Easy E-mail

Featuring EarthLink e-mail and the AARP Web site

E-mail is similar to regular postal mail. An Internet service provider like EarthLink acts as the post office, the Internet is the mail carrier, and e-mail addresses are street addresses.
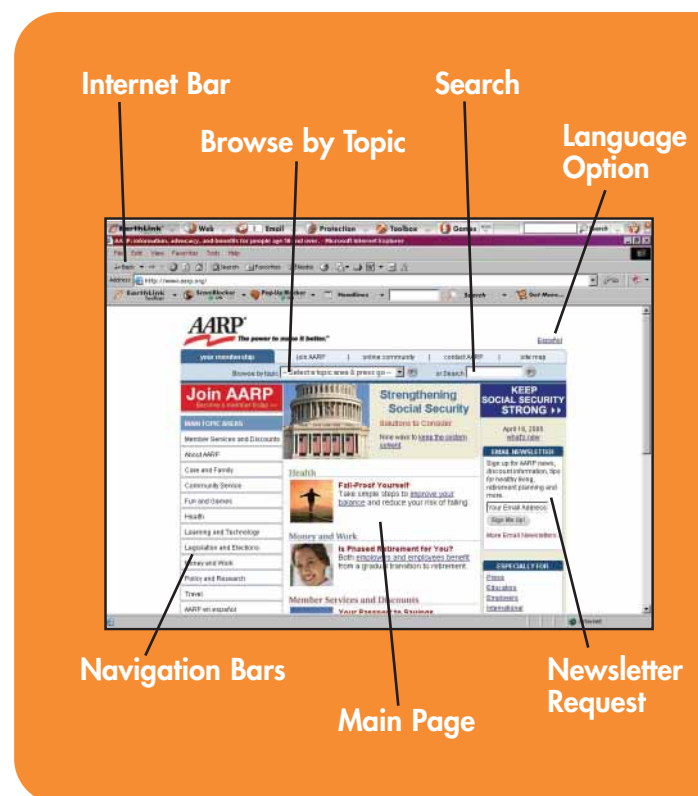
Senior EarthLink e-mail address: _____

Student personal e-mail address (optional): _____

Section 1: E-mail

1 Double click on the EarthLink TotalAccess® icon on your desktop screen and click "Web" on the EarthLink toolbar at the top of your screen. This will bring up your EarthLink Personal Start Page.ᶠᵐ Review the setup of your EarthLink Personal Start Page.ˢᵐ

2 Double click the EarthLink MailBox icon on your desktop to bring up your EarthLink MailBox. (Note: If you are using a Mac, ask your teacher how to access your EarthLink MailBox.)

3 Your inbox is where you receive new e-mails, and they will remain there until you delete them. New messages will appear in bold. Practice opening, closing, and deleting the "Welcome" message from EarthLink.

4 From your mailbox, click on the "Write" button near the top of the screen. This will open an e-mail that can be sent to anyone who has an e-mail address. At the top of the message, type your student partner's e-mail address or another GenerationLink senior's e-mail address into the "To" field. In the "Subject" field, type "Practicing E-mail." Complete the e-mail by writing a short note. Then click "Send."

5 Go to your "Sent" folder on the left side of the screen. Notice that your message is stored there. If possible, bring one or two e-mail addresses to the next GenerationLink class.

Section 2: Web Sites

1 Go to your EarthLink Personal Start Pageˢᵐ and type www.aarp.org into the browser bar at the very top that says "Address." Most Web sites start with "www" (which stands for "World Wide Web") and end with ".com" or ".net" (commercial Web sites), ".org" (nonprofit groups), or ".gov" (government Web sites).

2 Identify and discuss the purpose of the following parts of the AARP Web site: navigation bars, search and browse options, and home page. Browse the AARP Home Page.

3 Identify the Internet bar at the top of your browser and discuss the purpose of the following buttons: "Back," "Forward," "Stop," and "Refresh." Click on the "Back" button to return to www.aarp.org, if necessary.

4 At www.aarp.org, go to your state's AARP section by clicking on "AARP in Your State" in the left-hand navigation bar. Select your state by clicking on it, and browse the state site.

