

# *Internet & E-mail*

## Tips for Beginners

Betty Vick  
District 2

# Entering the Internet

---

Open Internet **Explorer** by double clicking on the icon:



The default page will open in your browser window. The user can change this opening page so the contents will vary from computer to computer.

**Sample:**



# What is the Internet?

---

The Internet is like a giant library where anyone can write and share a book. The “books” in the Internet “library” are called **sites**. Some sites are created by large corporations for the purpose of sharing information or selling products, other sites are created by individuals who wish to share their research or their views on a topic of interest to them.



It is important when browsing Internet sites that you consider the author of the information. ***Not all web content is from a reliable source.***

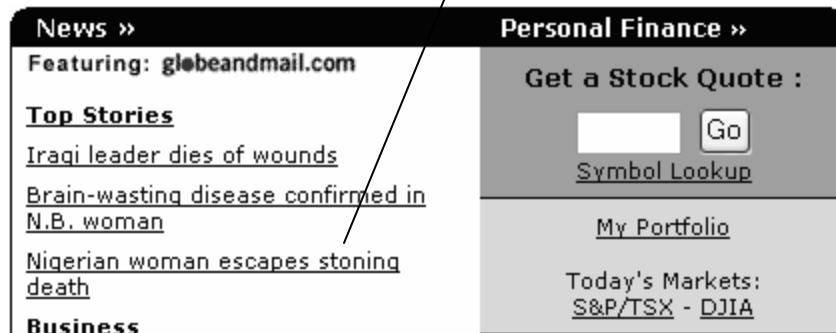
**There are three main ways of finding information on the Internet...**

# Option 1 - Browsing

When the opening page appears in your browser window, find an area of interest to you, hover over it with your mouse, then double click on your left mouse button.

This will take you to a new page within your current site or will take you to a new site.

If you click here



The screenshot shows the top navigation bar of a news website. It has two main sections: 'News »' and 'Personal Finance »'. Under 'News »', there is a link to 'Featuring: globeandmail.com', a 'Top Stories' section with three links: 'Iraqi leader dies of wounds', 'Brain-wasting disease confirmed in N.B. woman', and 'Nigerian woman escapes stoning death', and a 'Business' section. Under 'Personal Finance »', there is a 'Get a Stock Quote' section with a text input field, a 'Go' button, and a 'Symbol Lookup' link. Below that is a 'My Portfolio' section and a 'Today's Markets' section with links to 'S&P/TSX' and 'DJIA'. A line points from the text 'If you click here' to the link 'Nigerian woman escapes stoning death'.

It will take you here

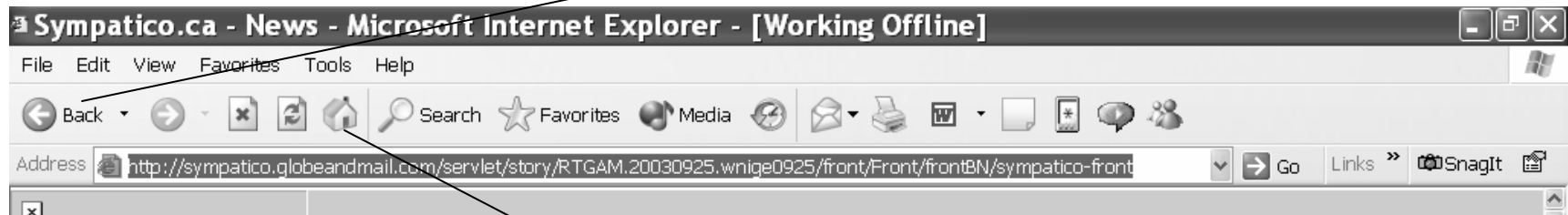


The screenshot shows a news article page. At the top, it says 'Today's Weather' and 'Choose a province:' followed by a list of provinces: B.C., Manitoba, New Brunswick, Newfoundland, Nova Scotia, Nunavut, N.W.T., Ontario, P.E.I., Quebec, Saskatchewan, and Yukon. Below this is a 'News Topics' section with a link to 'Top Stories'. The main content area shows the article's metadata: 'POSTED AT 7:48 AM EDT Thursday, September 25'. The headline is 'Nigerian woman escapes stoning death'. The byline is 'Associated Press'. The article text begins with 'Katsina, Nigeria — A single mother facing death by stoning for adultery had her sentence overturned by an Islamic appeals court Thursday in a case that sparked international outrage.' Below the text is an 'Advertisement' placeholder. A line points from the text 'It will take you here' to the headline 'Nigerian woman escapes stoning death'.

