

Internet Explorer and District E-Mail

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Goals

- Introduce Internet Explorer
- Use the Address Bar
- Close a Window
- Internet Explorer Interface
- Click a Hyperlink
- Save a Picture
- Use a Search Engine
- Add a Favorite
- Print a Page and Print Preview
- Use the Home Button
- Copy and Paste a URL

Introduction to Internet Explorer

- Click the start button, choose All Programs, and select Internet Explorer.
- You can look in your desktop and double click on the Internet Explorer icon. Setting Internet Explorer on Desktop. You will see Internet Explorer open to a Home page.
- The Home page is the page you see when you first open Internet Explorer. Your Home page may be different. (Set Home Page to Google.com)

Use the Address Bar

You can use the Address bar to go to a page on the Internet.

Click the Address field.

You will see the current address highlighted.

Address  <http://www.cnn.com>

Type a new address for a Web site over the current one.

Address <http://www.seaworld.com>

Click the **Go** button on the Address bar.



You can also press the **Enter** key on the keyboard.

You will see the Web page open.

Click the down arrow on the **Address** bar to see a list of sites you have visited.

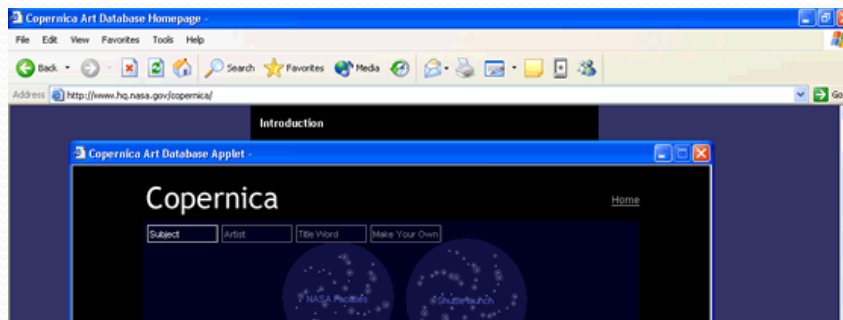
Click the address of the Web page you want to visit.

You will see the Web page open.



Close a Window

- You can close windows that show up on top of a Web page.
- You may see a new window when you arrive at a Web page or click a link.
- Click the Close button in the corner of the window you want to close.



Internet Explorer Interface

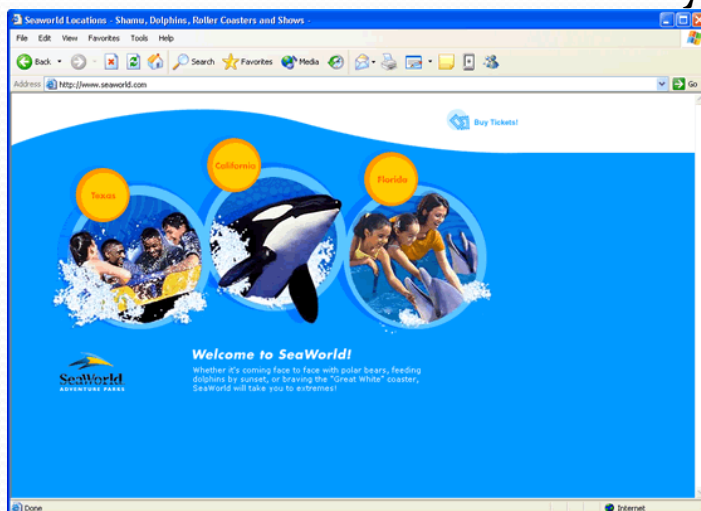
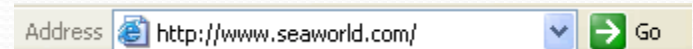
- The Internet Explorer Web browser is made up of different parts.
- You view Web pages in the browser window.
- You use the menu bar to access program options. The menu bar is at the top of the window.

File Edit View Favorites Tools Help


- The Navigation toolbar contains buttons for common actions.

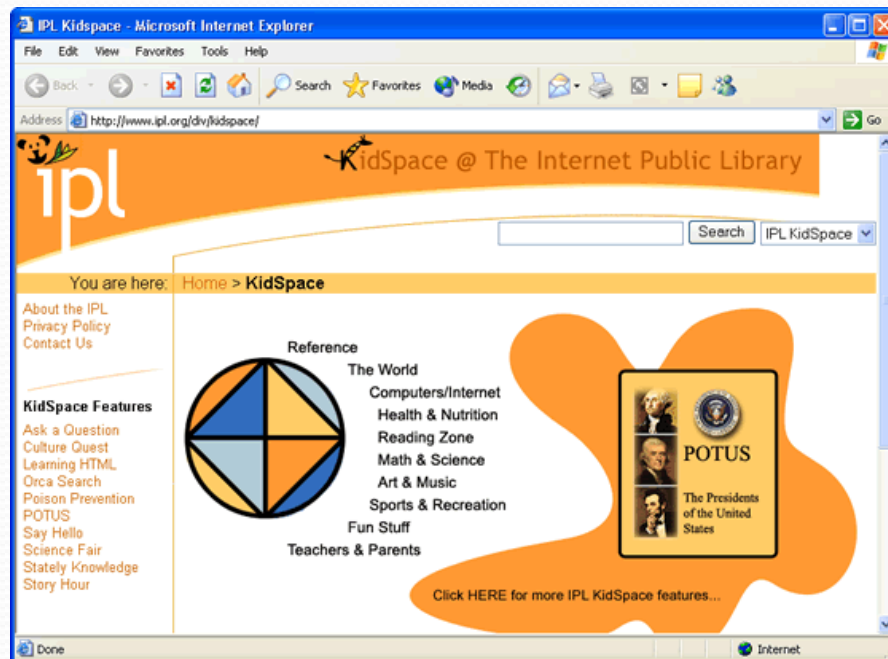


- Click a button to perform an action.
- The Address bar tells you the address of the Web page you are looking at.
- You use the Address field to type where you want to visit.



