

Part 2

Internet and E-mail

Teach yourself in less than 10 pages:

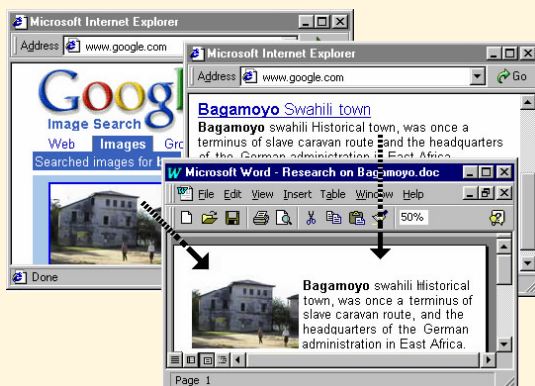
What is internet?



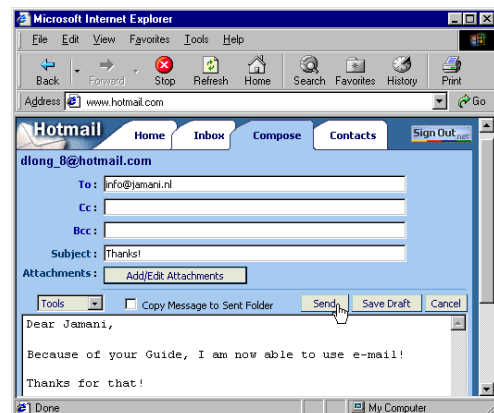
Searching for information



Copying information



Using e-mail



1 Welcome to internet

What is internet?

In simple words, internet is a huge number of computers that are worldwide connected to each other. These computers are situated in many different countries and are connected through telephone lines, cables in the ground and even satellites in space.



Internet – a worldwide network of computers, making information available to everyone

On a lot of these computers, people have published information: pages with text and pictures. These pages are called websites. There are millions of websites on internet, with an enormous amount of information which you can view and use for your reading, research or fun!

Using the internet

If your computer is connected to the internet, you can visit these websites. To visit a certain website, you need to know the address of the website. Like a normal address specifies where someone lives, the internet address specifies the location of the computer on which the website is published.

An example of an internet address is: www.kaisteventures.com. When you type that address in a 'browser' program, such as Explorer, your computer goes to work: It contacts a computer in Holland and receives the information. Within a few seconds, you see Kaiste's website on your screen.

If you are looking for certain information, but have no internet address, you can use special websites for searching. These are called search engines. A good example of such a website is www.google.com, which is also available in most languages !

What is e-mail?

You use electronic mail or e-mail to send information to someone. The big difference with normal mail is speed. One second after you press a button to send an e-mail, it arrives at the e-mail address you used. Even if you send it to the other end of the world!

If your computer is connected to the internet, you can use e-mail for communicating with friends and business relations. You can also attach documents to an e-mail such as reports or digital photographs.

There are special websites that give you e-mail service free of charge. If you want to use e-mail, you simply visit one of these websites and open an email account. You get a private e-mail address which you give to your friends, and then they can send you e-mail. To read your e-mail and to send e-mails yourself, you visit the website again and open your personal mail box.

Part 2 – Internet and E-mail

There is a lot more to tell about internet. In this part that is internet and e-mail, we aim to show and tell you enough to visit an internet café and start: How to search for information and to use it in your own documents. How to open an e-mail account and to send and receive your own e-mails. You will see, it's easy and there is so much to discover!

2 Getting started

Internet Explorer

After you find a computer with internet connection, first start the right program. On most computers this is Microsoft® Internet Explorer or Netscape® Navigator. For this Guide, we will use Internet Explorer.

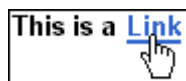
Example of a website

When Internet Explorer is running, the first thing you see is a website. On the picture here we show you how a website *might* look. The one you opened may look very different.

Move your cursor over the website. You will notice that your cursor sometimes changes into a hand. When that happens, you found a 'link'.