# Navigation

---

If you want to go back one page, click on the **Back** button.



If you get totally lost, click on **HOME** and you will be returned to the page you first started on.



# Option 2 – Going Directly to an Address

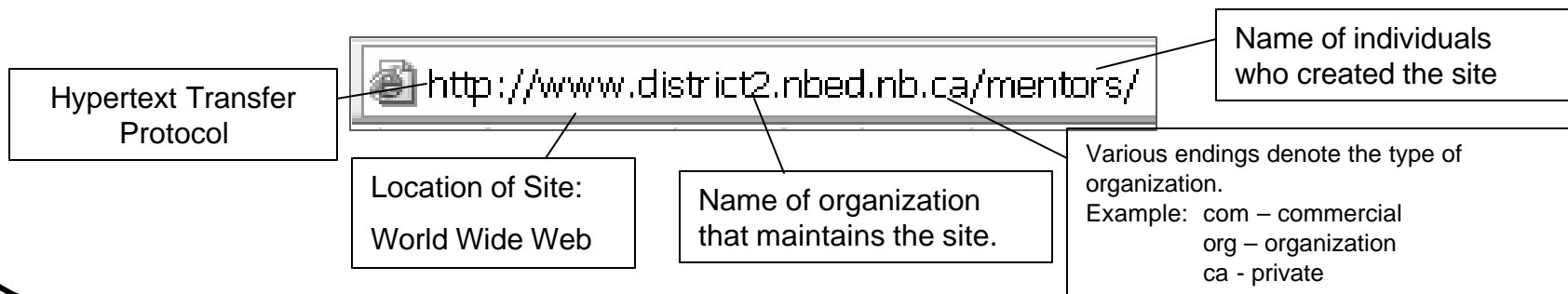
If you know the address of the site you wish to view, type the address in the **Address** bar at the top of the page.

**Example:**



**This will take you directly to the page you ask for.**

**Web site addresses usually have a similar format:**



## Option 3 – Performing a Search

---

If you know the topic you would like information on but do not know the specific address, a **Search** is a good way to find what you are looking for.

First you need to be in a site that will perform searches. You will see a box with the word “**search**” or “**find**” beside it.

**Example:**

A search bar with the text "Search the Web for:" followed by an empty input field and a "Go" button.

In the box, you would type the name of the search topic, then click the **Search** or **Go** button.

**Example:**


A search bar with the text "Search the Web for:" followed by the word "recipes" in the input field and a "Go" button.

# Hits


---

The search engine will provide you with a number of **Hits**. These are the article titles that match your search criteria.


340,831 WEBSITES FOUND

1. All Recipes | Recipes 


DESCRIPTION: Thousands of favorite recipes from cooks like you. Our cookbooks include Appetizers, Barbeque, Beverages, Cookies, Soup, Salad, Kids, Seafood, Chicken, Beef, Pork, Vegetarian, Pasta, Dessert, Pie, Cake, Bread  
ABSTRACT:... Your home for great **recipes** , meal ideas and cooking advice... Help FAQ's Finding **Recipes** Shopping List **Recipes** of the Day | Find **Recipes** ! | Top Ten...  
<http://allrecipes.com/> - 44K - [More from this site](#)

2. RecipeSource: Your Source for Recipes on the Internet 


DESCRIPTION: Browse or search SOAR; an archive of over 70,000 recipes collected from a variety of Usenet newsgroups and mailing lists. Includes a wide variety of ethnic foods, and many recipes for those on...  
ABSTRACT:... RecipeSource is the new home of SOAR: The Searchable Online Archive of **Recipes** and your source for **recipes** on the Internet Home : Your Source for **Recipes** on the Internet Search for **Recipes** ...  
<http://www.recipesource.com/> - 18K - [More from this site](#)

