

Microsoft

Internet Explorer 5

Manual - Foundation Level

European Edition

OR USE AT THE LICENSED SITE(S) ONLY

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Microsoft Internet Explorer 5 & the Internet

When you have completed this learning module you will have:

- Seen what is required to connect to the Internet
- Understood the various components that make up the Internet
- Understood the concept of a Web Server
- Understood the concept of a Web Browser
- Seen the components that make up the Internet Explorer Program Window

Connecting to the Internet

What is required?

- To connect to the Internet you will need:

A computer plus a modem (or access to an Internet connected Local Area Network).

Access to either a phone line (or in the case of large organizations, a Local Area Network, which in turn allows connection to the Internet).

You will need an Internet account. In the case of an individual computer connected to the Internet via a phone line, this will normally come as a package allowing you to access the Internet via an ISP (Internet Service Provider) and usually also includes an email account, which allows you to send and receive email via the Internet.

Lastly you will require an Internet browser (ie Microsoft Internet Explorer), which is software that allows you to view Web pages.

How you would connect your own PC to the Internet?

- It is almost impossible to buy a computer related magazine these days without finding a disk or CD-ROM inside offering 'free' trial access to the Internet. This 'free' trial often involves parting with your credit card details in advance so be warned! If you choose to accept any of these offers to connect to the Internet via your modem it is now a largely automated process and most of these companies offer telephone support if you get stuck!

What is the Internet?

WWW

- The Internet consists of many services. What most people hear about however is the World Wide Web (WWW). This is a graphical environment that allows text and pictures to be displayed on your screen, via software called Web browsers (such as Microsoft Internet Explorer). In addition, sound and movies are also supported on the WWW.

Email

- Email is available over the Internet enabling you to send and receive messages on a global basis. Even better, you can communicate globally for the cost of a local phone call. The reason for this is that you connect to the Internet via your ISP (Internet Service Provider) by dialing a local number. Once connected to the Internet, you can send and receive emails with someone in the same room or on the other side of the world - It makes no difference to your phone bill. In the same way you can browse Web pages globally, also at local call rates!

Newsgroups

- Newsgroups are included in the Internet. They can be accessed via your Web browser and enable you to take part in discussions of interest to you with like minded people from around the world. Whether you are interested in researching your ancestral tree or viewing the latest pictures from Mars, there is a newsgroup for you!

FTP

- FTP (File Transfer Protocol) is simply a way of transferring files to and from the Internet. Often this is done using your browser, or you may obtain specialist FTP software programs.

What is a Web Server?

- Think of using the WWW in the same way you would think of a book. There are people who write and publish books and then there are the people who read the books.

In the case of the WWW the 'books' are published on the WWW and you use your browser program to read the 'books'. In fact data is published, i.e. stored on Web servers connected to the Internet and you use your Internet connection to read from these WWW servers. A WWW server is just a computer not that different from the one you may have at home, just bigger and faster. Also a WWW server computer must be permanently connected to the Internet so that other people can browse the contents of the Server 24 hours a day. As the cost of a high speed, 24 hour Internet connection would be too much for people to consider, there are numerous companies who will

allow you to rent space on their WWW servers. You can send your information to this rented space and once there it is available for all to see.

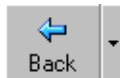
The term Web publishing simply means that you have your own WWW server (or space rented on somebody else's computer) and you publish data on it. Many individuals use this rented server space concept, where as larger organizations will maintain their own, separate WWW servers.

The Microsoft Internet Explorer Web Browser

- Microsoft was a little late in realizing the full potential of the Internet, but soon came to understand its importance. Their version of a Web browser is called the Microsoft Internet Explorer. It has the advantage of being tightly integrated into Windows and Microsoft Office.

The Internet Explorer Program Window

- Buttons include:



Will re-display the previous page that you visited.



Will display the next page (assuming that you have first moved back a page).



Will halt the downloading of information. This button is useful when you visit a slow loading site and you wish to cancel the loading of that page.



The refresh icon reloads the information from the Web site that you are visiting.

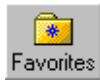


The home icon will take you to your default starting page. This page can be set up to be any page on any Web site. If your organization has its own Web site then you may wish the Home Page to be the starting page of your own Web site.



The search icon allows you to search the Internet for sites containing information that is of interest to you. When you click on this icon you will

have access to a number of Internet Search programs, such as Lycos and Excite. When you enter a word or phrase into these programs they will return a list of documents that match your search criteria.



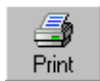
The favorites list is basically a series of bookmarks that allows you to store pointers to your favorite Web sites, so that you can easily re-visit the Web site of interest.



Allows you to access recently visited web sites.



Allows you access to your email and newsgroup programs.



The Print icon allows you to print a Web page that is displayed on your screen.

TIP: If the Web page displayed on your screen is formatted using frames (i.e. it is divided into sections, often separated by scroll bars) then you should click on the section of the screen that you wish to print!



Allows you to access Internet Discussion Groups.

The On-line Web Tutorial

To access the on-line tutorial

- Click on the Help drop down menu and then click on the Web tutorial command. You will be connected to a section of the Microsoft Web site from where you can gain information about topics such as surfing the Web.

