

**Computer Club Meeting 3
Friday 19th November 2010**

Quick User Guide

How do I attach a Photo to my email?

1. Open up a new email (create new mail)
2. Write the address of who you are sending it to
3. Write the subject
4. Write your message
5. At the top of the screen click on the attach icon (paperclip)
6. This will open up a box with your documents and photo's
7. Search through the photo's until you find the one you want to use
8. Click the photo (This will highlight the photo)
9. Click attach
10. This will take you back to your email. Check the attach box and make sure the photo is attached.
11. Click send

How do I empty the trash (Delete my deleted items)?

1. Open your emails and go to inbox
2. On the left hand side search for the deleted items and click on this
3. This will open up any emails that you have deleted
4. If you wish to remove these completely from your computer then follow the next steps.
5. At the top of the screen click on edit
6. Search down the options and click on '**Empty Deleted Items Folder**'

What if I deleted an email by mistake?

1. Open your emails
2. On the left hand side click on deleted items
3. Find the email that you want to save
4. Click on the email to highlight it and drag the email to the left hand side of the screen and drop it in **Inbox**
5. This will put the email back in the inbox and will not be in the Deleted Items folder anymore

How do I copy a photo/image from the internet and paste this on an email?

1. Open up your emails
2. Click on 'Create New Mail'
3. Write the email address of who you want to send the email to
4. Write the subject
5. Write the message you want to send
6. Now open up the internet
7. At the top of Google (your homepage) click on the word Image
8. This will take you to Google Images
9. In the search box write in what you are looking for and click search (For example – Write in the search box Red Bus, then click search
10. This will bring up the images of what you have searched for (In this case Red Busses)
11. Find the image you want then hover over the picture and right click
12. This will bring up a list of options
13. Click on copy
14. Then go back to your email and click on the email where you want the picture to go.
15. Once you have put the cursor in the right place then right click the mouse again.
16. This will bring up a list of options
17. Click on paste
18. Your picture should now be pasted on your email and ready to send
19. Click send

Top Tip This Month

When online buying this Christmas remember the 4 key points:

1. **Make sure the website is a reputable site (e.g. big companies like Amazon, Tesco, and Marks and Spencer's etc).**
2. **Check at the top of the screen to make sure the Pad Lock is showing to show the website is secure.**
3. **Check the websites contact details to make sure there is a phone number that works in case you need to contact them.**
4. **Finally if in doubt then don't hesitate to contact either Joanne or Carolyn at Newport Housing Trust, or Julie at E Inclusion.**