Use the Home Button

- If you have looked at other Web pages, you can return to the Home page. The Home page is the page you see when you first open Internet Explorer.
- Click the **Home** button. 
- You will see the Home page.



Click a Hyperlink

- You can use hyperlinks to take you to another part of a Web page or to other Web pages. A Hyperlink can be text or graphics.
- A hyperlink is usually colored blue and underlined.

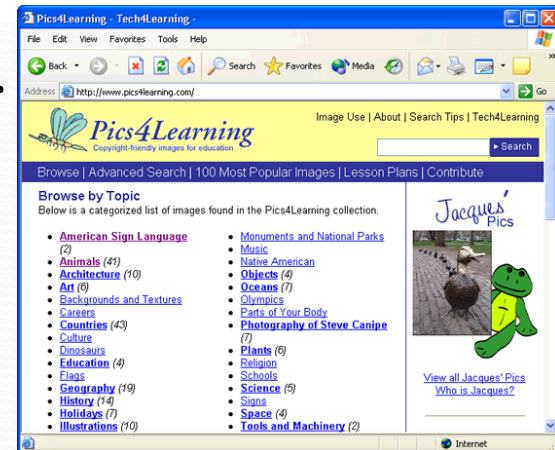
www.pics4learning.com

- Move your cursor over a hyperlink. The cursor will change to the shape of a hand.

<http://www.pics4learning.com/>

www.pics4learning.com

- Click a hyperlink to go to that page.



Use the Back Button

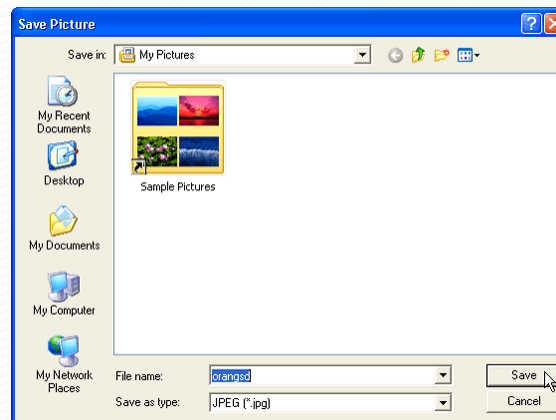
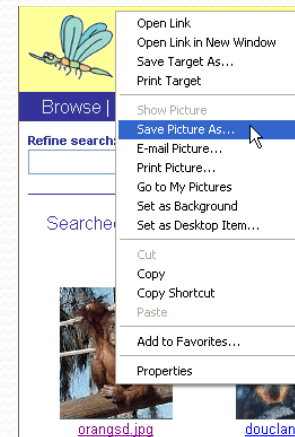
- You can go back and look at Web pages you have just visited.
- If you have visited pages since opening the Web browser, the Back button will be green.
- This lets you know that you can click it.
- To go back one Web page, click the **Back** button.



- You will see the Web page you were at before.
- Click the **Back** button again to go back even further.

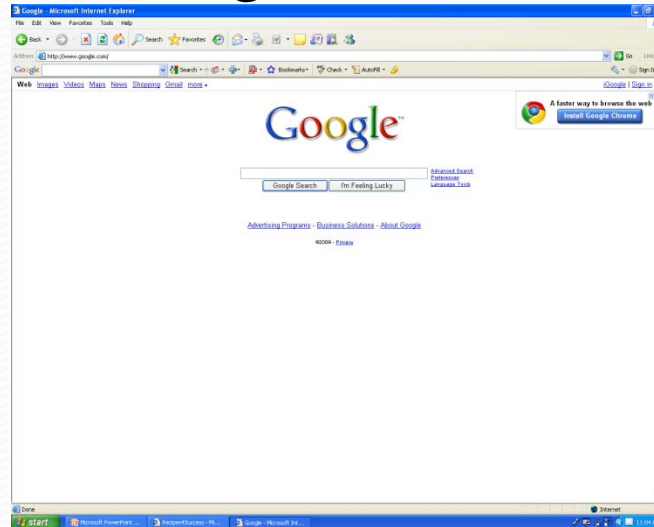
Save a Picture

- You can save pictures from Web pages you visit.
 - Go to a Web page with a picture you want to save.
 - Right-click a picture you want to save.
 - You will see a menu.
 - Click **Save Picture As**.
-
- You will see the Save Picture dialog.
 - Choose a place to save the picture.
 - If you want to change the name, type a new name in the **File name** field.
 - Click the **Save** button.



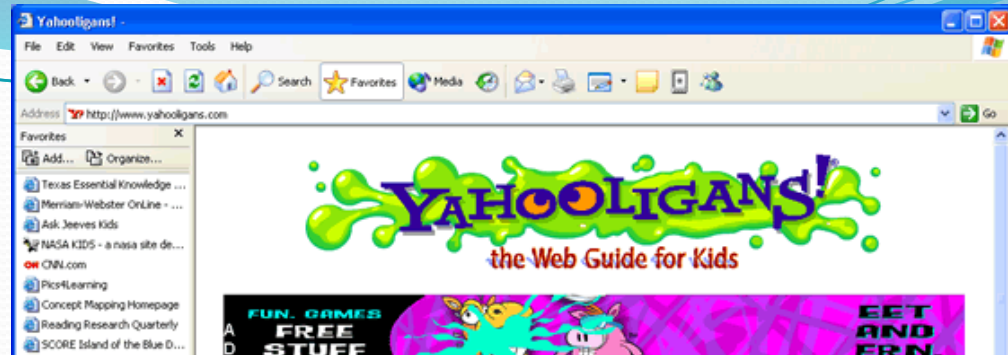
Use a Search Engine

- Type www.google.com in the address bar and press enter.
- You will see the Google main page.
- You will see a blinking cursor in the search field.



- Type Smithsonian Institution
- Click the Search button.

