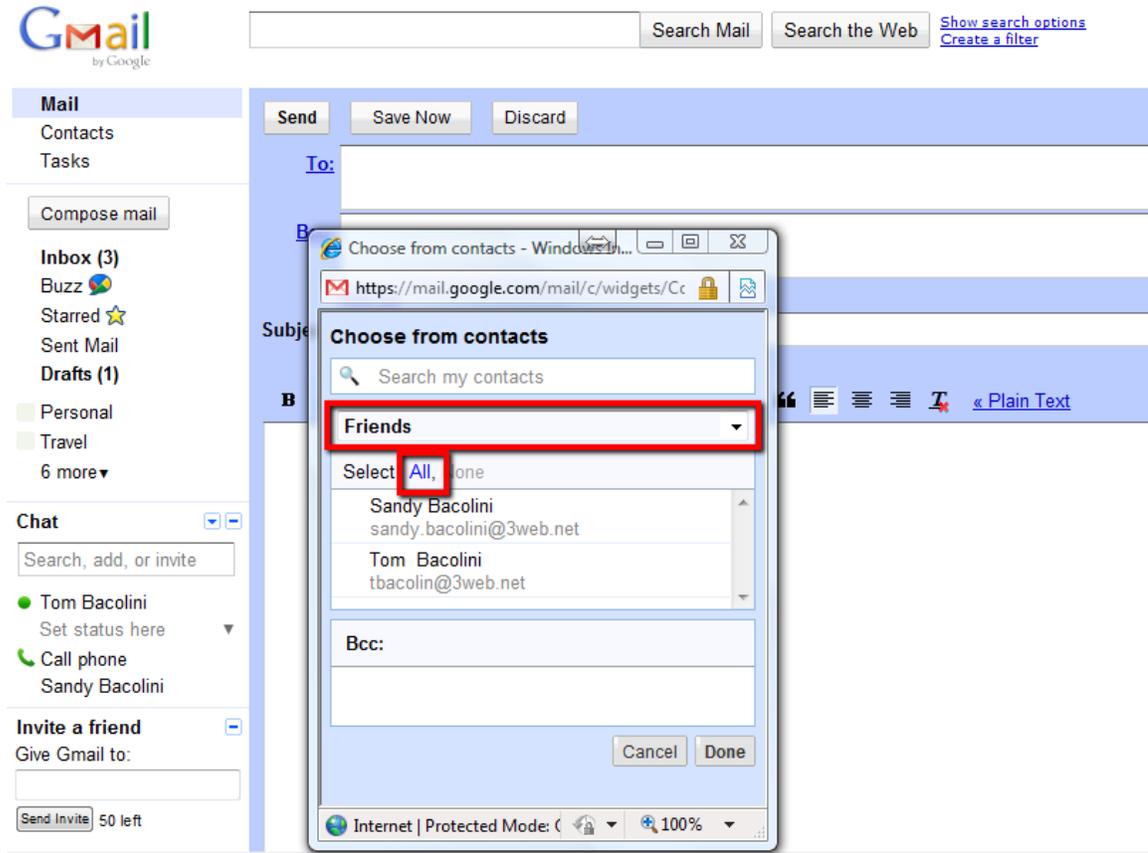


I will add Sandy to my "Friends" group so that you see how the email addresses are added when you create a new email message.

