

Internet Basics

Teacher **Barbara Hauck-Mah, Rockaway Township Library**
973-627-2344 or hauckmah@hotmail.com

Class Schedule at <http://www.rtlibrary.org/esl.html>

To get to the Internet, you need a computer + 3 things

- Free web browser like the **e** for Internet Explorer
- A device to access the internet or wireless access
- Money paid to an Internet Service Provider



How to get on the Internet

- looking for the browser picture at bottom of screen, on a menu or in All Programs
- click on the icon



The Home Page is the first page you see on the Internet

A library computer will have the library website as Home Page

Dover Library has <http://www.dfpl.org>

Rockaway Township Library has <http://www.rtlibrary.org>

A computer at work may have an employee sign in page

A personal computer can choose and change the home page

Here are some popular personal home pages

www.google.com www.yahoo.com www.facebook.com

Moving around the Home Page

- Practice pointing the mouse to type and pictures until you find a Link (see Hand) NOT an Arrow or a Cursor Line



Type that is Underlined, and a different color is a Link

- Click on some word links on the home page
- **Go back to the Home page—**



First, try the back arrow in the top left corner

- If the Back Arrow is closed (nothing happens when you click)
Then Click the Red X box in the top right corner



- Practice opening a menu box on Dover Library site
Select a page by clicking and return to the Home page



How to Make a Web Page a Favorite page

There are some web pages that you will visit often, such as your email page, a Search page such as Google, and a page with news

You can put webpages you visit often on a Favorites Menu list

- Go to the webpage you want
- Click Favorites in the top left menubar



Use the URL box to go to another Web Page

- In white box on top left corner
Delete the words in the box and
type **rtlibrary.org**



You should get to the Rockaway Township Library website

Sometimes, a picture will be a link to a web page

—Click on a picture

- **Click the word Home on the Web Page** to go back to that website's first page or home page

- Practice scrolling down the webpage on the right side to get to **Quick Links**. Find the words The American Dream on the right



- **Click on this picture button**

You will see the webpage for Programs for English language learners @ Dover Library

- Find the link for USA learns English and click on it
- Go back to the home page and click the Tutor.com button



Here you can get help with English, Citizenship, a resume and more
We will use this website more in a later class

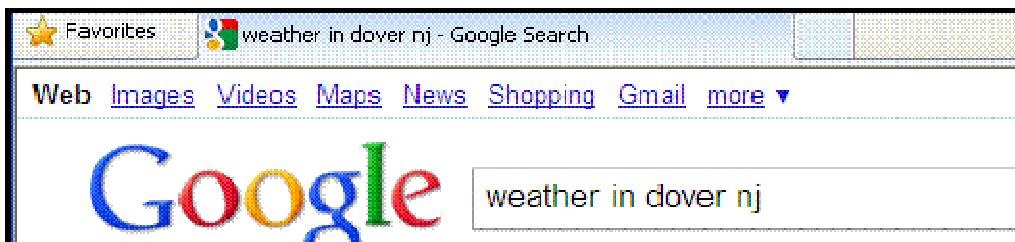
- Go back to the Home page and click on the Google button



Google is called a Search Engine. You type in a word or phrase to get more information, and

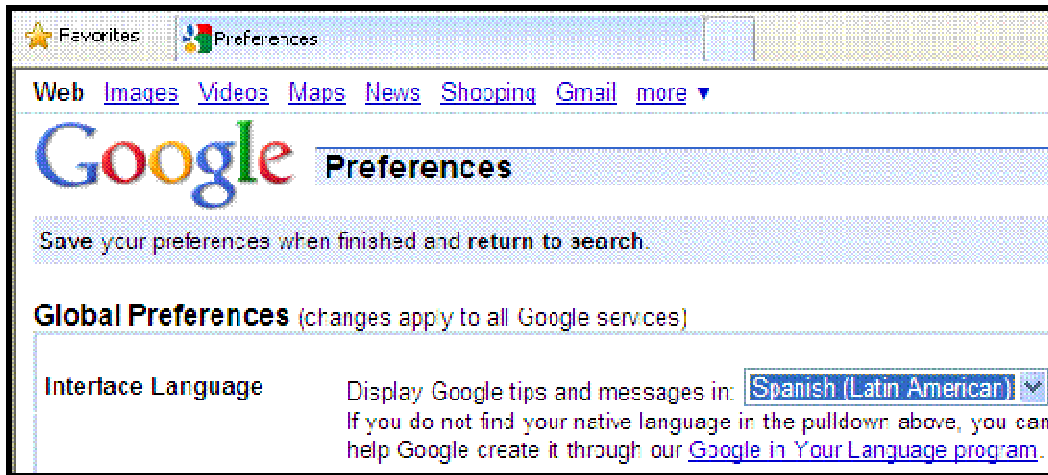
Google will provide a list of websites that have that word or phrase in it

