

HOTMAIL

How do I?


Get Hotmail to load or send email more quickly?

Try clearing your cookies and your browser cache first to see if this solves the problem. For more information, check the help for your browser.

Find my Junk, Deleted Items, Draafts, Sent, and other folders?

Your folder list may be collapsed. To expand it, click Folders in the left pane.

Manage my folders?

Point to Folders in the left pane. When the tools icon  appears, click it and then Manage Folders.


Organize My Messages?

There are several ways to organize the messages in your Windows LiveHotmail inbox. The Hotmail toolbar appears at both the top and the bottom of your message window.




New Delete Junk Sweep ▼ Mark as ▼ Move to ▼ |  

You can perform the following tasks using the appropriate toolbar button:

- NEW starts a new message.
- DELETE sends the selected messages to the Deleted folder.
- JUNK marks the selected messages as junk email and sends them to the Junk folder.
- SWEEP lets you move, delete, or mark as read all the messages in a folder at once.
- MARK AS marks a message as read or unread, lets you flag messages to follow up on, or lets you tag a message as a phishing scam.
- MOVE TO lets you move selected messages to another folder.
- PRINT prints the selected message.
- REFRESH  refreshes the contents of the current folder.

To sort your messages

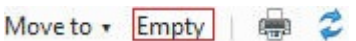
- Click the ARRANGE BY button  on the right side of the screen, below the search box, and then click the sort criteria you want to apply.



Make the Font Bigger?

Use the zoom function in your browser.


Empty the Junk or Deleted Items Folder?

Select the folder you want to empty in the left pane. Click the Empty button on the toolbar.



Move to ▼ **Empty** |  

Print a complete email message?

Click the Print button  on the Hotmail toolbar. If you click your browser's print button instead, it might only print what is currently visible on the screen

NOTES:
