

Step 4

Working on distance

Windows 10

Jan –19
Liljedalsdata.se

Beginning

You must know Step 1,2 and 3.

This course is about different mail programs and Lisa Andersson. Lisa Andersson is boss of a colour business.

We will describe how to get an mailadress representing the world around Lisa Andersson, by gmail. In this course this adress will be omvarlden555@gmail.com . This address is on row 1 on adresslist in the end of this booklet. Write your address on row 2. The world around Lisa Andersson will use this adress to mail her and use the mailprogram in yahoo to do this.

We will go thru how to get an mailadress for Lisa Andersson. This address she will use to mail the world around her and her adress is anderssonlisa585@gmail.com. Write your on row 4. This address is on row 3 in adress list in the end of this booklet. Lisa Andersson is going to use Thunderbird to mail the world around her. This program is not changed so often and you must not see advertising.

Avoid using more than one adress in one mailprogram.

What texts and pictures says is not interesting.

Start Explorer and create these folders:

Documents\Agreements
Documents\Agreements ready
Documents\Offerts
Documents\Offerts ready
Documents\Advertising
Documents\Surroundingworld
Documents\Big files

Mail addresses

Most companies handeling mailaddresses seems to have problems with this. Adresses are missing or changing. In this course we are going to use such not reliable addresses. If you need a reliable address you should wait until you have booked an address on a webhotel f.ex. One.com. This we work with in step 5.

Start edge and enter <http://google.com>

Create short cut from desktop

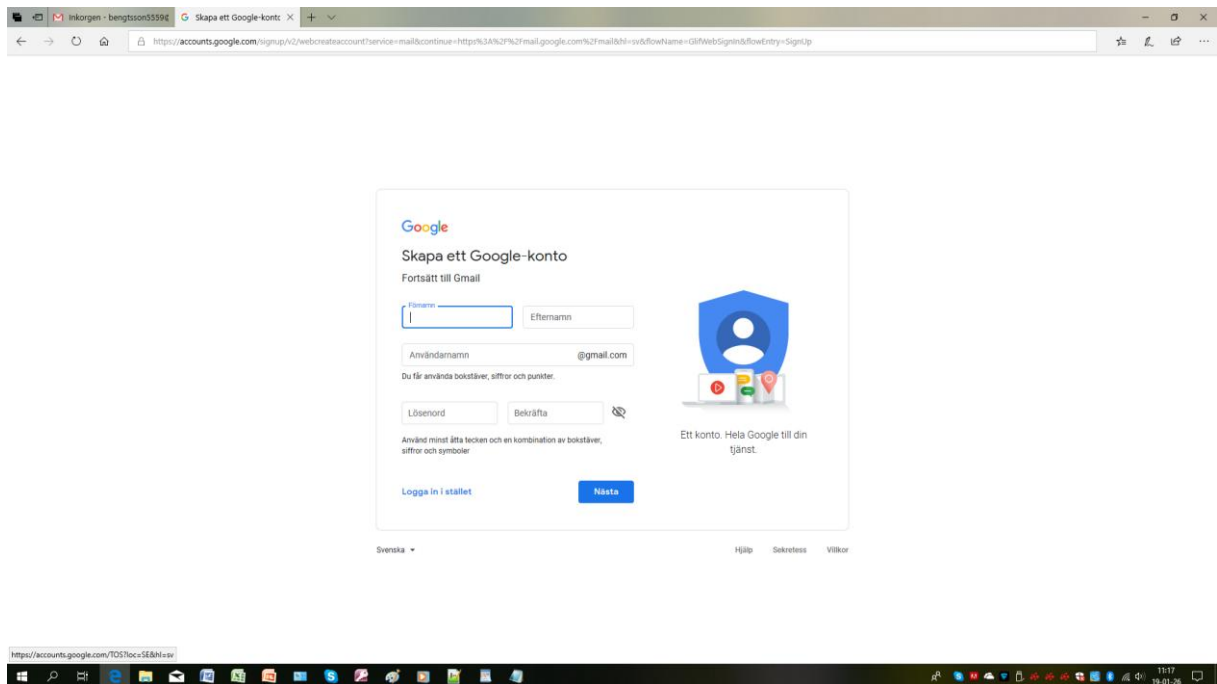
To get to yahoo.com you may create a short cut in this way

Click right on desktop

Choose New/Short cut and write URL-adress in square.

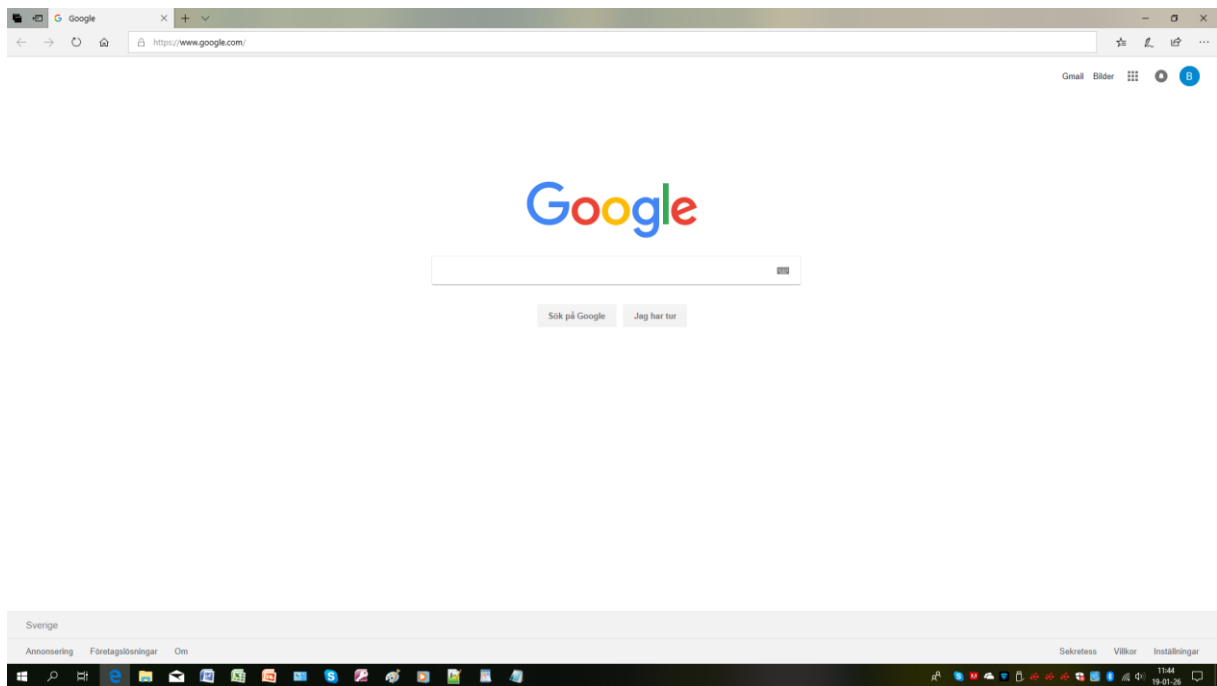
Create mailadress from gmail representing the world around

If you have no account at gmail this picture will be shown.



Registrate your name and so on and have your phone ready

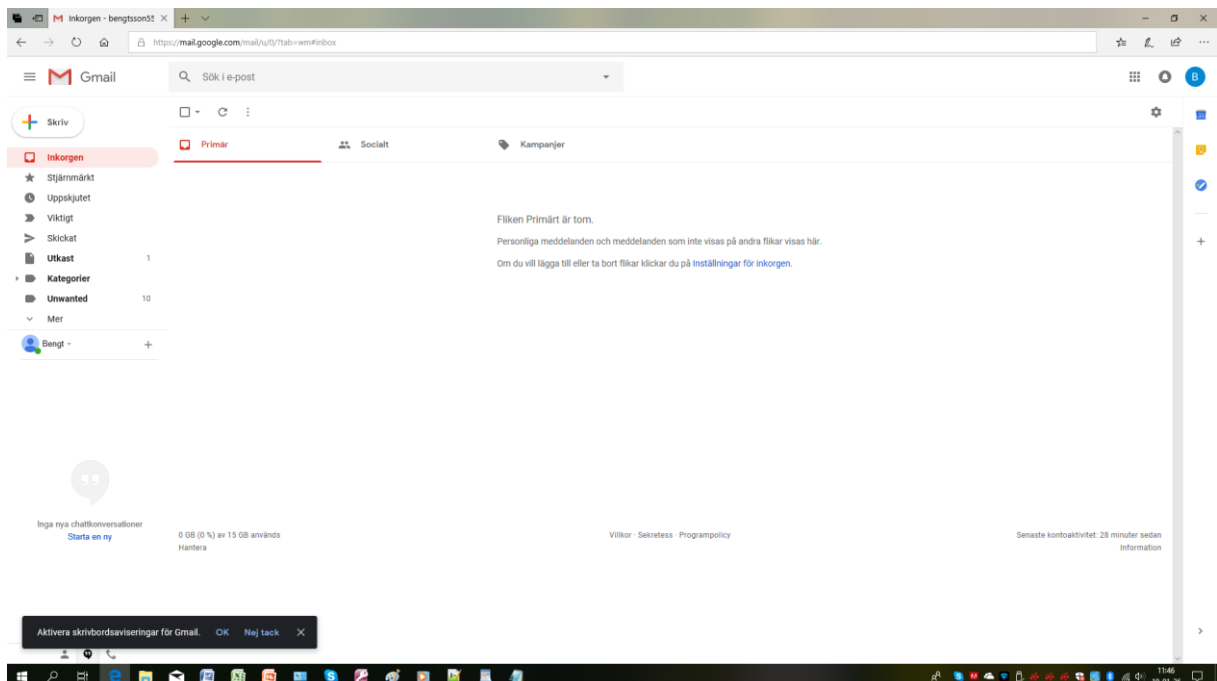
If you have at least one gmail account this will be shown



The blue cirkel with a letter is telling you there is an account.