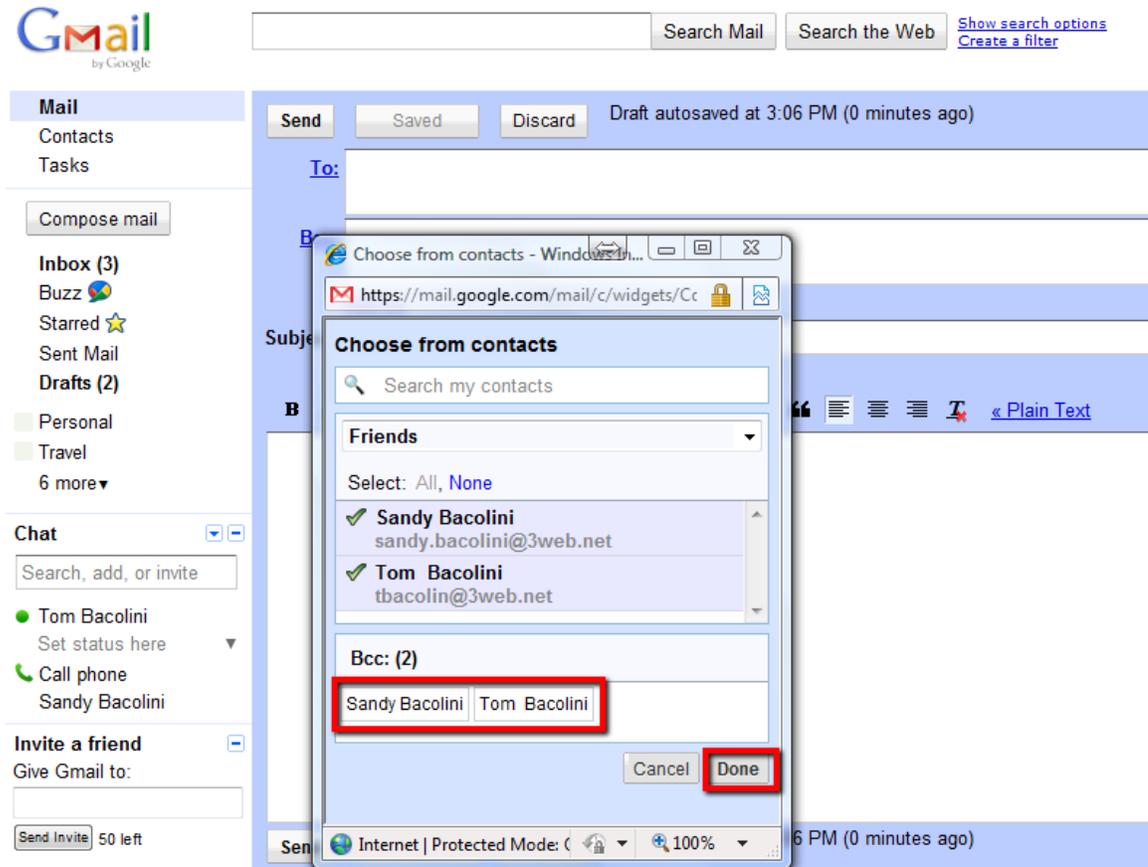
Let's create a new email message and use the newly created "Friends" group and add an attachment we downloaded in the last lesson:



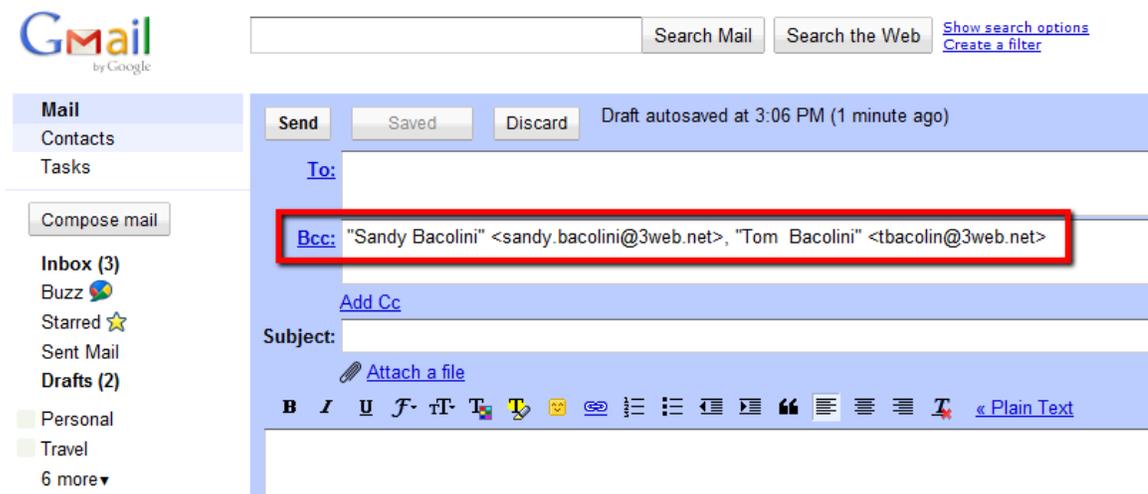
Since we are using the group "Friends" which has more than one contact, we must activate the "Bcc:" field which is also called Blind Carbon Copy and this will address your message to many people and at the same time, keeping each person's email address private. Once you have added the "Bcc:" field, left-click the underlined "Bcc:" to access your Contacts list:



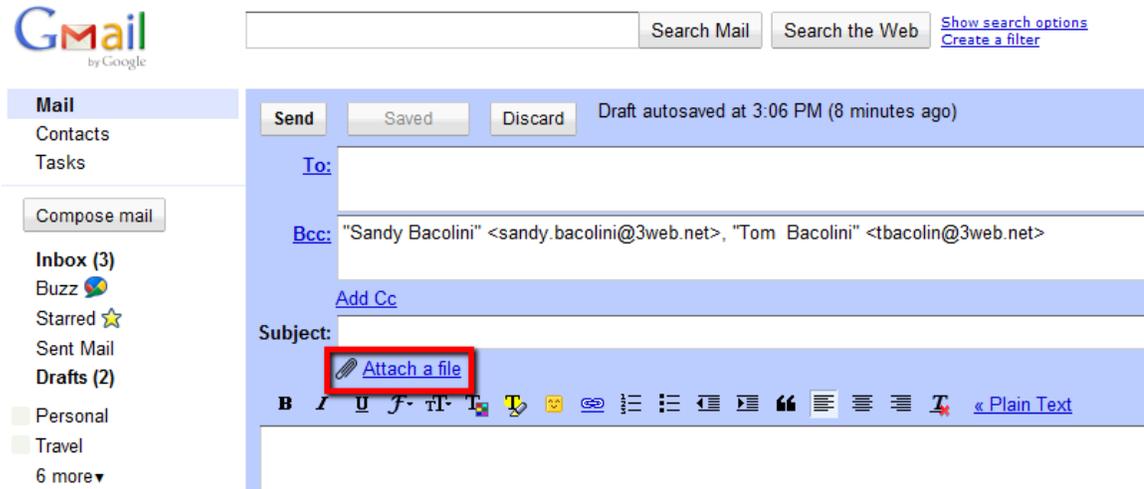
In the above screen, again there is a **triangle pointing down** which will reveal a list and in this case, I selected the Friends group, I then selected “All” to add all my contact friends in the “Bcc:” field as you will see in the next screen:



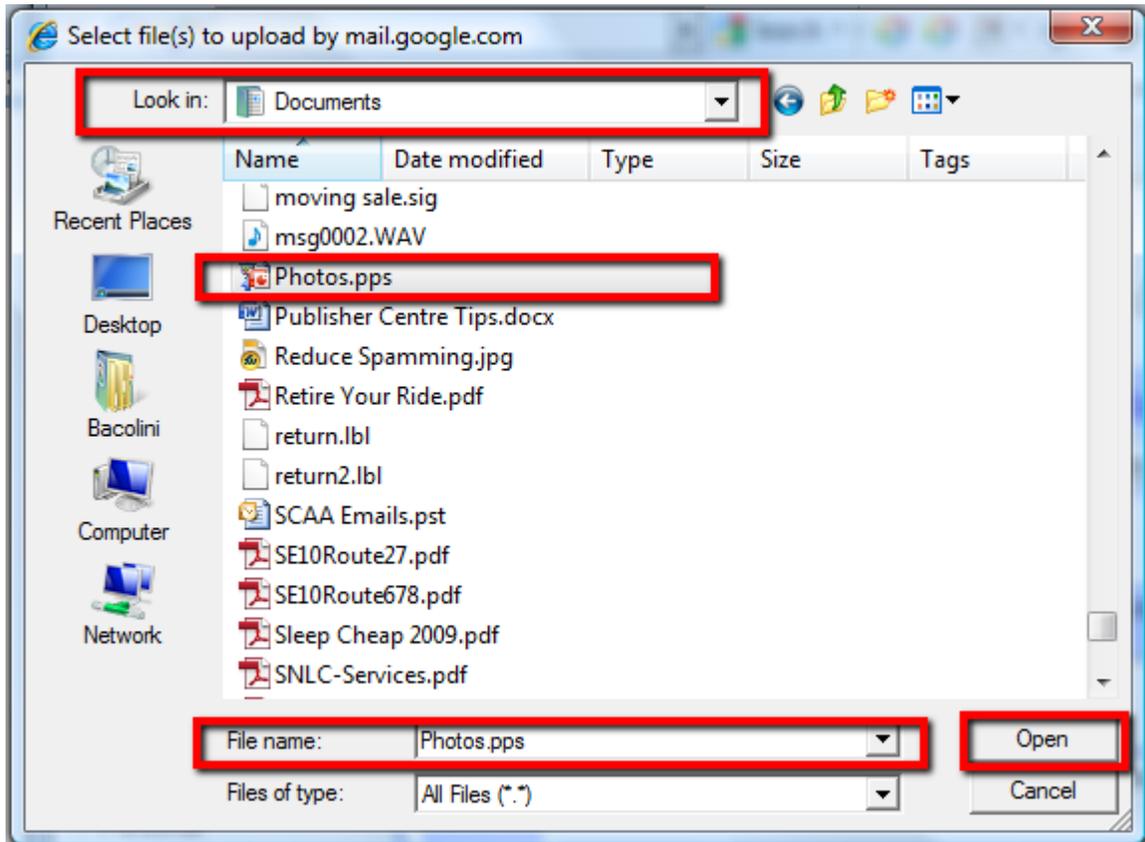
When you left-click “Done”, you will return to the email you were creating and all of your “Friends” email addresses will appear in the “Bcc:” field.



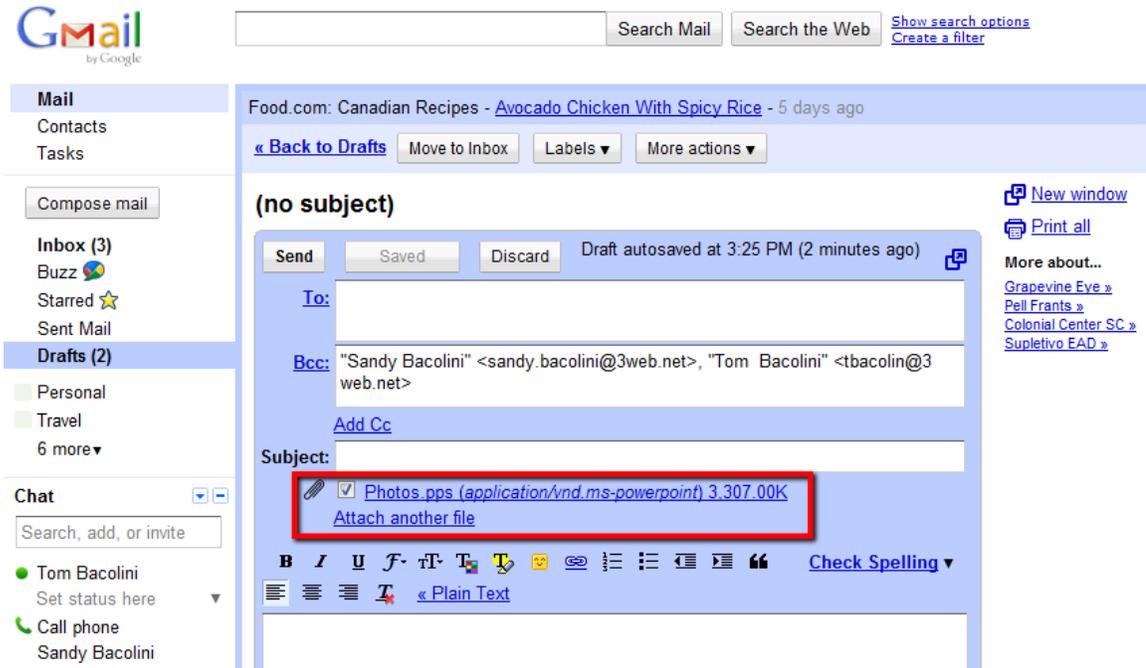
Our next task is to left-click “Attach a file” tab as in the next screen:



You will then see this next screen which will show your "My Documents" folder where you downloaded your attachments from the last lesson:

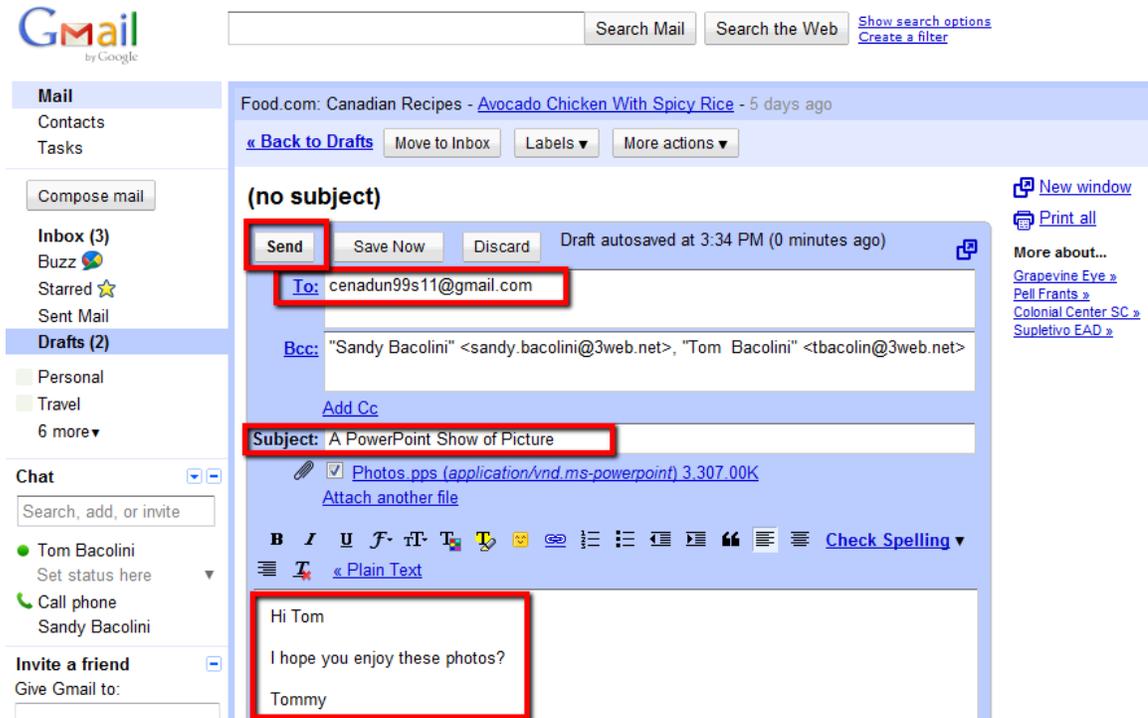


Depending on your version of Windows (I am using Windows Vista at home) "My Documents" as it appears here in class because we are using Windows XP, will appear as just "Documents" in my version of Windows. I left-clicked the "Photos.pps" which is the file I downloaded from the last lesson and then I left-clicked "Open" to attach this file to my email message:



The above screen shows that the file has been attached to the email and you have the option of attaching another attachment, the only restriction here is that some email programs like Gmail may restrict the total size of attachments, we can discuss this further in class.

To complete your email message, I would recommend that you put your email address in the "To:" field so that you can see exactly what your Friends are receiving, don't forget to add something in the "Subject" field and create a message in the body of this email before you left-click "Send" tab:



Let's now practice this lesson with the person next to you.

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