**BLACKPOOL AND
THE FYLDE COLLEGE**

An Associate College of Lancaster University

The Internet & email

The Network

The Internet consists of mainframe computers, situated all over the world, connected together. Access into the network for a home user is by dial-up to a server computer provided by the Internet service provider (ISP). Examples of ISPs are Compuserve, AOL, Freeserve, etc.

Setting up an Internet connection

To connect to the Internet, you will need a computer fitted with a modem and an Internet browser such as Internet Explorer or Netscape. Most ISPs enable access to their server by issuing CD-ROMs with their connection programmes and a browser. To install these and setup your account, insert the CD and follow the instructions. These are usually clear and may include a survey type questionnaire. Make a note of your user id and password, which will be given to you. Also note your email address.

Logging onto the Internet

After the ISP software has been installed and your system configured to access the Internet, there will be an icon on your desktop labeled with your ISPs name. Click on this to start the connection process. Normally, you will be presented with the Dial up Connection window. Make sure that your user ID and password are in the appropriate boxes (note that your password will appears as ********). Click on the connect button and wait for your home page to appear.

IE5 - The Tool Bar

Back	Brings back the previous page.
Forward	After using Back, the Forward button will bring back the next page.
Stop	Some pages take a long time to download. If you want to stop the download, click on the Stop button.
Refresh	Downloads the most up to date version of the current page.
Home	Switches to your home page.
Search	Splits the screen and connects you to a search engine.
Favorites	Splits the screen and lists your favorite sites.
History	Splits the screen and shows pages previously visited by date.
Mail	Opens Outlook Express to read, create or send mail.
Print	Prints the current page.
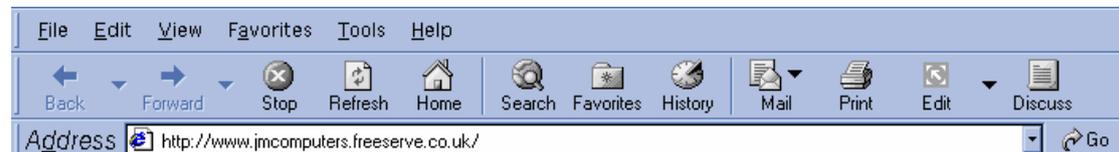
The Address bar

Enter any web address to enter that site (e.g.www.BBC.co.uk). You can also search for site by adding a name (e.g. BBC)but this does not always give the expected results.

Email

The most common email programme used is Outlook Express although there are many others available. From IE5, click on the Mail button and then Read Mail.
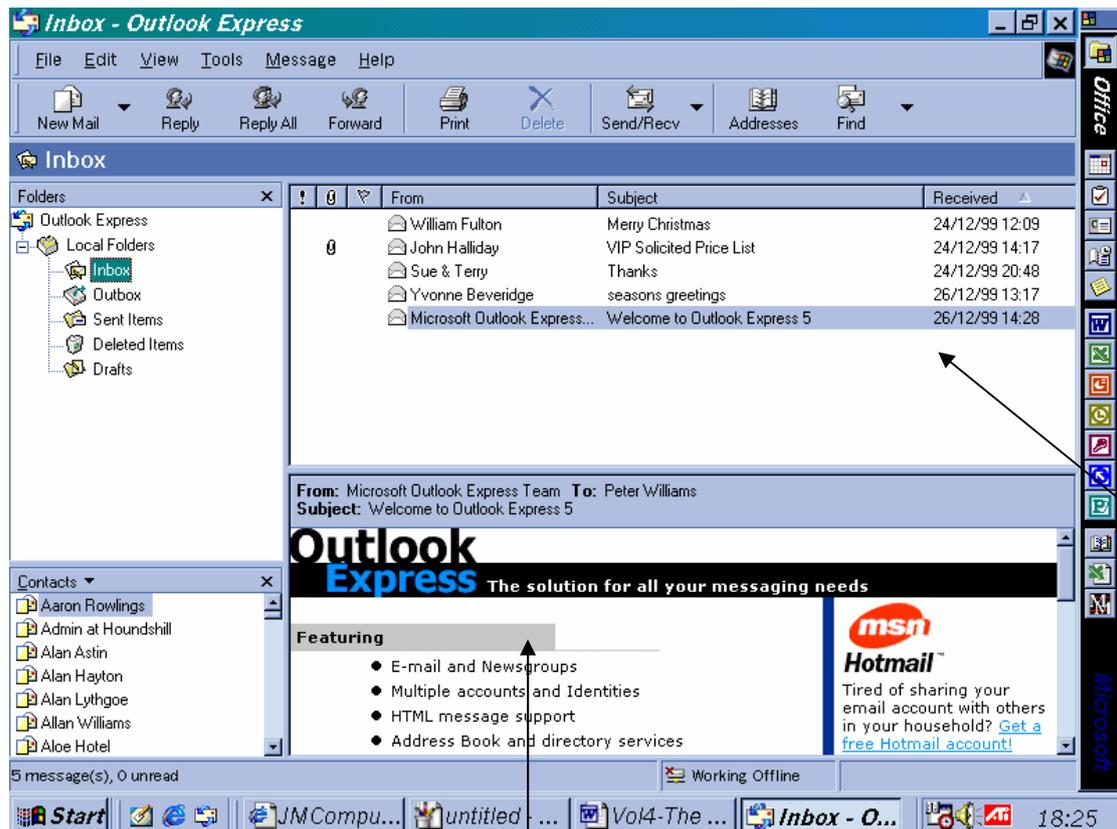
List of mail items in selected folder
Selected mail item

