

Guide to Using the Internet & Sending E-Mail



About this Guide

This guide has been created to give you a simple overview of how to browse the Internet and send email. It assumes you have a basic knowledge of how to use a computer and how to use Windows. This guide has been written based on the Mozilla Firefox 1.0 web browser and Mozilla Thunderbird 0.9, however, this guide can also be applied to other web browsers, such as Netscape and Internet Explorer as they all use a similar user interface.

If you do not already have Firefox it can be downloaded from the following location:

<http://www.mozilla.org/products/firefox/>

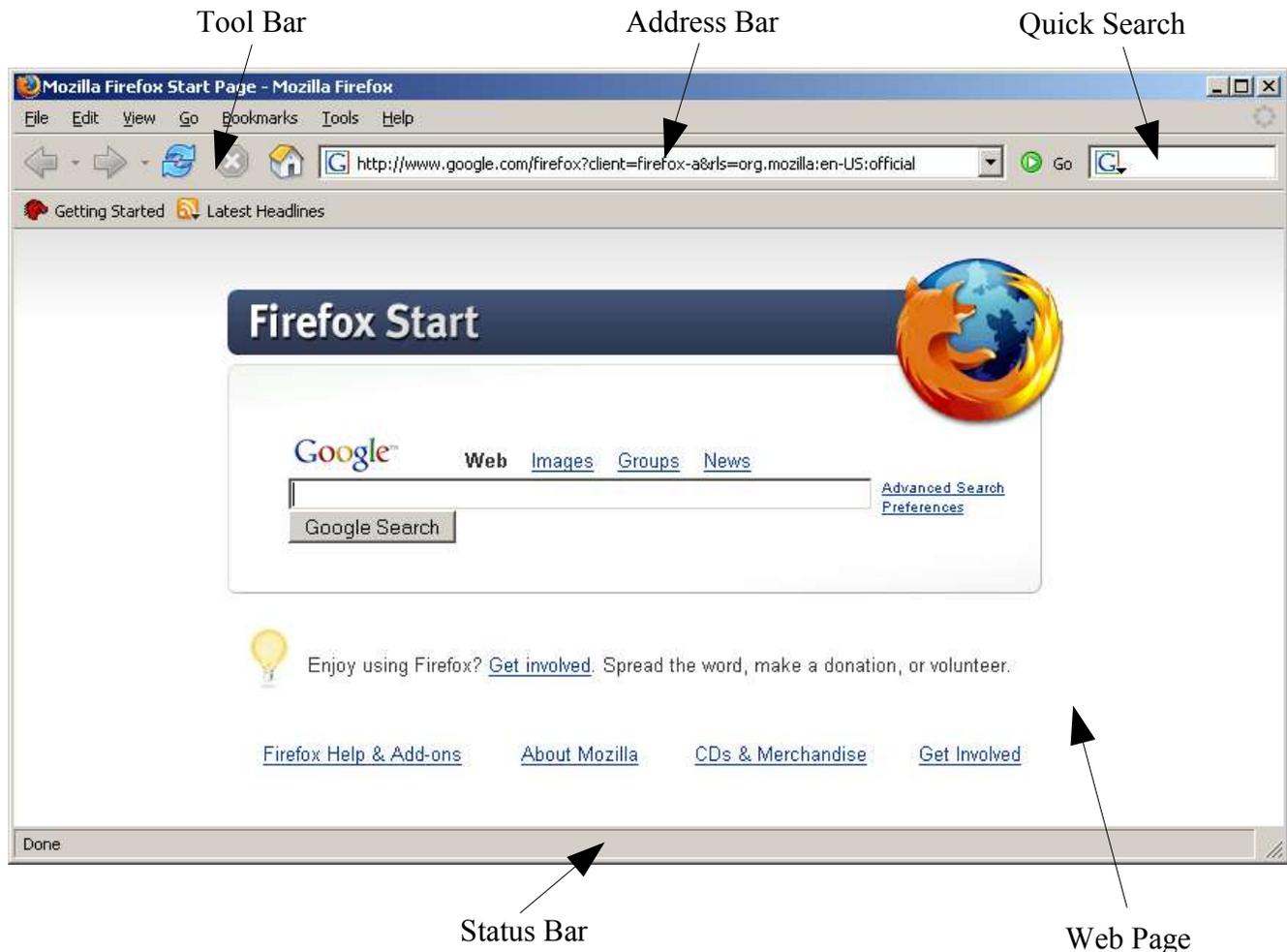
Mozilla Thunderbird can be downloaded from this location:

<http://www.mozilla.org/products/thunderbird/>

Both of these products are still under active development and receive regular updates.

Using the Web Browser

A web browser is a piece of software designed to allow you to view web pages on the World Wide Web. This is the Firefox web browser when started for the first time:



Tool Bar – The tool bar contains buttons to commonly used browser functions. From left to right

- Back: takes you back to the previously visited page
- Forward: takes you to the next page you visited (if any)
- Reload: reloads the current page (useful when viewing news sites where data is likely to change).
- Stop: stop the current page from loading.

Address Bar – Displays the address of the current website or resource.

Quick search – Allows you to quickly and easily search popular search engines.

Hyper Link – A hyper link, when clicked takes you to another web page.

Status Bar – Displays the status of the current page. When the page is fully loaded, it will display “Done”. The status bar also displays the address of hyper links when the mouse pointer hovers over them.

Web Page – This, the main browser window display the current web page.

Viewing a Website

To view a website, you need to know the URL. The following is the URL for the BBC's news site:

<http://news.bbc.co.uk/>

To display the page:

- 1) Open the web browser.
- 2) Type the address of the site in the address bar.
- 3) Press the enter key or click the “Go” button to load the page.



The screenshot shows the BBC News website as viewed in a Mozilla Firefox browser window. The browser's address bar contains the URL <http://news.bbc.co.uk/>. The website's header features the BBC logo, navigation links for Home, TV, Radio, Talk, Where I Live, and A-Z Index, and a search bar. Below the header, the main content area is titled "BBC NEWS UK EDITION" and includes a "WATCH BBC NEWS IN VIDEO" button. The "LATEST" news item is "Thousands of premises hit by power cut in Liverpool," dated Thursday, 11 November, 2004, at 23:11 GMT. The main story is "Body of Arafat arrives in Egypt," with a sub-headline "Palestinian leader Yasser Arafat's body arrives in Cairo, amid preparations for his funeral there on Friday." Other news items include "US forces under fire in Falluja," "Princess Royal in air near-miss," "Falluja voices," "In pictures," and "Child minders." A sidebar on the left lists various news categories such as World, UK, England, Northern Ireland, Scotland, Wales, Business, Politics, Health, Education, Science/Nature, Technology, and Entertainment. The browser's status bar at the bottom shows "Done".