Review Questions

- Describe what is required to connect to the Internet?
- Describe the various components that make up the Internet?
- Explain what is meant by the term Web Server?
- Explain what is meant by the term Web Browser?
- Examine the icons on the Toolbar within the Microsoft Internet Explorer program window and explain their function?

Addresses, Links & Downloading

When you have completed this learning module you will have:

- Understood the concept of a Web Site and the term URL
- Seen how to use hyper-links
- Understood the concept of an Internet Site Home Page
- Seen how to respond to an Email Link on a Web page
- Understood the term Webmaster
- Understood the terms FTP and HTTP
- Seen how to download information from a Web page
- Seen how to save an Internet page on your Hard disk
- Seen how to print a page from the Internet
- Seen how to download pictures or backgrounds
- Understood the importance of avoiding computer viruses
- Seen how to save images to disk
- Understood the term Plug-ins and understood their effects on downloading
- Understood the term Java
- Seen how to view & save the HTML code behind an Internet page
- Understood the term HTML

Web Sites and URLs

- A Web site is simply data that is stored on a WWW server and which can be freely accessed by people 'surfing the Net'. For instance Microsoft have their own Web site from which you can download information and software. The trouble is that you have to know the address of the Web site, in much the same way as if you want to phone someone you have to know his or her phone number. The address of a Web site is given by something called its URL (Universal Resource Locator). The structure of the URL is very precise. For instance, if you wish to use your Web browser to visit the Microsoft Web site you would have to use the URL below.

<http://www.microsoft.com>

Thus if you wish to visit the Web site of the company that produced this training material you would use the URL:

<http://www.cctglobal.com>

Due to of the very large number of organizations who now have Web sites, you can also use a search engine, in which you can enter a word or phrase connected with what you wish to find and it will then display sites that match the information that you have entered. The results can be overwhelming however. A recent search using the search words "PC courseware" displayed a list of 4.5 million pages containing these words!

Using Hyper Links

What is a hyperlink?

- A hyperlink is simply part of the text (or graphic) on a Web page, that when clicked on will automatically:
 - Take you to a different part of the same page
 - Take you to a different page within the Web site
 - Take you to a page in a different Web site
 - Enable you to download a file
 - Launch an application, video or sound
- The illustration below displays a fragment of a Web page. The words that are underlined indicate a hyper link. By default these text links are normally displayed in blue.

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E&OE Best viewed with either Netscape Navigator or Microsoft Internet Explorer

What is an Internet Site Home Page?

- Most Internet sites have a starting page, called the Home Page. Often when you surf into a site, using a search engine, you initially go to a page that is not the home page. If you see a button (or text) on a site displaying the word HOME, then clicking on this will take you to the starting page, i.e. the Home Page.

Responding to an Email Link on a Web Page

- Many Web site pages will have text (or a graphic) asking you to “Click here to contact” (someone). When you click on these links, you will see a small box displayed within your browser where you enter a message, and send that message via email to the organization running the Web site. This has the advantage that you do not need to know the email address of the organization, as it is already coded into the Web site page for you.

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What is a Webmaster?

- Many Home Pages have a bit down at the bottom saying something like "to contact the Webmaster, click h ere". A Webmaster, is the person(s) who maintains the Web site for an organization.

What is FTP?

FTP vs. HTTP

- FTP (File Transfer Protocol) is not really something that you need to know a lot about, apart from the fact that you will come across the term when using the Internet. In the same way that you have Web sites, you can have FTP sites. The big difference is that a Web site offers a rich mix of text and graphics that can be interpreted by your Web browser. FTP sites on the other hand are normally used for storing files that you can download. When you click on a Web page hyperlink that allows you to download a file, you are usually using FTP (without realizing it) to transfer the file to your hard disk.
- HTTP is simply the name of the mechanism that is used to transfer information from a WWW page. Many companies will offer you a choice of using FTP or HTTP to download files.

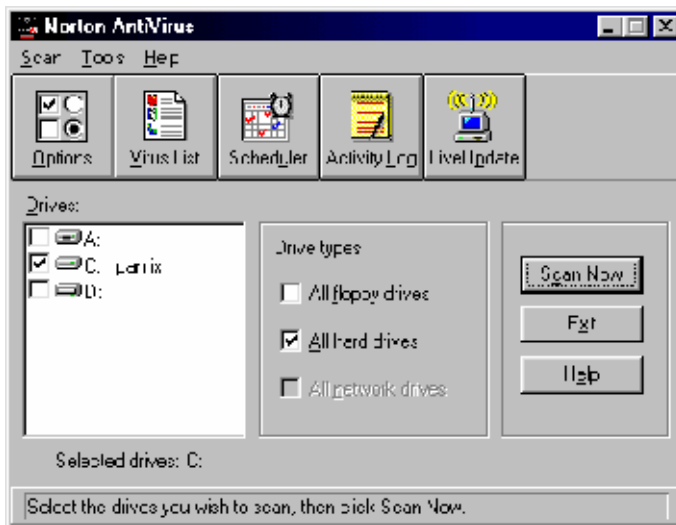
FTP programs

- You can obtain specialist FTP programs if you need to upload or download a lot of files to an FTP site. If you need to obtain an FTP program you can find many free or demo versions on the Web which you can download (try searching the Web using the keywords FTP programs).