Internet Bar
Search
Browse by Topic
Language Option
Navigation Bars
Newsletter Request
Main Page

Searching the Internet

Featuring Google™

Search engines like Google are tools for finding information on the Internet. If you type in one or more keywords, such as "News, Iraq, ABC News," Google.com will search Web pages on the Internet for those that contain your keywords. It will then provide a list of pages, with the most relevant ones at the top.

Section 1: News and Current Events

1 Open your EarthLink Personal Start Page℠ on your desktop. At the top of your EarthLink Personal Start Page℠, find the word "Google." Enter "News, Iraq, ABC News" into the empty box next to the "Google" window, then click "Search." (Search terms like these are case-specific and do not require commas to separate each word.)

2 Review the search results. Discuss the short descriptions and click on any links that look interesting. (Note: www.abcnews.com will most likely appear near the top of the list, followed by a specific ABC News story about Iraq.)

3 Click the "Back" button to return to your EarthLink Personal Start Page.℠ Now type "Iraq" into the search window and click "Search."

4 Discuss the difference between these entries and those that were found when "News, Iraq, ABC News" was entered. Discuss how the more specific the search terms are, the more appropriate the results will be.

Section 2: Magazines and Other Information

1 Open your EarthLink Personal Start Page℠ and use the Google search bar in the middle to conduct searches on any topic of interest. For example, "senior health," "Social Security," "art, exhibit, [your town or city name]," "weather, hurricanes, Miami," "live music, calendar, [your town or city name]," "basketball statistics, Pistons," the name of a favorite magazine or newspaper, or the name of your town or city for local news.

2 Review the entries that come up and click on a few sites. Remember to write down at right the names of any interesting Web sites so that you can visit them again later, such as www.foodtv.com, www.cnn.com, www.sportsstats.com, www.weather.com, and www.readersdigest.com.
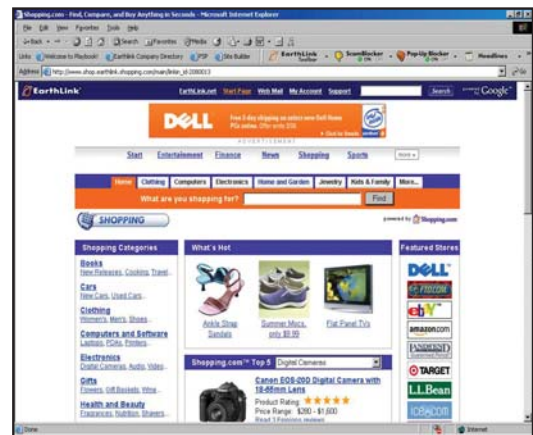
Pages to Remember:

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Shopping Safely

Have you ever decided to avoid shopping at a crowded store because you did not want to wait in long lines? Online shopping, like catalog shopping, makes it easy for you to quickly find (and purchase) exactly what you need. Most major stores have Web sites that make it easy to shop online, but there are also many stores that exist only online.

Section 1: Shopping

1   From www.start.earthlink.net, click on the "Shopping" button in the middle of your EarthLink Personal Start Page.℠ Identify the main parts of the page, including the search field, navigation bar, and shopping categories such as books, cars, electronics, kids and family, and movies.

2   Click on one of the shopping categories to browse a variety of products, including music, books, and cell phones.

3   Click on "Books" on the left-hand side of the page to view the page.

4   Click on "New Releases" at left. You can compare prices from different stores on a book that interests you by clicking "Compare Prices" to the right of the book listed.

5   Select a store and price and click on the "Buy It" button. This will take you to the store's Web site, where you could purchase the book.

6   Go back to your EarthLink Personal Start Page℠ (www.start.earthlink.net) and find the similarities and differences among other shopping sites. On your Personal Start Page℠, click on eBay to explore.

Section 2: Online Security

1   Click on "Amazon.com" at the top of your EarthLink Personal Start Page.℠ At the bottom of the page, click on **"Privacy Notice."** Review the policy, making special note of security related to credit card purchases.