Viewing Files on your Computer

A web browser is not limited to display resources on the Internet. It can also be used to display supported file formats, such as images, text files and HTML documents which reside on your computer. To open a file on you computer type its location in the address bar prefixed with the following “[file:///](#)”

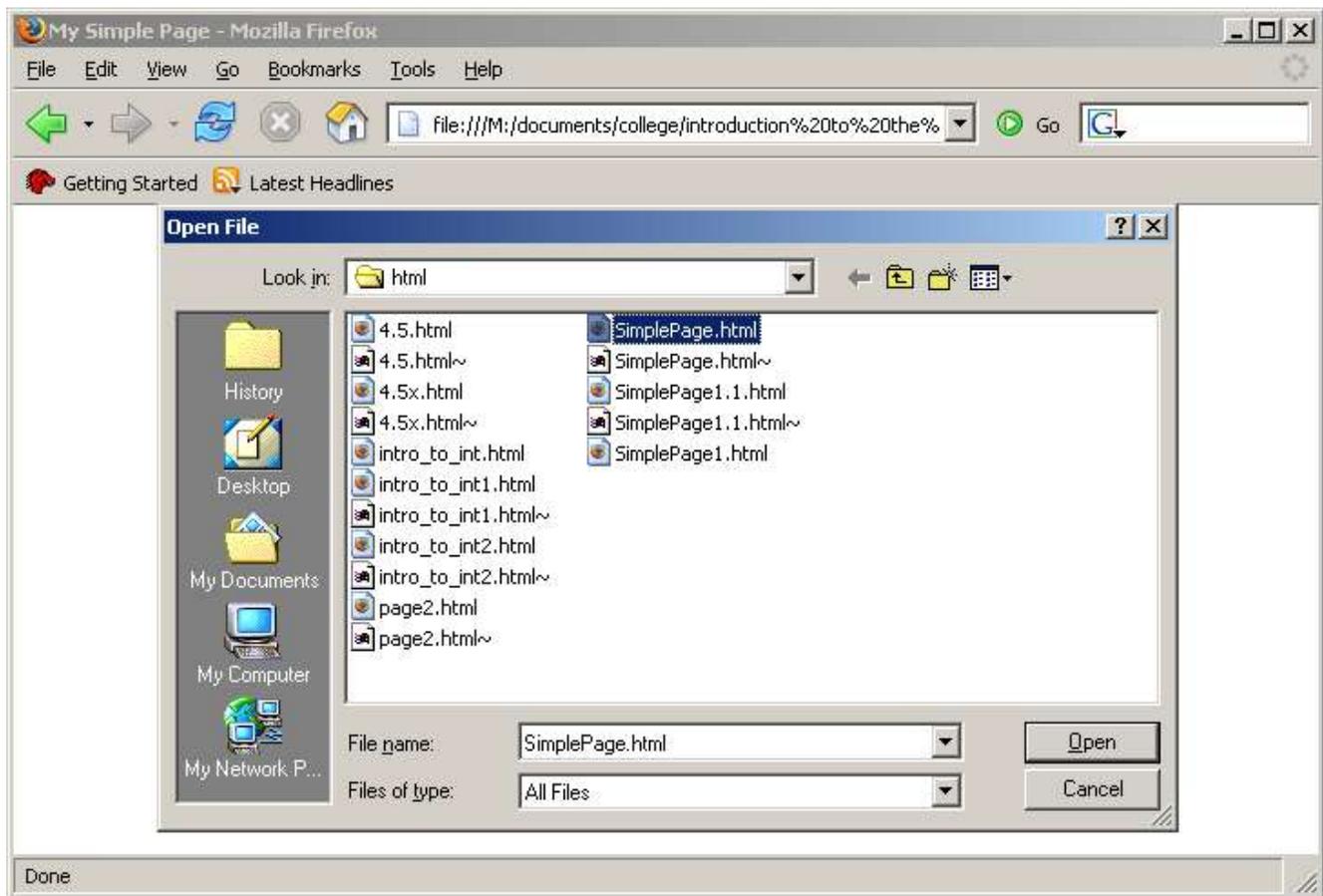
[file:///M:\Documents\College\Introduction To The Internet\html\simplePage.html](#)

You can also browse for the file by doing the following

Press Control+O

or

File --> Open File



Navigation

Back & Forward

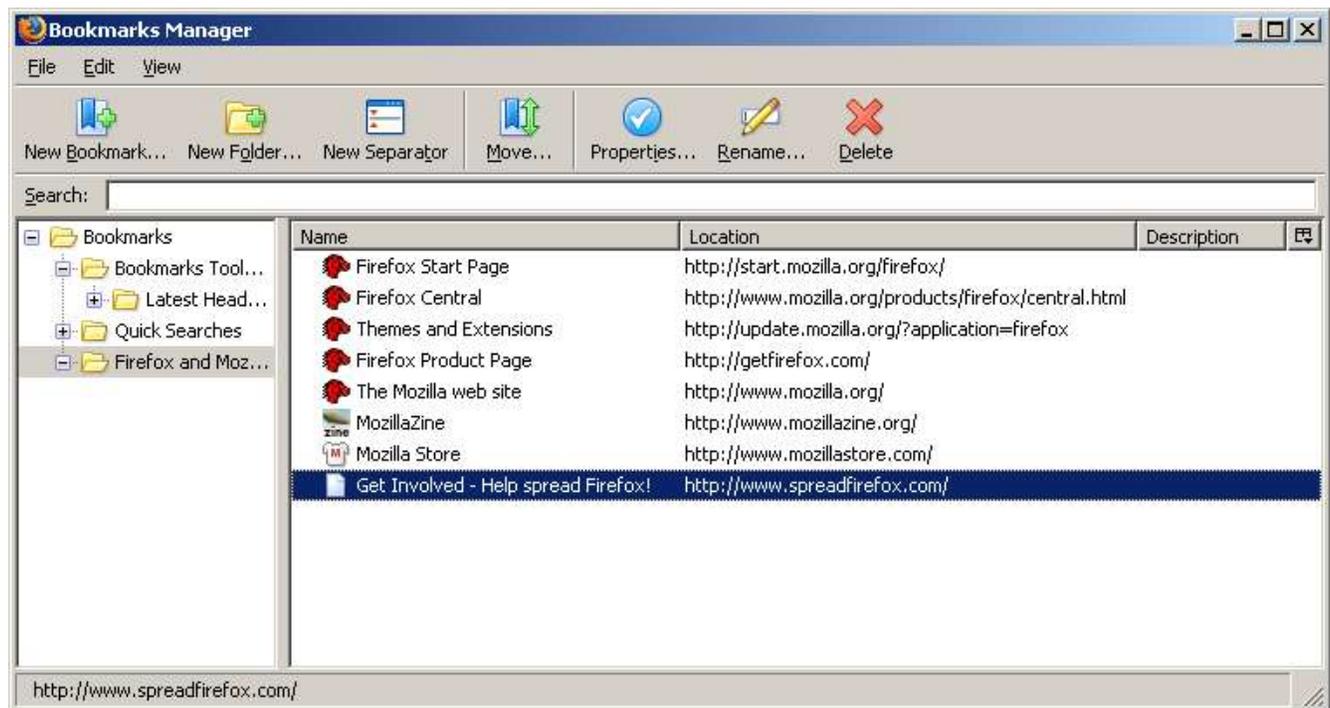
You can visit different areas of the BBC news site, by clicking the hyper links. You can use the back and forward buttons to navigate between recently visited pages. Clicking the back button once takes you back one page. Clicking the arrow adjacent to the button displays a drop down list of those pages recently visited:



Bookmarks

Bookmarks allow you to save web sites which you visit most often. You can view bookmarks by clicking the “Bookmarks” menu above the address bar. Clicking on a particular bookmark will take you to that web site. Bookmarks are arranged similar to files on a computer, the bookmark manager allows you to separate bookmarks into nested folders. To display the bookmark manager:

Book Marks --> Manage Bookmarks

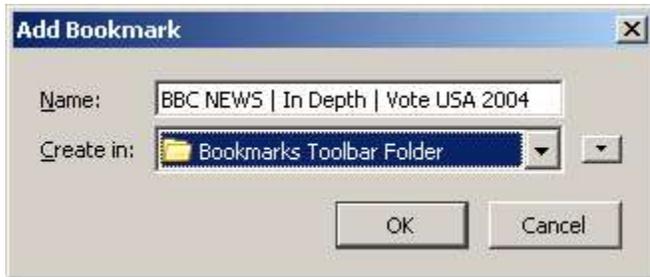


You can add the current web page you are viewing to your Bookmarks by doing the following:

Press Control+D

or

Bookmarks --> Bookmark This Page



At the above prompt you can choose the bookmark folder you would like to place the current page in.