Beware of Viruses - Anti-Virus Programs

- Viruses are programs that are written by people with the intent of damaging your system. They are hidden within files and may be present in any file that you download from the Internet. The simple solution is to install an anti-virus program on your computer. An anti-virus program will examine all new files that you download for potential viruses and if it finds one will either alert you to the danger or remove the virus. As new viruses are always emerging, it is important that you use an up to date virus checker and that you keep it

up to date!



Saving to Disk

To save images

- Right click on the image that you wish to save to your hard disk. A pop-up menu will be displayed.
- Click on the Save Picture As command. A save as dialog box will be displayed allowing you to save the image to disk.

Downloading data

- The big problem is that you do not know the quality of the data unless you are using a well recognized site such as a national newspaper or well know manufacturer or international resource supplier.

Downloading programs

- Many software companies make demo versions of their programs available on the Internet that you can download and evaluate. If you like the program then often you can buy the full version of the program.

Software patches, drivers and upgrades

- Lets say that you have an old printer that is made by a manufacturer in another country. Then to see if a printer driver is available all you have to do is to search for that company's Web site and then download the correct driver. The same can be said for bug fixes to programs.

Automatic checking for software updates

- Many programs are Internet aware and when you use them they will often display a pop-up dialog box asking if you wish to connect to a particular Web site and see if a more recent version of the program is available for download. Many virus checking programs offer this facility.

Internet Plug-ins

- Originally only text and graphics could be displayed within the Web browsers. Now however there are a large number of browser extension programs available, called plug-ins. A good example is the Acrobat Reader program from Adobe. If you have the Adobe Acrobat program installed and then you click to download an Acrobat formatted document from the Web then the Acrobat program will start automatically and the contents of the file that you are downloading will be displayed within the Acrobat program.

Other examples include programs that deal with sound or movies.

What are Java Applets?

- Java is a programming language that is becoming popular with the people who create Web sites. The big problem is that there are a number of different versions in use and that means that you may get different results when you view a Web site with different Internet browser programs.

By using Java, Web site authors can add more special effects and make the Web site more interactive.

Downloading Information From a Web Page

To save an Internet page on your Hard disk

- Click on the File drop down menu, and click on the Save command. Note that this will save the page as a file in HTML format.

To print a page from the Internet

- If you wish to print the page that you are viewing then in most browsers you would click on the File drop down menu, and click on the Print command.

To download files using Internet links

- On Internet sites you will see text or graphics telling you to 'click here to download a file' or some similar message. For instance many companies make software or demos available for Internet download in this way. As an example you could go to the site listed to download complete training courses directly from the Internet. <http://www.cctglobal.com>

BEWARE: Always remember that you should not download any files from the Internet without first installing an up-to-date virus checker on your computer - just in case

To download pictures or backgrounds

- To download a picture displayed within your Internet browser, you can normally right-click on the graphics, which will display a pop-up menu. Within this pop-up menu you will see a command such as Save Picture (or something similar). Selecting this command will display a dialog box, asking where on your hard disk you wish to save the graphic.

BEWARE: Many images on the Internet are copyrighted and you may be breaking the law by downloading them without permission!

Viewing & Saving the Code Behind an Internet Page - HTML

What is HTML?

- HTML (Hyper Text Mark-up Language) is the code that 'makes the WWW page work'. What happens is that the Web pages contain HTML codes that describe the format of the information within the Web page. When you view a Web page your browser program understands these HTML tags and will format the pages accordingly. The browser will also ensure that you do not see the HTML codes on your screen, only the effects of these codes!

To view the HTML that describes a Web page

- In most browsers, there is an option in the View drop down menu, (such as View Source - or something similar). Choosing this option will display the HTML codes rather than the formatting that results from these HTML codes. This can be a very good way of learning how to write Web pages!

A fragment of HTML code is shown below:

```
<HTML>
<HEAD>
<title>Starting Page</title>
</HEAD>
<BODY>
```

```
<Center><h1>The starting page</h1></center>
```

This starting page is stored on your hard disk and will be displayed every time you start Netscape Navigator. You can change this by altering 'options' 'preferences' 'styles' 'start with'.<p>

```
</BODY>
```

```
</HTML>
```

Review Questions

- Explain what is meant by the term Web Site and also explain the term URL?
- What is the effect of clicking on a hyperlink?
- Explain what is meant by the term Home Page and explain the confusion surrounding this term?
- Explain the term Webmaster?
- What are FTP and HTTP?
- How would you save an Internet page on your Hard disk?
- How would you print a page from the Internet?
- Explain the importance of avoiding computer viruses?
- How would you save an image displayed within a Web page to disk?
- Explain the term Plug-ins and their effects on downloading?

Searching The Internet

When you have completed this learning module you will have:

- Seen how to search the Internet using Internet Explorer
- Seen how to search the Internet using search engines such as Google.

