# G4 Summary Sheet T3 Mid-Term

## My friends

You can keep information of all your friends in a special area called Contacts or Address Book. You can save information such as name, last name, home address, phone number, email address and more. Let's start with Mail which is part of Microsoft Windows.

To start working with your contacts' information, click Switch to people. Here you can manage your contacts.

### To add a contact:

- Click Switch to people.
- A new window will appear.
- Click New contact button.
- Type in all the information about your new friend.
- Click Save to save his or her information.

In case you don't have your computer with you, you can easily manage your email accounts, contacts, calendar and your tasks through the website outlook.live.com. All you need is access to the Internet.

### To see your emails online:

- Open a browser and type the web address outlook.live.com.
- Click the folder you want.

## Forward an email

You know how to create and send a new message and also to reply to a message you received. Now it's to learn to send an email you received to more than one friend at the same time. How? You can forward it.

### To forward an email message:

- Click Forward.
- Choose the contacts you want to send it to by typing their email addresses.
- You can make some changes to the message if you want.
- Click Send and your friends will all receive it!

Today it's easy to copy an email message. Before email messages, when you wanted to make copies of a letter, you had to put a special carbon paper between two sheets of paper and then write or type. The pressure of the pen or typewriter created a copy on the second sheet of paper.

Here's another way you can send the same e-mail message to more than one person. You can do this by using Cc (Carbon copy). You can save a lot of time by avoiding typing the same email message two or three times.

### To use Cc:

- Click Cc & Bec to add another email address.
- Choose the email address.
- Do not forget to write the Subject.
- Type your message and click Send.

# Send a file

It's simple to type a text message and send it by email. But, how about a picture? You can send a message with pictures, music, video or a document you have on your computer. A file that you add to an email message is called an attachment

## To attach a file:

- Create a new message.
- On the Insert tab, click Files.
- A window will appear.
- Find the file you want to attach and select it.
- Click Open.
- The file you've selected will appear under the subject next to a small paper clip.

Don't send or download MP3 music files without buying them (unless they are free). It's illegal

You can double-click the attached file to open it.

If you right-click an attached file. you can Remove it. Open it, or Save it.

When you open an attached file, you cannot choose any program you like to run it. It will always open with the default program. But you can save the file on your computer and then use any program you like.

Don't attach very large files to e-mails. It will take a long time to send them or they will never be received. For example, don't send a 1-hour video file. Find a way to upload it to the Internet and send the link to your friend. For videos, you can use YouTube. Ask someone in your family to help you or ask your teacher.

## Receive email messages with attachments

When you receive an email with an attached file, you can see an icon of the file or a thumbnail if the file is a picture:

## To open an email message:

- Find the new message and click on it.
- A preview of the email will appear on the right side.
- You can also see the attachment