2   Review the **identity theft** information on the "All About the Internet" worksheet. Then, go to www.earthlink.net/home/software/toolbar to read about **phisher sites** and learn how consumers can protect themselves against this

type of Internet fraud. Click on the links on the right-hand side of the page for more security resources.

3   To learn more about online security, visit www.ftc.gov/bcp/conline/pubs/alerts/phishingalrt.htm.

4   Review the **spam** information on the "All About the Internet" worksheet and visit www.earthlink.net/about/press/pr_consumer spamadvice for more details.

Digital Photos

Featuring the EarthLink Photo Center powered by Snapfish.com
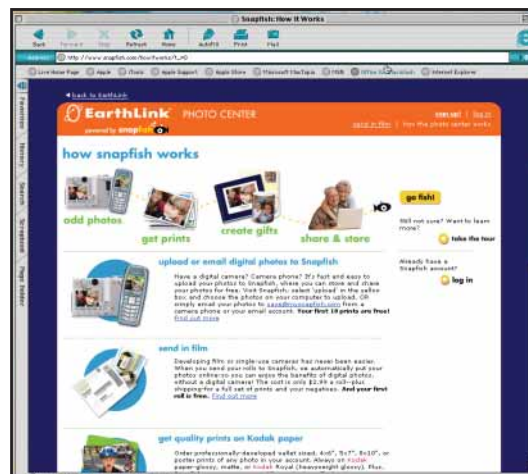
You don't need a digital camera to have pictures on your computer. Almost any roll of film can become digital! You can e-mail one or two of these digital photos to family or friends, or place the entire roll on a Web site as an online photo album.

Section 1: Digital Photos

1 Double click on the EarthLink MailBox icon on your desktop and check your e-mail. Double click on the e-mail with the paper clip to open it, then double click on the paper clip at the bottom of your open screen. Choose "Save This Attachment" and click "OK." Finally, click on the desktop button at the left and then click "Save" to save the attachment to your desktop.

2 The photo should now be on your desktop. Find it and double-click it to open.

3 Close the photo and find it on your desktop again. If you are using a Mac, click the name of the file once so that it is highlighted. Rename the photo to help you remember the image (e.g., "Day at Park"). If you are using a PC, right-click on the icon and select "Rename."

4 Open your EarthLink MailBox from the desktop. Click on the "Write" button. Enter an e-mail address, subject, and short note. Click the "Attach" button and browse for your photo on the desktop. Click on your photo and click the "Open" button.

5 This will bring you back to your main e-mail message. Click "Send" to send the e-mail and attachment.

Section 2: Online Photo Albums

1 Go to your EarthLink Personal Start Page℠ (www.start.earthlink.net) and click "Photo Center" in the Tools section at left. At the EarthLink Photo Center powered by Snapfish.com, click "get started!"

2 Enter your name, e-mail address, and any 5+ digit password of your choosing. Review the "terms and conditions," then close the window. Click the box next to "I accept the Snapfish terms and conditions" and click "go fish!"

    a. E-mail Address: _____

3 At the "want to send in film for developing?" screen, click "no thanks." You can review Snapfish's different services later.

4 At the Snapfish home page, click on "demo album" to see examples of Snapfish photo albums. Click on the first image and review the links in the "more to do" column at the right-hand side of the page.

5 Click the "home" tab at the top of the page. At the home page, review the yellow "get started!" box. Click on "upload photos" and follow any instructions to download necessary software. At the "upload photos" screen, enter a title for your photo album, such as "GenerationLink." Then click the yellow "upload to this album" button at the bottom of the screen. Click "yes" to follow directions for installing Quick Upload.

6 Click "select photos." Then, click "Choose File" to browse your desktop to find the photo you saved. When you find the photo, click "Choose." Then click "upload photos."

7 Click "see entire album" to see your photos online. Now click "Share Photos" to invite others to see your photo album.

Music—Old and New

Featuring EarthLink Digital Music

The Internet makes it easy to track down hard-to-find books, gifts, and music. Using free Internet software like the Musicmatch and iTunes jukeboxes, you can listen to the radio or purchase your favorite music, which you can play on your computer.