Searching the Web via Microsoft Internet Explorer

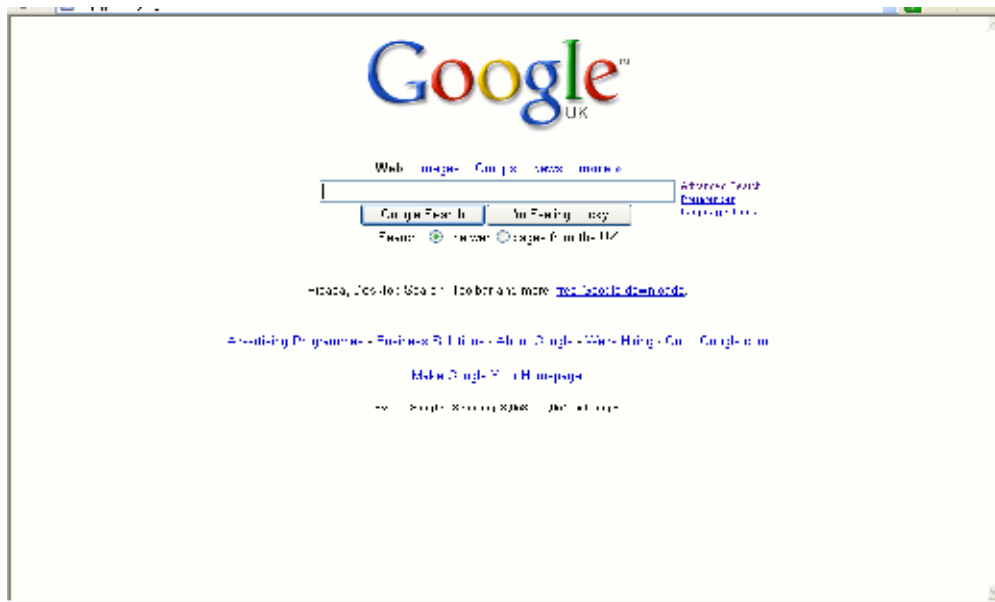
- Click on the Search icon within the Toolbar to display a page (hosted on Microsoft's own site), which contains a number of different WWW search engines and directory listings.

Type in a word or phrase and let the search engine find what you are looking for.

Searching the Internet using Google

- To display the Google search site you would enter the following address into the address bar of the Internet Explorer.

www.google.com



Searching the Internet using 'Ask Jeeves'

- To display the 'Ask Jeeves' search site you would enter the following address into the address bar of the Internet Explorer.

www.ask.com



Searching the Internet using Yahoo

- To display the Yahoo search site you would enter the following address into the address bar of the Internet Explorer.

www.yahoo.com



'Search Engine Watch'

- A fantastic source for more information about how to get the best from each search engine is a web site called 'Search Engine Watch'. To display this site you would enter the following address into the address bar of the Internet Explorer.

<http://searchenginewatch.com>



Review Questions

- Explain how you would search the Internet using the various search engines that are available
- List some of the commonly used search engines.

Email & Newsgroups

When you have completed this learning module you will have:

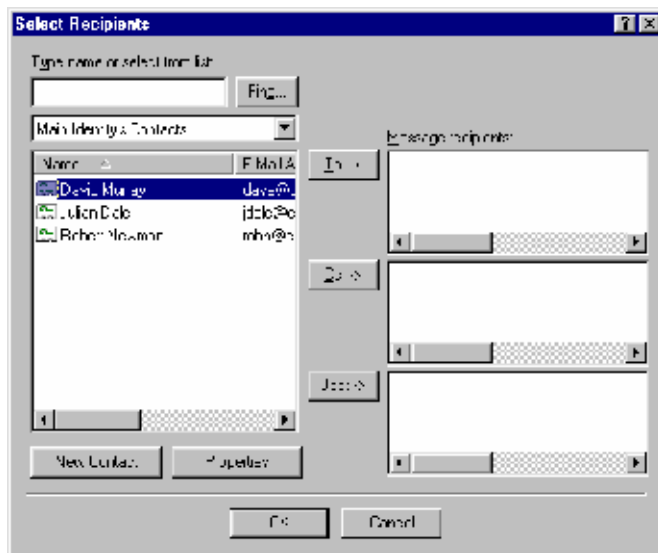
- Understood the concept of an Internet Address Book
- Seen how to send an email to a contact within your address book
- Seen how to add a contact to your address book
- Seen how to add the contact details of an email that you have received
- Seen how to edit contact information within your address book
- Seen how to delete a contact in your Address Book
- Seen how to create a new email
- Seen how to forward a message
- Seen how to spell check an email
- Seen how to attach a file to an email
- Seen how to view a file attached to an email
- Seen how to check to see if new mail has arrived
- Seen how to enable automatic checking for new emails
- Seen how to automatically mark messages as read
- Seen how to mark an individual message as read
- Seen how to subscribe to the newsgroup
- Seen how to view a newsgroup you have subscribed to
- Seen how to post an original message to a newsgroup
- Seen how to post a reply to a newsgroup
- Understood the importance of observing Newsgroup Etiquette

Using the Address Book

To send an email to a contact within your address book

- Click on the Mail drop down menu, and then click on New Message command.
- Click on the address book icon to the left of the To: field to display the **Select Recipients dialog box**.
- From the list displayed, select the contact that you wish to send the email to.
- Click on the To, Cc or Bcc buttons, as required and then click on the OK button to close the dialog box.