Add a Favorite



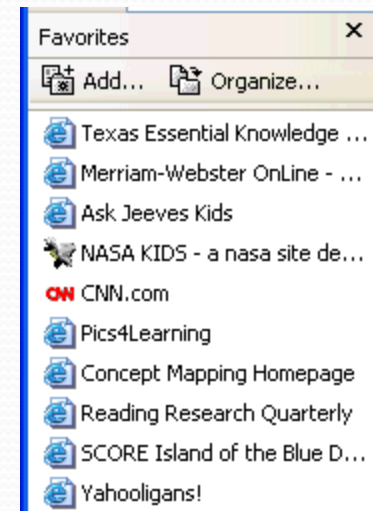
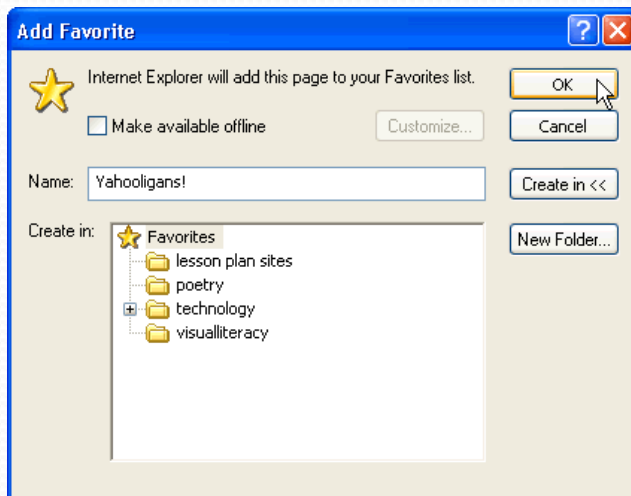
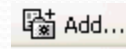
- You can add a Web site to your Favorites list. Favorites are saved as a list of links.

Go to a Web site you want to keep as a Favorite.

Click the **Favorites** button on the Navigation toolbar.



- You will see the Favorites toolbar.
- Click the **Add** button on the left side of the toolbar.
- You will see the Add Favorite dialog.
- Click the **OK** button.
- The Web site will be added to your Favorites.
- Click the **Favorites** button to close the Favorites toolbar.



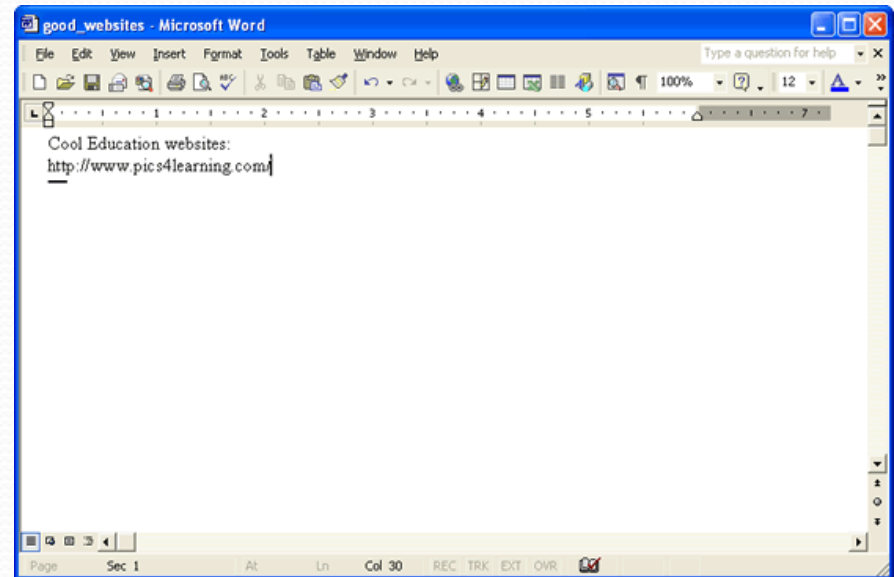
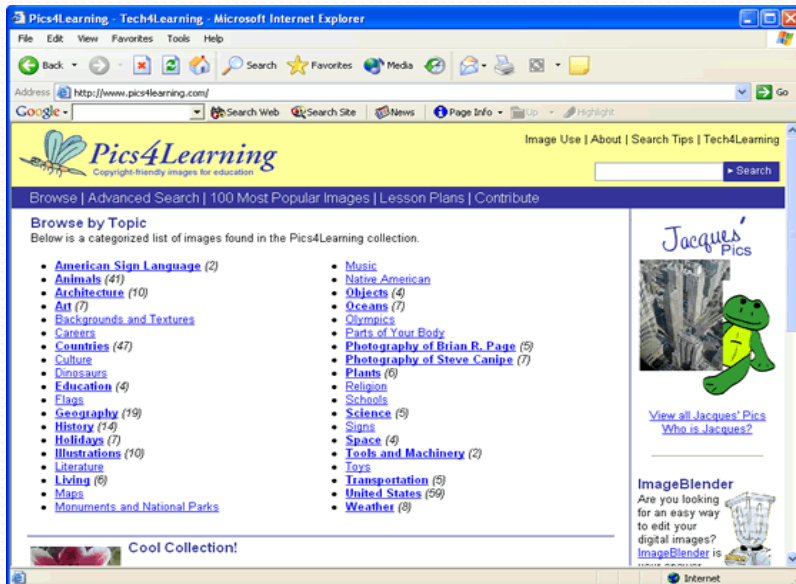
Print a Page and Print Preview

- You can print a Web page you visit. This is useful if you want to look at information when you are not at a computer.
- Go to a Web page you want to print.
- Click the **Print** button on the Navigation toolbar.
- This will print the Web page.
- You can use the Print Preview feature to see how a Web page will print.
- Open a Web page you want to print.
- Go to the **File** menu and choose **Print Preview**.
- You will see the Print Preview window.
- A Web page may print on more than one sheet of paper.
- Click the arrow keys next to the **Page** field to see the rest of the pages.
- Click the **Print** button to print the Web page.
- You will see the Print dialog.
- Click the **Print** button.
- Click the **Close** button in the Print Preview dialog when you are finished.



