

STEP BY STEP: Sending 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. The page has a blue header with the text '.NET Passport Sign-in' and a 'Help' link. Below the header, there are two text input fields: 'E-mail Address' and 'Password'. The 'E-mail Address' field contains the text 'lstarn@hotmail.com'. Below the 'Password' field, there 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 that says 'Don't have a .NET Passport? Get one now.' The Microsoft .NET logo is visible in the bottom right corner.

Step Three

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



Step Four

After the Compose Mail page opens, write and send an e-mail message by doing these tasks:

1. Type the e-mail address of the person you are sending the message to in the "To:" text field.
2. Type the subject of your message in the "Subject:" text field.
3. Type your message in the message field.
4. Click the Send button to send your message.



Note: You can use these tools to check your spelling or look up words before you send your message.



Step Five

After you have clicked the Send button, a new page will open telling you that your message has been sent.