Link



A link can be text or a picture. You can normally identify links by their different color and because your cursor changes into a hand when above one. When you click on it, you go to another part of the website or to another website. Try it out!

Back-button



You can always go one or more steps back by clicking the 'Back'-button.

Go-button



When you want to 'visit' a certain website, type the address in the address-bar and click the 'Go'-button.

Stop-button



When you have started opening a website you do not want, click the 'Stop'-button. Then type a new address in the address-bar and click 'Go'.

Refresh-button



When (part of) a website does not appear on your screen, then there might have been trouble with the connection. Click the 'Refresh'-button to reload the page.

Where to start?

If you know what you are looking for on the internet, turn the page and start searching for the information you want. If you just want to get familiar with internet, here are some interesting websites you can visit. Just type the address in the address-bar and click the 'Go'-button.

Addresses:

www.kaisteventures.com

www.nigerianseminarsandtrainings.com

www.google.com

3 Searching for information

Using Google®

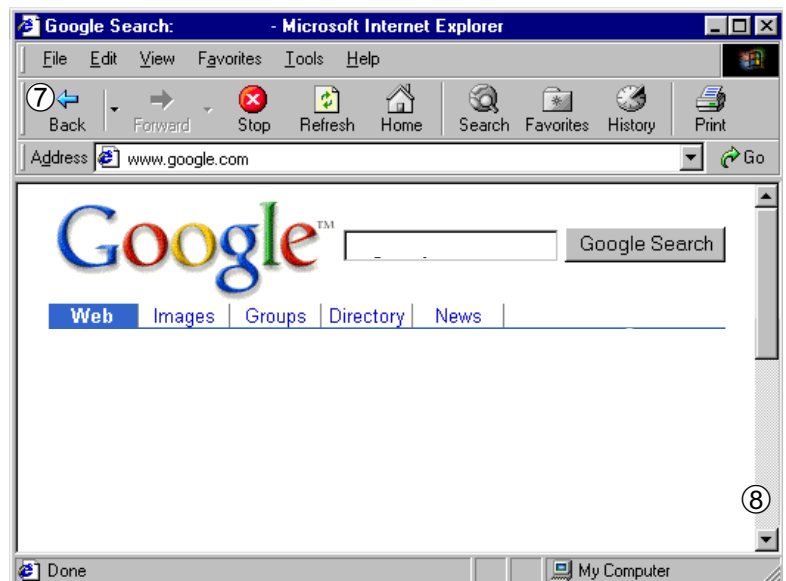
One of the best 'search engines' on internet is Google. How to use it?

- ① In the address-bar, type www.google.com
- ② Click the 'Go'-button or press the Enter-key and wait for Google to appear on screen
- ③ In the text-box, type what you are looking for, for example 'nigerian seminars'
- ④ Click the button 'Google search' and wait for the results...
- ⑤ The next screen shows the results:
- ⑥ Each result is a 'link' to a website containing the word nigerian seminars. Move your cursor on a link and click to visit that website.
- ⑦ Use the 'Back'-button to go back to Google's results and click on another link.
- ⑧ Scroll down the page to see more links...
- ⑨ Google shows a little text from each website. Google also shows the address of the website.
- ⑩ At the bottom of each page, you can click to see the next ten results.

Try it out! Type one or more words of your interest and click 'Search'.

If you want to search for more specific things, use two words separated by a '+'. For example: nigerian+seminars.

Turn the page to find out how to search for pictures on internet!