Section 1: Internet Radio

1 iTunes (for Mac or PC) or EarthLink Digital Music (for PC) should have been downloaded to your computer by your teacher. Open the appropriate application.

2 **iTunes:** Review the left-hand bar in iTunes and click "Radio." Select a musical style, such as "Americana." This will bring up a list of several Internet radio stations. Select one, such as "FolkAlley.com," and you will hear live, streaming music that you can enjoy while you send e-mails or browse the Internet. Browse through the wide range of radio stations and e-mail yourself some of your favorites.

3 **EarthLink Digital Music:** At the top of the page, click on "Radio," select an artist, and click "Play." You can listen to a live radio station while you send e-mails or browse the Internet. Click on "Playlists" to the find other radio stations featuring a variety of music styles.

Section 2: Downloading Songs

1 **iTunes:** Open iTunes. In the left-hand bar, click on "Music Store." This will bring you to a page where you can purchase songs or entire albums.

2 Review the format of the iTunes Music Store. Then, click on "Power Search" at the top of the page. Type in any song name, album title, or artist or band name. For example, if you type in "Paul Simon" under "Artist," a list of more than 155 songs comes up. Any of these individual songs can be purchased for $.99 by clicking on "Buy Song."

3 **EarthLink Digital Music:** Open EarthLink Digital Music. In the left-hand side, click on "Music Store." This will bring you to a page where you can purchase songs or entire albums.

4 Review the format of the music store. Type the name of your favorite artist, album title, or song into the "Search" box. For example, if you type in "Celine Dion," hundreds of song titles will come up. Any of these individual songs can be purchased for $.99 each. Click on "Buy Track" and use the free coupon code from your teacher to burn one song to your complimentary EarthLink GenerationLink CD.

Travel Plans

Featuring EarthLink Travel Channel powered by Expedia

The Internet is a wonderful tool for researching and booking trips and cruises. It is also a great place to compare prices for airlines, car rentals, and hotels. Just type in your travel dates to see a list of hotel, flight, and car rental options!

Section 1: Researching Travel

1 Go to your Personal Start Page℠ (www.start.earthlink.net) and click on the "Travel" button next to Expedia. Review the structure of the Expedia home page. Click on "Sign In" and "Create an Account."

   • User name: _____

   • Password: _____

   Click on the "Flights" tab at the top of the page to see how the site works.

2 Enter the city or airport nearest to your home under "Leaving from" and any departure date. Then enter a destination, such as "Honolulu, Hawaii" or "Las Vegas, Nevada," under "Going to" and enter any return date. Select the number of adults, seniors, and/or children and click "Search."

3 At the top of the page, you will see the airlines and costs for a variety of flights. (You can sort the flights by price, departure time, flight length, or arrival time.) Scroll down the page to review the departure flights and times. Review the page and note the flight times, flight durations, and number of connections. (The per-person prices for each round-trip flight are on the left-hand side.) Select one departure flight.

4 Use the same process to select a return flight.

5 Review the flights you have selected. Then review the rules and restrictions and select the box to accept the terms and conditions. Finally, notice that you may select "Choose and continue to more options" to book your flight, or "Choose to save this information in an itinerary." Click "Cancel."

6 Return to the Home page and select "Hotels." Follow the prompts to review hotel choices and prices in a city of your choice.

Section 2: Planning a Trip or Cruise

1 Imagine that you are planning a trip or cruise. Research your travel location using Google.com or Weather.com (from your Personal Start Page℠).

2 Go to your EarthLink Personal Start Page℠ and click on the "Travel" button next to Expedia at the bottom of the page.

3 Click on "Vacation Packages" and follow the steps to plan a fantasy trip, including hotel, flight, car rental, cruise package, or anything else that is necessary.

4 Save your completed itinerary for the future.

Vacation Packages

Expedia's vacation packages are not prepackaged travel or a preplanned bus tour. You get to create your own trip by selecting the elements that meet your needs.

You can also book activities as part of your vacation package. Simply select "Activities, attractions, and services"under the Vacation Packages tab for a list of more than 2,000 possibilities across the world. Whether it's a sunset dinner cruise, tickets to a show, or a day trip to Tuscany, you're sure to find something to do!