NOTE: Double clicking on a contact name is the same as clicking on the To button.

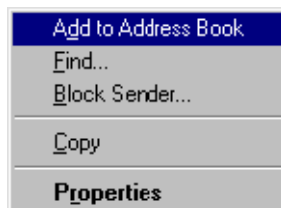


To add a contact to your address book

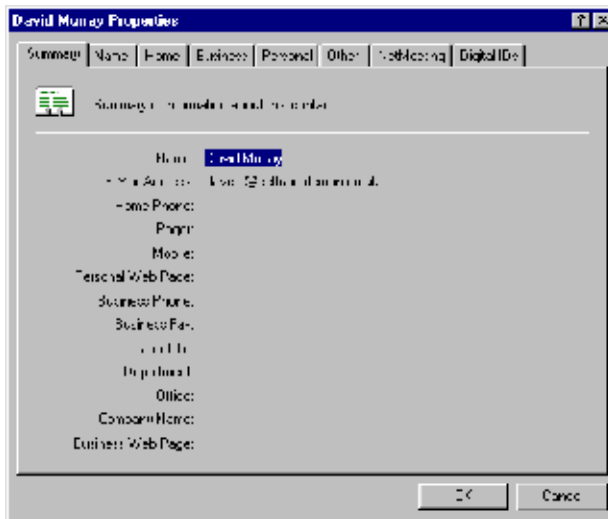
- Click on the File menu and then click on the New command, followed by **Contact which will display the Address Book window.**
- Click on the New Contact command and then enter the first name, last name, and e-mail address for the new contact.

To add the contact details of an email that you have received

- Display the contents of an email message and right click on the text to the right of the From section (at the top of the message)
- From the popup menu that is displayed, click on the Add to Address Book command.



- This will display the Properties dialog box that will allow you to modify the information. Clicking the OK button will store the data within the Address Book.



To edit contact information within your address book

- Select the contact that you wish to edit the details of and then double-click on the contact to display the contact information.
- Edit the information as required and then click on the OK button.

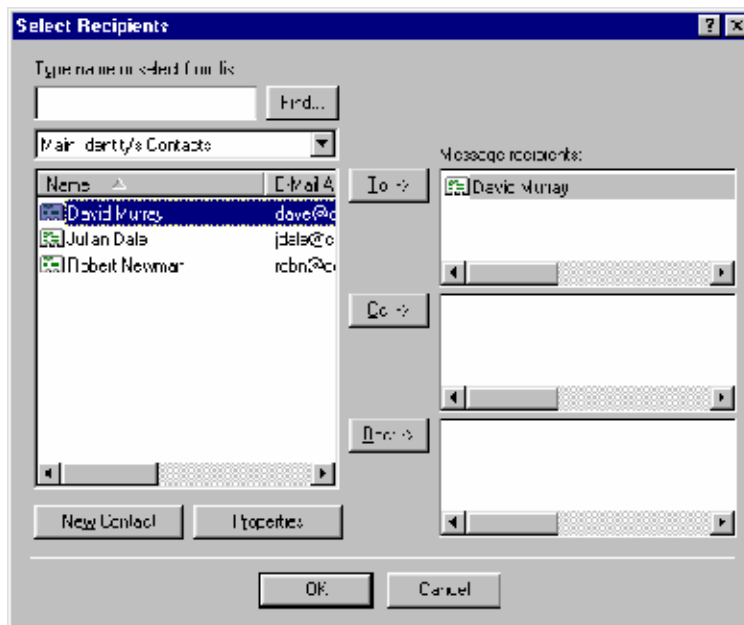
To delete a contact in your Address Book

- Select the contact that you wish to delete.
- Click on the Delete button.

Creating and Sending Emails

To create a new email

- Click on the Mail icon within the main Toolbar.
- Click on the New Message command.
- Click on the small icon immediately to the right of the word To: and this will display a list of people that you can send to.
- Select a person and then click once on the To arrow to add this person to the **Message recipients list**.



- Click on the OK button to continue.
- Click once in the Subject field and enter a subject for the message.
- Click within the main body of the dialog box and enter your message.
- To post the message, click on the Send icon located in the Toolbar.

To forward a message

- Either select or open the email that you wish to forward to somebody else.
- Click on the Forward icon on the Toolbar.
- Enter the email address of the person that you wish to forward a message to.
If you wish to forward to more than one contact, then enter the email address for each person separated by a semicolon (;).

NOTE: If you select contacts from your address book that you wish to forward to, then the semicolons are inserted automatically for you if you send more than one contact.

- Enter your message.
- Click on the Send Message icon located in the Toolbar.

To spell check an email

- After composing your message in the New Message window, click on the **Tools drop down menu and select the Spelling command (or press F7).**
- If you have made any errors, then respond to the on-screen prompts as required.

Attached Files

To attach a file to an email

- Within an outgoing email window, click on the Insert drop down menu and select the File Attachment command. You may have to select the correct drive and folder that contains the file that you wish to attach.
- Select the file that you wish to attach, and then click on the Attach button.

To view a file attached to an email

- Open the message containing the attached file you wish to view. The attached file is normally displayed beneath the Subject field.
- Double-click on the attached file to open or run the file (depending the nature of the attached file).