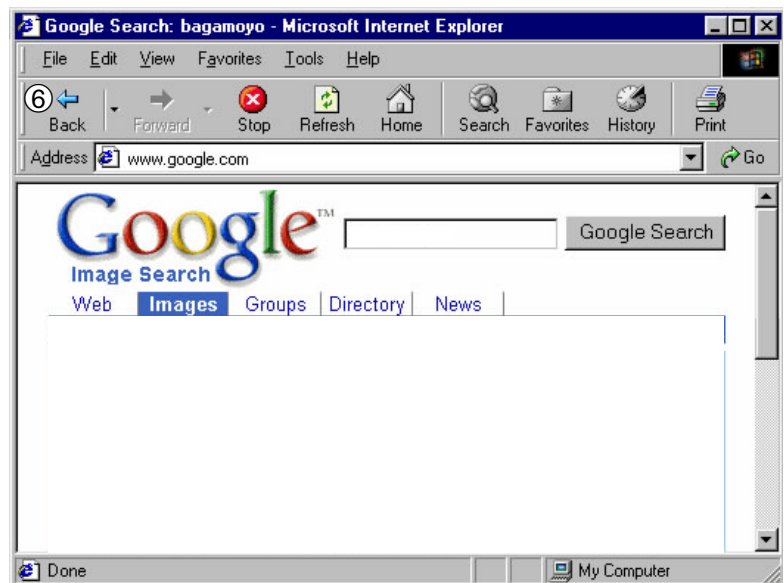


4 Searching for pictures

Using Google®

You can also use Google to search for pictures or images on internet:

- ① Click on 'Images' to go to Google's Image Search
- ② In the text-box, type the subject of the pictures you are looking for, for example 'nigerian seminars'
- ③ Click the button 'Google search' and wait for the results
- ④ The next screen shows the results:
- ⑤ Each result is a 'link' to a website containing an image. To go to the website, just click on an image.
- ⑥ Use the 'Back'-button to go back to Google's results and click on another image
- ⑦ Scroll down the page to see more images...



5 Copying information

Using internet to create your own work

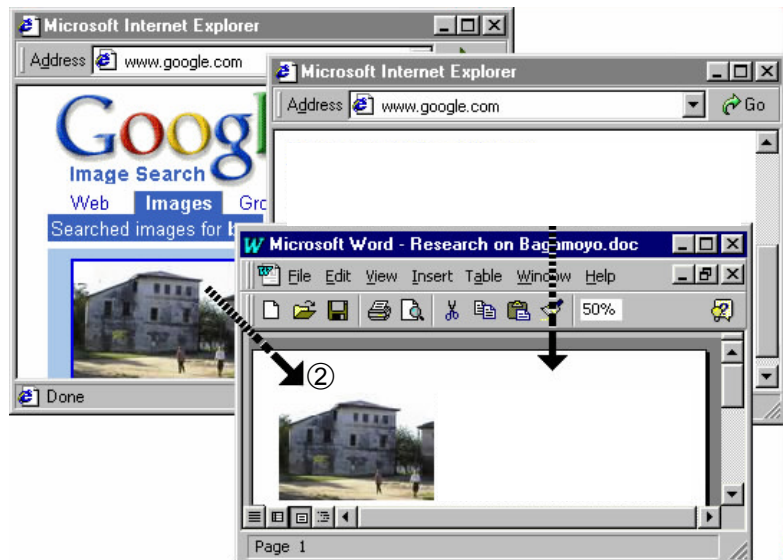
You can use the text and pictures you find on internet to create your own documents.

Start Word and Internet Explorer and search for the information you want.

Then follow Step ① to copy text to your Word document. Step ② shows how to copy pictures.

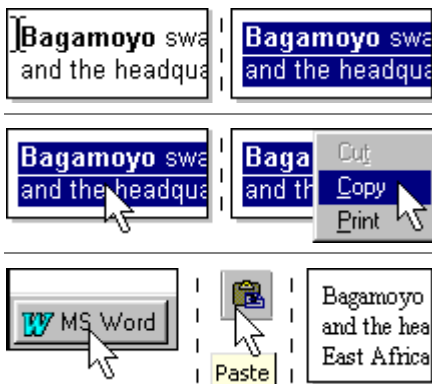
Afterward, you can put the document on a floppy to take it with you - Step ③.

