I. Email and newsgroups

  A. Setting up Outlook Express

    1. Launch Outlook Express, which is in All Programs in the Start menu.

      a) Click on No for making Outlook Express your default email client

    2. Email account setup (for user Bob Smith with account name smithb)

      a) Enter your name: Bob Smith, and email address: smithb@wou.edu

      b) Change the server type to IMAP and enter mail.wou.edu for the incoming and gilligan.wou.edu as outgoing mail servers

      c) Enter your account name (smithb) but NOTyour password.

      d) Click on No to importing from Outlook or Windows Messenger

      e) Click on Yes to see a list of folders, then click on Synchronize folders

    3. Newsgroup setup

      a) Select Accounts from the Tools menu, then select Add and News…

      b) Enter news.orst.edu for the News (NNTP) server

      c) Click on Yes to download the newsgroups from the server

  B. Using email

    1. Create a signature: select Options from the Tools menu, click on the Signature tab and add a signature.

    2. Read the message from me.

    3. Add me to your address book

      a) With my message open, choose Add to Address Book from the Tools menu and pick Sender.

    4. Reply to my message, adding a brief comment. Just reply to Sender, not All

    5. Add someone else from the class to your address book. With my message open, choose Add to Address Book from the Tools menu and select that person from the popup list.

    6. Open the Address Book from the Tools menu (if not already open), create a new group (distribution list) and add me and the other person to the list

    7. Type a new message and sent it to your distribution list, and cc: it to yourself. Include your signature by choosing Signature from the Insert menu.

      a) Hint: To send a message without everyone seeing who else got it, email it to your self with a bcc: to the distribution list.

    8. Create a short file in Word and attach it to a message to me. Select File Attachment from the Insert menu.

    9. Create a folder for your class related email and move the messages to it from the Inbox

a) Select New from the Folder item in the File menu. Choose mail.wou.edu as the location and name the folder (perhaps BA345).

10. Create a filter to trash all mail from ripoff.com

a) Select Message Rules>Mail… from the Tools menu. Based on the From address, delete messages from the person ripoff.com.

C. Using newsgroups

1. Find a newsgroup that sounds interesting based on its title.

a) Use the Find tab and search for a particular word (e.g., Subaru or cat).

2. Subscribe to the group and click OK (or Close)

3. Click on the name of the newsgroup. The list of messages will appear on the right side of the window. Open a message, read it and write down the title.

II. Search (using Internet Explorer or your web browser of choice)

A. Find a newsgroup based on the content of messages

1. Use Google Groups to find a group. Write down the title of a message thread.

B. Find recent data on the US trade deficit with China.

1. Go to yahoo.com. Navigate the Yahoo! directory to find suitable sites. Write down the directory tree and the name of the site that has the information.

2. Go to google.com. Find a site that has the information. Was it the highest ranked site?

C. Find a scholarly article on attendance in Major League Baseball.

1. Go to the Hamersly Library site and use the EconLit database (Journal Articles & Databases > By title > E > EconLit.

2. Go to google.com. Click on more and select the Scholar search. Pick an article that has a link and a number of citations. Click on the link to see the abstract.

D. Find information on Philip Conn, the current president of WOU, before he came to this university. Use any search engine and write down the search syntax to narrow the search and URL of a relevant site.

E. Shopping exercise

1. Use the shopbot Froogle at google.com to get prices for a specific book. Print the first page of the results.

2. Use the specialized shopbot allbookstores.com to find prices for the same book. Print the first page of the results.

3. Use Froogle to search for an item of clothing. Print the first page of the results.

F. Use the Edgar service at the SEC (www.sec.gov/edgar.shmtl) to find the 10-Q report for any company. Print the first page of the report.