Viewing More than Once Page

You are not restricted to viewing one page at a time. You can open a new browser window at any time by doing the following:

Press Control+N

or

File --> New Window

The new window will open and load your home page.

While browsing you can open a link in a new window by right clicking it and selecting the “Open Link in New Window” option. You can also hold down the shift key while clicking the link to open it in a new window:



Tabbed Browsing

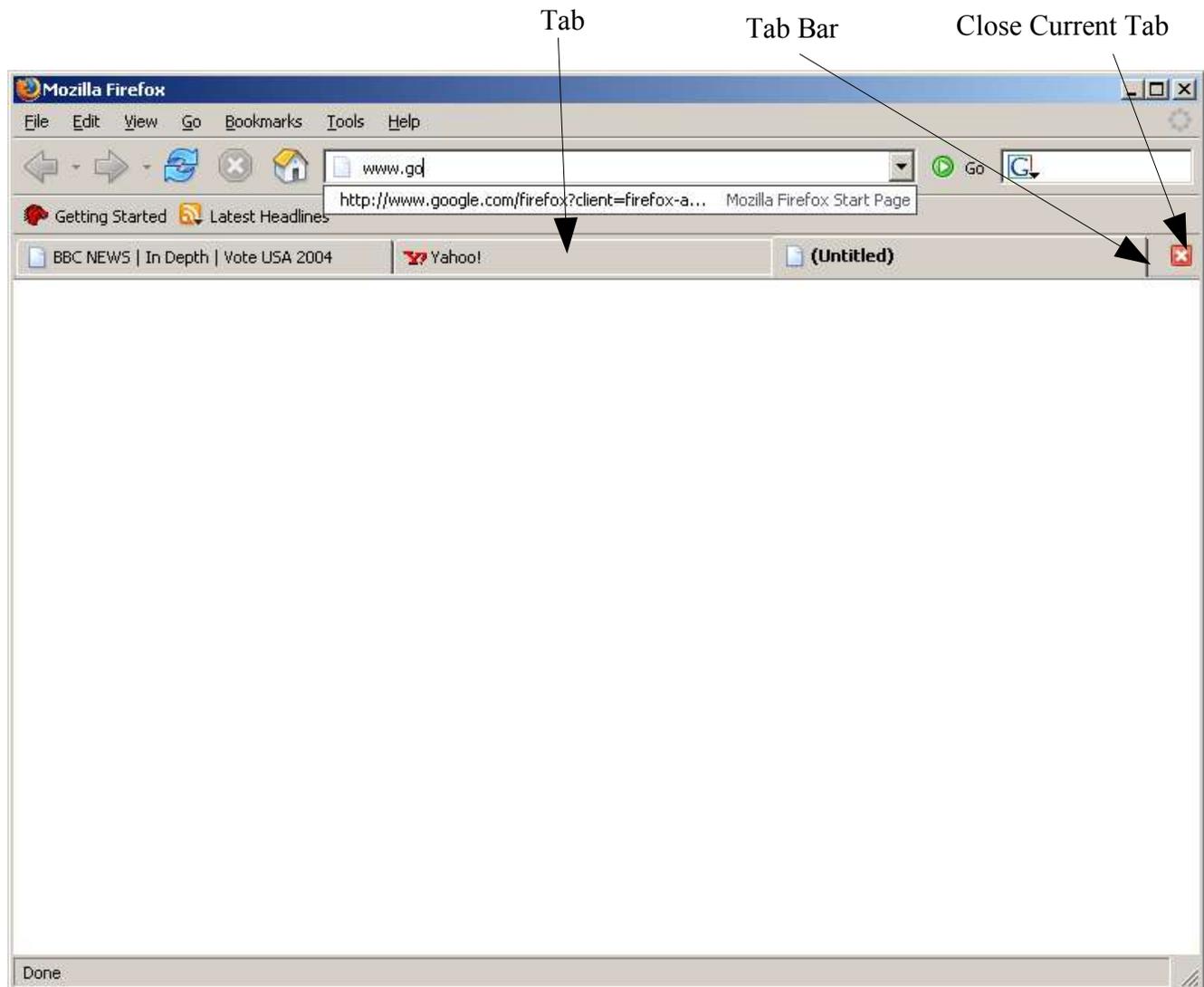
Firefox also supports tabbed browsing. Tabbed browsing allows you to browse multiple web sites in one window through the use of click-able tabs. To create a new tab do the following:

Press Control+T

or

File --> New Tab

A new tab will be loaded and the old site will be visible on the tab bar. To move between tabs, simply click on them:



To open a link in a new tab, right click on it as you would to open it in a new window and click on the "Open in New Tab" option. Alternatively, hold down the Control key while clicking the link. Users who have a mouse scroll wheel can open a link in a new tab, simply by depressing the scroll wheel over the link.