- Type **weather in dover nj** in Google search box



- Find the Weather Channel website and click on it

- Use the back arrow and click on another weather website for dover
- Type your name in the Google search box and hit the search button
- **You can search Google in Spanish and type words in Spanish.**
Click **Search Settings link** on top right then click **Preferences**



For More Help with Internet Basics, go to

<http://www.gcflearnfree.org>

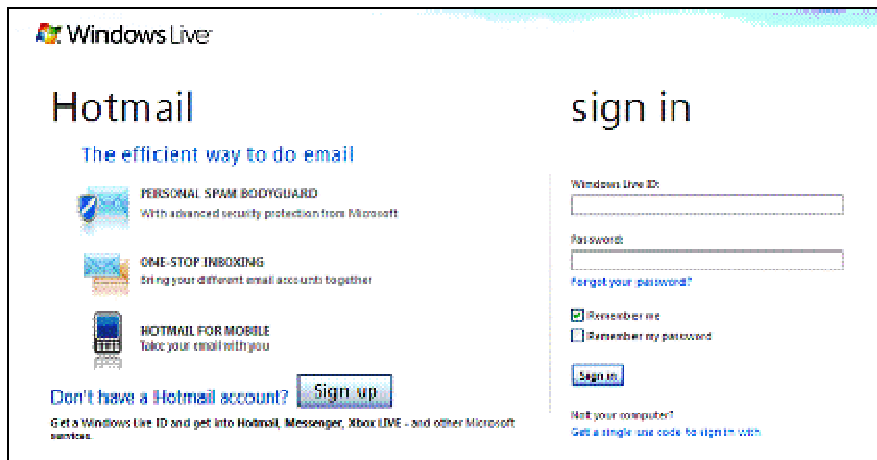
There are Tutorials on Computer Training, in English and Spanish

- Go to Internet 101 and Try Browser Basics and Search Engines and Strategies

Creating a Free Email account

You can have an email address even if you don't have a computer. Google, Yahoo, and Windows Live (hotmail) all have free email services.

- In the Google search box type windows live or the web address is <http://www.live.com>



- There are three parts to an email address, and type with no spaces
hauckmah@hotmail.com
- To sign up for email, you will need to choose a
USERNAME (can be anything, but many use their name)
Password (6-8 characters usually, letters and numbers are good)

Your password is a secret -- You should write it down and remember it. Don't tell your password to others. It will not show when you type it in. If you forget your password, don't worry. You can get a new password. You can type your username in lower case or UPPER CASE

For a password, you must remember if you typed UPPER or lower case


State:

ZIP code:

Gender: Male Female

Birth year:

Enter the characters you see
[New](#) | [Audio](#) | [Help](#)



Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy policy](#). You also agree to receive e-mail from Windows Live, Bing, and MSN with service updates, survey invitations. You can unsubscribe at any time.

Hotmail makes it easy to use it in Spanish

Windows Live™ Hotmail Messenger Office Photos | MSN

Hotmail Options

[Go to inbox](#)

Show options for

- Windows Live
- Hotmail
- Spaces
- Offers
- Free newsletters
- Home
- Contacts
- Calendar

Manage your account

- View and edit your personal information
- Send and receive mail from other e-mail accounts
- Forward mail to another e-mail account

Junk e-mail

- Filters and reporting
- Safe and blocked senders

Customize your mail

- Choose a theme
- Select language

Windows Live™ Hotmail Messenger Office

Hotmail Options

Options ► Select language

[Go to inbox](#)

