


## COMPUTER CLUB DISCUSSION GROUP JANUARY 16, 2007

### What does the Windows Key do?


The Windows Key  can be found on most keyboards and has a number of different uses:

To open the Start menu 


To minimize all windows  + D

To open all windows again  + shift + M

To open Windows Explorer  + E

To move across the Task Bar  + tab

To open the Search window  + F

To open the Run dialogue box  + R

To open the System Properties dialogue box  + break

### Show pictures from your directory as a Screensaver

1. Arrange a group of pictures you wish to use as a Screensaver in a new folder.
2. Left Click (LC) on a blank area on your DESKTOP, LC PROPERTIES, LC Settings and LC SCREENSAVER.
3. LC on down-arrow↓ and LC on MY PICTURES SLIDE SHOW.
4. LC SETTINGS and LC BROWSE and locate and select your Screensaver directory.
5. Make any time or screen size adjustments and LC OK.
6. Set time for Screensaver to energize and LC OK.
7. Once above settings are put in place you may change the pictures in your Screensaver folder.

### Add Sound Stationary and Color to your Emails

This procedure addresses Outlook Express (OE) only.

1. Open OE, LC CREATE MAIL, LC FORMAT and depending on your wishes BROWSE and select Picture, Sound, Color or Stationary.
2. Make folder called Custom Formats.
3. Select directory and file you wish to add to your email and when format is to your liking, LC FILE, LC SAVE AS, add name for your new format and save it to your Custom Formats folder.

## **AOL TO OUTLOOK EXPRESS EMAIL SETUP**

### **How do I use Microsoft Outlook Express 6 to read and send AOL e-mail?**

There are two steps to setting up Outlook Express to read and send AOL e-mail. First, you need to create a new e-mail account in Outlook Express. Once the e-mail account is created, you need to configure your Outlook Express e-mail account so you can send and receive your AOL e-mail.

To create a new e-mail account in Outlook Express

1. Sign on to AOL.
2. Open Outlook Express. (If Outlook Express is not your default mail client, you may be prompted to specify whether you want to use it as the default by clicking OK).
3. From the Outlook Express Tools menu, click Accounts.
4. In the Internet Accounts dialog box, click Add and then click Mail.
5. In the Internet Connection Wizard, in the Display name field, enter your name as you would like it to appear on your outgoing e-mail messages.
6. Click Next.
7. In the E-mail address field, enter your full e-mail address, e.g., GabbyGrace@aol.com.
8. Click Next.
9. On the E-mail Server Names screen, select IMAP from the drop-down menu.
10. In the Incoming mail server field, enter: imap.aol.com.
11. In the Outgoing mail server field, enter: smtp.aol.com.
12. Click Next.
13. On the Internet Mail Logon screen, enter your AOL screen name in the Account name field.
14. Enter the password for your AOL account in the Password field.
15. If you want Outlook Express to save your password, leave the Remember password check box selected.
16. Click Next.
17. Click Finish.

To configure your Outlook Express e-mail account

1. When you are returned to the Internet Accounts dialog box, click the Mail tab. (If the Internet Accounts dialog box is not open, click the Tools menu and then click Accounts).
2. Select your AOL IMAP account.
3. Click Properties.
4. In the Properties dialog box, click the Servers tab.
5. In the Outgoing Mail Server section, click the My server requires authentication check box.
6. Click Apply.
7. Click the Advanced tab.
8. In the Outgoing mail (SMTP): field, change the number that displays to 587.
9. Click Apply.
10. Click the IMAP tab.
11. In the Special Folders section, click the Store special folders on IMAP server check box to deselect it.
12. Click Apply.
13. Click OK.
14. Click Close.

### Notes

- If you receive a message prompting you to download folders from the mail server, click Yes.