3. Find Lost Recipes at Recipelink.com - Cooking on the Net Since 1996 

DESCRIPTION: Recipes, daily menus, daily news, fora, and newsletter.  
ABSTRACT:... FREE RECIPE NEWSLETTER and be eligible for our cookbook drawings! Browse **Recipes** Recipe Archive Copycat **Recipes** Cookbook **Recipes** Bread Machine Shared **Recipes** Shopping The Kitchen Link Shops Bargains...  
<http://www.kitchenlink.com/> - 76K - [More from this site](#)

4. Top Secret Recipes on the Web 

DESCRIPTION: Duplicate your favorite brand-name foods at home with common ingredients. Fool your friends with easy-to-make, original recreations designed in our Top Secret Lab!  
ABSTRACT:... new book is here: Even More Top Secret **Recipes** ! All TSR books here... reviews of hotels and vacations. | **Recipes** | The Sleuth | TV Time | Hot Mail... endorsement of this Web site, or, any of the **recipes** on this Web site, by the trademark holders...  
<http://www.topsecretrecipes.com/> - 13K - [More from this site](#)

5. Meals For You - Thousands Of Delicious Recipes And Meals 

To look at one of the articles listed, double click on the title.

**Remember to use the Back button to return to your list of hits.**



# Making a Bookmark

---

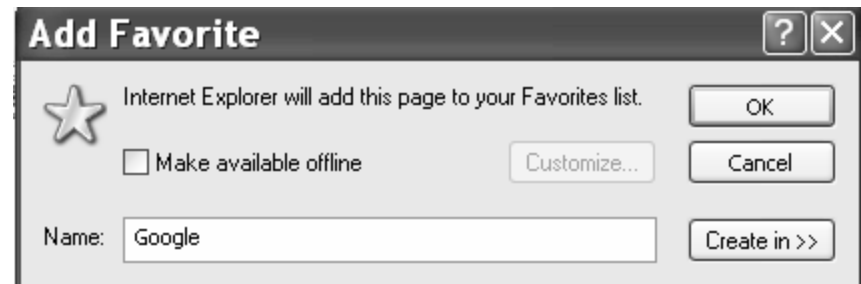
When you find a page on the Internet that you would like to return to later, you can make a Bookmark for it for easy retrieval.

Click on **Favorites**, **Add to Favorites**.



When this box appears.....

Click **OK** to save it to the list of favourites.



The next time you want to go to this page, click on **Favorites** and choose this site from the dropdown menu.

# E-mail

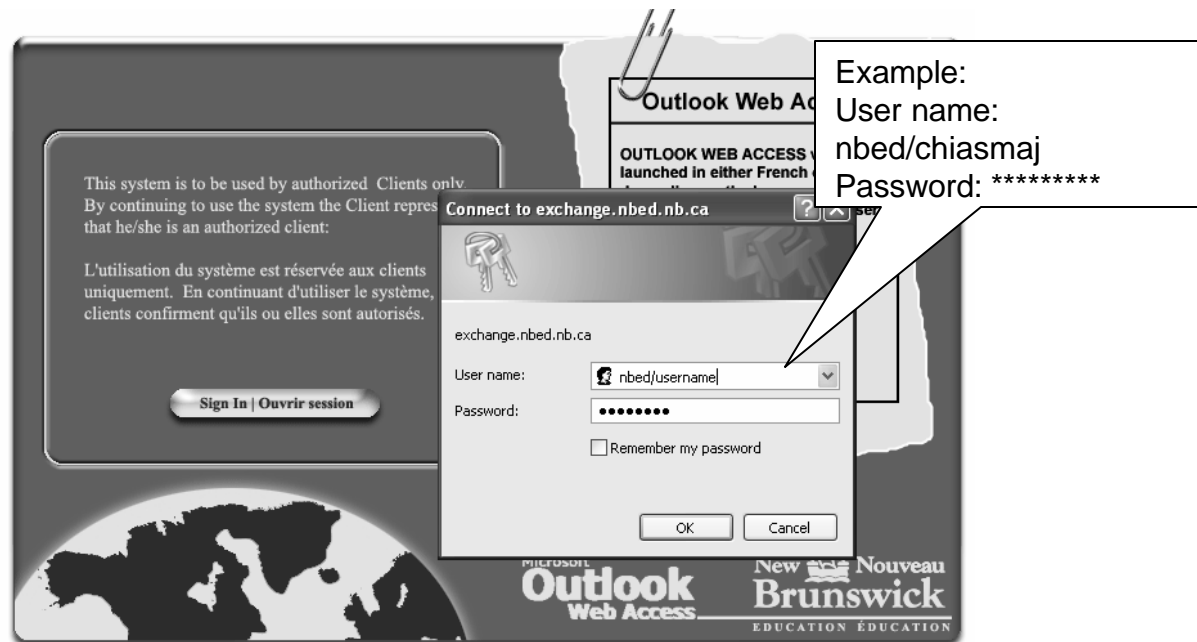
## New e-mail website!