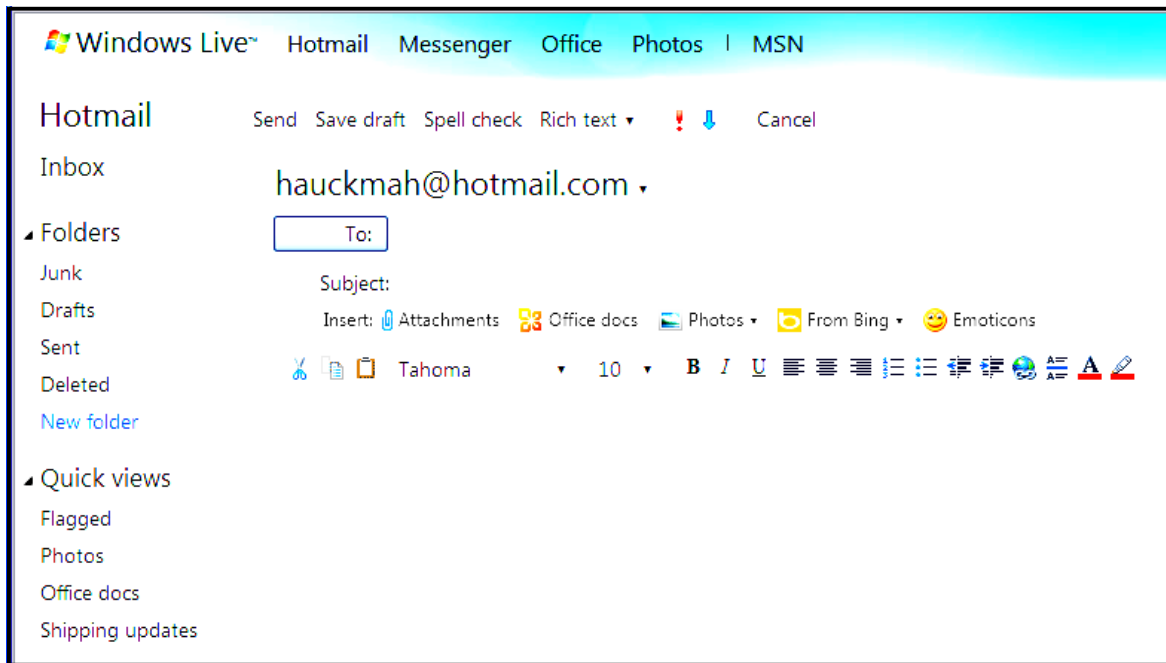
Show options for

- Windows Live
- Hotmail
- Spaces

Select language

- Български
- Čeština
- Dansk
- Deutsch
- English

This is what an open email looks like



There are 3 parts to type for a simple email message:

To Type the full email address of the person who will be sent the email

Subject: A few words describing the message

Message : Type in the white box

When you are ready, click **Send** to send the email

Practice -- Send a message to yourself Subject Test Email

Type a sentence with today's date and your name

Click your Sent Folder on the left to see the message you sent

Click your Inbox to see a copy of the same message you have received

Hotmail Menu in Spanish-- This is showing the Inbox



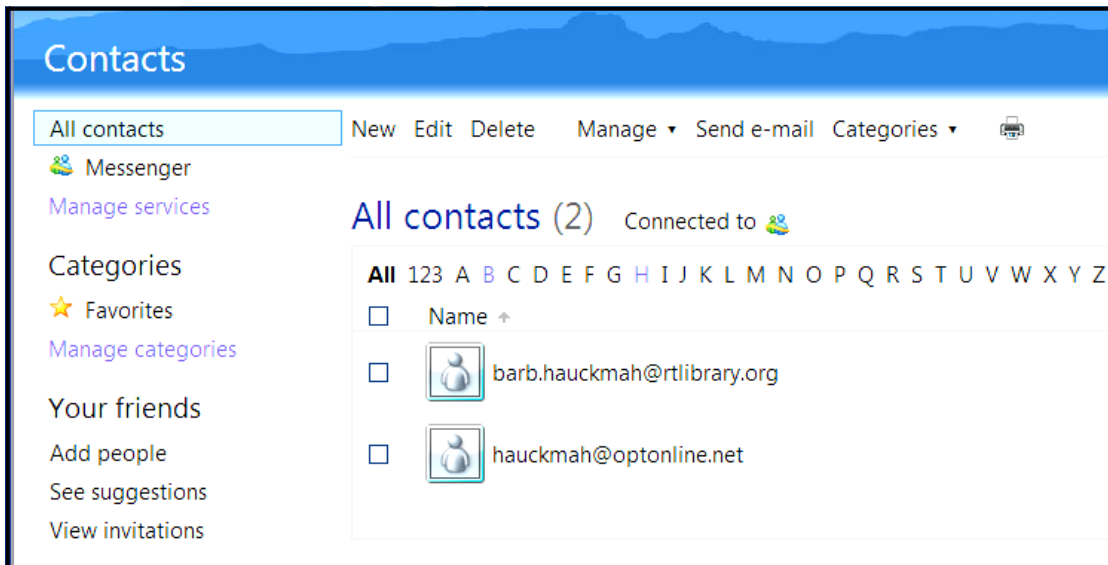
Contacts

Adding Contacts to Email

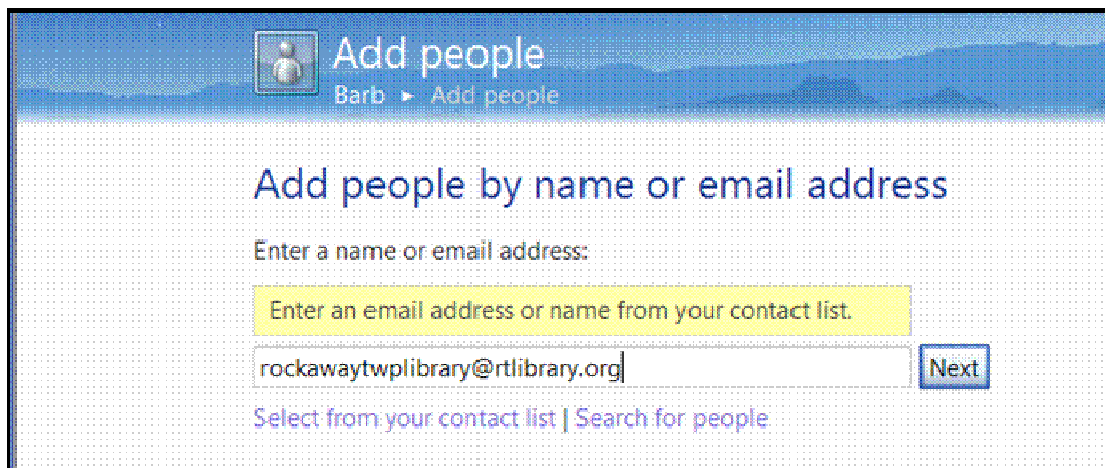
Contacts are friends, family or people at work you would like put in a list of email addresses.

When Hotmail is open, look in the left menu for **Contacts** under **Home**
-Click Contacts, and you will see a Contacts page

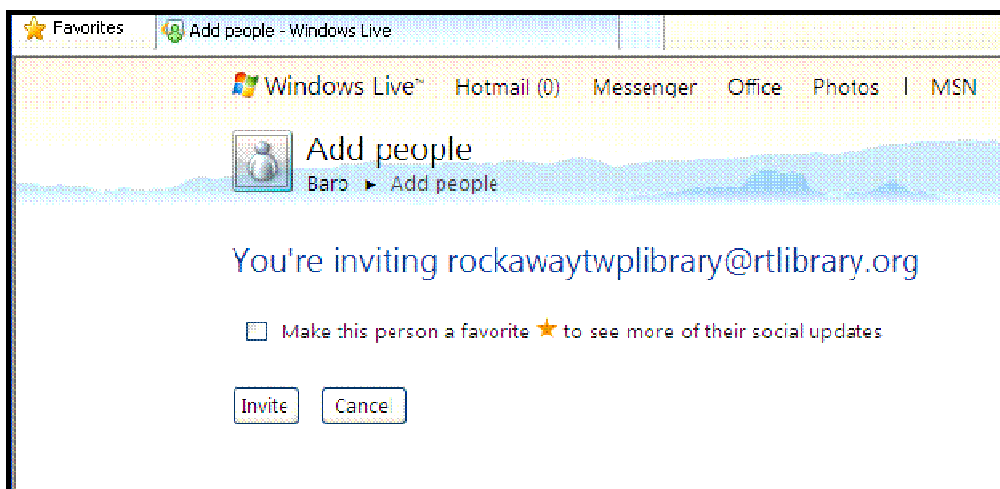
This account has 2 email contacts listed



Click **Add People** under **Your Friends** on the left menu to add an email address to your contacts



-Type in an email address and click NEXT button



- Click INVITE button to add the email address to your Contacts list
- You will see this message: **Your invitation has been sent**
- Now, you can add another email address or Go back to Hotmail menu.