Copy and Paste a URL

- You can copy and paste the Web address, or URL, of places on the Internet into other documents.
- Go to a Web page that you want to copy the URL for.
- Click the cursor inside the **Address** field.
- You will see the URL selected.
- Go to the **Edit** menu and choose **Copy**.
- Open the document that you want to add the URL into.
- Click to place the cursor on the page.
- Go to the **Edit** menu and choose **Paste**.
- You will see the URL added to your document.



Great websites to help us with tools for teachers:

- TEA- <http://ritter.tea.state.tx.us/index.html>
- TEKS- <http://ritter.tea.state.tx.us/teks/> (great for lesson plans)
- Education helper- <http://www.edhelper.com/> (has everything)

Math

- Elementary- http://edweb.tusd.k12.az.us/ekowalczyk/math/elementary_web_sites.htm
- Middle School- http://www.edhelper.com/middle_school_math.htm
- Algebra- <http://math.about.com/od/algebraworksheets/a/Algebraws1.htm>
- Geometry- <http://www.mathsisfun.com/geometry/index.html>
- TAKS- <http://www.aplusmath.com/Worksheets/index.html>

Science

- Elementary- <http://www.ncsu.edu/imse/4/elementaryEd.htm>

Great websites to help us with tools for teachers:

- Middle School- <http://www.middleschoolscience.com/>
- Biology- <http://highschoolace.com/ace/biology.cfm>
- Chemistry- <http://highschoolace.com/ace/chemistry.cfm>
- Physics-
<http://www.glenbrook.k12.il.us/gbssci/phys/Class/BBoard.html>
- TAKS- <http://www.roomd113.com/TAKS%20TEST.htm>
- Texas Association for Health, Physical Education, Recreation & Dance <http://www.tahperd.org/>
- Region One <http://www.esc1.net/>
- Texas State Board for Educator Certification
<http://www.sbec.state.tx.us/SBECOnline>

District E-Mail

Rattler Mail

District E-Mail Directory

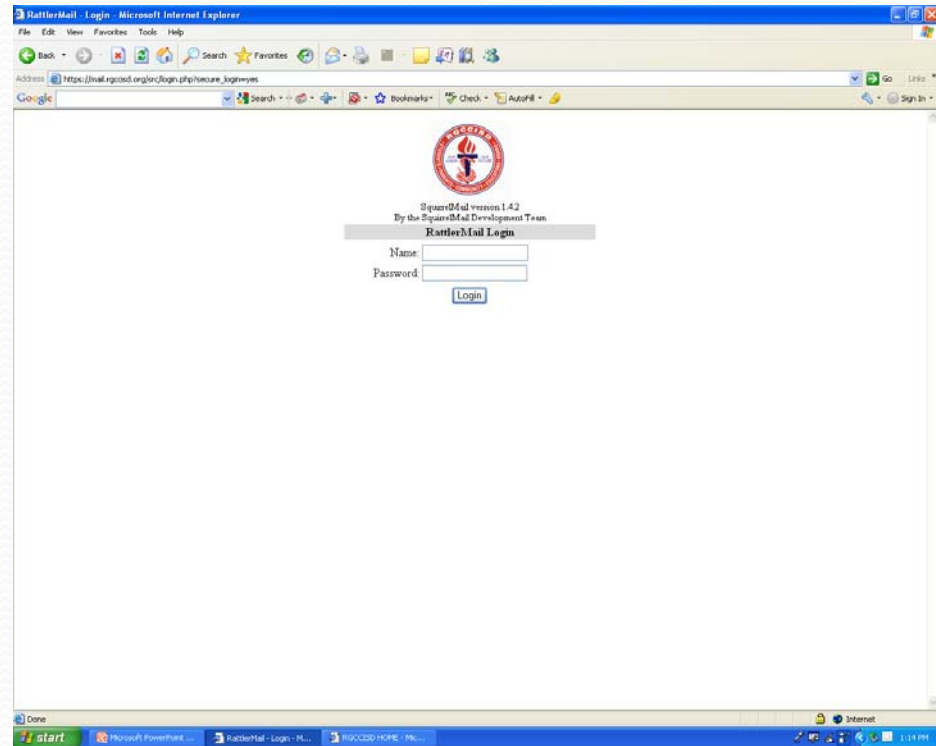
- www.rgccisd.org
- Go to District Information
- Click on [District E-mail Directory](#)

Rattler Mail

In Rattler Mail we will learn how to:

- Compose a message
- Addresses
- Folders
- Options
 - Personal Information
 - Message Highlighting
 - Change Password
 - Address Groups
 - Display Preferences
 - Folder Preferences