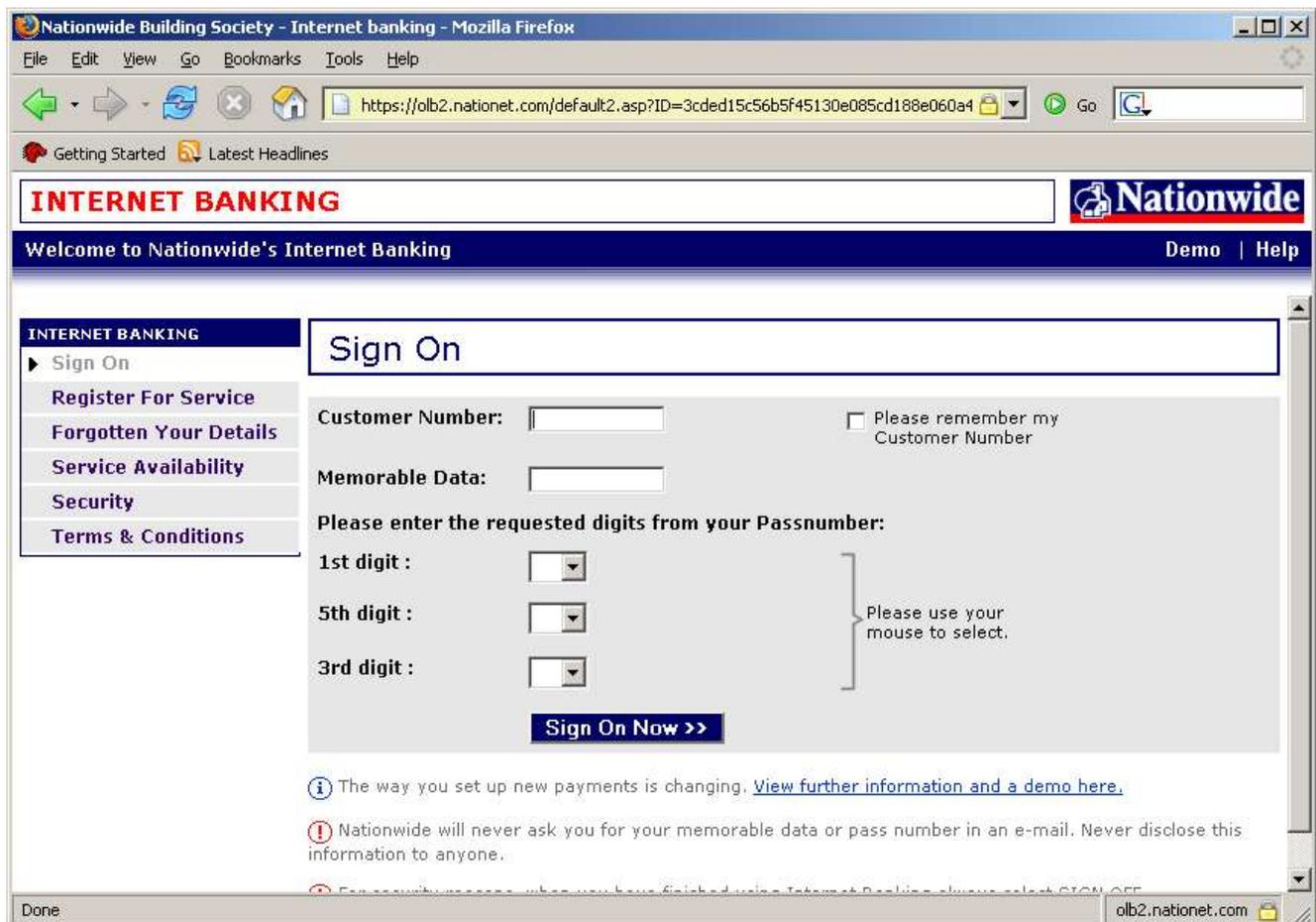
Security

When buying goods or services from a company or managing your bank account over the web, it is important to ensure that before you pass them your personal details (i.e: credit card number), that the site has verified its identity and the communication is encrypted. When a website can satisfy these two conditions it is said to be secure. Websites implement security through the use of certificates, the web browser automatically checks website certificates when you visit a secure site and will display a warning if it finds any problems.

DO NOT continue to use the site if your web browser has indicated a problem with a sites security certificate.

Checking you are on a Secure Site

When you visit a secure site, the address bar of the browser will change colour and a padlock will appear in the right hand corner and in the status bar. This verifies to you that all communication between your computer and the site has been encrypted and that the identity of the website you are visiting is indeed that of the company who owns it:



Viewing Security Information of a Web Site

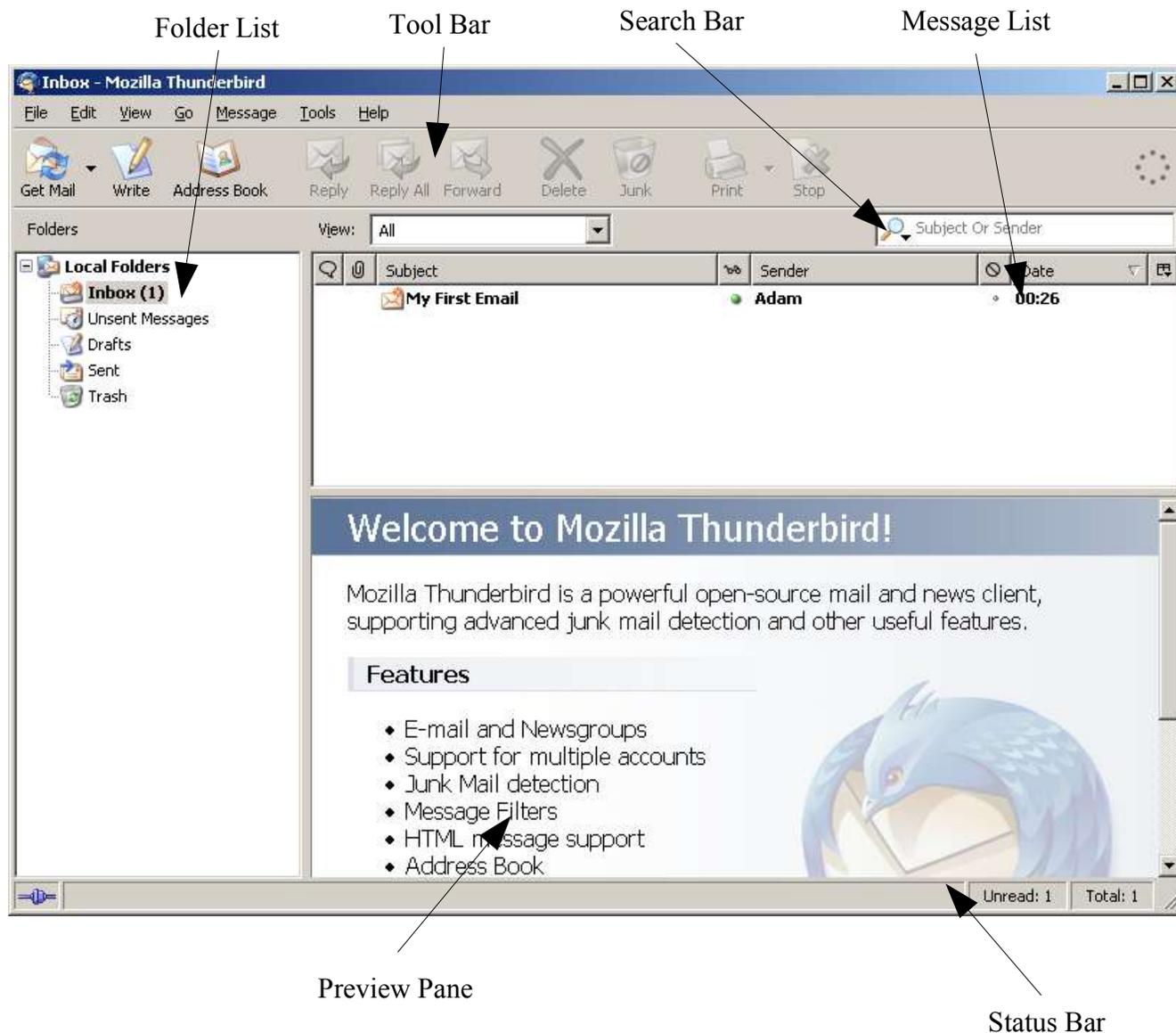
You can view the certificate of a secure site by clicking on any of the padlock icons:



E-Mail

E-Mail (Electronic Mail) allows messages to be sent to other Internet users quickly and easily. E-mail services such as Hotmail and Yahoo are web based, their main advantage is they allow you to access your e-mail from anywhere with an Internet connection. However, these services often limit the space for e-mail storage and lack other more powerful features such as sorting and advanced address book management.