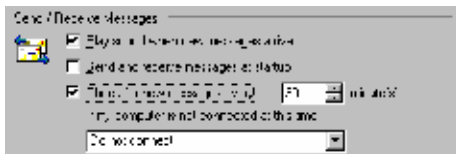
Receiving Emails

To check to see if new mail has arrived

- Click on the Mail drop down menu and select the Read Mail command.
- Click on the Send and Receive All icon located on the Toolbar. If necessary this will reconnect you to the Internet and allow you to retrieve and open any new mail.

To enable automatic checking for new emails

- Click on the Tools drop down menu and select the Options command.



- Click on the General tab and click on the Check for new messages every **xx minute(s)**.
- Enter a value for the frequency on new message checking and then click on the OK button to close the dialog box.

To automatically mark messages as read

- Click on the Tools drop down menu and then select the Options command.
- Click on the Read tab, and then click on the Mark message read after **displaying for xx second(s) check box**.
- Click on the OK button to close the dialog box.

To mark an individual message as read

- Right click on the listed message and then click on the Mark as read command.

What are Newsgroups?

- A newsgroup is basically a discussion group where you can talk to other Internet users. You can leave messages or answer messages left by other members of the group. You do not formally have to apply to join a newsgroup, you just need to know where to find them - which, as there are so many, can be a problem!
- Before sending a message to a newsgroup, first get to understand what the newsgroup is about. Most newsgroups publish FAQs (Frequently Asked Questions). You should read these before participating, as this will save you possible embarrassment!
- The phrase Netiquette is used to describe good behavior within a newsgroup. If you post the same message to many newsgroups, or if you post irrelevant messages you will be deluged by irate members of the Internet accusing you of 'SPAM' - You have been warned!

Locating and Subscribing to Newsgroups

To subscribe to the newsgroup

- Click the Mail icon located on the Internet Explorer Toolbar and select the **Read News command**.
- Click on the Newsgroups button to display the Newsgroup Subscriptions dialog box.
- Scroll through the list of available newsgroups and select the group you wish to subscribe to.
- Click on the Subscribe button.
- Click on the OK button to close the Newsgroup Subscriptions dialog box.

To view a newsgroup you have subscribed to

- Click the Mail icon located on the Internet Explorer Toolbar and select the **Read News command**.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to view.

Posting a Message to a Newsgroup

To post an original message to a newsgroup

- Click the Mail icon located on the Internet Explorer Toolbar and select the **Read News command**.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to post to.
- Click on the New Post icon.
- Enter the message subject.
- Enter your message.
- Click on the Send icon.



To post a reply to a newsgroup

- Within the message list select the message that you wish to reply to.
- Click on the Reply Group icon.



- Enter your message.
- Click on the Send icon.

Newsgroup Etiquette

- Newsgroups can offer a great way of exchanging ideas with other people who have interests in a particular topic.
- HOWEVER there are rules for posting messages to newsgroups and you break these rules at your peril. There are a lot of people out there who get very fed up if you post a message to the group that is not relevant. For instance if you post a message selling your PC to a newsgroup that is concerned with some obscure technical issue involving the use of Microsoft Windows, do not be surprised if you receive a large number of abusive (sometimes very abusive) emails in return. Most newsgroups regularly publish a set of FAQs (Frequently Asked Questions) which set out the purpose of the group. You should read these carefully before even considering posting a message to any of the newsgroups available.
- The posting of inappropriate material to the wrong newsgroup is referred to as spam. Also do not post the same message to many newsgroups. Always read the messages that other people have posted to a group before posting

your own material to that group. In this way you can get a flavor of what the group is about.

- Many newsgroups particularly dislike adverts being posted to their groups, so if you are selling a product or service be extra sure to read the FAQs first.
- You have been warned!

Review Questions

- Explain the concept of an Internet Address Book
- How would you send an email to a contact within your address book?
- How would you add a contact to your address book?
- How would you add the contact details of an email that you have received?
- How would you edit contact information within your address book?
- How would you delete a contact in your Address Book?
- How would you create a new email?
- How would you forward a message?
- How would you spell check an email?
- How would you attach a file to an email?
- How would you view a file attached to an email?
- How would you check to see if new mail has arrived?
- How would you enable automatic checking for new emails?
- How would you automatically mark messages as read?
- How would you mark an individual message as read?
- How would you subscribe to the newsgroup?
- How would you view a newsgroup you have subscribed to?
- How would you post an original message to a newsgroup?
- How would you post a reply to a newsgroup?
- Explain the importance of observing Newsgroup Etiquette

Favorites, Security & Customization

When you have completed this learning module you will have:

- Understood the concept of Favorites (bookmarks)
- Seen how to add a Web page to your favorites
- Seen how to organize your favorites
- Seen how to create a new folder within your favorites
- Seen how to rename or delete an item in the favorites list
- Seen how to move an item in your favorites list
- Seen how to open a favorite
- Seen how to automatically disconnect after a period of inactivity
- Seen how to define your starting (Home) page
- Seen how to customize the time that the visited sites history will be stored
- Seen how to clear your History information
- Seen how to set the email program that you wish to use
- Seen how to determine what program will run when you open a file
- Seen how to prevent access to 'sex or violence' on the Net

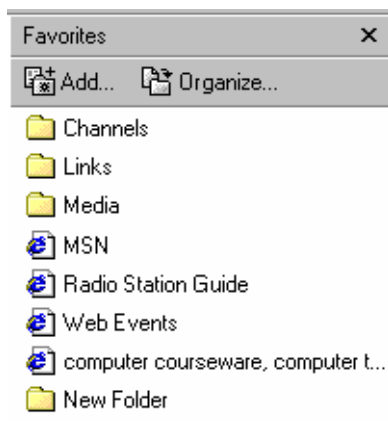
Favorites

What is a favorite?