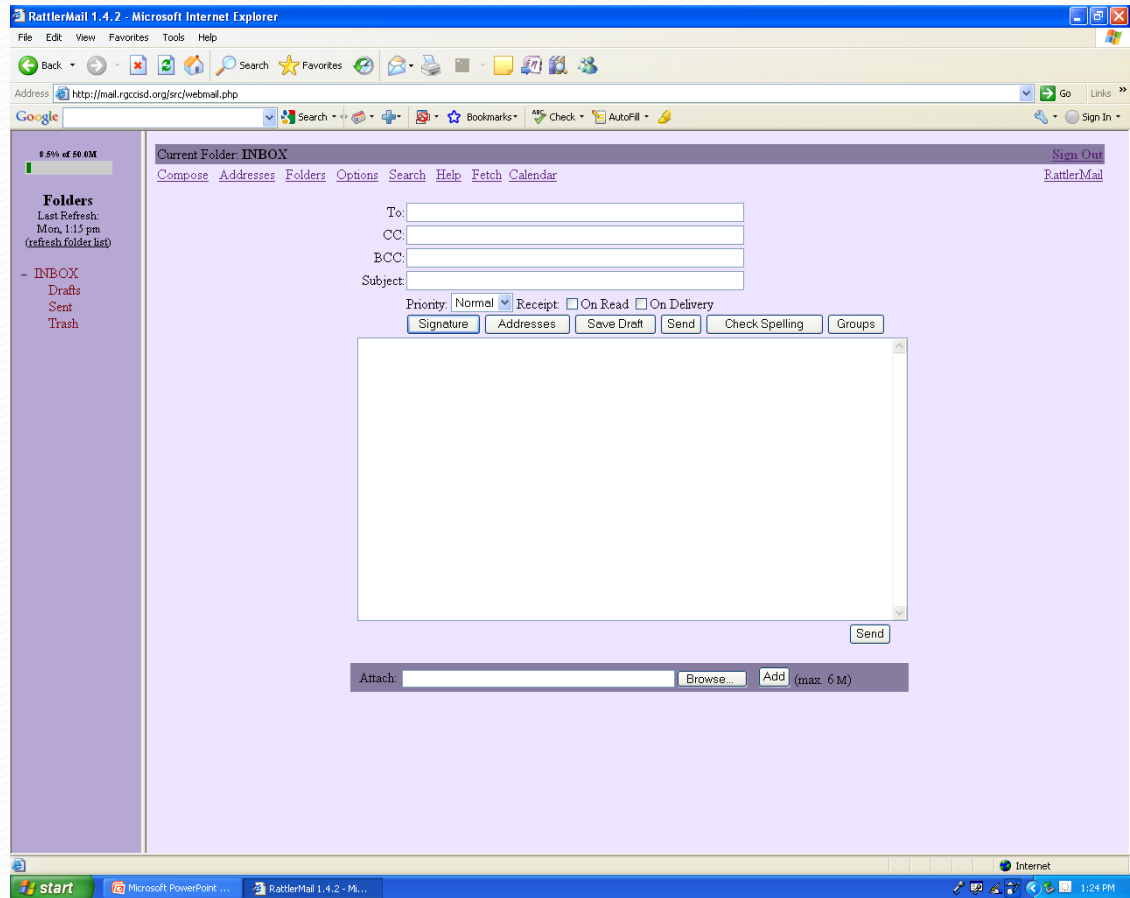
Rattler Mail



- mail.rgccisd.org
- Usually your username is your first initial, last name, school number @rgccisd.org (Example: Araceli Ibanez who works at Grulla Elementary would be aibanez102@rgccisd.org)
- Password –If you have not changed it is your last name.

Compose

- Add Signature
- Add Attachment
- Add Addresses.
- Save, Send,
- Check Spelling
- Send To Groups



Addresses

- Add to Personal Address book.
- Import CSV File.

The screenshot shows the RattlerMail 1.4.2 web interface in Microsoft Internet Explorer. The address book is displayed as a table with columns for checkboxes, email addresses, names, and grades. Below the table is a form to add a new address to the personal address book, with fields for Nickname, E-mail address, First name, Last name, and Additional info. A warning message is present at the bottom, and buttons for 'Import CSV File' and 'Export CSV File' are also visible.

<input type="checkbox"/>	igarza112@rgccisd.org	Irma Garza	igarza112@rgccisd.org	1st Grade
<input type="checkbox"/>	janderson112@rgccisd.org	Jeanne Anderson	janderson112@rgccisd.org	4th Grade
<input type="checkbox"/>	jgarza112@rgccisd.org	Joseph Garza	jgarza112@rgccisd.org	P.E. Aide
<input type="checkbox"/>	jramirez112@rgccisd.org	Judy Ramirez	jramirez112@rgccisd.org	Dyslexia
<input type="checkbox"/>	ldiaz112@rgccisd.org	Laura Diaz	ldiaz112@rgccisd.org	Kinder
<input type="checkbox"/>	lelizonado112@rgccisd.org	Leo Elzondo	lelizonado112@rgccisd.org	Proctor (Computer Lab)
<input type="checkbox"/>	lmaldonado112@rgccisd.org	Lillian Maldonado	lmaldonado112@rgccisd.org	Computer Lab
<input type="checkbox"/>	lperez112@rgccisd.org	Lora L. Perez	lperez112@rgccisd.org	Reading Resource Parapro.
<input type="checkbox"/>	malaniz112@rgccisd.org	Maida Alaniz	malaniz112@rgccisd.org	1st Grade
<input type="checkbox"/>	mgarcia112@rgccisd.org	Maria M Garcia	mgarcia112@rgccisd.org	5th Grade
<input type="checkbox"/>	mbarrera112@rgccisd.org	Marvelia Barrera	mbarrera112@rgccisd.org	Learning Res. Center
<input type="checkbox"/>	msalinas112@rgccisd.org	Melba Salinas	msalinas112@rgccisd.org	1st Grade Paraprofessional
<input type="checkbox"/>	mmendoza112@rgccisd.org	Melinda Mendoza	mmendoza112@rgccisd.org	Kinder
<input type="checkbox"/>	mtrejo112@rgccisd.org	Melissa Trejo	mtrejo112@rgccisd.org	Community Aide
<input type="checkbox"/>	mhinojosa112@rgccisd.org	Merlinda Hinojosa	mhinojosa112@rgccisd.org	3rd Grade
<input type="checkbox"/>	mlozano112@rgccisd.org	Mirta Lozano	mlozano112@rgccisd.org	Acc. Reading
<input type="checkbox"/>	mvillarreal112@rgccisd.org	Monique Villarreal	mvillarreal112@rgccisd.org	Asst. Principal
<input type="checkbox"/>	nramirez112@rgccisd.org	Nadia Ramirez	nramirez112@rgccisd.org	Kinder
<input type="checkbox"/>	NLeal	Nery Leal	NLeal@techdepot.com	TECHDEPT
<input type="checkbox"/>	solvarez112@rgccisd.org	Sandra Olivarez	solvarez112@rgccisd.org	Pre-Kinder
<input type="checkbox"/>	sflores112@rgccisd.org	Sixto Flores	sflores112@rgccisd.org	2nd Grade
<input type="checkbox"/>	vsolis112@rgccisd.org	Veronica Solis	vsolis112@rgccisd.org	5th Grade