An e-mail client is a program which allows you to download e-mail onto your computer and compose and send e-mail from your computer. E-mail clients also allow you to maintain an address book and sort messages.



Folder List – Similar to your file system, you can move messages between folders, create new folders and move messages to the trash. By default all downloaded mail is placed in the **Inbox**. All mail ready to be sent is placed in the **Unset Messages** folder, once send they are moved the the **Sent** folder and messages which you are in the progress of writing are placed in the **drafts** folder.

Tool Bar – Contains buttons for easy access to commonly used functions. From left to right:

- Get Mail: this button causes Thunderbird to check your mailbox for new messages and download them.
- Write: compose a new e-mail
- Address Book: Open your address book.

The following buttons are only available when a message is selected in the message list:

- Reply: reply to the current e-mail. Opens a compose e-mail window.
- Reply All: send a reply to the sender and all other e-mail recipients.
- Forward: forward the e-mail. This is similar to reply, however the e-mail content and subject line are preserved.
- Delete: move the e-mail to the Trash folder.
- Junk: Marks the e-mail as junk. Useful for filtering out unwanted spam e-mails.
- Print: Print the current email.

The following button is only available while a task is in progress (such as receiving e-mail)

- Stop: stops the current task.

Search Bar – Enter text here to search for e-mails in the current folder.

Message List – Messages in the currently selected e-mail folder are displayed here.

Preview Pane – Displays a preview of the currently selected message (if any).

Status Bar – Used to display the status of the current task (if any).

Setting up an e-mail Account

Your Internet Service Provider will often provide you with an e-mail address when you sign up. To use this email address you must obtain the following information:

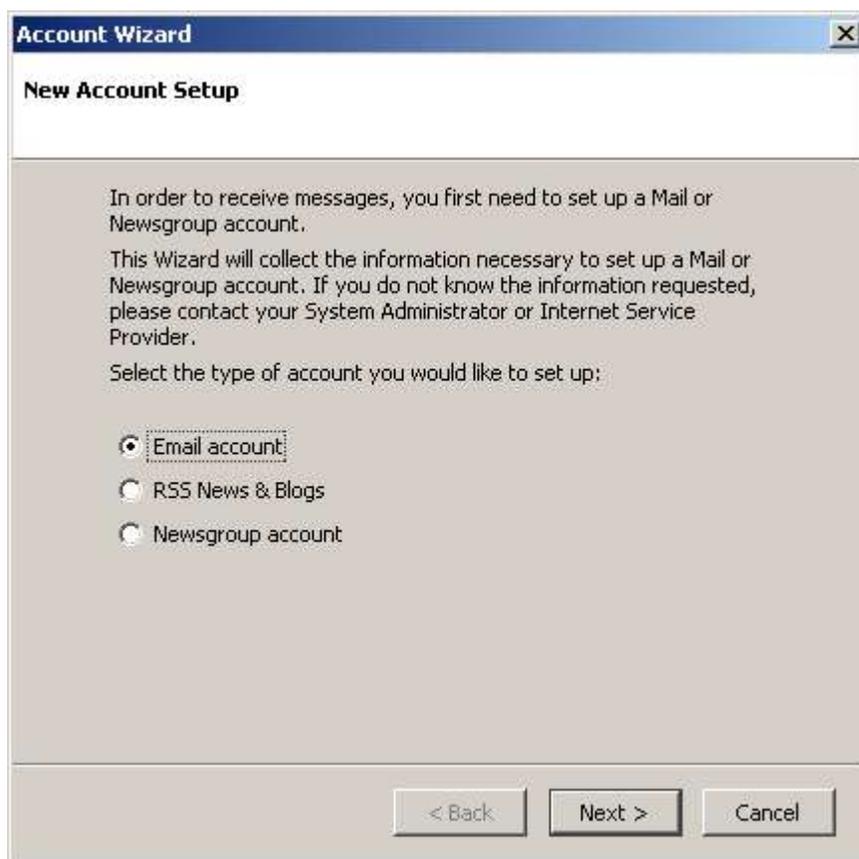
Your e-mail address – useful when people want to send you a reply

Outgoing Server Address (SMTP) – This is the address of the server which send the mail.

Mail Box Address (POP3) – This is the address of the mail box your e-mail is delivered to on the server.

Mail box password – The password of your mail box.

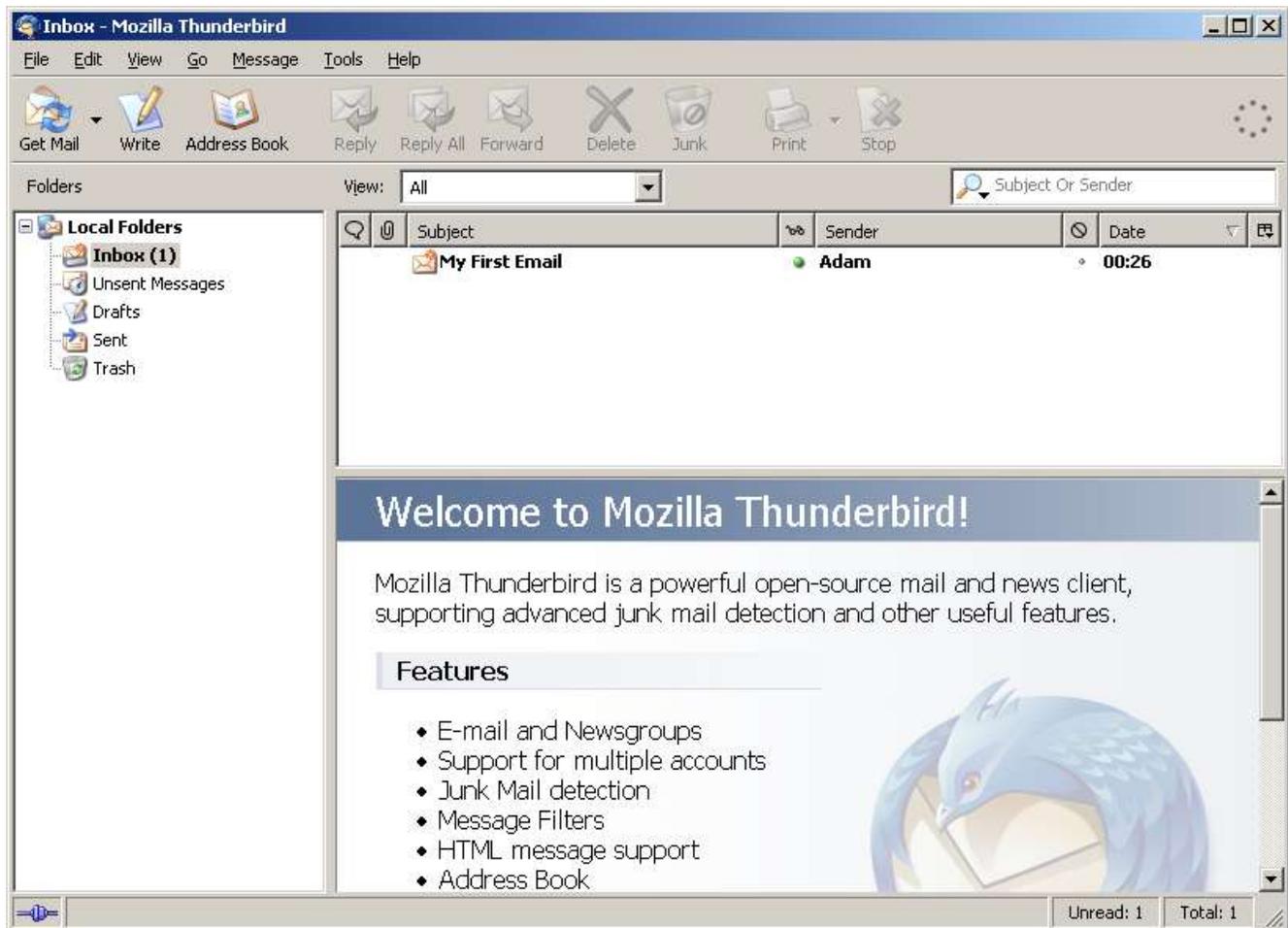
When you first start Mozilla Thunderbird you see the following screen:



This is the setup wizard for your e-mail account. Follow the prompts and enter the appropriate information to set up an email account.

Downloading and Reading e-mail

To download e-mail from your mail box. Click on the “Get Mail” button in the tool bar. You may be prompted for your mail box password. The email you have downloaded will appear in your Inbox:



To view the e-mail click on it, it will appear in the preview pane. You can also double click on it to open it in a new window.



Composing and Sending an e-mail

To create a new e-mail do one of the following:

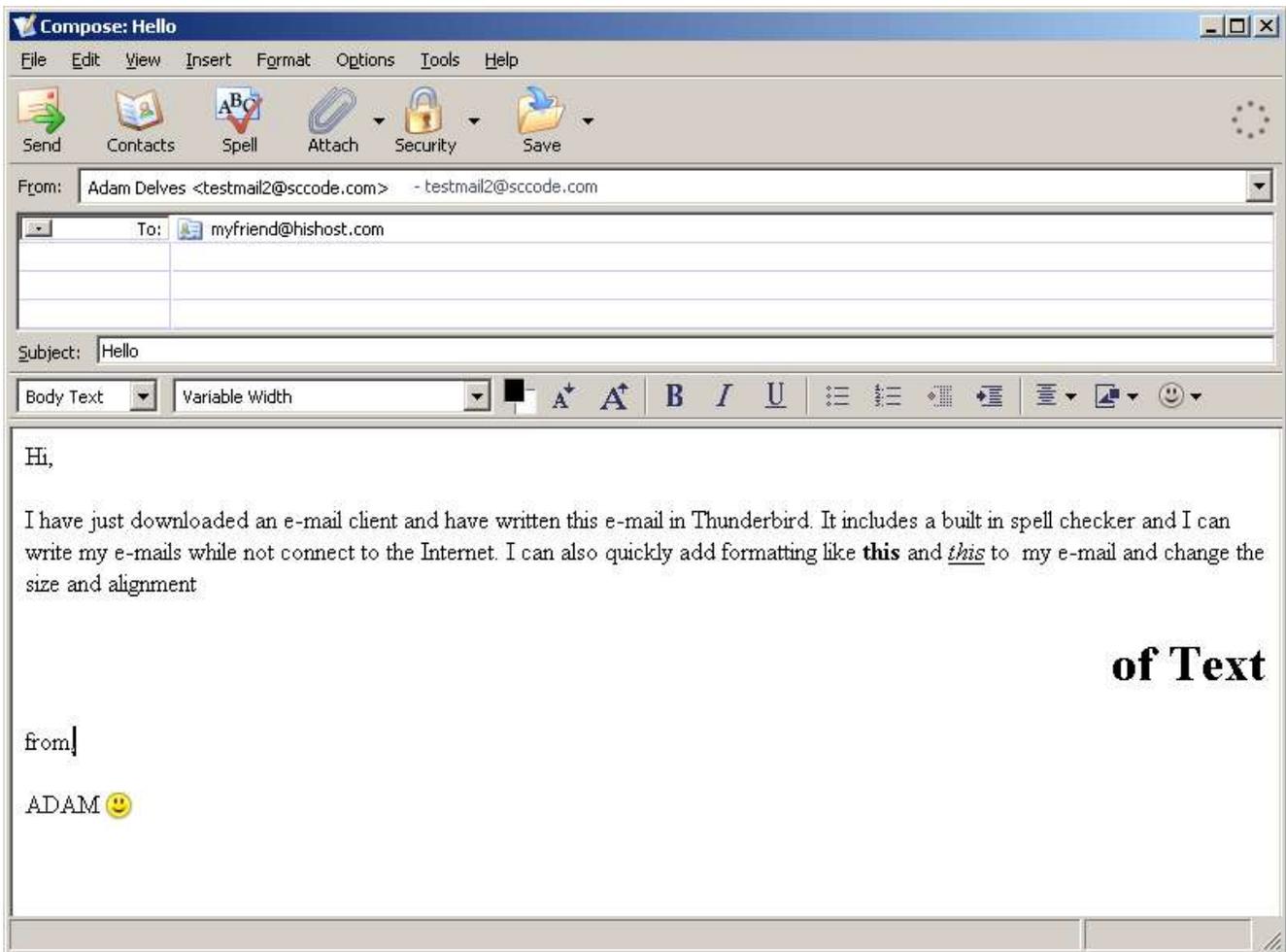
Click the Write tool bar button.

Or

File --> New --> Message

Enter the e-mail address of the recipient in the To: line. You can send the e-mail to multiple recipients by clicking on the next line and entering an e-mail address. You should enter an e-mail subject, so the recipient can identify it easily.

