

Windows Live Essentials

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Note: If you download this handout and store it on your computer, you will be able to hold the Ctrl key, click on the links, choose Allow and go to them without having to type them in.

Windows Live Essentials is a suite of programs offered free from Microsoft that enhance the capabilities of several everyday tasks.

There are two versions of this suite, and you need to make sure you download the correct one for your operating system. Go to www.microsoft.com

For **Windows XP** point to the Downloads and Trials menu choice. Choose Windows Live Essentials from the list then in the blue box, click [Learn about Windows Live Essentials for Windows XP](#). (Or simply click this link) Select a language and click Download now. For **Windows 7 or Vista**, choose Downloads and Trials and select Windows Live Essentials 2011, then select Download Now.

This program will be particularly useful to those of you with Windows XP who are using Outlook Express. Outlook Express is no longer supported by Microsoft and has been replaced with Windows Live Mail, which is a part of the Essentials suite.

After downloading the correct suite you will be able to choose which components you want to install. In either version, **uncheck** any components you **do not** want to install.

The Windows 7 & Vista version has a few more options than the Windows XP version.

	7/Vista	XP
Mail	X	X
Messenger	X	X
Photo Gallery	X	X
Family Safety	X	X
MS Office Live Add-in	X	X
Writer	X	X
Bing Bar	X	
Toolbar		X
Outlook Connector Pack	X	X
Microsoft Silverlight	X	X
Movie Maker	X	
Windows Live Mesh	X	
Messenger Companion	X	

If you don't already have a Windows Live ID, that will be one of the first things you will want to do. To access many of the components you will sign in with your Windows Live ID. When you sign up for a Windows Live ID, you will choose either a live.com or hotmail.com address. My suggestion is to use live.com, and try to get the same name as the email address you already have. You can also use the

password you use for your regular email. That will eliminate the need to remember another password.

EX: My email address is judydi@gmail.com.

My Windows Live ID is judydi@live.com.

Using Windows Live Mail

Since Outlook Express is a Microsoft program, when you install Windows Live Mail, any email accounts set up in Outlook Express will be automatically moved into the new program. Other email accounts will have to be set up. To do that, you need the setup information for your Internet Service Provider. If you don't know your settings you can go to this website and look up your provider.

<http://www.realifewebdesigns.com/web-resources/pop3-smtp.html>

If the settings you need for your ISP do not show up in this website suggested above, you may have to go to the website for your email provider to get those settings. (The WBHSI and GMAIL instructions are in the handout.)

When you install Windows Live Essentials you will make your program choices. There is a brief description of each program. If you do not have a Photo editing program on your computer, you may want to install the Photo Gallery. If you are using any of the Messenger programs, you will want to install that. Read about the others and make your decision. Install your choices, then open Windows Live Mail. You will see it is easy to setup and use, and then you will see several new features which makes this program a keeper.

Open Windows Live Mail.

For the XP version only, with the mail program open, press (Alt+M). This displays the available Menus. Click the bottom option, 'Show Menu Bar'. Now the familiar menu, File, Edit, View, etc appears at the top.

For Windows7 or Vista versions only. Windows Live Essentials 2011 utilizes the ribbon toolbars which are quite different from the former toolbars in other versions of Windows. However, you do have the ability to create your own quick access toolbar with the selections you use most often. To do this, right click on the icons you want to include and choose Add to Quick Access toolbar. You can have the toolbar appear above or below the ribbon or you can hide the ribbon when you have selected all the icons you want.

Program features:

The left column is the folder pane, with a few cool differences. The top choice is Quick views. Right click on the Quick views title and choose *Select quick views*. A dialog box will open giving all the choices available to view there. Put a check in All Inbox. (*Unread email is an automatic choice.*) Uncheck all the others. Click OK.

Unread email will show all the emails you have not read that are either in the Inboxes, the Drafts folders, or in any other local folder you may have moved it to without reading it.

The number next to All Inbox shows all the messages in any of your Inboxes that have not been read.

In Live Mail you can have all of your email accounts come into this program. The difference in this program and Outlook Express is, in Live Mail you can see them sorted by email address below the Quick views tab.

If you had Outlook Express before installing this program, the accounts in Outlook Express will be automatically moved into Live Mail.

If you were going to the Website on any of your email programs to get your mail, they can now be brought into Live Mail. There is one exception. Yahoo mail, the free version, Vista, cannot be brought into Live Mail.

At this point you can bring email from other providers into Live Mail. If you do not know the setup details for your provider, go to the link mentioned above to get your information.

Add an Email Account to Live Mail

WindowsXP: At the bottom of the left column, right above the icon row, click on Add e-mail account.

Windows7 & Vista. At the top, click the Accounts tab, then the Email icon.

Fill in the Email address, the Password and the Display Name. DO NOT check Configure manually. Click NEXT and Finish.