Add to Personal address book

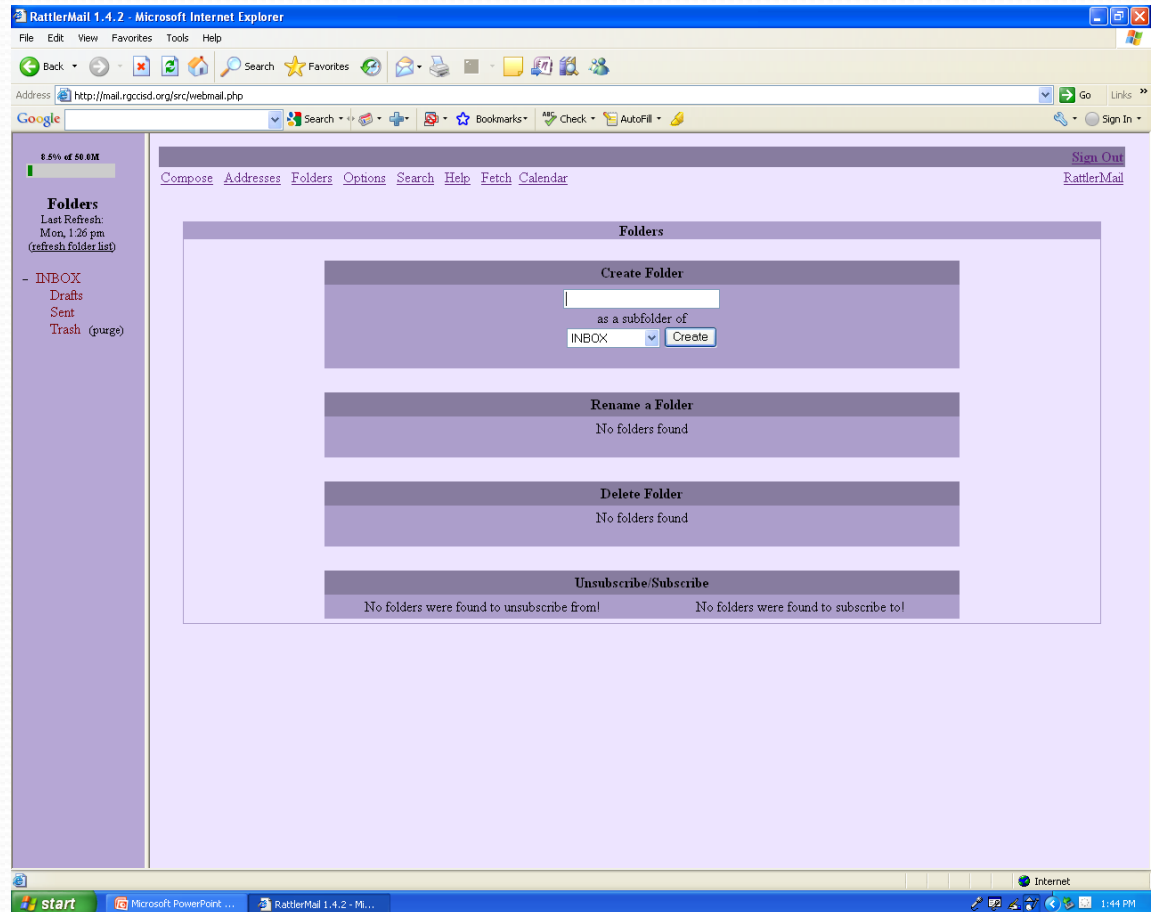
Nickname: Must be unique
E-mail address:
First name:
Last name:
Additional info:

Warning: Importing addresses from a file will overwrite your existing address book. To prevent this from happening, please EXPORT your current address book, and append it to the IMPORT file.

Import CSV File:

Folders

- Create
- Rename
- Delete Folders



Options - Personal Information

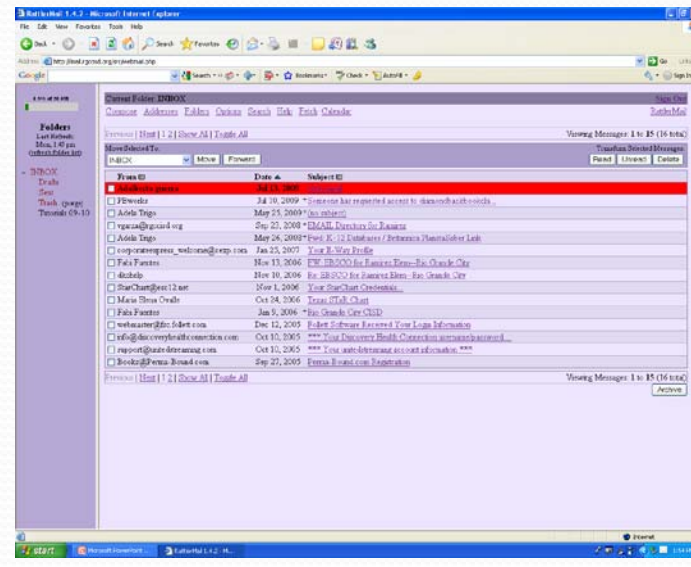
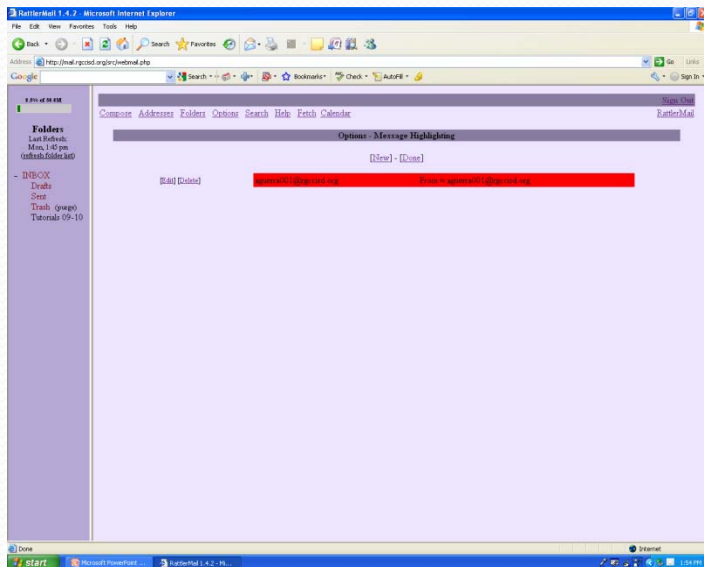
The screenshot shows a web browser window titled "RattlerMail 1.4.2 - Microsoft Internet Explorer". The address bar displays "http://mail.rgccisd.org/src/webmail.php". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for Back, Forward, Home, Search, Favorites, and other functions. The main content area is titled "Options - Personal Information" and contains several sections:

- Name and Address Options:**
 - Full Name:
 - Email Address:
 - Reply To:
 - Signature:
- Multiple Identities: [Edit Advanced Identities](#) (discards changes made on this form so far)
- Timezone Options:**
 - Your current timezone:
- Reply Citation Options:**
 - Reply Citation Style:
 - User-Defined Citation Start:
 - User-Defined Citation End:
- Signature Options:**
 - Use Signature: Yes No
 - Prefix Signature with "--" Line: Yes No

A "Submit" button is located at the bottom right of the form area. On the left side of the browser window, a sidebar shows the "Folders" section with a list: INBOX, Drafts, Sent, Trash (purge), and Tutorials 09-10. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft PowerPoint and RattlerMail 1.4.2. The system tray on the right shows the time as 1:50 PM.

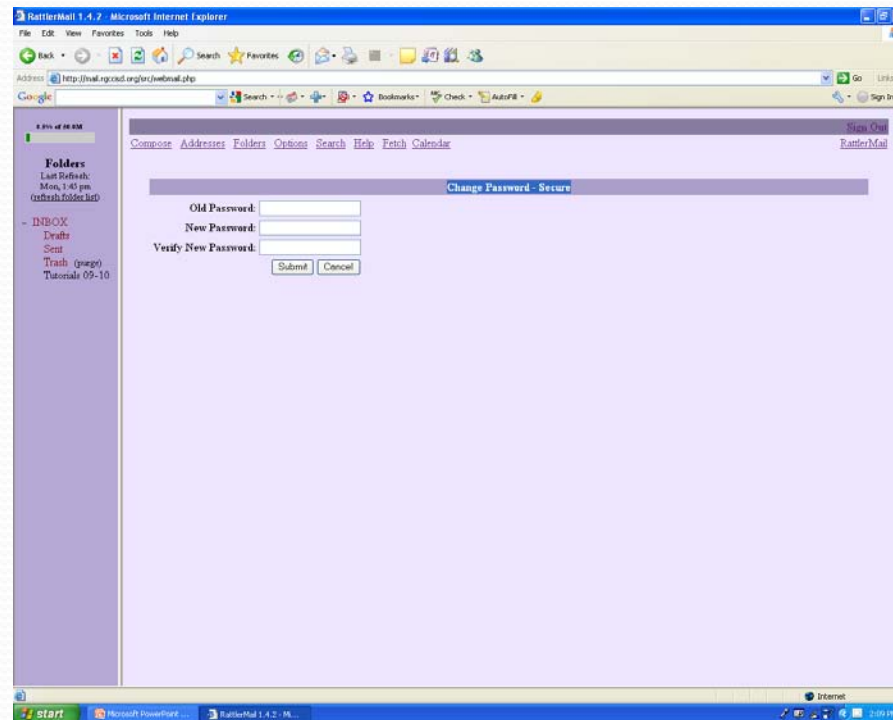
Options - Message Highlighting

- Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.
- Click on Options and then Message Highlighting.
- Click on New , Enter Identifying name and select color.
- Under Matches enter e-mail address to be identify.



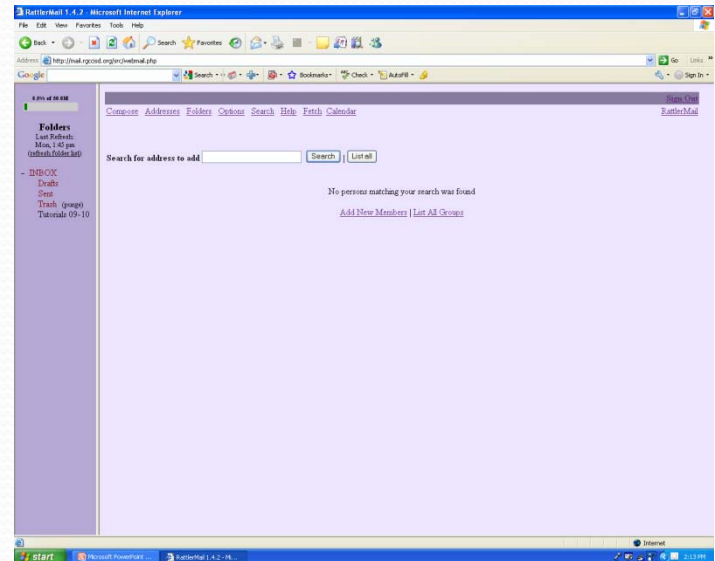
Change Password - Secure

- To Change Password, type old password then type new password and then type it again in the Verify New Password Box and click Submit.