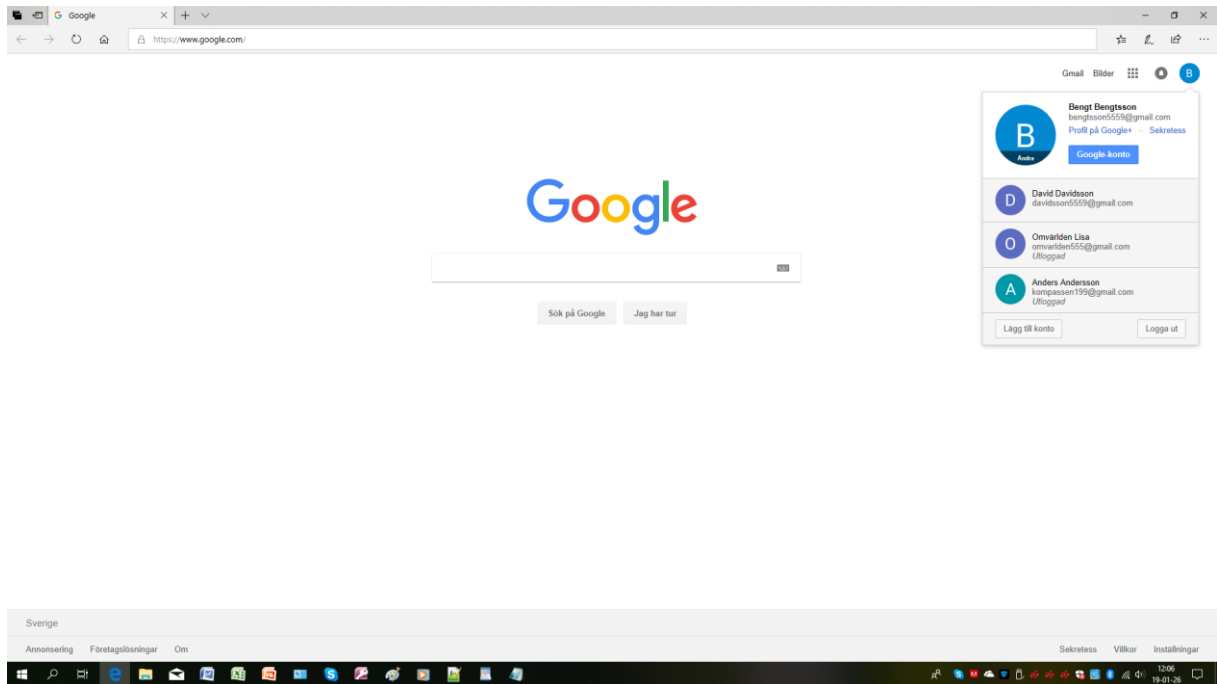
If you click Gmail you will be in inbasket at that account.

In inbasket you will se your mail, write new ones and delete old mails.



Create mailadress from gmail representing Lisa Andersson

If you click on circle with a letter representing one account this picture will be shown



Click Add account

Registrare an account at Lisa Andersson as earlier.

Writ your own in row 4 adresslist.

Download and install Thunderbird

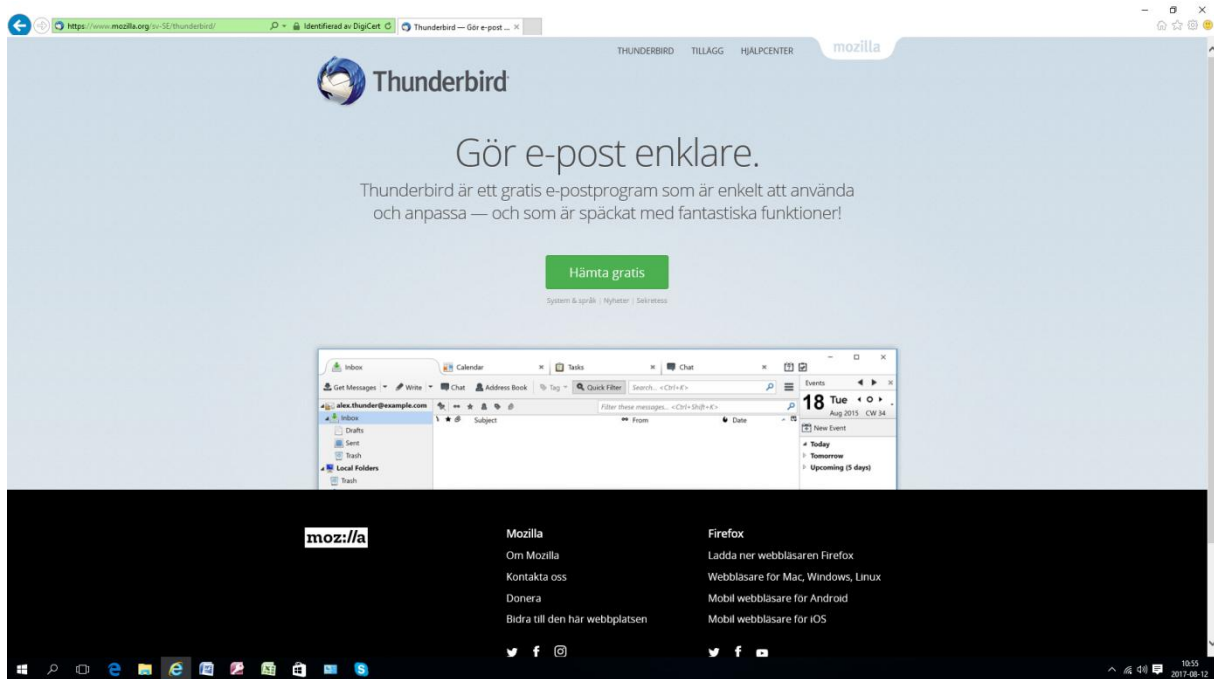
Enter Edge

Enter google

Search for thunderbird

You will find a page for download Thunderbird fex. <http://mozilla.org/sv-SE/thunderbird/>.

Click <Thunderbird free download>



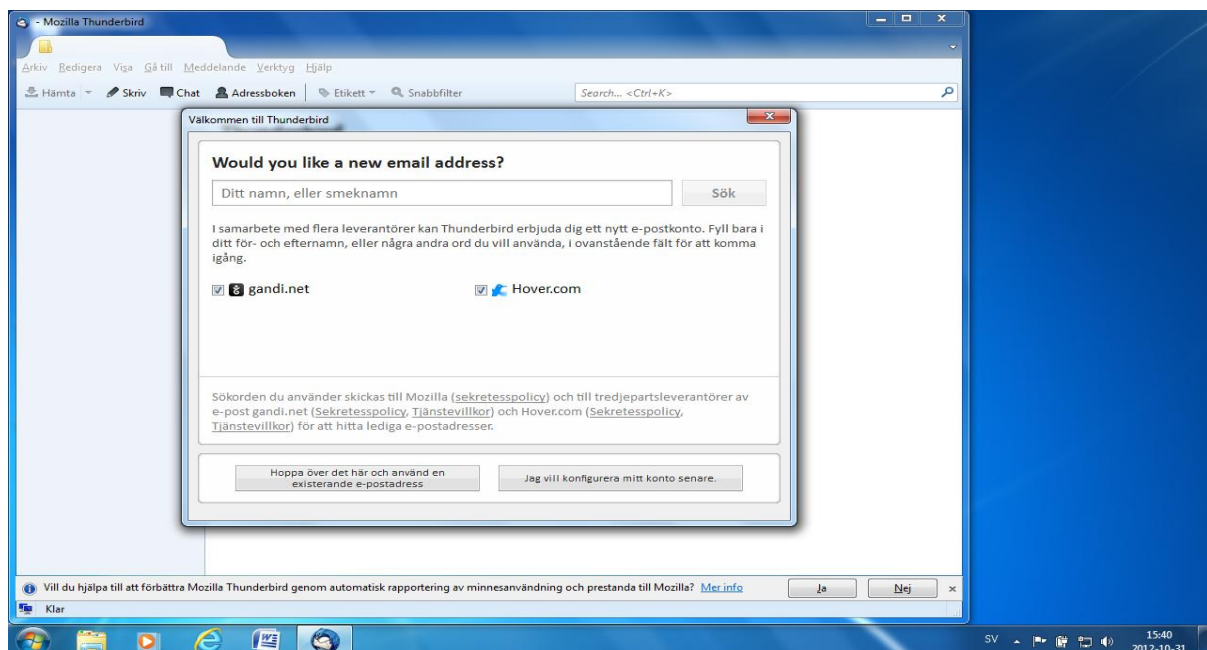
Click <Free download>

Click Run and install Thunderbird.

