**Chapter Nine**

**Exploring the Internet**

*The Internet* is the largest computer network in the world. It consists of millions of computers all over the planet, all connected to each another. There are three things you’ll need to connect to the Internet:

1- **An Internet Service Provider (ISP):** An Internet Service Provider lets your computer connect to the Internet by charging for their services.

2- **A Web Browser:** A Web browser is a program that lets your computer view and navigate the World Wide Web. Windows comes with a built-in Web browser (Internet Explorer).

3- **A Phone Line and Modem or Other Connection**: A modem is your computer’s very own telephone that lets it talk to other computers on the Internet. There are slower dial-up modems that connect to the Internet using your phone and much faster cable modems and Digital Subscriber Lines (DSL) as well. DSL is technology that provides high-speed Internet access through standard phone lines. A cable modem connects to the Internet through the cable hookup in your house. Both of these connections are much faster than a dial-up modem and are connected to the Internet 24 hours a day, so you don’t tie up any phone lines.

**Adding a Web Page to Favorites and Changing Your Home Page:**

1. Make sure the Web browser is open and you’re connected to the Internet.

2.Go to a Web page that you visit frequently and want to add to your Favorites list.

3.Select Favorites then Add to Favorites from the menu.

4.Click OK to add the Web page.

5.Click the Favorites button on the toolbar.

6. Click the favorite Web page you want to view.

**Displaying a History of Visited Web Pages:** A history of all the Web pages you’ve visited recently appears in the right side of Internet Explorer. You can display it by doing the following:

1. Make sure the Web browser is open and you’re connected to the Internet.

2. Click the History button on the toolbar.

3. Click the day or week you viewed the Web page that you want to view.

4. Click the Web site you want to revisit.

**Understanding Information Security**

Microsoft has added many security improvements to Windows XP, below are some security precautions and resources that you can maintain to keep your computer safe:

* **Install anti-virus software:** Every computer that accesses the Internet should have anti-virus software installed on it. This software identifies potentially harmful files, and keeps them from infiltrating your computer.
* **Update anti-virus software:** One of the biggest reasons a computer gets infected is that anti-virus software is not updated. Always download updates for your anti-virus software, and always renew your anti-virus software license.
* **Update software:** Always download updates and repairs for programs. This will prevent attackers from exploiting holes in the software. Windows XP’s Automatic Updates keeps your computer’s technology safe and current.
* **Use firewalls:** A firewall blocks malicious files or computers from connecting to your computer. A firewall is especially important for computers that connect to the Internet via DSL or cable modems. Windows Firewall has been added in SP2, but you can also choose your own software program.
* **Be smart with e-mail:** Viruses and worms are sent through e-mail messages all the time. Never open an e-mail message from someone you don’t know.

In the end, the best defense against a security problem is you. By using common sense and avoiding sites, files and messages that look suspicious, your computer will be safe.

**Understanding Windows Firewall:**

A *firewall* is an utility that keeps your computer secure by restricting the information that comes into your computer. Its main objective is to prevent intruders, such as hackers, viruses and worms, from getting in to your computer. The firewall is like a monitor of all the information between your computer and the Internet, allowing ―good‖ information through, and rejecting ―bad‖ information.

**Introduction to E-mail:**

if you want to send a letter, you need to know a person’s e-mail address to send that person an e-mail message. Windows XP comes with an e-mail program called *Outlook Express*. Outlook Express is a stripped-down version of Microsoft’s full-featured e-mail program *Outlook*, which comes with Microsoft Office. Outlook Express allows you compose, send, and receive e-mail messages over the Internet. The table below describes the folders existing in outlook express program:

|  |  |
| --- | --- |
| **Folder** | ***Description*** |
| Inbox | Stores the messages you’ve received. |
| Outbox | Temporarily stores any messages that you’ve composed but have not been sent. |
| Sent Items | Stores copies of messages you have sent. |
| Deleted Items | Stores messages that you’ve deleted. |
| Drafts | Stores draft messages that you haven’t completed yet. |

**Composing and Sending E-mail**

The New Message window appears, ready for you to write your e-mail message. The first thing to do is to specify the recipient’s e-mail address in the To: field.

You can either type this address in the To: box, or you can click the ―Select Recipients from a list button that appears immediately to the left of the To: box.

If you need to send a message to more than one person, simply enter all the recipient’s e-mail addresses, making sure you separate them with a comma (,) like this: JohnWilson@acme.com, [BettyT@yahoo.com](mailto:BettyT@yahoo.com). The following table describes the ways to address an e-mail:

|  |  |
| --- | --- |
| **Message *Address*** | ***Description*** |
| **To** | Sends the message to the recipient you specify (required). |
| **Carbon Copy (Cc)** | Sends a copy of the message to a recipient who is not directly involved, but would be interested in the message. |
| **Blind Carbon Copy (Bcc)** | Sends a copy of the message to a recipient without anyone else knowing that they received the message. |

You learned how to open and read messages in the previous lesson. Next, you need to decide who you want to respond to. You have two choices:

- **Reply to Author:** Sends the reply only to the author of the message.

- **Reply to All:** Sends the reply to everyone who received the message.

**- Forward the Message:** Sends the message to another person.