

STEP BY STEP: Receiving and Replying to an E-mail Message

Step One

Click the Hotmail button on the MSN.com home page (<http://www.msn.com>).



Step Two

After the sign-in page opens,

1. Type your Hotmail e-mail address.
2. Type your password.
3. Click the Sign In button.

Note: You must click inside the text field before you can type any words.

A screenshot of the .NET Passport Sign-in page. It has a blue header with ".NET Passport Sign-in" and a "Help" link. Below the header, there are two text input fields: "E-mail Address" (containing "lstarn@hotmail.com") and "Password". Below the password field is a checkbox labeled "Sign me in automatically." and a "Sign In" button. At the bottom, there is another checkbox labeled "I'm using a public computer." and a link "Get one now." for users who don't have a .NET Passport.

Step Three

After the Hotmail home page opens, click the Inbox tab.



Step Four

After the Inbox page opens, locate the message headers.

Delete	Block	Put in Folder...	
From	Subject	Date	Size
Laurence Starn	Example of an e-mail message	Jun 24	2k

Note: Each message header indicates a separate e-mail message.

Step Five

Click the name of the sender to open the message.



Example of an opened message:



Step Six

To send a reply to the sender, click the *Reply* button. When the Reply page opens, type your message in the message field. Then, click the Send button.



Note: A copy of the original message will appear below your reply.

To delete the message, click the *Delete* button. The Inbox page will open showing that the message has been deleted.

