

3.2 Managing email

Click on each message (listed in the upper part of the Inbox) and scan the message

Double-Click on the message from me to open it
(to respond to a message, it must be open)

A window will open with the Title *Test – Message (HTML)* (or whatever the subject was) and is my message to you (which you have already read)

Click on the Reply button

A new window will open with the Title *RE: Test – Message – Microsoft Word* which is an email reply from you to me
(it is automatically from you, has the Subject: RE: Test and will include the original message from me)

Key in a reply to my email (something short, but nice)

When finished with your reply click on the Send button

This will return you to the original message I sent you

Click on the *C*lose button of my email to you

You will now be back at the Inbox

The message from me should be highlighted (if not click on it to highlight it)

Press the *D*elete key (on the keyboard) to delete the message from me

3.3 Sending new email

Click on the New button

A window that has the Title *Untitled Message – Microsoft Word* will open

Key in the email address (user name) of one of your classmates

Tab to (or point and click on) the subject line

Enter an appropriate subject

Tab to (or point and click in) the text area

Key in the text of your message

Click on the Send button when finished

You will now be back at the Inbox

Close the Inbox (this should take you back at the WinstonNet desktop screen)

Open Outlook (this time using the Outlook Icon on the Task Bar)

Open and read the email from your classmate

Reply to the email from your classmate

Delete the email from your classmate

Send an email to someone else

(don't forget to use the entire user address including username@organization.organizationtype)

Don't forget to check your email either from here or at home for a response

Close Outlook, Log Off WinstonNet, and Shutdown the system