In the Accounts dialog box, click on the account you just added and choose Properties. This is where you will check to see that all the settings match what you know to be the correct settings for the account you added. Most email accounts setup is pretty straight forward.

The settings listed in the box to follow is for WBHSI. Their settings are not at that website. Also, there are a couple special details in setting up your GMAIL account, so it will also be listed here. When checking or entering settings for any other ISP the process is the same. Follow the WBHSI example.

Checking your imported accounts

Scroll down on the left and see what appears below your email accounts. The Local Folders will be there. Any folders you had created in Outlook Express will appear there. This is also where you add any new folders you want to create to store other messages. We have discovered that sometimes Inbox, Deleted, Sent, and other folders end up in the Local Folder list when they are imported. Open each of them. If there is anything in there that you want to keep, highlight the message and drag it to another folder, Then you can delete those folders. They shouldn't be there.

NOTE: **WBHSI settings** are not shown on that website. Here are the settings for WBHSI.

General Tab

Mail Account: WBHSI (your email name here)

User Information: Name - what you type here is how the people you send email to will see your name. Use caps where appropriate.

Email Address: Show your whole email address for this account.

Check the box, Include this account.....

Servers Tab

Incoming server is a **POP3** server

Incoming Mail: pop.wbhsi.net

Outgoing Mail: smtp.wbhsi.net

Email user name: just enter what is LEFT of the @

Enter the email password and check the box to remember it if you don't want to have to type it in all the time.

DOT Log on Using Clear Text - no others on this page

Connection Tab

NO check in the box

Security Tab

Nothing to do here

Advanced Tab

Outgoing mail **25** No check in the box

Incoming mail **110** No check in the box

Delivery: Check Leave a copy of message on server
Check Remove from server when deleted from Deleted Items.

The reason you leave a copy on the server, is so you can go to the mail on the Internet should you be at someone else's computer and want to view your mail.

Because you want GMAIL to set up as a POP3 account and not IMAP, you will want to follow these instructions for bringing in your GMAIL account.

To Set up your GMAIL Account

If you don't already have a GMAIL email address, first go to gmail.com and create an account. After creating the account, click on Settings (*upper right*). In the yellow bar, click on Forwarding and POP/IMAP. Under Status, DOT Enable POP for all mail. The rest of the settings in this area are fine. At the bottom, click Save Changes. Close Windows Explorer using Red X. Then go to Windows Live Mail and...

Click Add e-mail account at bottom of left column. Enter the Email Address, Password, (*check mark to remember if you want it*) your display name (*the way people will see your name on incoming email*). This time PUT A CHECK IN THE BOX TO CONFIGURE MANUALLY. Click NEXT..

(*We want your Gmail account to set up as a POP3 account. If you let it happen automatically, it will set up as an IMAP. Sometimes this can cause problems.*)

Incoming Server Info: POP3 Server
Incoming Server: pop.gmail.com Port 995
Check 'This server requires authentication'
Log on Using: Clear Text Authentication
Login ID should show your email user name
Outgoing Server: smtp.gmail.com Port 465
Check 'This server requires authentication'
Check 'My outgoing server requires....'
NEXT
Finish.

NOTE: If this account was already established, you will need to go to Gmail.com, sign into your gmail account with name and password and then click on Settings (*upper right*). In the yellow bar, click on Forwarding and POP/IMAP. Under Status, DOT Enable POP for all mail. The rest of the settings in this area are fine. At the bottom, click Save Changes. Close Windows Explorer using Red X.

After the Gmail process is complete you will get 3 or 4 emails from Gmail. One is welcoming you to your new account and gives you an important verification number you should keep. (*You can make a Gmail folder and drag it in there.*) One will help you import your contacts and old email from other email accounts. I suggest you read each one to see if you want to save them.

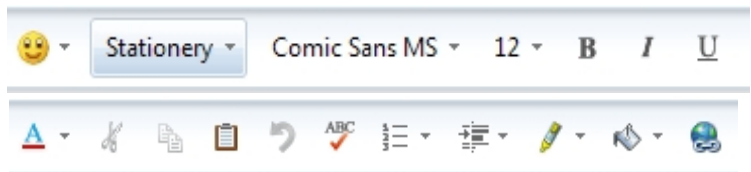
MOVING ON!

Windows Live Features

First, if you have more than one email account coming into Windows Live, you will notice at the end of the TO: line, a drop-down box that will contain all of your email accounts. The one showing is the one this new email will be sent from. It will typically show the address you have set as you default address, but you can change it if you like. If the recipient replies to your email, it will come into whatever account you have sent it from.

Also at the right you will notice you can SHOW or HIDE the cc & bcc lines. I recommend you show them because, when you send an email to several recipients, as a courtesy to your friends, put the addresses on the bcc line instead of the TO: line. That way, everyone will get your message but you won't be sending all the email addresses to everyone. Each time someone you sent to forwards the message to someone else, all those addresses go with the message. NOT a good idea. Protect your friend's privacy.