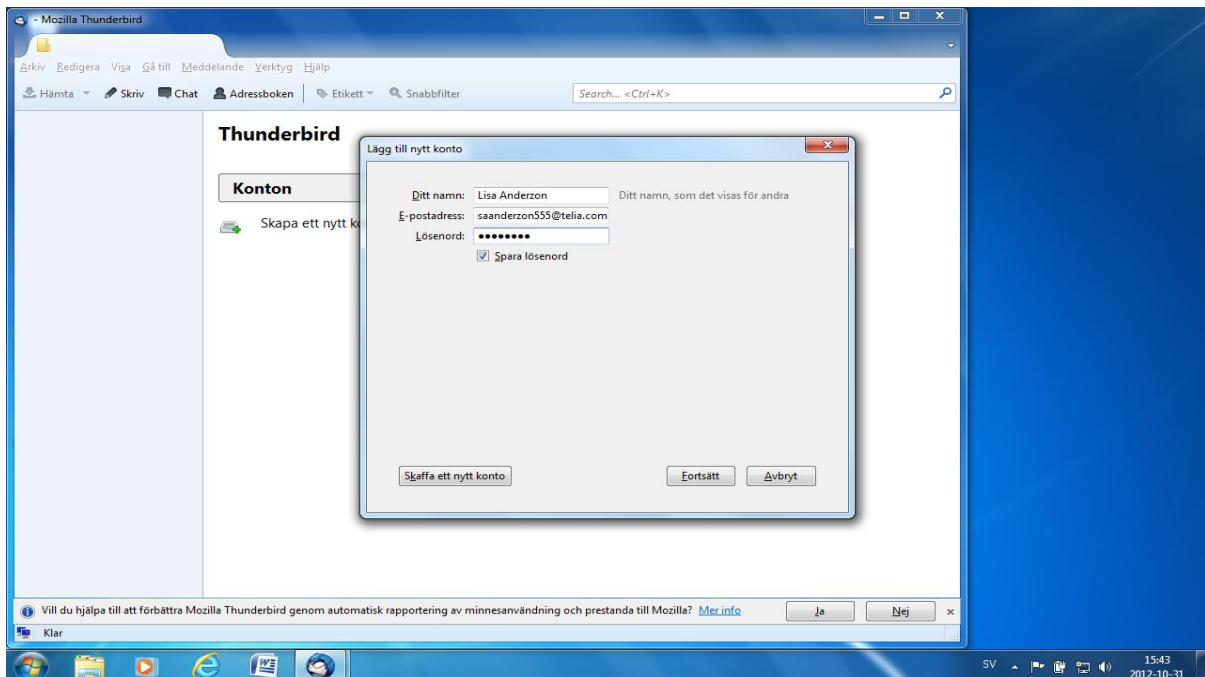
Installing Lisa Anderssons mailadress to Thunderbird

Click create new account.

Click window away



Click jumpo over this and use an existing mailadress.



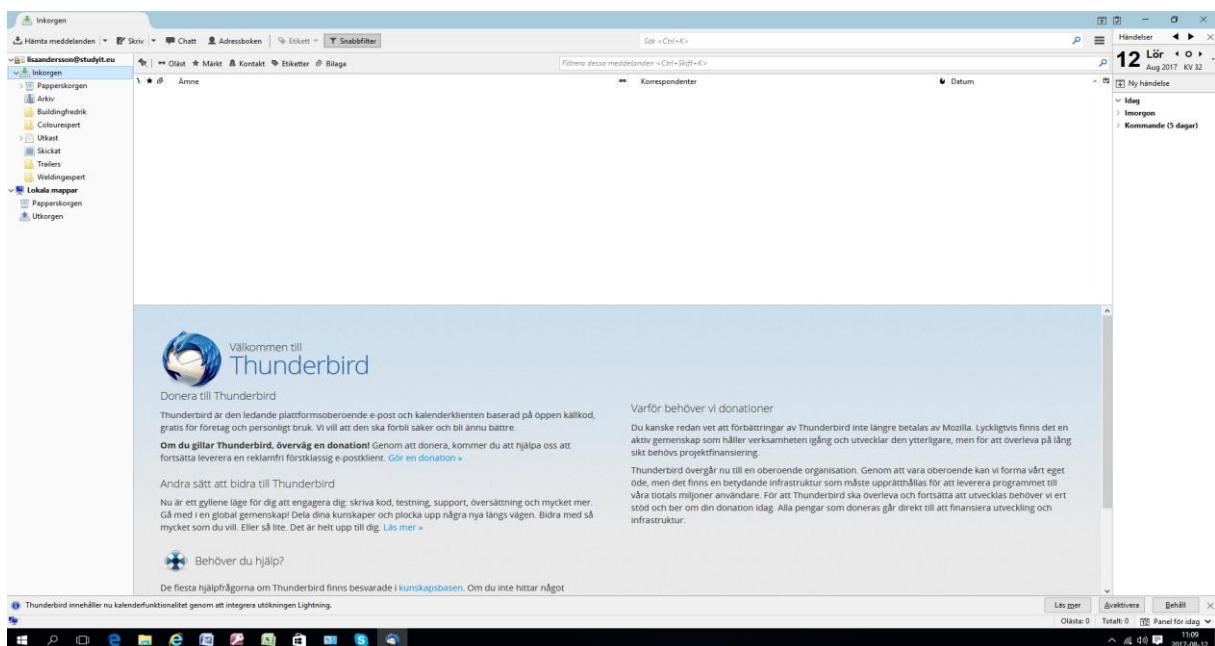
Write Lisa Andresson, mailadress and password .

Click <continue>

Click Ready

Click Inbasket.

Now you can check by sending a mail to yourself.



Close Thunderbird.

Lisa is working

Lisa Andersson is working as boss at colourjohan.

She is among other responsible for offert and agreements. Peter is working on same company and he assists Lisa by developing offert and agreements.

Lisa also is responsible for the advertisement the company is producing.

Lisa has created an agreement with Trailers limited

Create this document by Word:

Write: 090201

This is an agreement with Trailers limited.

Save document in Document\Agreements as agreementl090201

Lisa has created an offert for Colouexpert.

Create this document by Word.

Write: 090202

This is an offert for Colouexpert.

Save document in \Document\Offerts as offert090202

Surrounding World is working

Lisas kolleaguet Peter has developed an agreement with Weldexpert.

Create this document by Word.

Write: 090203

This is an agreement with Weldexpert

Save document in \Document\SurroundingWorld as agreement090203.

Johan working in Welding expert sends mail to Lisa.

Start Gmail and logg in as surrounding world.

Send this mail to Lisa. (corresponding to anderssonlisa585@gmail.com.

Subject: Meeting on monday.

From Welding expert

Hello Lisa!

Unfortunately I have to move the meeting on Monday to 14.30.

Regards Johan

Lisas colleague Peter is sending the agreement with welding expert to Lisa.

Start Gmail and send the following letter to Lisa. Notice that the adress of Lisa is saved and you only have to write the beginning.

Agreement with Welding expert

From Peter.

Hallo Lisa!

Here is a suggestion for agreement. Will you please check this agreement, sign it and send it to customer.

Regards Peter

Enclose agreement090203 with Welding expert in \Documents\Surrounding world.

Sven working at Colour expert is sending mail to Lisa.

Start Gmail and send this mail to Lisa.

Subject: Order of brushes

From Colour expert

Hallo Lisa!

Please send someone to Coulour expert with 100 brushes GX 90.

Regards Sven

Johan working at Colour expert is sending mail to Lisa.

Start Gmail and send this message to Lisa.

Subject: Offert of a lot of colour cans

From Colour expert

Hallo Lisa!

Please send an offert on colours we had a chat about last monday.

Regards Johan

Fredrik working at Fredriks constructor is sending mail till Lisa.

Start Gmail and send this to Lisa

Subject: Order of colours

From Fredriks constructor

Hallo Lisa!