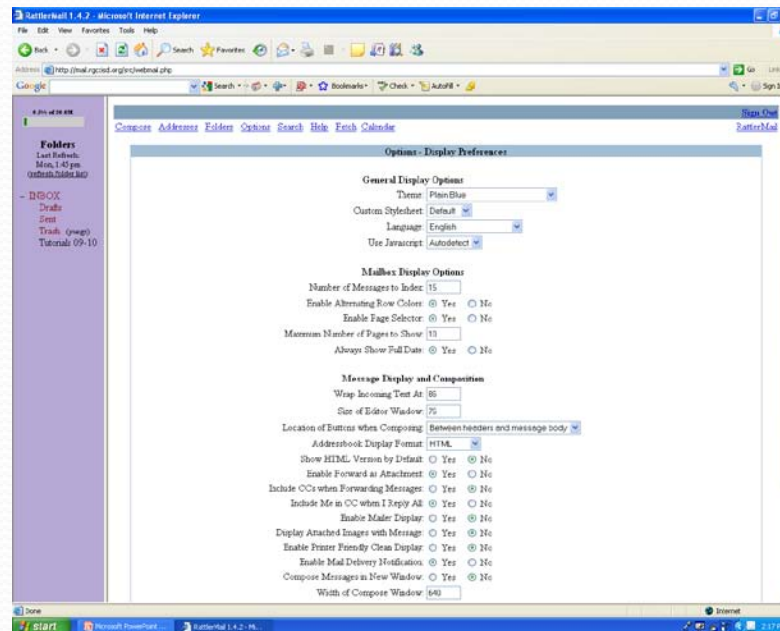
Address Groups

- To add groups to your e-mail, go to Options then Address Groups.
- Click on Add New Members
- Search or List all for e-mail addresses in your address book.



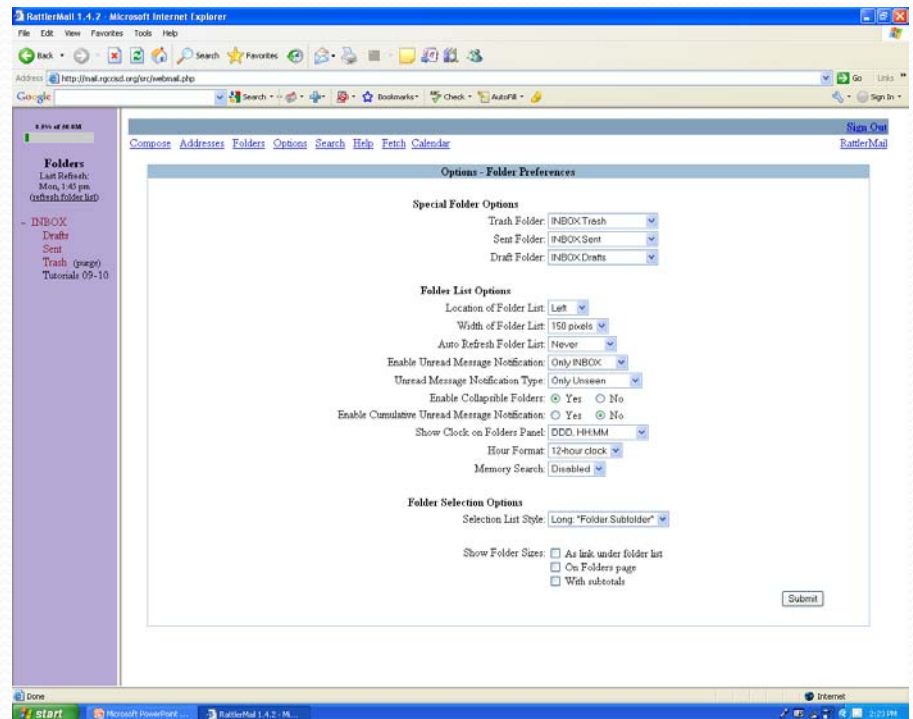
Options - Display Preferences

- You can change the way that Rattler Mail looks and displays information to you, such as the colors, the language, and other settings.



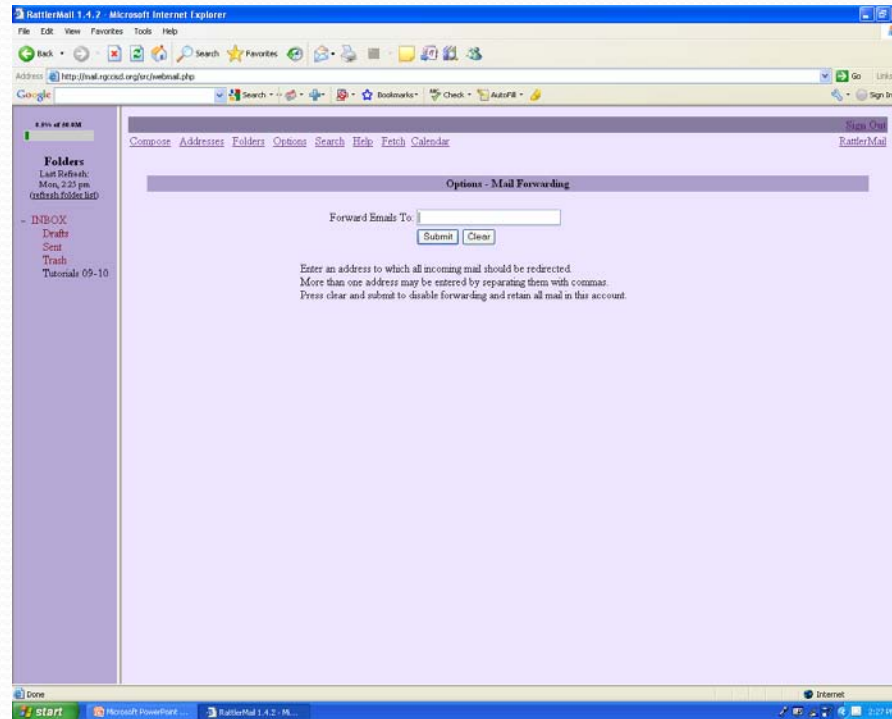
Options-Folder Preferences

- These settings change the way your folders are displayed and manipulated.



Options - Mail Forwarding

- You may forward your incoming mail to other email addresses by using this option.



Technology

- <http://www.emailreplies.com/>
- To reset password call 956-716-6996 and speak to Mrs. E. Alvarez.