If you are not familiar with the basics of Word (Part 3), we advise you to continue with chapter 6 for now.



Step ①

Getting text from the internet



1. Click the cursor at the beginning of the text and keep the left mouse button pressed down
2. Move the cursor to the end of the text to select the text

To copy the selected text into the computer's memory:

3. Move the cursor above the selection and click the right button
4. In the menu that appears, choose 'Copy'

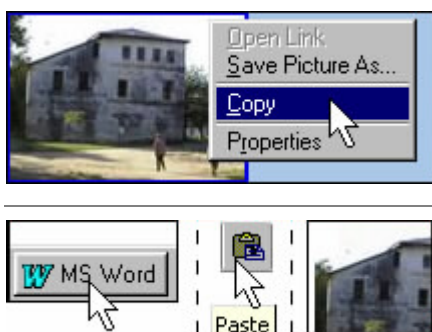
5. Go to MS Word by clicking the button in the taskbar

6. Click on the 'Paste'-button to put the text in your document

Note: The selected text remains in the memory until you copy another text or picture.

Step ②

Getting pictures from the internet



To copy a picture into the computer's memory:

1. Move the cursor on a picture and click the right mouse button
2. In the menu that appears, choose 'Copy'

Note: To save the picture as a separate document in your folder, choose 'Save picture As...'. ③

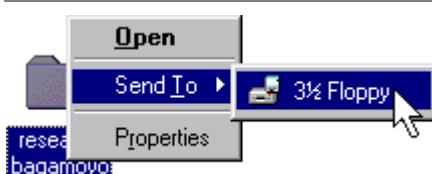
3. Go to MS Word by clicking the button in the taskbar

4. Click on the 'Paste'-button to put the picture in your document

➡ See: Part 3 – Word Basics, on how to work with pictures and create a colorful leaflet.

Step ③

Taking the information with you



➡ Part 1 – Basic Knowledge and Skills, on how to transport your document or folder to a floppy disk.

Note: Always use two floppy disks and put a copy of your document on both, in case one gets damaged.

6 Opening an e-mail account

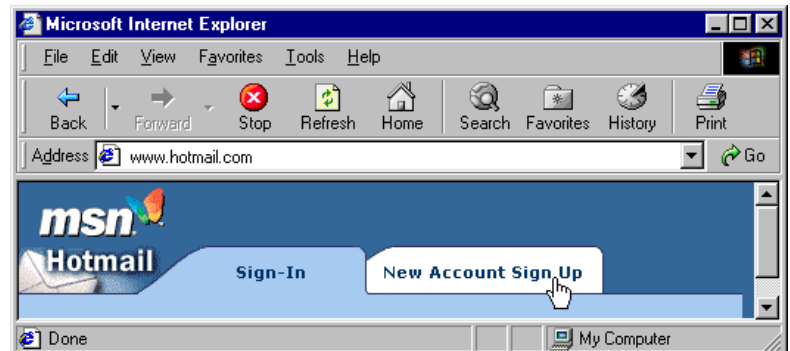
There are special websites that give you e-mail service free of charge. The most popular are Hotmail® and Yahoo®. Here we show you how to start using e-mail with Hotmail®. You can also choose to use www.yahoo.com, www.gmail.com, www.mail.com or another: The basics are all the same!

Starting Hotmail®

After you get access to internet, go to www.hotmail.com.

Next to e-mail functions, this website provides a lot of other information. Take some time to examine it.

Then follow the steps below to open your own e-mail account.



Registration

Profile Information

First/Last Name	David Long
Language	English
Country	Tanzania
Time Zone	D' Salaam, EAT
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birth Date	Feb 14 1969
Occupation	Other

Account Information

E-mail Address	david_long@hotmail.com
Password	*****
Retype Password	*****
Secret Question	Favorite movie?
Secret Answer	James Bond
Reg. Check	tZR

AGREEMENT BETWEEN YOU AND MICROSOFT	<input checked="" type="checkbox"/> I Agree
-------------------------------------	---

Someone already selected ...