We need another 10 liters of the red colour you sent to Fredriks constructor last week.

Regards Fredrik

Fredrik working at Fredriks constructor is sending a reciept to Lisa.

Start Gmail and send this message to Lisa.

Subject: Reciept

From Fredriks constructor

Hallo Lisa!

This is a receipt on your paying for construction work.

Regards Fredrik

Logg out and close Gmail.

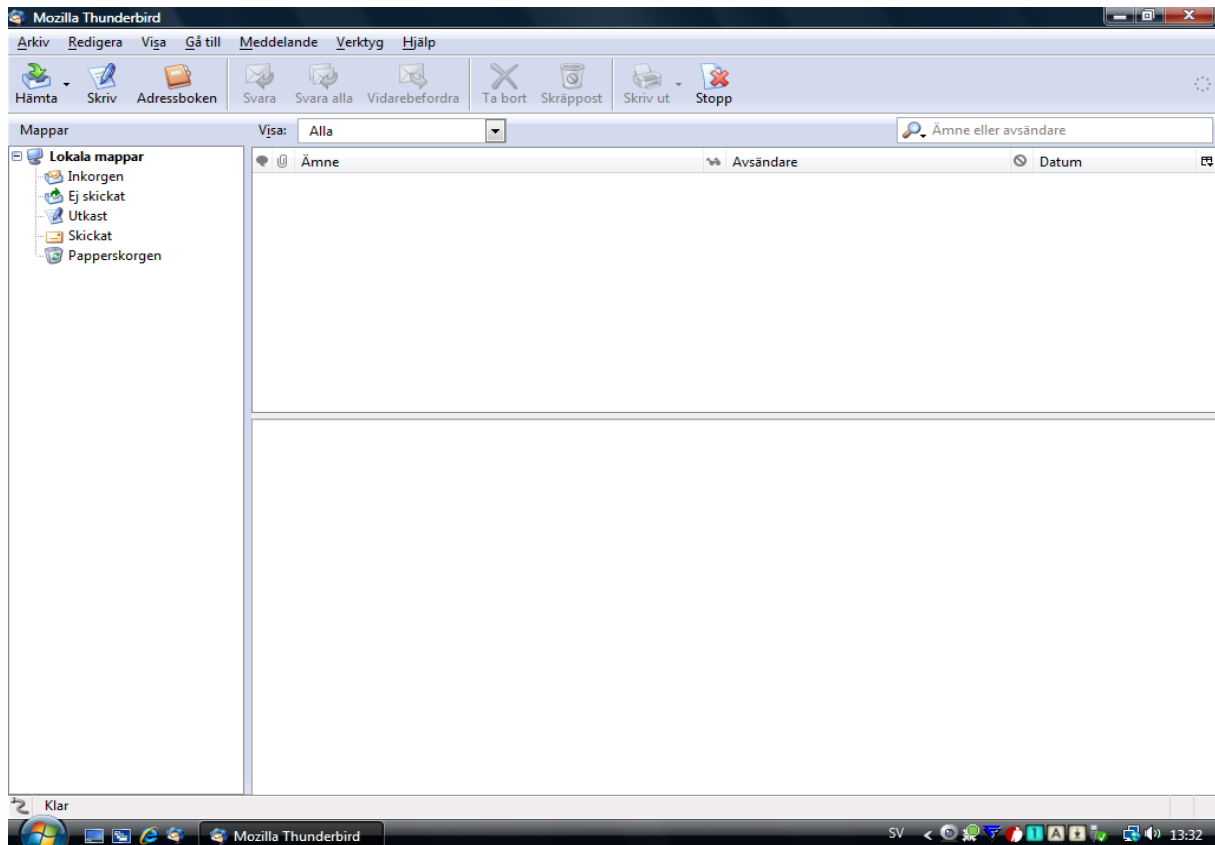
Lisa is working with her mail

Start Thunderbird.

Check Inbox is aktiv.

All mail from surrounding world are coming in.

If you have problems with your mail the most usual problem is something wrong with a mail address.



Click right on Inbox and choose New folder.

Create folder Trailer limited.

Do the same and create folders Welding expert, Colour expert, Fredriks constructor and Peter.

Mark and read mail from Welding expert.

Lisa change time for meeting in her agenda and deletes the mail by clicking right and choose Delete mail.

Mark and read mail from Peter.

Lisa is marking the included agreement at the bottom of screen and choose Save file.

She is saving in \Documents\Agreements as agreement090203.

She moves the mail to folder Welding expert by dragging it to Inbox/Welding expert.

She is doing this not to forget the agreement.

Mark and read mail from Colour expert.

Order from Colour expert she print out by clicking File/Print and place it on on Mary's desk . Mary sees to delivery.

Lisa delete mail from Colour expert by clicking right and choose Delete message..

Mark and read mail from Colour expert.

Offer of lot of colour cans.

Lisa is moving mail to Local folders/Colour expert to remember the offer.

Mark and read mail from Fredrik construction

Order of colour

Lisa print out mail and put it on Mary's desk for delivery.

After that she can delete the mail by clicking right and choose Delete mail.

Mark and read receipt from Fredrik construction.

Mark receipt

Above the mail in row Reply....is More. There you may print receipt and place it in a safe place.

Lisa is working with agreements and offers

Inbasket now is empty

Agreement with welding expert

In folder Local folders/Welding expert she now can see it's time to work with agreement with welding expert. (agreementl090203).

Start Explorer.

Agreement is in \Documents\Agreements

She print agreement and sign it.

A description of scanner and Windows photo program is in Step 13.

Put the signed agreement in your scanner.

Start scanner.

Now Lisa can delete the mail in Local folders/Welding expert.

Offert to colour expert

In folder Inbox/Colour expert she can see it is time to make an offert to Colour expert.

Start Word.

Skriv: 090204

This is an offert to colour expert.

Save the offert in \ documents\Offerts as offert090204.

Print the offert and sign it.

Put the signed offert in your scanner and start it.

Save the offert in \ Documents\Offerts ready and name it offert090204.

Now Lisa may delete the mail in Local foldersr/Colour expert.

Lisa is working with her mail

Start Thunderbird

Lisa is mailing the signed agreement to Welding expert.

Adress is corresponding omvarlden@gmail.com

Subject: agreement090203

To Welding expert.

Here is agreement about painting work.

Regards Lisa

Include Agreement090203 which is in \Documents\Agreements ready

Check on top to the right that agreement is included. You can check it is the right document by clicking on it.

Lisa sends the signed offert to Colour expert.

Adress is corresponding to omvarlden555@gmail.com

Subject: offert090204

To Colour expert.

Here is the offert of lot of colour cans.

Regards Lisa

Include offert090204 in \Documents\Offerts ready

Check on top to the right that the offert is included.

Now Liza deletes the mail in Lokala mappar/Colour expert.

All folders under Local folders now are empty.

Wordprocessing in Thunderbird

There are big possibilities for wordprocessing in Thunderbird.

Suppose Liza will send an advertising mail which reciever doesn't have to open as included.

Start Thunderbird.

Write a mail to corresponding omvarlden@gmail.com

Subject: Advertising

Write Hallo Colour expert

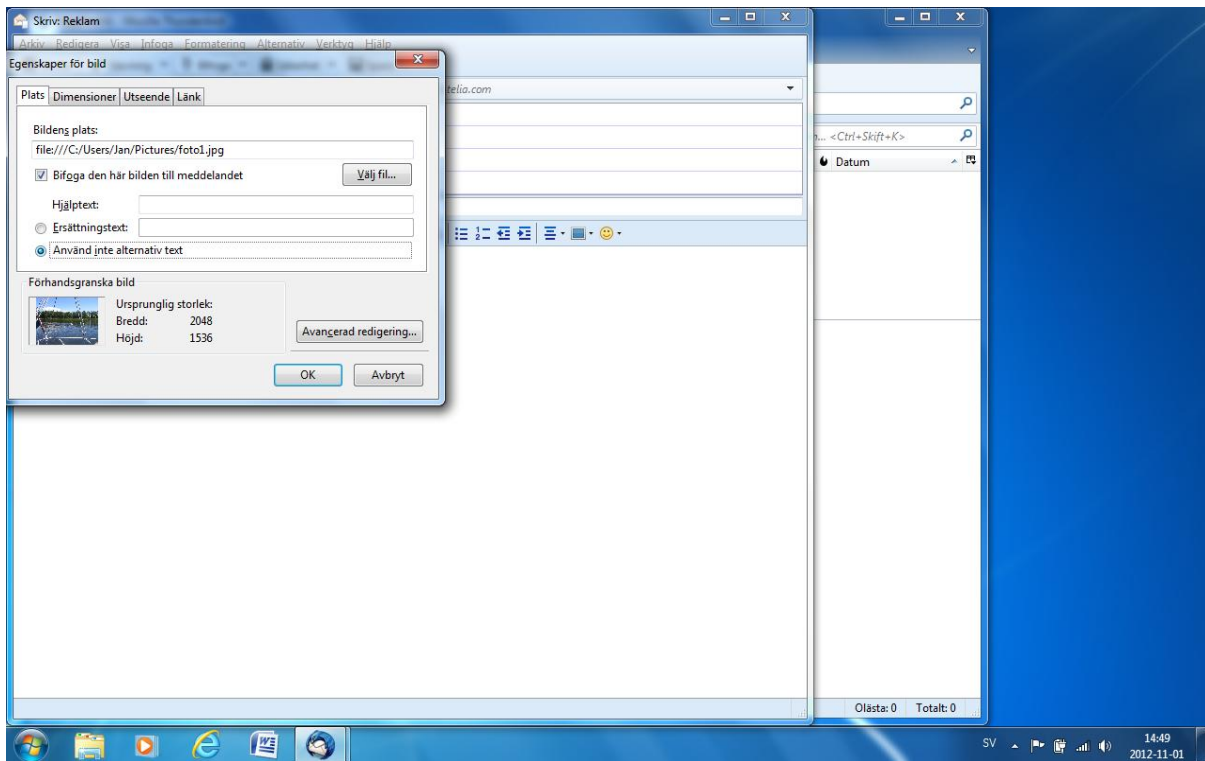
Mark text.