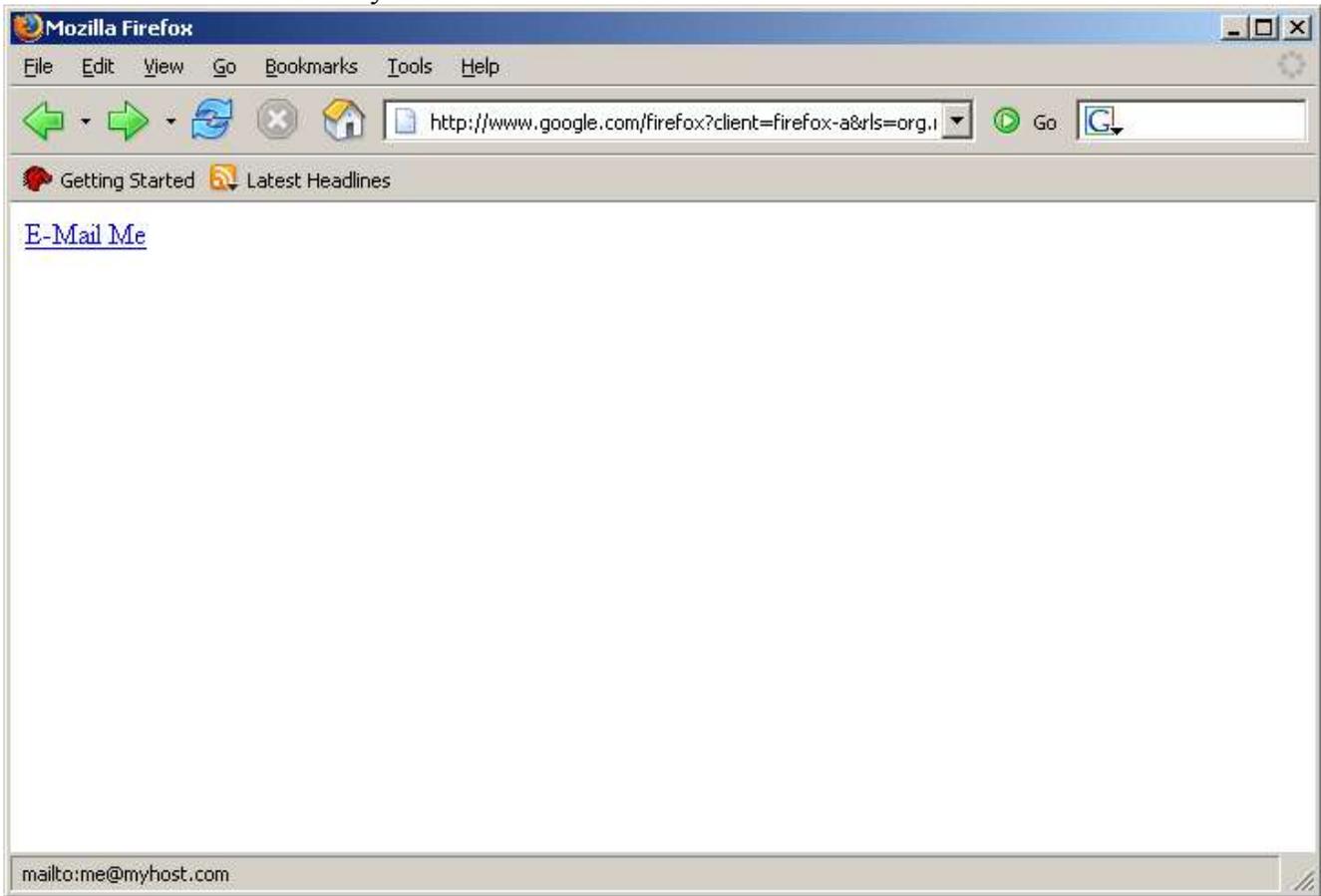
Once you have finished writing the e-mail using the text editor, press the send button, in the tool bar. If you are connected to the Internet, Thunderbird will send the e-mail immediately. If you are not, it will be placed in the Unset Items folder and send the next time you connect.



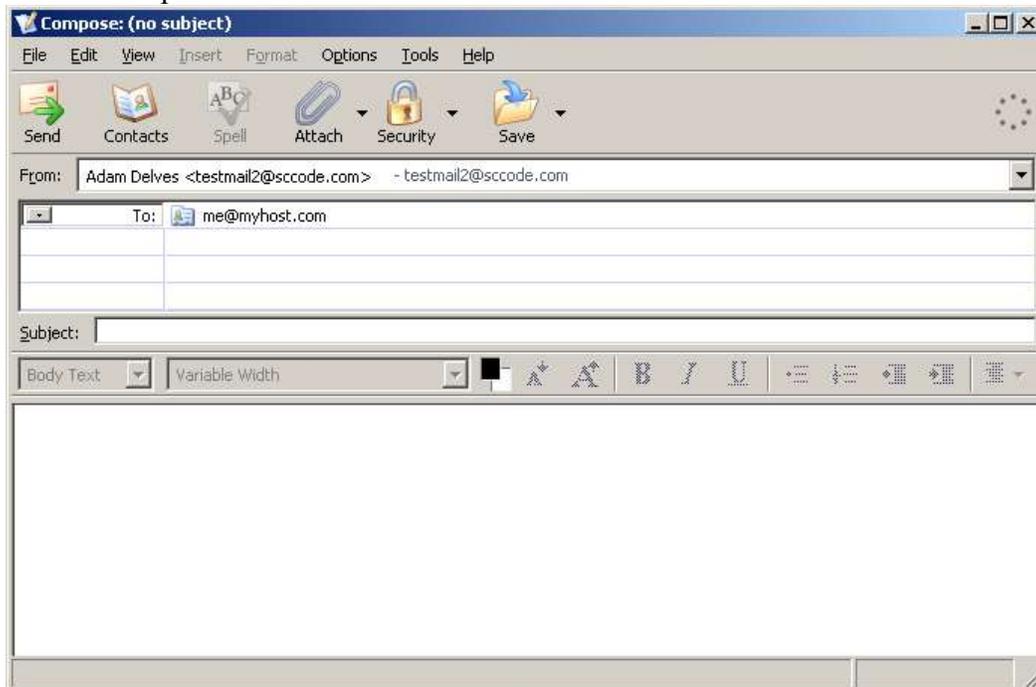
You can click the save button to save the e-mail in the drafts folder and send it at a later date. Clicking the attach button will allow you to send a file on you computer with the e-mail, such as a picture.

Sending an e-mail from Firefox

A web page may contain an e-mail link. When clicked the e-mail link will open a new message window with the To line automatically set.



Clicking the link will open a new e-mail window:



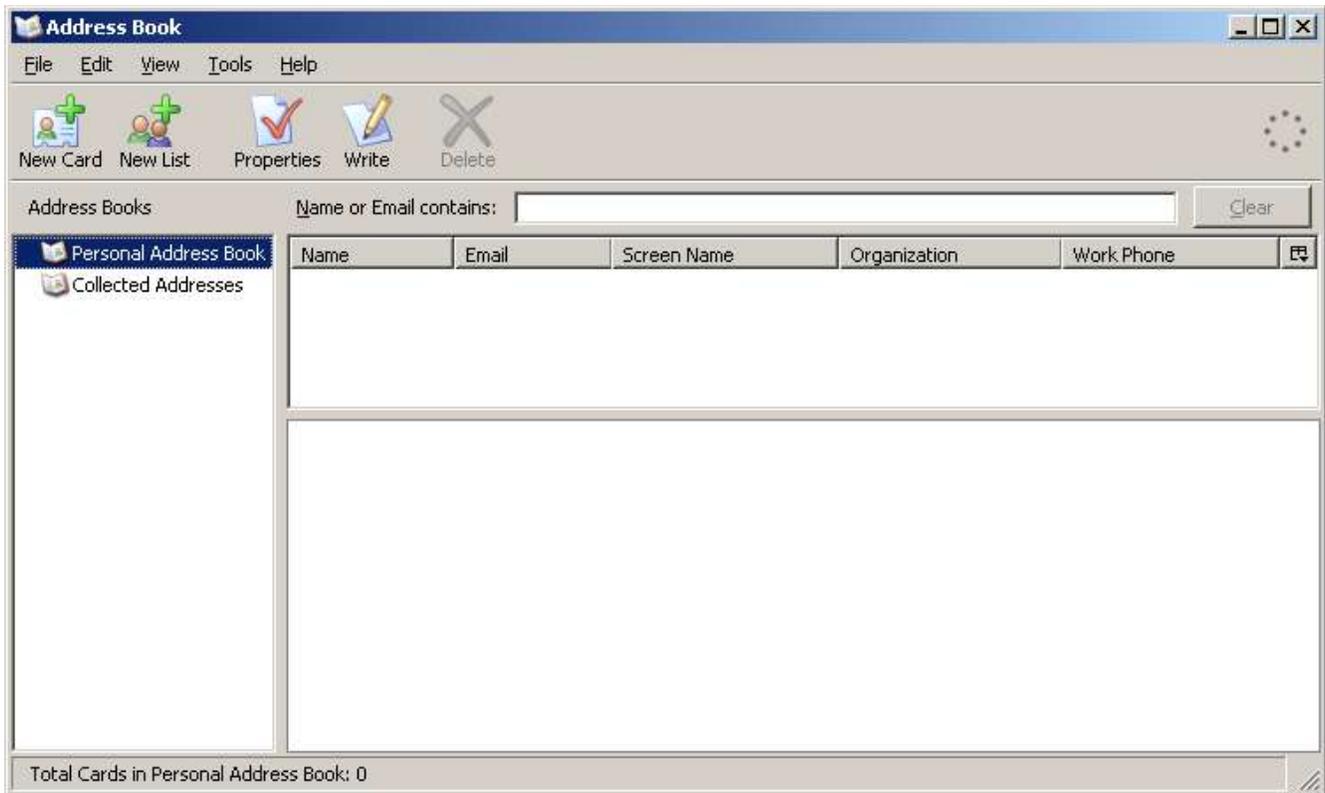
Using the Address Book

The address book allows you to manage the details of your e-mail contacts. To open your address book :

Click the address book button on the tool bar.

Or

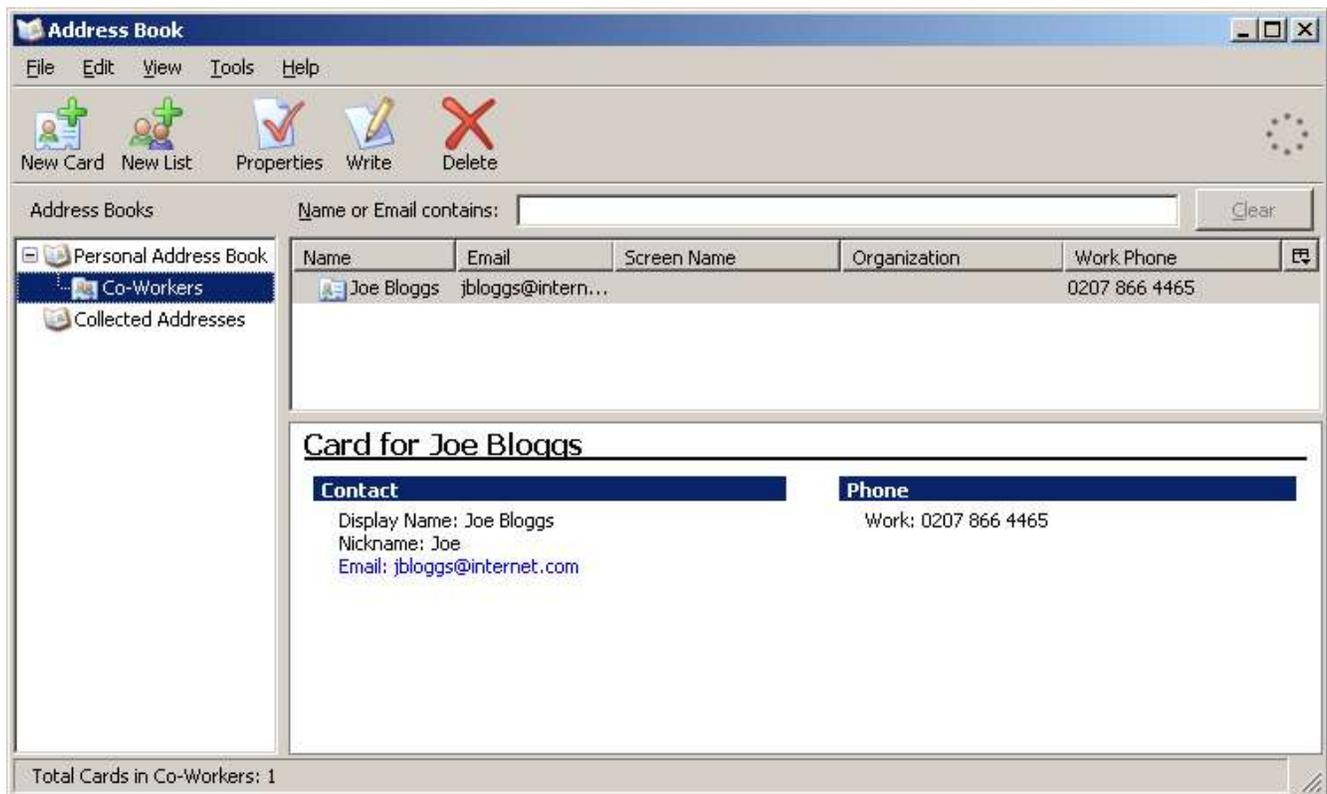
Tools Address Book



You can add a new contact to your address book by clicking the new card button on the tool bar:

The screenshot shows the 'New Card for Joe Bloggs' dialog box. The 'Add to:' dropdown is set to 'Personal Address Book'. The dialog has three tabs: 'Contact', 'Address', and 'Other'. The 'Contact' tab is active. The 'Name' section has fields for 'First' (Joe), 'Last' (Bloggs), 'Display' (Joe Bloggs), and 'Nickname' (Joe). The 'Internet' section has fields for 'Email' (jbloggs@internet.com), 'Additional Email', 'Prefers to receive messages formatted as:' (Unknown), and 'Screen Name'. The 'Phones' section has fields for 'Work' (0207 866 4465), 'Home', 'Fax', 'Pager', and 'Mobile'. 'OK' and 'Cancel' buttons are at the bottom.

The “New List” button allows you to create a named list, to which you can add a group of contacts. A new list called co-workers has been created, to which the contact “Joe Bloggs” has been added. Creating a list enables you to send an e-mail to everyone on the list just by specifying its name:



Additional Information

Hopefully this guide has given you the information you need to start using the Internet. Both Firefox and Thunderbird have an extensive feature set, designed to make your browsing and e-mail experience as easy as possible,. You are advised to investigate these features and experiment with them to see how they benefit you.

In Firefox you can customize many aspects of your browsing by opening the **Tools --> Options** menu dialog. In Thunderbird,. The Tools menu allows you to set up message filters, which allow you to route messages which meet certain criteria to other e-mail folders.

Other Web Browsers

You are not limited to just one web browser. There are many different browsers to choose from, the majority of which are free to download and use. All of which have similar user interfaces. Here are couple of other popular web browsers and their download links:

Netscape Navigator - <http://channels.netscape.com/ns/browsers/download.jsp>

Microsoft Internet Explorer - <http://www.microsoft.com/windows/ie/default.msp>

Other E-Mail Clients

As with web browsers, you have a broad choice of e-mail clients to choose from. Some e-mail clients excel in mass mailing and mailing list management, others boast powerful message filtering capabilities. Here are some other popular e-mail clients:

The Bat (not free) - <http://www.ritlabs.com/en/products/thebat/>

Microsoft Outlook Express - <http://www.microsoft.com/windows/ie/default.msp> (included with Internet Explorer)

Microsoft Outlook (not free) – <http://office.microsoft.com/outlook>