Take one of these:	<input type="radio"/> David_Long56
	<input checked="" type="radio"/> DLong_8
Or another:	<input type="text"/> @hotmail.com

Registration Complete

dlong_8@hotmail.com

FREE Subscriptions

Opening an e-mail account

1. In the address bar of Internet Explorer type www.hotmail.com, click the 'Go'-button and wait for the website to appear
2. Click on 'New Account Sign Up': a new page appears
3. Click in the first text box 'First Name' and type your name; type your last name in the second text box.
4. Choose your country: click on the arrow and select Nigeria (or another) from the list.
5. After you selected Nigeria, wait until the website changes the next option. Then select the time you want to work with.
6. Click on one of the white circles to select your gender
7. Specify your birth date and choose an occupation from the list
8. Now type the e-mail address you want to use.
9. Type a good password, using at least 6 letters and numbers. You should remember this password well, because you need it to check your e-mail the next time.
10. To make sure you typed it right, you have to type the same password again.
11. If you have forgotten your password, you can use this secret question to get access to your account and create a new password. Select a question you like and type your answer.
12. Type the letters you see in the drawing. With this 'registration check' you prove you are a human and not a computer!
13. Look through the text of the agreement and click the button 'I agree'.

If you see this message, your address is already used:

14. Choose one of the addresses Hotmail suggests and continue
15. or Try typing other addresses until you find one that is still available.

If you see this message, you have opened your account:

16. When the registration is complete, click 'Continue'
17. At the bottom of the next page, click 'Continue' to enter your e-mail account. Turn the page and teach yourself how to use it!

7 Receiving e-mail

After opening your account, you can visit Hotmail as often as you like and 'sign in' to see if you have mail.

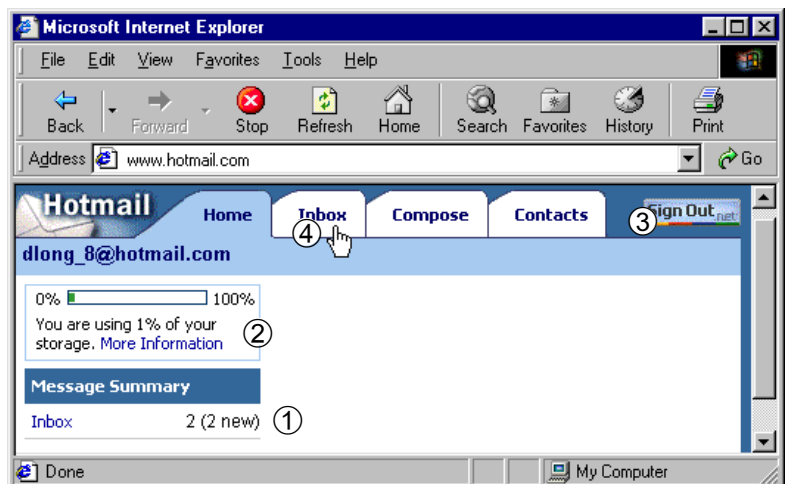
Entering your mailbox: 'Signing in'

1. Go to www.hotmail.com
2. On the first page, type your e-mail address and password.
3. Click on the button 'Sign In'. As you 'enter' your mailbox the homepage appears on screen.

Note: if you forgot your password, click on 'Help' to get a new password using the secret question.