Make it bigger by clicking capital A with small arrow. By clicking several times you can make it still bigger.

You also get Bold letters by clicking A bottom without small arrow.

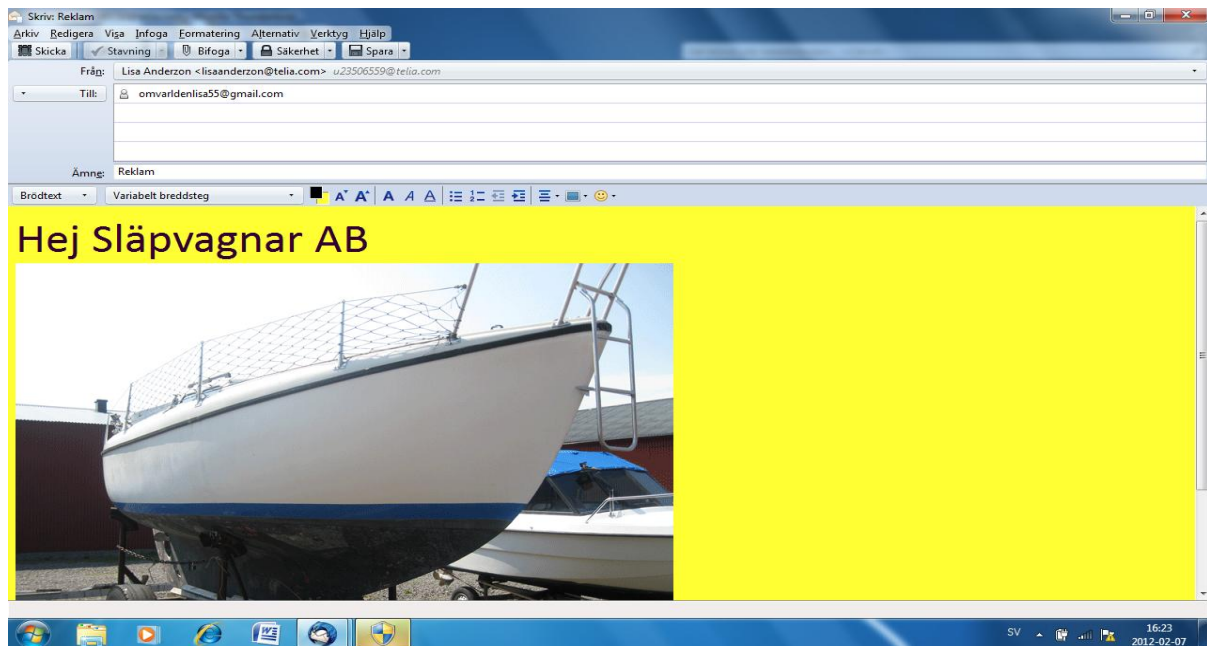
Make background colour by clicking square with background colour and choose a beautiful colour.

Place cursor under text and click Icon/Picture/Picture.



Click Choose file.

Click flap Dimensions size and choose f.ex. 500x375 pixles.



You may change size by dragging a corner witch keeps proportions. If you drag a short side the broad is changed and if you drag long side height will change.

Suppose Lisa have to make a break.

Click File/Save.

Mail is now saved in Utkast.

Lisa may take a break.

Start Thunderbird again.

Mark Utkast and click twice on stored mail.

Click Edit and go on.

Click in cursor under picture.

Write f. ex. We have extremly low prices on boat colours during week 19.

Lisa save the mail in Documents\Advertising as boatcolours w 19.

If you now go on and send the mail it will disappear from Utkast.

Surroundingworld read mail from Lisa

Start Gmail.

Logg in as surroundingworld.

Check you are able to print agreement090203 to Welding expert.

Check you are able to print offert090204 to Colour expert.

Check you are able to read advertising mail and see the picture by clicking file name. If receiver use Thunderbird picture is shown in mail.

Adressbook in Thunderbird

Start Thunderbird.

Click <Adressbook>.

It is not easy to understand how to handle addresses and create an acceptable structure for the needs you have. Though this adressbook is the best I could find. If you have a small business you may use this adressbook as table for customers.

As you can see there are two folders Personal adressbook and collected addresses.

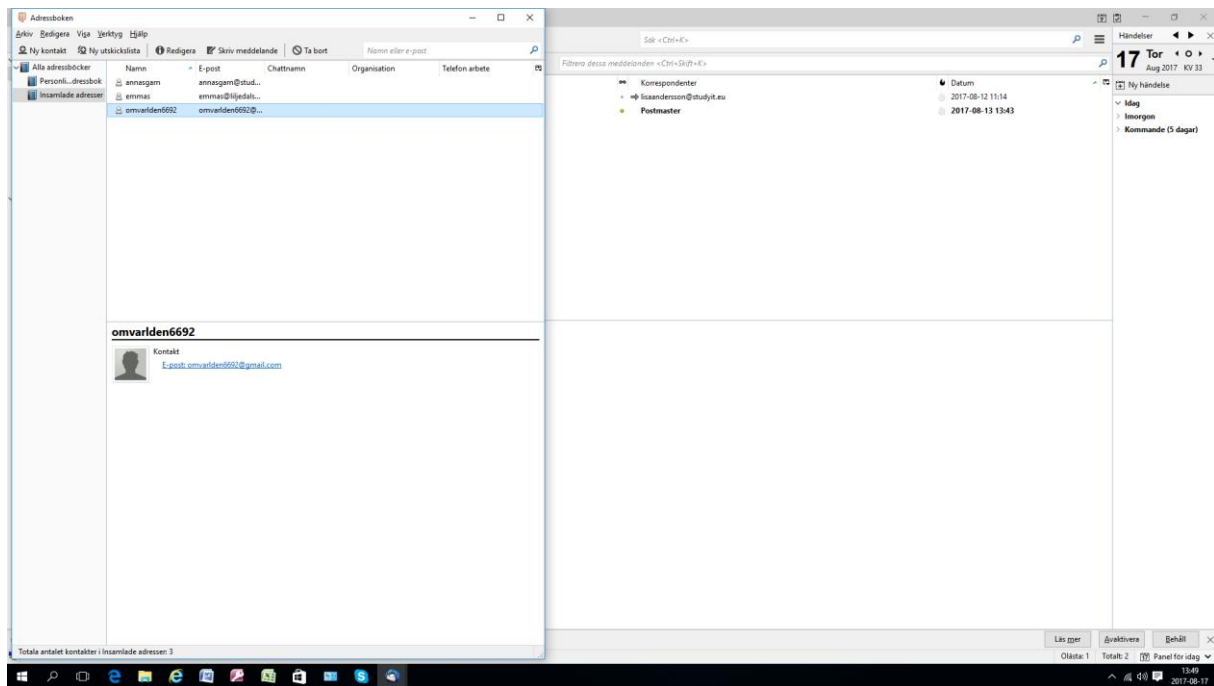
Click Collected addresses.

Here is the adress to world around as Lisa has been sending mail to this adress.

Click New kontakt and add consisting to emmas@liljedalsmarina.se Rad 7 och 8 i adresslistan. Write only mailadress in square for Emma

Click OK.

Do in the same way with corresponding to annasgarn@studyit.eu. Rad 9 och 10



As you can see first part of address has been written below headline Name. Table will be sorted after first part of mail address if only mail address is registered.

Add B and A above the mail address where View is written in dialog square with information.

Now addresses are sorted depending of what is in square View. This is important if you have big tables and want a better way to search than by mail addresses.

Click Personal addressbook.

Click New contact.

As you can see you can write a lot of information about every contact.