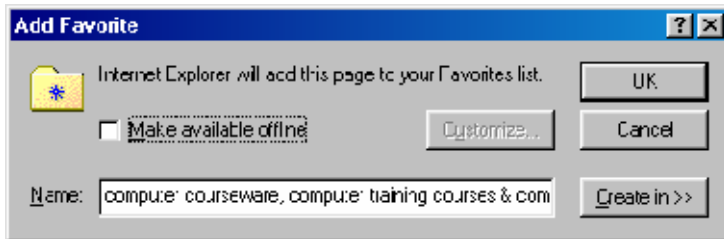
- You can use your browser to create favorites (bookmarks) of interesting Web pages that you have found. This is similar to the concept of placing a bookmark in a real book. The big advantage is that you can bookmark lots of interesting sites that you have come across and easily visit them again in the future. Also you can group similar sites together.

To add a Web page to your favorites

- When you wish to add the current page to your favorites, click on the **Favorites icon (NOT the Favorites drop down menu)**. This will display a split screen as illustrated.

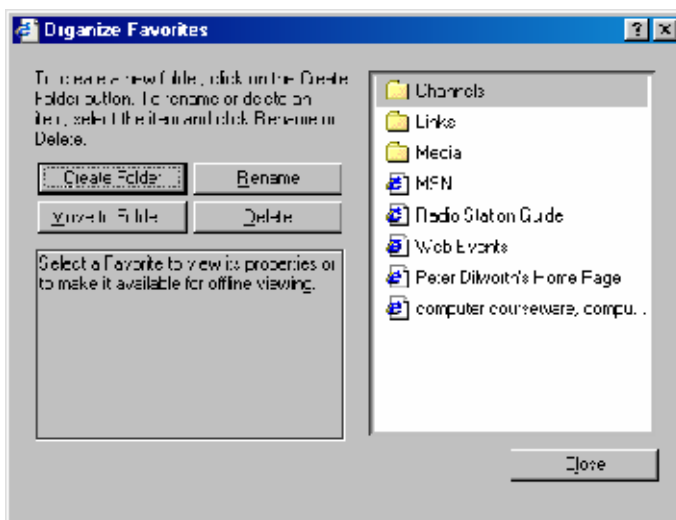


- Click on the Add icon and you will see a dialog box, as illustrated. Click on the OK button will add the web page to your favorites.



To organize your favorites

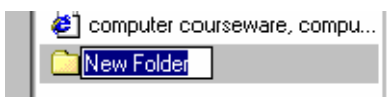
- Click on the Favorites drop down menu and then select Organize Favorites command that will display the Organize Favorites dialog box.



You can use the usual Microsoft Explorer type commands to create new folders and also drag and drop the contents of one folder to another within the dialog box.

To create a new folder within your favorites

- Open the Organize Favorites dialog box.
- Click on the Create Folder button.



- Enter the name of the new folder and then press the Enter key.

To rename or delete an item in the favorites list

- Select the items that you wish to rename or delete and then click on the **Rename or Delete button.**

To open (i.e. view) a favorite

- Select the item within your favorites list.
- Click on the item to open the favorite (which will automatically enter the correct URL and then load the page from the Web).

Customizing Your Options - General

To open the Options dialog box

- Click on the Tools drop down menu.
- Click on the Internet Options command.

Customizing General Options

- Click on the General tab of the Options dialog box.

To set a home (i.e. opening) page

- If you wish to use the currently displayed page as your starting page, click on the Use Current button.
- If you wish to use the default Microsoft starting page, click on Use Default.
- If you wish to start the program with a blank page, click on Use Blank.
- If you wish to use another starting page, enter the full URL into the Address box.

To delete Temporary Internet Files

- Click on the Delete Files button.

To delete the contents of the History folder

- Click on the Clear History button.

To set how many days files will be kept in the History folder

- Enter a value into the Days to keep pages in history box.

Customizing Your Options - Security

To restrict access to possible hazards on the Internet

- The options within the Security tab of the Internet Options dialog box allow you to control the level of exposure to pages on the Web that may potentially compromise your security.