Inside your mailbox

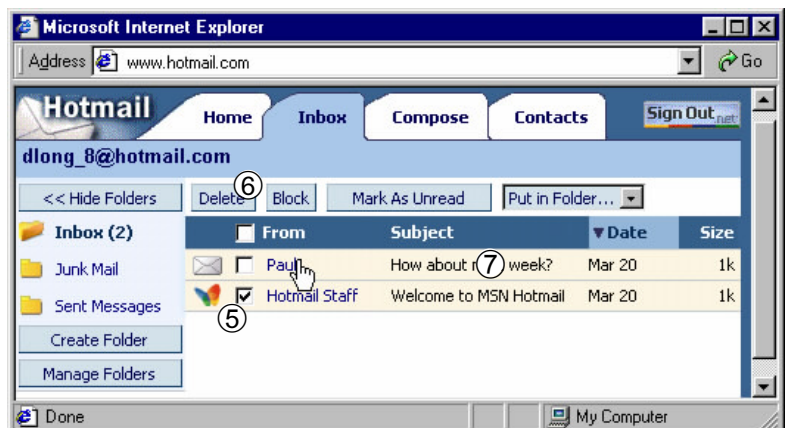
- ① Once inside, here you see if there is new e-mail for you.
- ② You see how much storage is available. If filled 100%, you can't receive new e-mail. Prevent that by removing old messages frequently.
- ③ When you are finished emailing, click 'Sign Out' to safely leave your account.
- ④ Click on 'Inbox' to check your new e-mail



The inbox

On this page you see a list of all your messages. Here you can:

- ⑤ Click on the small white box to mark a message with a '✓'
- ⑥ Click 'Delete' to remove the marked message (or put it in a folder)
- ⑦ Click on a message to open the message window and read it

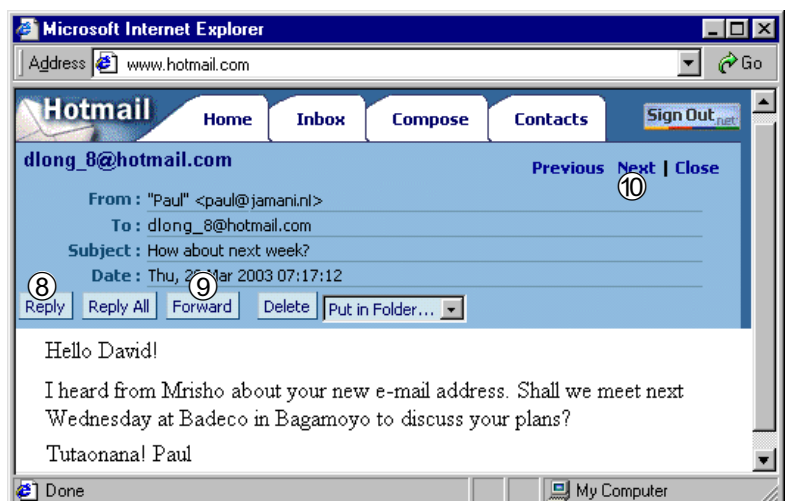


The message

On this page, you can read the message. Here you can also:

- ⑧ Click the 'Reply'-button to send a message back to this person
- ⑨ Click the 'Forward'-button to send this message to someone else
- ⑩ Click on 'Next' to see the next message in the list

Or Click 'Compose' to start writing a new message (see next page)