These are addresses you have got from different persons and you want to save for the future. You add information to an adress by clicking twice. You mail an adress by clicking it and click on it when it pop up down the screen.

Now add one searching word and write this in square View. All of these adresses are not registrated and cannot be used for sending mails

Short name

Fotoshopen	svensson5556@yahoo.com
Annas garner	annasgarn@yahoo.com
Tito AB	andersson555@yahoo.com
Johan Bengtsson	bengtsson5556@gmail.com
Sven Classon	classon555@yahoo.com

As you can see now the two tables are sorted as shorthnames.

All contacts in table need a mailadress to be handled in a proper way.
If you serch for an contact among many contacts you can mark anyone and thereafter write first letter in the one you serch for then you are moved to right place in table.

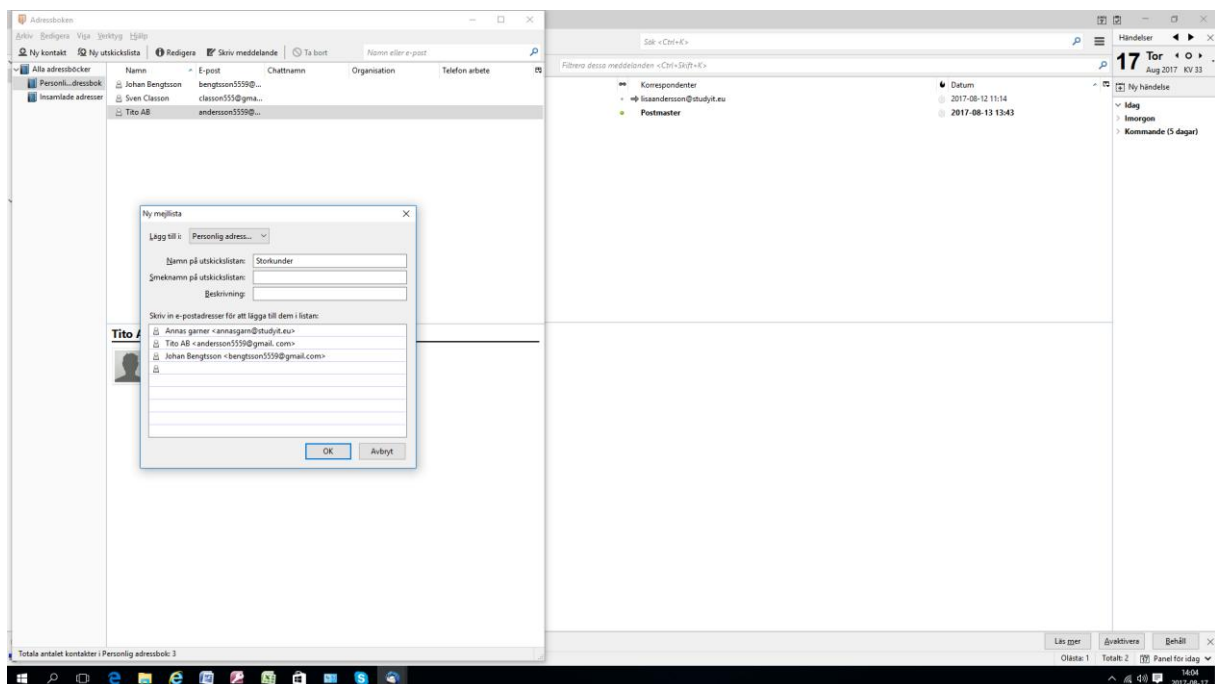
If you have marked Johan Bengtsson anf press T you get Tito AB.

Create a group

Mark Personal adressbook.

Sometimes you maybe want to send the same mail to many addresses.

Click New sendinglist.



Here you can choose name of the group f.ex. Greatcustomers and choose members by writing first letter in their mailaddresses. You may choose contacts from all adressbooks.

Registrare Annas garner, Tito AB and Johan Bengtsson as greatcustomers.

If you write first letter the whole address will pop up and you add it with <Enter>.

Click OK

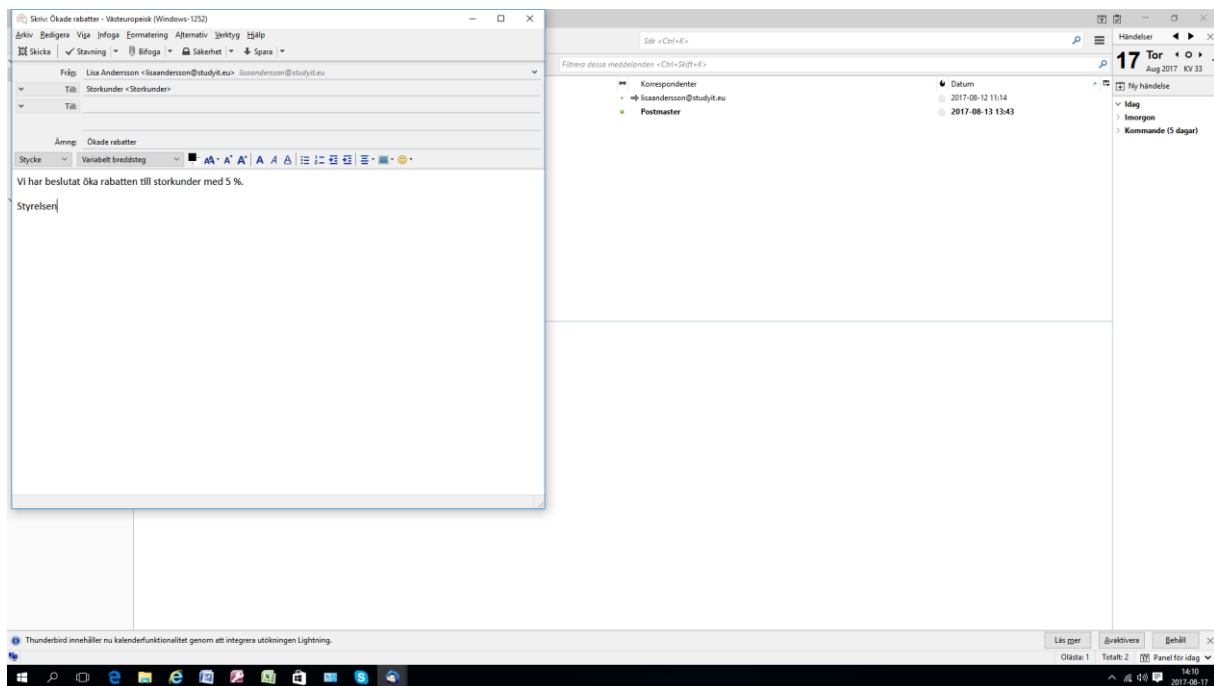
As you can see the folder Greatcostumers is to the left below Personal addressbook and in table Personal addressbook. If you click twice on folder Greatcostumers you can add or delete addresses.

Click OK.

You can click right on an contact and choose delete.

You can move addresses between addressbooks by dragging an address.

Sending mail to Greatcostumers



Write this mail and click Send.

Click folder Sent.

Check the mail has been sent to all members.

Export and import of contacts (out of function)

If you need to change computer or harddisk you need backup with your contacts.

Start Thunderbird.

Mark the addressbook you want to copy.

Click Tools/Export.

As you can see a file with type of file .ldif is going to be created.

Save in Dokument\Kontacts as adressbook121112.

Mark all adresses in adressbook.

Click right and choose Delete.

Click Tools/Import.

Mark adressbooks

Click <Next>

Mark textfile .ldif.

Click <Next>

Click twice on adressbook121112

Click <Finish>

Check your adresses return.

Cloud service

I have my mailadress on a webhotel. I can send mail with included file less than 70 Mb.

Cloud service means you may use a server situated in an company. If you need to send files bigger than this you can store it on such a server. If your reciever know how to import that file he or she is able to catch the file. In google drive you can use up to 15 Gb for free.

If you can use two computers you can check this.

Create folder \Dokument\Storfiler

Start Word and write: This is bigg file 1.

Save in Dokument\Storfiler as bigfile1.

Repeat this and create bigfile2 and bigfile3.

Here we are working with small files. When files are greater time for transfering will increase.

Create 2 mailaddresses at google gmail

Here bengtsson5559@gmail.com and davidsson5559@gmail.com will be used.