?Open Microsoft Explorer (Internet)

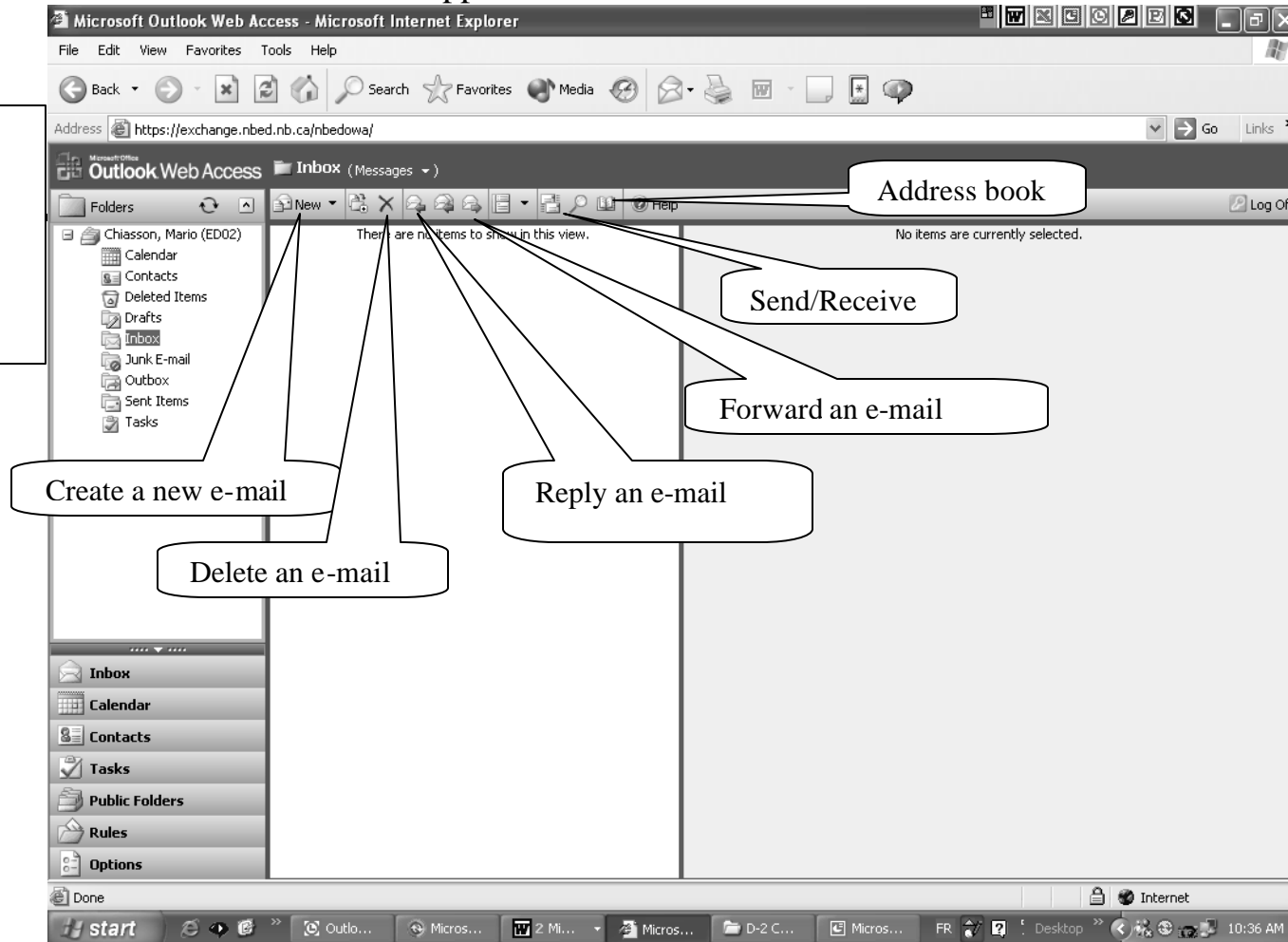
?Type <https://exchange.nbed.nb.ca> in the address