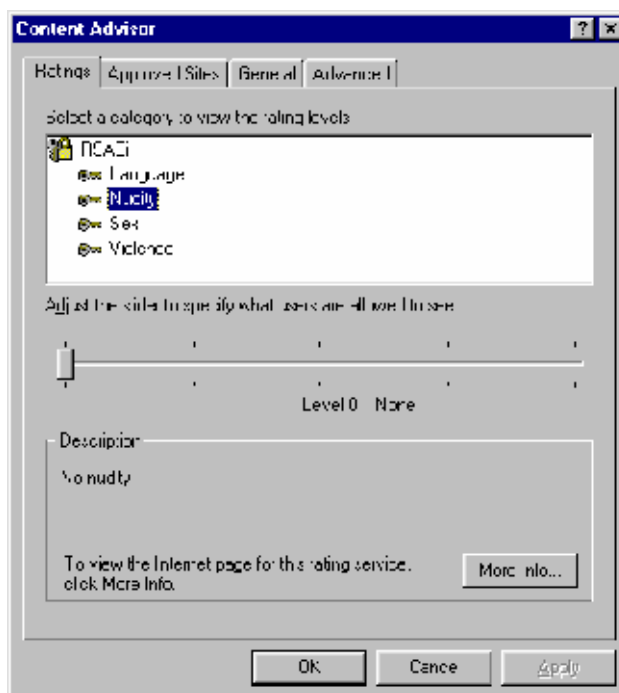
This really relates to sites with active content and you can choose between not allowing any active content to download, through to being warned about active content, right to low security in which case you will see no warnings at all.

At least some level of security is advisable!

Customizing Your Options - Contents

Parental filtering of access to Internet materials

- There is a lot of pornographic material on the Net and the options within the Content folder allow you to restrict access to this.
- Click on the Enable button and the Content Advisor dialog box will be displayed.
- You can then click on each of the categories displayed, and chose the level of exposure (pardon the pun) required, as illustrated below for the level of nudity.



- Click on the OK to confirm your settings when finished.
- You will be asked to provide a password, as illustrated.

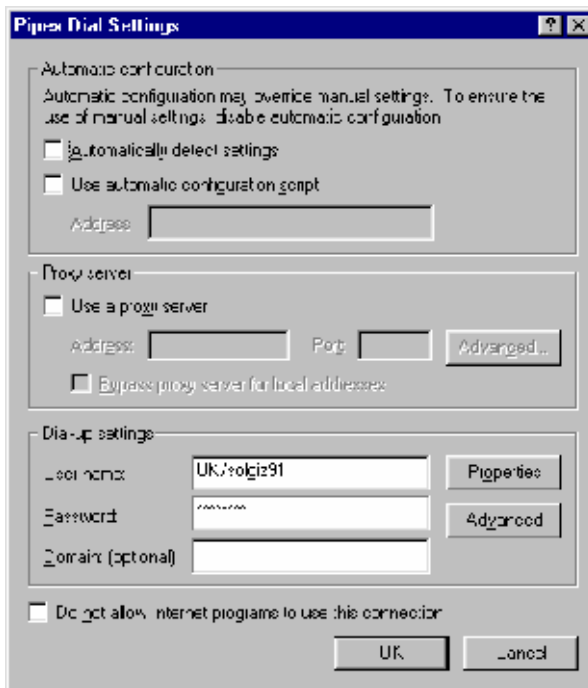


- Click on the OK button.

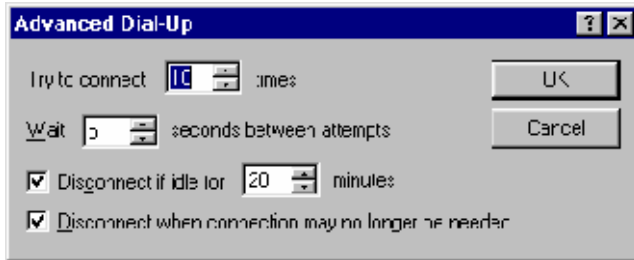
Customizing Your Options - Connection

To automatically disconnect after a period of inactivity

- You can change you connection settings, by clicking on the Setting button, displayed within the Connections tab of the Internet Options dialog box. This will display the Dial up Settings dialog box



- Click on the Advanced button to display the Advanced Dial-Up dialog box.



- Be sure that you have a value set in the Disconnect if idle box. This can save you from large phone bills if you are using a dial-up account and you have to pay for local call access.

Customizing Your Options - Programs

To set the email and News handling programs

- These options allow you to set which programs will handle your email and also how access to newsgroups will be handled.

To force the Internet Explorer to check if it is the default browser

- Click on the check box called Internet Explorer should check to see whether it is the default browser.

Customizing Your Options - Advanced

- There is a lot of detailed customization that can be performed via the Advanced tag of the Internet Options dialog box.

To get help on exactly what each option does, click on the Help (Questions Mark) icon (just to the left of the Close icon). Once you have clicked on the question mark, click on the tick box of the option that you wish to know more about.

Review Questions

- Explain the concept of Favorites (bookmarks)?
- How would you add a Web page to your favorites?
- How would you organize your favorites?
- How would you create a new folder within your favorites?

- How would you rename or delete an item in the favorites list?
- How would you move an item in your favorites list?
- How would you open a favorite?
- How would you automatically disconnect after a period of inactivity?
- How would you define your starting (Home) page?
- How would you customize the time that the visited sites history will be stored?
- How would you clear your History information?
- How would you set the email program that you wish to use?
- How would you determine what program will run when you open a file?
- How would you prevent access to 'sex or violence' on the Net?