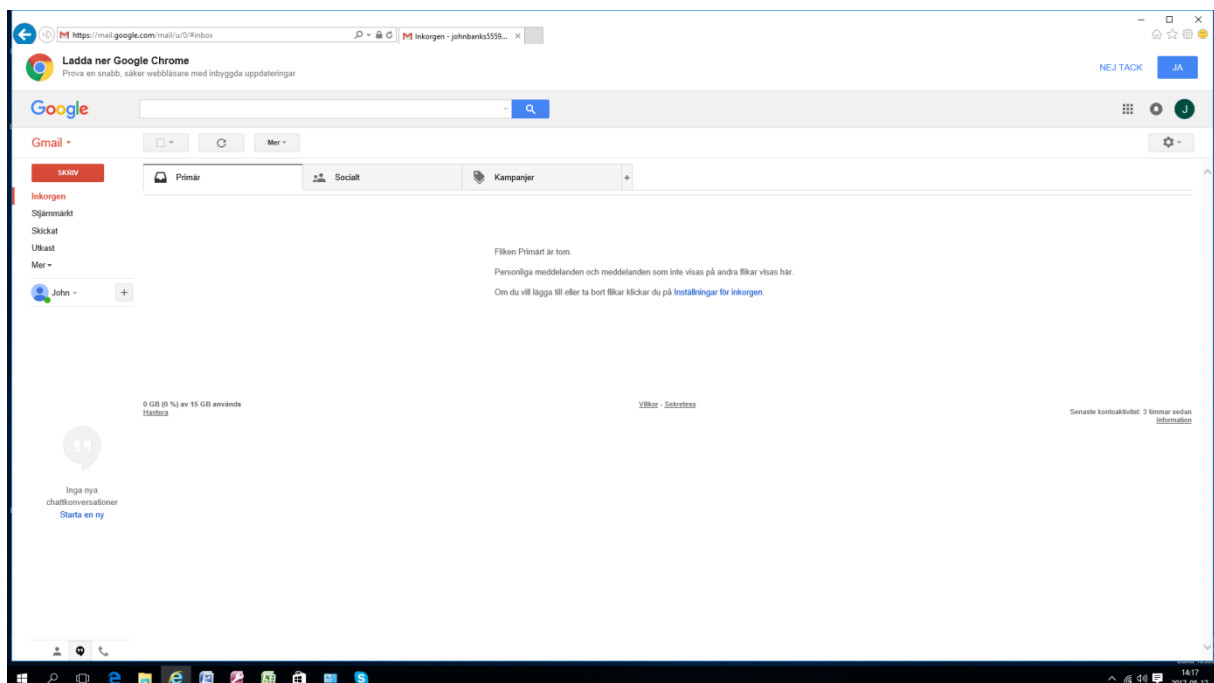
These addresses are in row 11 and 13 in adresslist. Write your addresses row in row 12 and 14.

Skicka en fil från dator 1 epostadress bengtsson5559@gmail.com till dator 2 davidsson5559@gmail.com

Earlier you could use a gmailaccount on different computers. These days this must be done in a special way. You have to use the same computer as computer one and computer2 or read about how to use a gmailaccount on different computers.

When you will change from gmail to google drive you unfortunately have to leave google but when you want change account you may stay in google or google drive.

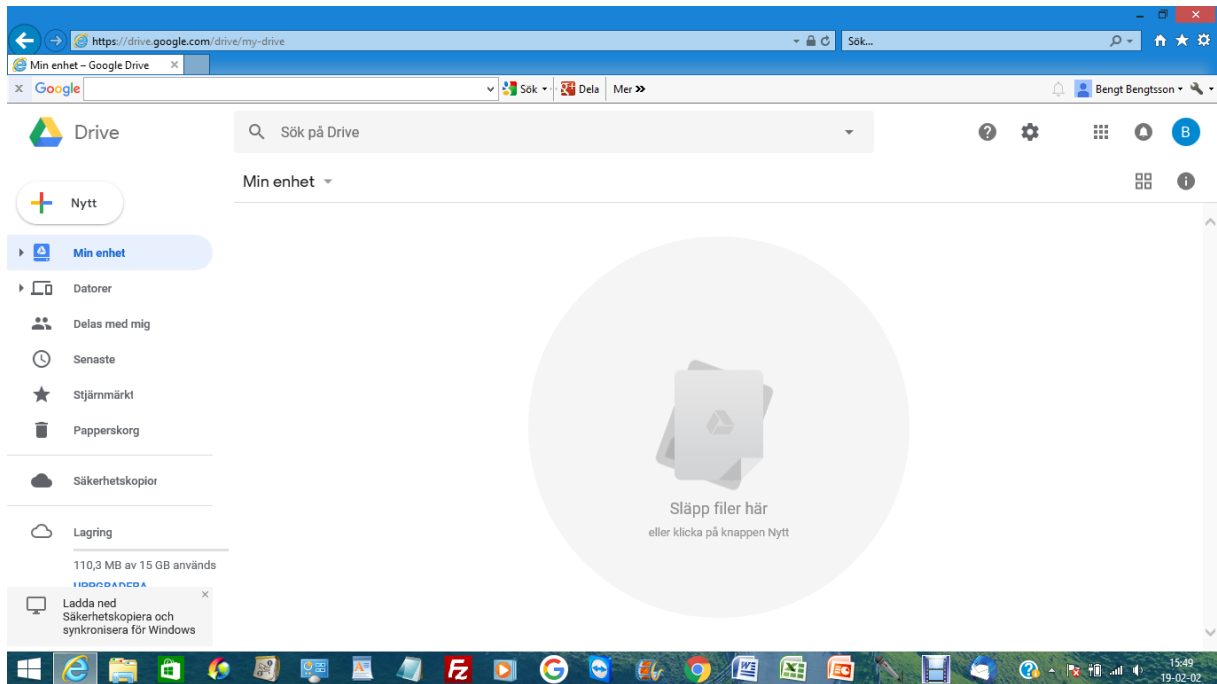
Login to Gmail and bengtsson5559@gmail.com (rad 11).



Check there are no mails in this address.

Logout.

Login to Google drive by clicking net of squares/Drive



Check there are no files in this address.

Check the same on computer 2 and address davidsson5559@gmail.com.
Rad 13.

Upload a file to davidsson

Login till Google drive at bengtsson5559@gmail.com

Click My unit/Upload files

Click twice on biggfile1 on computer.

Bigfile1 will upload to google drive as wordfile.

Click right on biggfile1 and choose open as word on line/gooogle document.

Click Dela up to the right.

Write you want to share with davidsson@gmail.com

Click Send

Logout bengtsson from googledrive.

Davidsson is checking

Login to gmail as davidsson.

Davidsson has now got mail to share document with Bengtsson.

Cloud service is also handled in windows Swedish step 17 and windows English step 10.

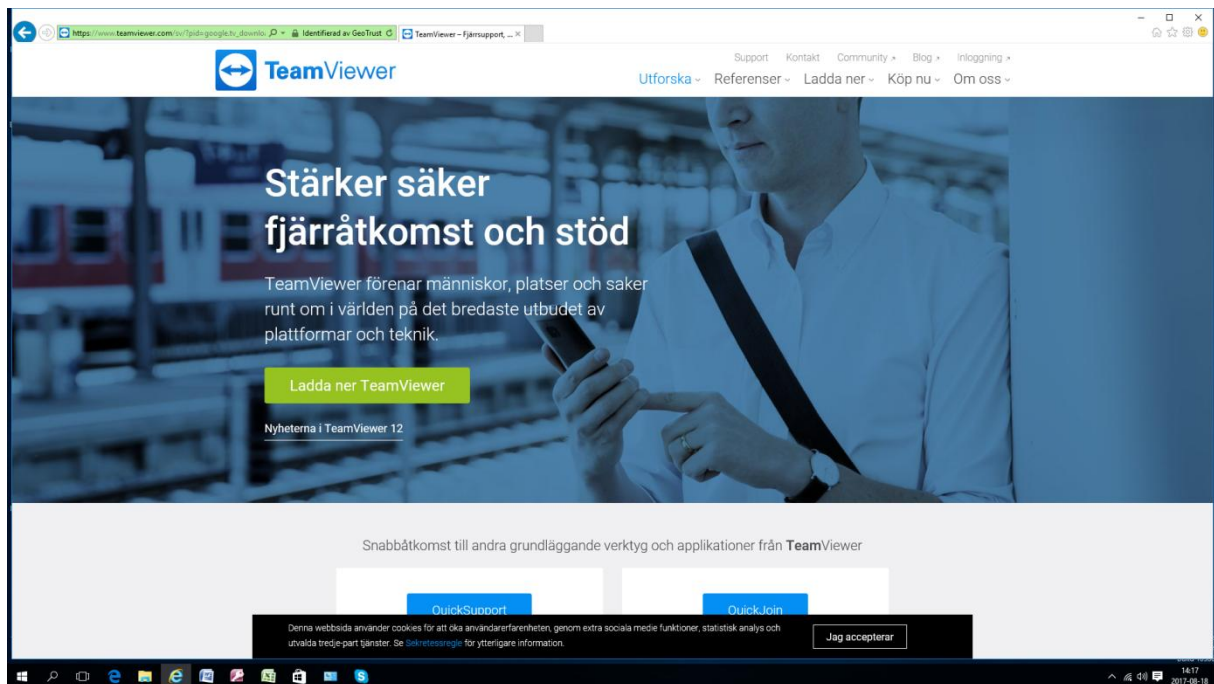
Help on distance

This is working between windows and mac computers.

