

Windows Live Mail and Window-Eyes

Windows Live Mail is a free email client for Windows 7 computer users. Windows Live Mail is the successor to Outlook Express on Windows XP and Windows Mail on Windows Vista. The majority of email and contact management tasks in Windows Live Mail are fully accessible with Window-Eyes. This worksheet is a companion document for the Windows Live Mail and Window-Eyes training webinar.

Learning Objectives

- Identify how to download and install Windows Live Mail
- Understand the basics of setting up an email account
- Learn how to read, manage and send email messages
- Discover how to open and insert attachments
- Learn how to create a contact and review a contact's information

Review Questions

1. Windows Live Mail is one part of the free Windows Live Essentials suite of products from Microsoft and you can choose which Windows Live Essentials products are downloaded and installed during the setup process. By default, Windows Live Essentials includes:
 - a. Messenger
 - b. Photo Gallery
 - c. Movie Maker
 - d. Mail
 - e. Writer
 - f. Family Safety
 - g. Windows Live Mesh
 - h. Messenger Companion
 - i. Bing Bar
 - j. Outlook Connector Pack
 - k. Microsoft Silverlight.

2. Windows Live Mail has five main functions: email, calendar, contacts, feeds and newsgroups. You can switch between these five areas of the program using Control-1 through Control-5:
 - a. Control-1: Email
 - b. Control-2: Calendar
 - c. Control-3: Contacts
 - d. Control-4: Feeds
 - e. Control-5: Newsgroups
3. You can navigate to your inbox from anywhere in Windows Live Mail by pressing Control-1 or Control-I.
4. You can move between the Folders list, message list and preview pane (if on) by pressing Tab.
5. If you would like to turn the preview pane off, go to the View tab control in the Ribbon by pressing Alt-V, press L followed by R to open the Reading Pane options, and then press Down Arrow until you reach Off and press Enter.
6. If you need to find a specific email, press Control-E to move into the Search for a message edit box. You can also press F6 to navigate to the Search for a message edit box.
7. To open the currently selected email in your message list press Enter. After the message is opened, Window-Eyes will begin to read the message to you automatically.
8. You can use Alt-1 through Alt-8 to access important information about the currently opened email message:
 - a. Alt-1: From
 - b. Alt-2: Date/Sent
 - c. Alt-3: To
 - d. Alt-4: CC
 - e. Alt-5: BCC
 - f. Alt-6: Subject

g. Alt-7: Attachments

h. Alt-8: Status

9. To access an email attachment from an opened message, first place focus in the attachment list by pressing Alt-7 twice. From the attachment list, you can select an attachment and press Enter to open
10. The Go To Folder dialog allows you to move to a specific email folder or create a new email folder to help organize your messages. Press Control-Y to open the Go To Folder dialog.
11. You can access a number of helpful email related operations by opening up the Context Menu on a selected email in your message list. Press the Application Key or Shift-F10 to open the Context Menu for a selected email. From the Context Menu, you will be able to complete the following email actions: reply, reply to all, forward, mark as read/unread, move to a folder, delete and add sender to contact list.
12. To compose a new email message, press Control-N. Press Tab or Shift-Tab to move between the available email fields including the To field, Subject field and Body field.
13. To insert an attachment to the current message, first press Alt-I to open the Insert tab from the Ribbon, followed by IA to activate the Attach File item in the lower Ribbon. Select the file you wish to attach using the standard Open file dialog.
14. It is often more convenient to view all of your contacts in a simple list. To change the view of your contacts to a list, first press Alt-H to open the Home tab control, then press VV to open the View As options, then press Down Arrow until you reach List and press Enter.
15. You can access a number of helpful contact related operations by opening up the Context Menu on a selected contact in your contact list. Press the Application Key or Shift-F10 to open the Context Menu for a selected contact. From the Context Menu, you will be able to complete

the following actions: edit contact, send email to contact, and delete contact.

16. To add a new contact, press Control-N from the contacts screen to access the Add a Contact dialog. This dialog has multiple tabs to help you organize the contact's personal information. The tabs for this dialog and their corresponding accelerator keys are: Quick Add (Q), Contact (T), Personal (P), Work (W), IM (I), Notes (N), and IDs (D).