?Click on “Sign in” icon

?A small window will appear. Write user name “nbed/username” and password.



? And this window will appear!



? To open an e-mail: Double click on the e-mail received.

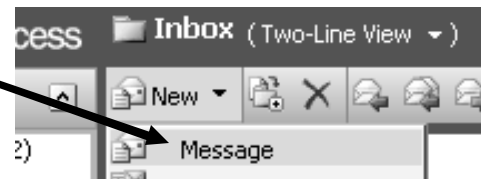
? To close an e-mail: Click once on the “X” in the top right of the window

## Don't know someone's e-mail address?

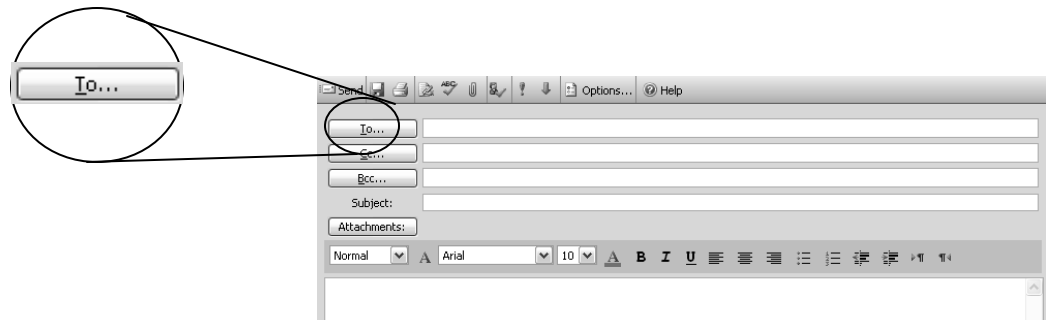


To find the e-mail recipient's name on the list:

Step 1: Click on “New Message”



Step 2: Click on the “To” box



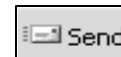
**Step 3: Type the information you know about this person in the correct place and click the find button.**

Name	Phone	Alias	Office
Hopkins, Andrea D. (ED02)		hopkland	On Leave
Hopkins, Gord (ED02)	(506) 856-3473	hopkigor	Edith Cavell School
Hopkins, Marilyn (ED15)	(506) 547-2799	marilyn.hopkins	Mary Gosnell Elementary Sch
Hopkins, Peter (TED/FDE)	(506)-466-7467	Peter.Hopkins	Employment Development
Hopkins, Shirley A (ED02)		hopkisha	On Leave
Hopkins, Trish (ED17)	(506) 357-4259	trish.hopkins	Human Resources & Payroll

**Step 4: Click on**



**Step 5: Type your message in the message box to that person and click**



Hi Gord

You are soooo cool!