Computer 1

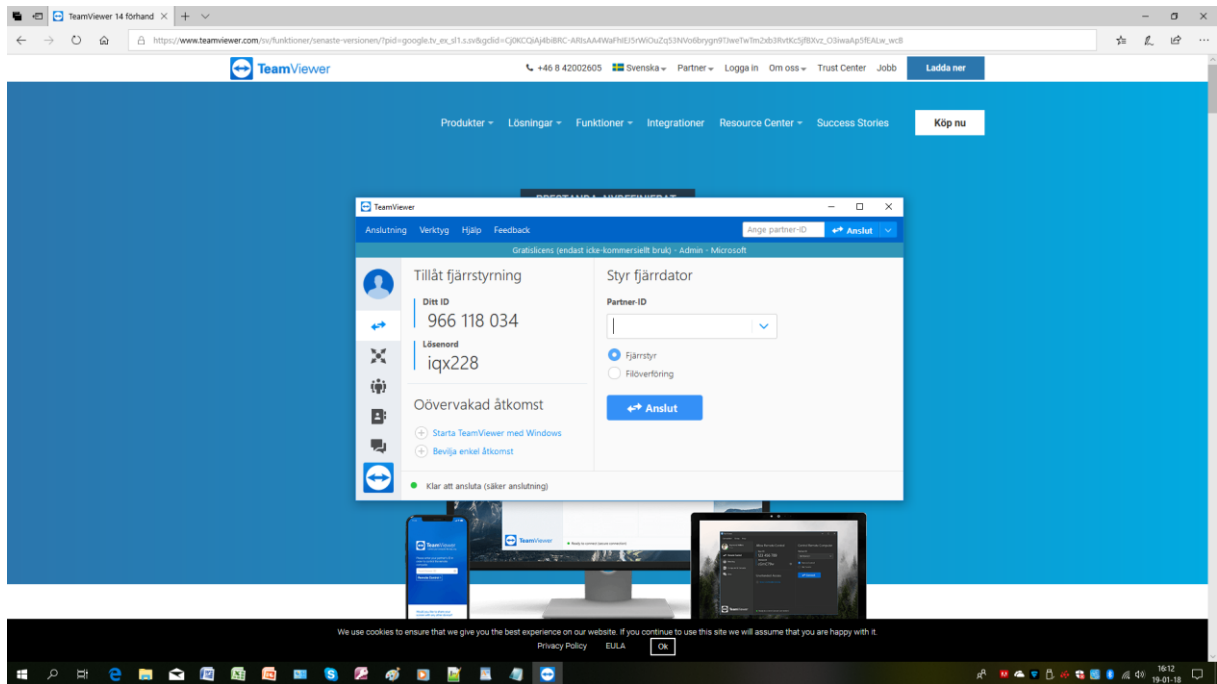
Start Edge and google

Search for Teamviewer.com



Click Free download.

Start program.

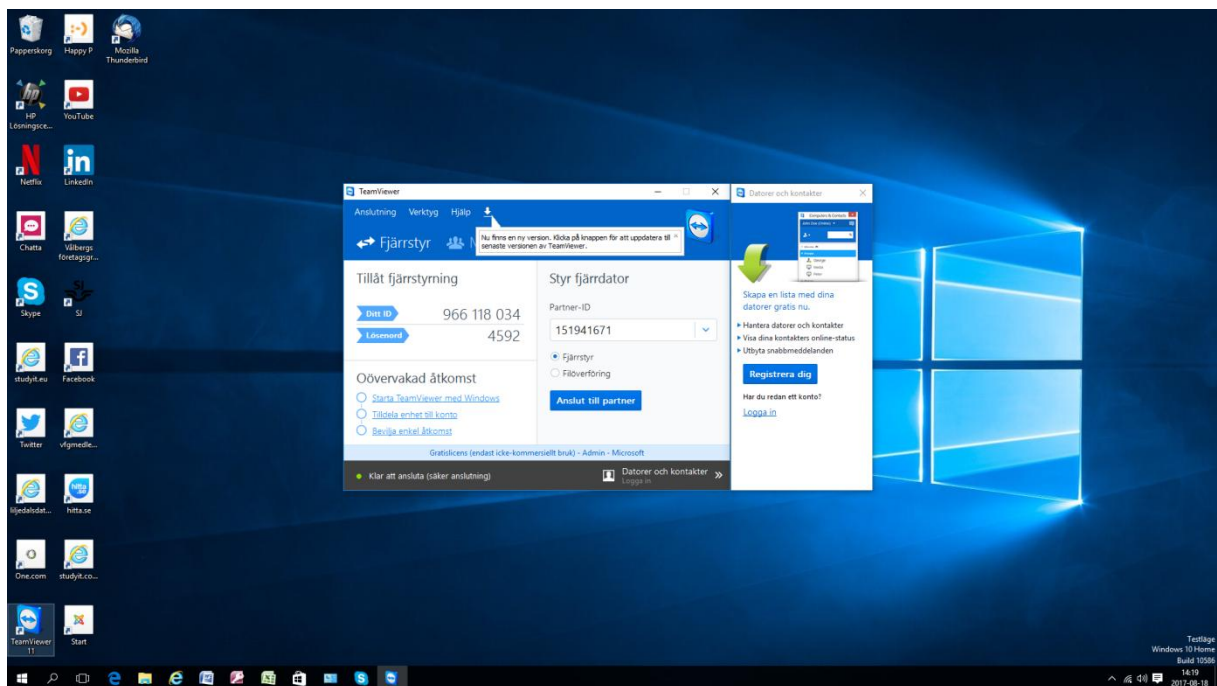


Computer 1 has identity 966 118 034 and password 1877. This is used only by helping computer 1.

Computer 2

Download team viewer also to computer 2

Start program



Computer 2 has identity 151 941 671 and password 4737. This computer 1 must know to be able to help computer 2.

Computer 1

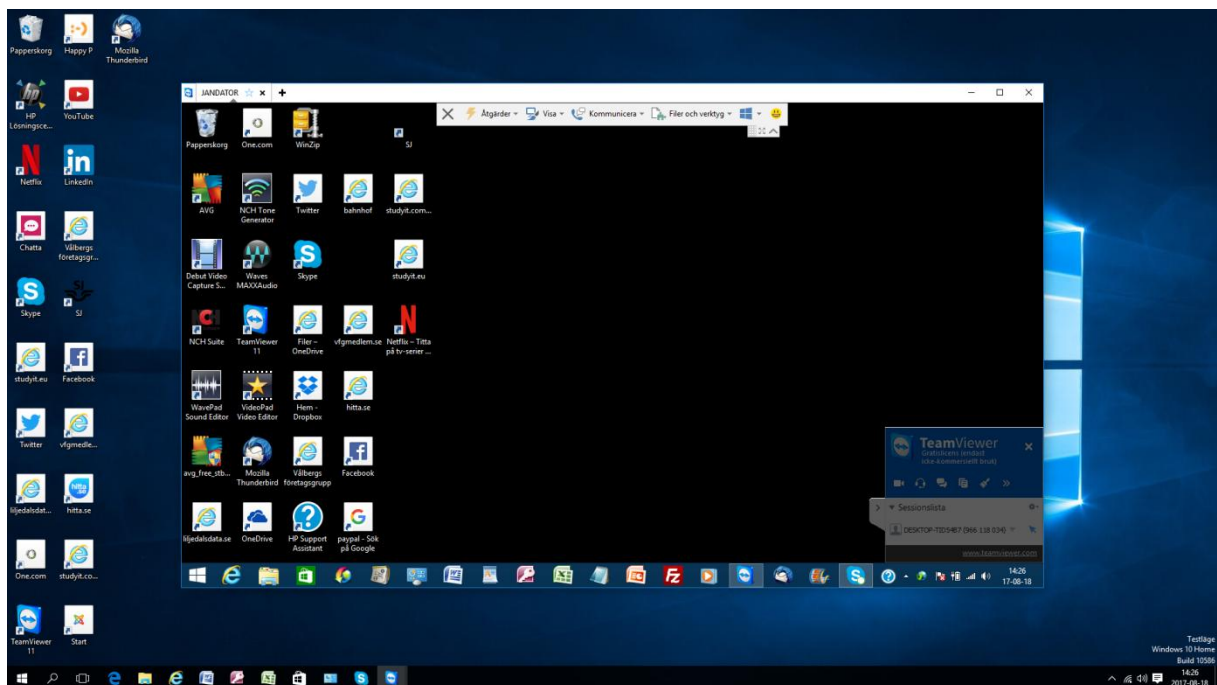
Check remote control is marked.

Login to computer 2 by identity and password. Computer 2 has to have Teamvier running.

Write Partner identity

Click <Connect to partner>

Write password.



Now you can handle computer 2.