The line just above your message will look like this



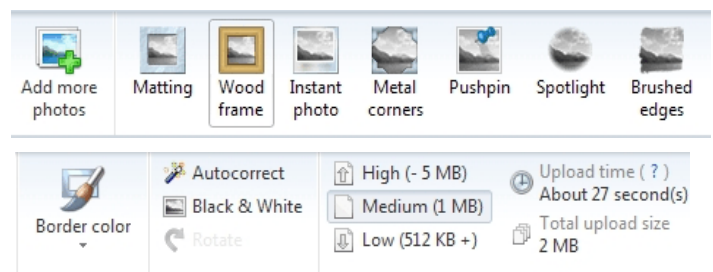
if you have Rich Text Format selected. You can do much more with your emails if you choose Rich Text. You can make many of the same choices you would in a word processor.

Managing Photos in Windows Live

This is one of the best features of this email software. To add pictures and attachments you must have the Format set to Rich Text.

To send a photo in your email, click on **Add Photos**. The My Pictures folder will open for you to locate the photo or photos you want to add.

Once you have selected the photos you have great control over them. Another menu bar will appear.



If you make a selection and don't like it, click it again and it will go away. After selecting how you want

your pictures to look, you can select what size files you want to send. If the pictures will only be viewed by the recipient, send the smallest size. If they intend to print them send the larger size. Just remember, if you are sending large files you probably should send them in separate emails. And note, the size file you send has nothing to do with the size they will see in your message.

To make the files appear the way you want to in your message, next to Add Photos you will now see an icon that says **Layout**. Click on each choice until the pictures appear the way you want to send them. You can put the pictures in the email first or after you write your message.

Windows Live Calendar

In the lower left corner of the Windows Live Mail screen are 5 little icons. The first is to return to the mail screen if you are in another screen. The second is a Calendar.

To place entries on the calendar, click NEW and a screen will appear where you will show all the details of the event you are adding. It will block out the time on the calendar in the appropriate place and show the information. You also can send this event in an email to others if you choose.

You will get notification in an email message when an item on the calendar is due.

Windows Live Contact List

The third icon is your all important Contact List or Address Book. When you click NEW, to add a contact, a Quick Add dialog box opens that allows you to enter the name, email address and home phone, if you like (*also company if it applies*). This simple entry will put the person in your contact list. However, you can add much more information to the list if you choose. There is a place for Personal information, Each of the choices in the left column will show you all the data you can store regarding each contact.

To **PRINT** your contacts, click print and you will see these options.

To **LOCATE** a contact in your contact list when sending a message, simply click TO: and begin typing either the first or last name and all entries containing your information will appear. Then just click the one you want.

Under **VIEW** you can choose how you want your address list to appear. (*Alpha by First or Last Name*)

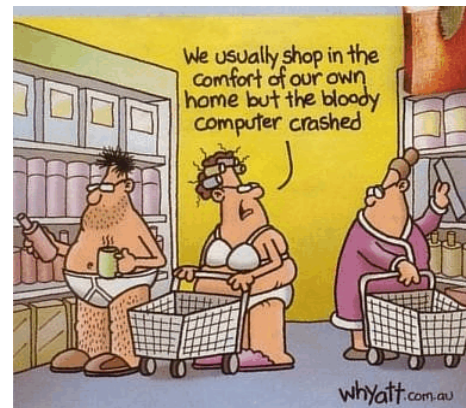
To **create a group** of addresses that you would commonly send the same email to, i.e. a club roster, family roster, etc, click the drop-down arrow next to the word NEW and choose Category. You simply name the category then select each name you want to include. When you save the list, it will appear in the left column under Contacts, and the number following the entry will tell you how many are in that category.

Windows Live Feeds

A Feed is a link to a website. You can set up feeds to websites you want to monitor for updates. Generally they are used to follow the News or other site information that may be updated regularly and have something of interest to you that you want to have come to you rather than you having to go look for it.

Windows Live News Groups

You can subscribe to newsgroups that will bring updated news right to your email. When you choose that icon, you can click **View Newsgroups** so you can see what groups are available to receive info from.



A NOTE FROM JudyDi

I owe you all an apology for two things. First the long delay in getting you this information, and second for the 'presentation from hell' that you were subjected to in December. There truly wasn't anything else that could have gone wrong that evening. Beginning with using a computer that couldn't handle the projector, to the poor Internet connection, to the wrong version of Windows on the machine we ultimately used, and the Windows 7 issues that reared their ugly heads, I was extremely embarrassed for wasting your time that evening. In over 10 years of doing club presentations I have NEVER had an experience like that. I hope neither you nor I will ever do that again.