

# Step 4

**Working on distance**

**Mac OS X**

Jan –19  
Liljedalsdata.se

# Beginning

You must know Step 1,2 and 3.

This course is about different mail programs and Lisa Andersson. Lisa Andersson is boss of a colour business.

We will describe how to get a mailadress representing the world around Lisa Andersson, by yahoo. In this course this address will be [omvarlden555@gmail.com](mailto:omvarlden555@gmail.com). Write your own in row 2. Word around will use mailprogram at yahoo to send mail to Lisa Andersson.

We will go thru how to get a mailadress for Lisa Andersson. This address she will use to mail the world around her and her adress is [anderssonlisa585@gmail.com](mailto:anderssonlisa585@gmail.com) Write your on row 4. This address is on row 3 in adress list in the end of this booklet.

Lisa Andersson is going to use Thunderbird to mail the world around her. This program is not changed so often and you must not see advertising.

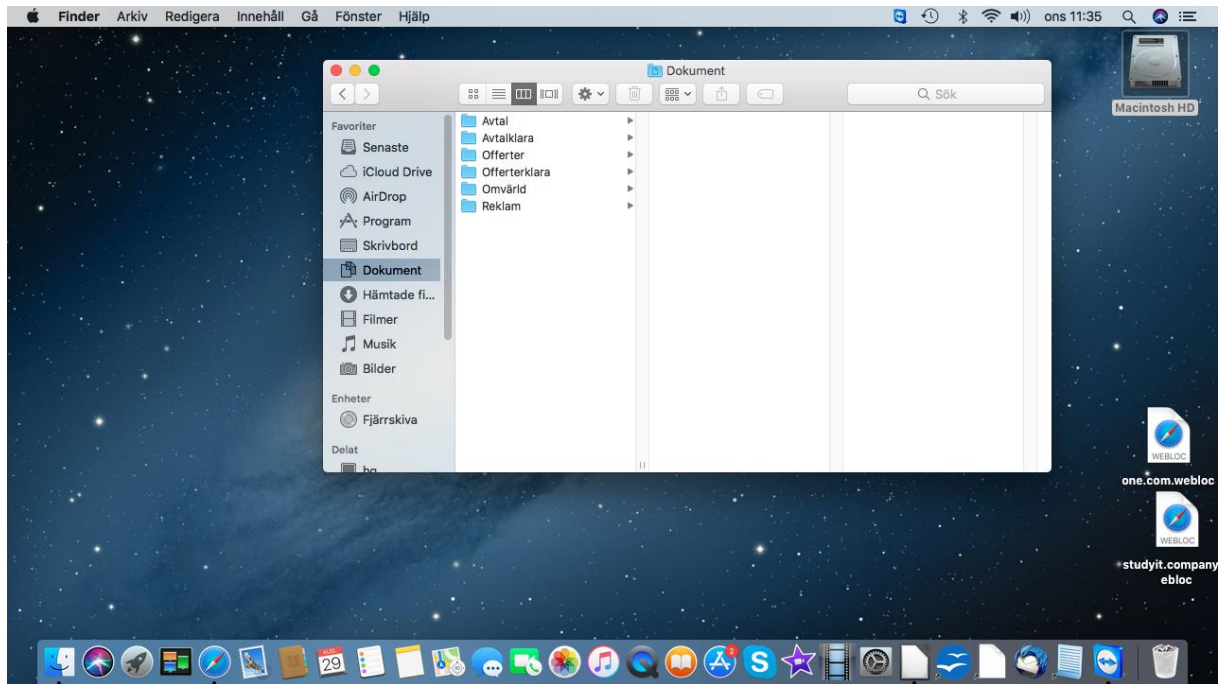
As there must not be two similar adresses you must choose adresses not simular to theese.

Avoid using more than one adress in one mailprogram.

What texts and pictures says is not interesting.

Open hard disc and create these folders:

Documents\Agreements  
Documents\Agreements ready  
Documents\Offerts  
Documents\Offerts ready  
Documents\Advertising  
Documents\Surroundingworld  
Documents\Big files



## Mail addresses

Most companies handling mailaddresses seems to have problems with this. Adresses are missing or changing. In this course we are going to use such not reliable addresses. If you need a reliable address you should wait until you have booked an address on a webhotel f.ex. One.com. This we work with in step 5.