- Inbox holds mail received and new mail.
- Outbox holds mail waiting to be sent.
- Sent Items holds copies of mail sent.
- Holds deleted items until purged.
- Draft area stores mail items under construction.
- Other folders may be created.

Composing New Mail
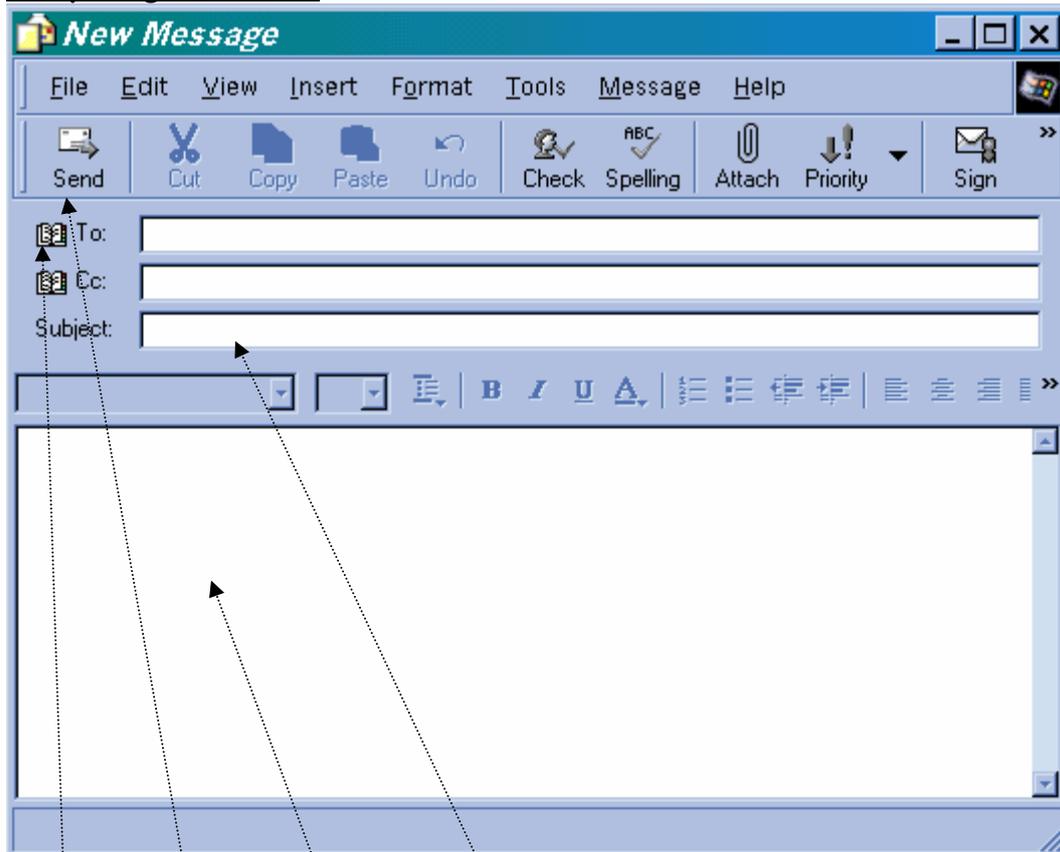
Enter the email address of the intended recipient in the to box or click on the To button. Select the recipient from the address book and click OK.

Enter the subject of the email in the subject box.

Enter the message in the message area.

Click on the send button. This will place the message into the Outbox waiting to be sent when the Send & Receive button is clicked.

Attachments

Files (such as pictures and documents) can be sent with an email.

- Click the attach button on the New Mail Tool bar (looks like a paper clip).
- Select the file to send and click the attach button.

The attachment will show as either a file in the attachment box. (IE5) or as a file at the bottom of the mail item (IE4)