



Introduction to Internet & Electronic Messaging (3x2h)

Objective

This training will enable participant

- to understand what the Internet can be used for,
- to efficiently browse the Web, and,
- to parameter Internet Explorer settings for optimum use.

PREREQUISITES: Knowledge of Windows environment.

General Internet

what is the Internet?

History

Major Internet Services

the Web

how does it work?

Internet Connections

Introducing Internet Explorer or Mozilla Firefox

screen description

setting the display

Define Start Page

View full size

show different aspects of exploration

Show / Hide toolbars

Customize Toolbars

Surfing the Web

what is a web address?

Go to a website

Moving from one page to another

Perform a web search (engine and Meta-Engine)

Using Favorites

Add page to favorites folder

Go to a page from a bookmark folder
History.

Management Changes

Define the layout
Print page

Display a HTML page

save a page, image to disk
Send a page or link by email

Internet security

Anti spam and security settings
danger of the Internet:
Pay scams, privacy, pornography, etc...

Free and useful programs

(Picassa, personal mailbox, music, video etc)

The different types of messaging.

Free messaging
what is a Service Provider?
Setting up your email (POP, IMAP, SMTP)

Create a message

required fields
Toolbars

Receive - Reply - Forward Email

Send to multiple recipients.
Attachment, attach a document, picture ...

Unwanted messages and security

Create your letterhead

Exercises