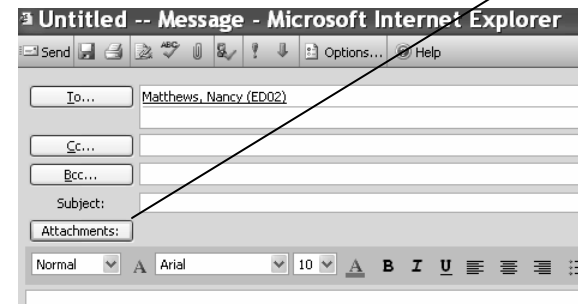
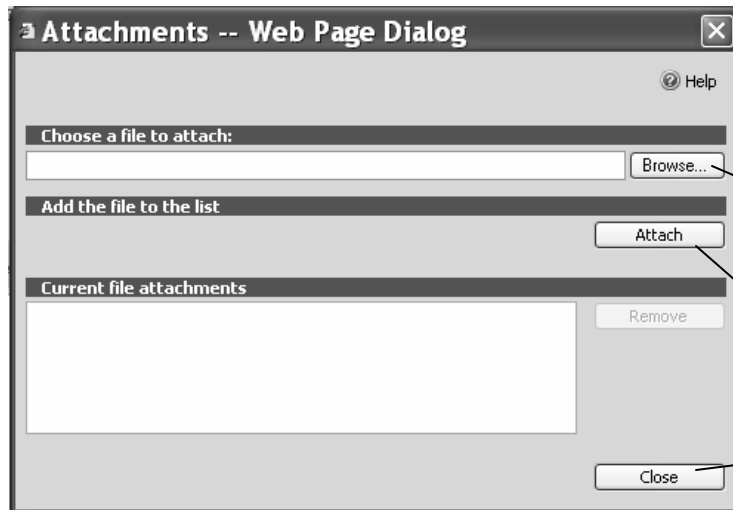
Hugs and Kisses

Your friendly neighborhood tech mentors

# Adding an Attachment

---

To add an attachment to an e-mail, first click on the word **Attachments**.  
(In some programs there is a picture of a **paperclip** instead of the word Attachments)



Click on **Browse** and find the file you wish to attach.

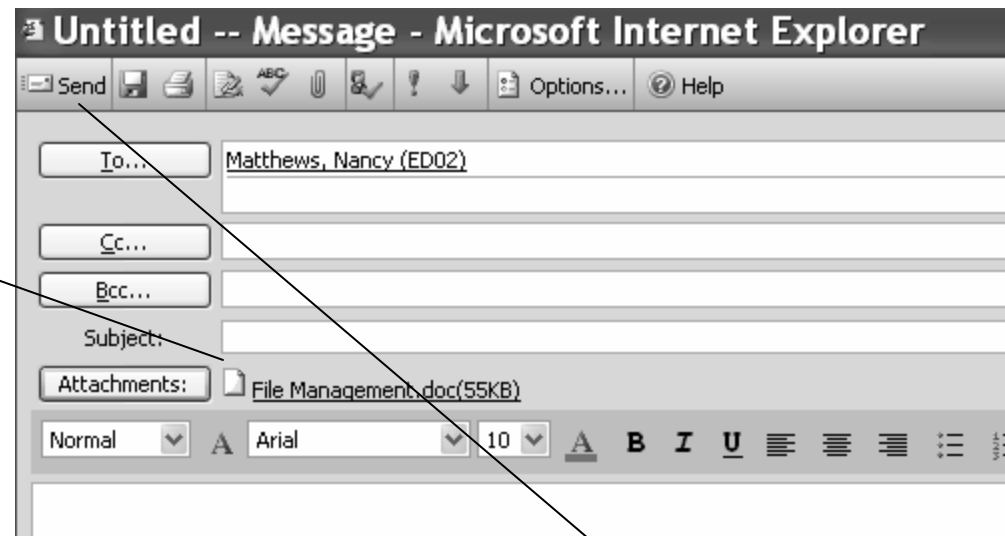
Click on **Attach**.

Click on **Close**.

# Sending the E-mail

---

The file you have chosen to send will appear here:



Click on **Send**.