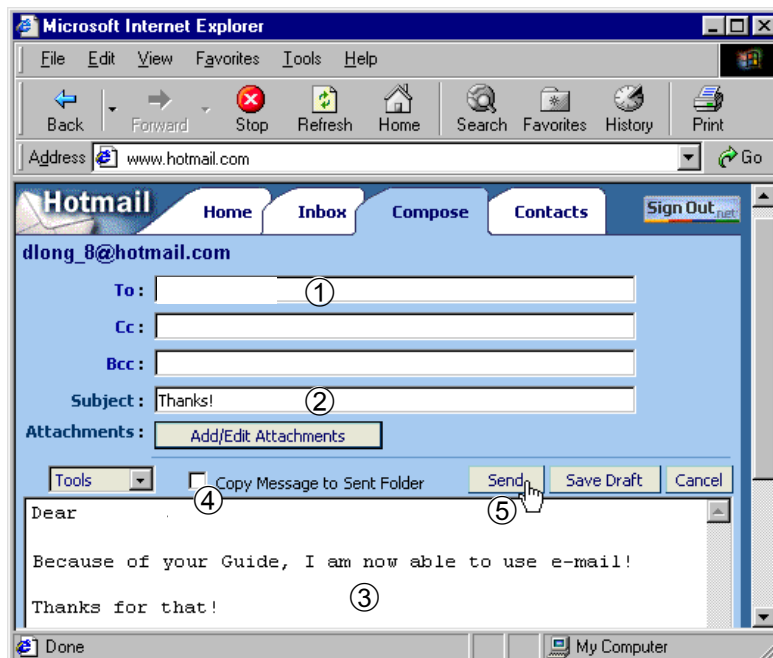
8 Sending e-mail

Your first message!

Click on compose to start writing your e-mail message to someone

- ① Type the e-mail address, for example: info@kaiste.com
- ② Type the subject to explain what your message is about
- ③ Type your message
- ④ Click 'Copy Message to Sent Folder' if you want to store your e-mail
- ⑤ Click the 'Send'-button to send it!

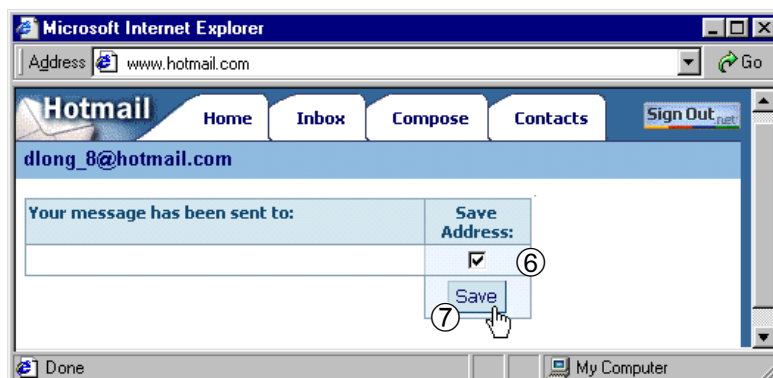
Send an e-mail to Kaiste and write us what you think about the Guide!



Managing contacts

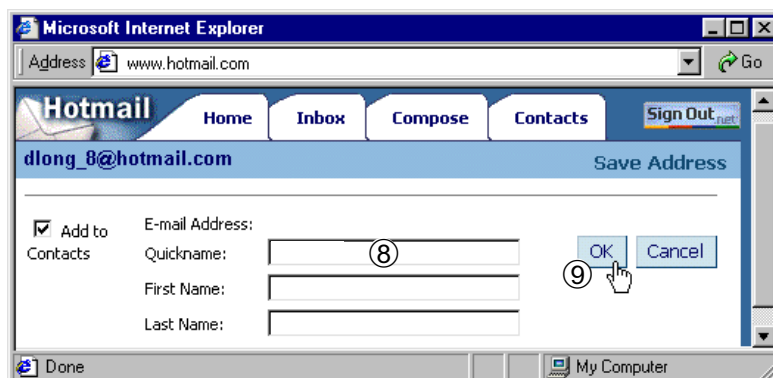
If the message is sent successfully, you see this screen. Now you can save the e-mail address you used:

- ⑥ Click on the small white box to mark the address with a '✓'
- ⑦ Click the 'Save'-button and wait for the next page to appear



- ⑧ Type a 'Quickname': Next time you want to send this person an e-mail, you can use this short name instead of the whole address.
- ⑨ If you want, type a first and last name and then click 'OK'.

Click on 'Contacts' to look at the other possibilities of storing e-mail addresses and other contact information in Hotmail.



Want to know more?

Now you know enough to send and receive e-mail! Of course there are more possibilities, such as sending and receiving an attachment (attaching another document to your e-mail). We suggest you try out yourself and follow the step by step instructions on screen. Just click and see what happens. And remember, also here you can always use the 'Back'-button to go back step by step.

If you want to write a long message, first write it in Word and then copy it to your message. If there is a problem with the internet connection, this way you do not lose the text.