Start safari and enter <http://google.com>

## Create short cut from desktop

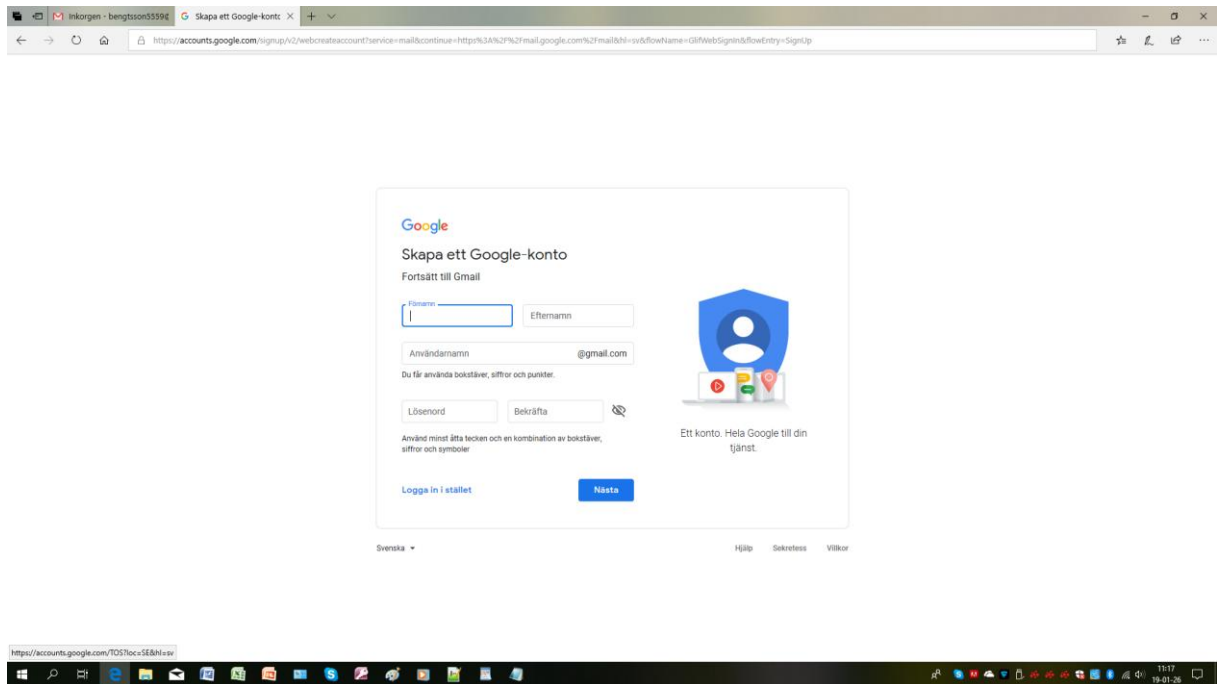
To get to google.com yahoo.com you may create a short cut in this way

Start safari and write address <http://google.com>

Mark address and drag to desktop.

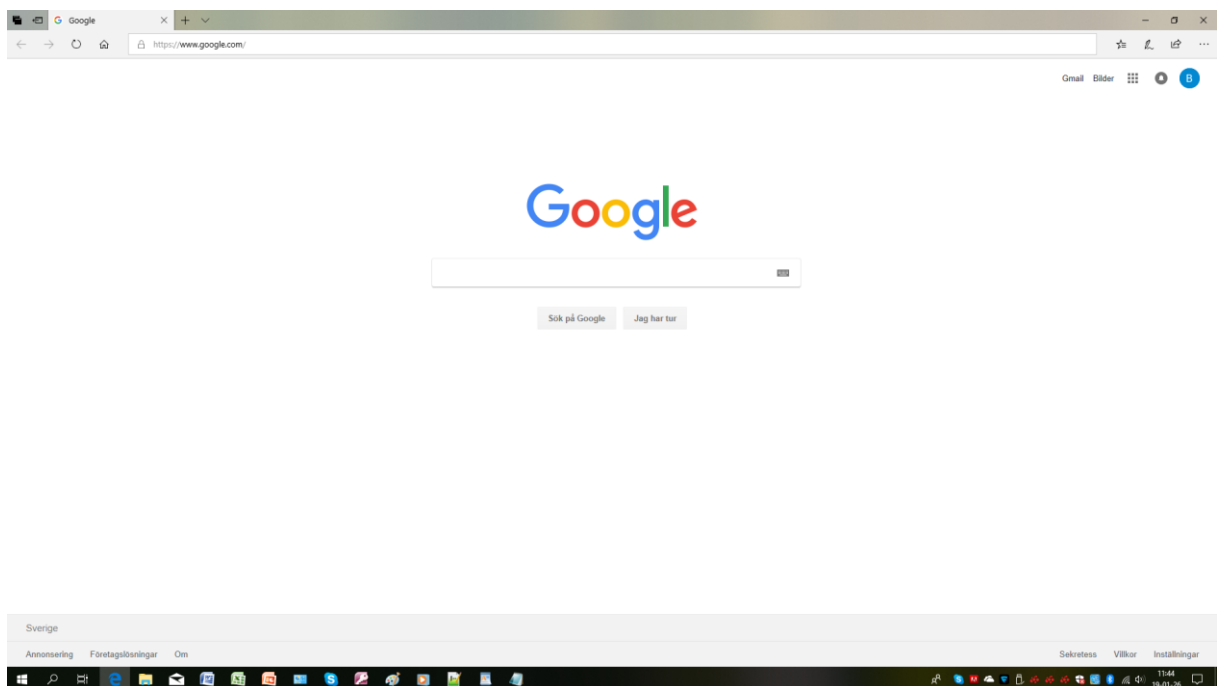
## Create mailadress from gmail representing world around

If you have no account at gmail click Gmail and this picture will be shown



Registerate your data and have a mobile ready

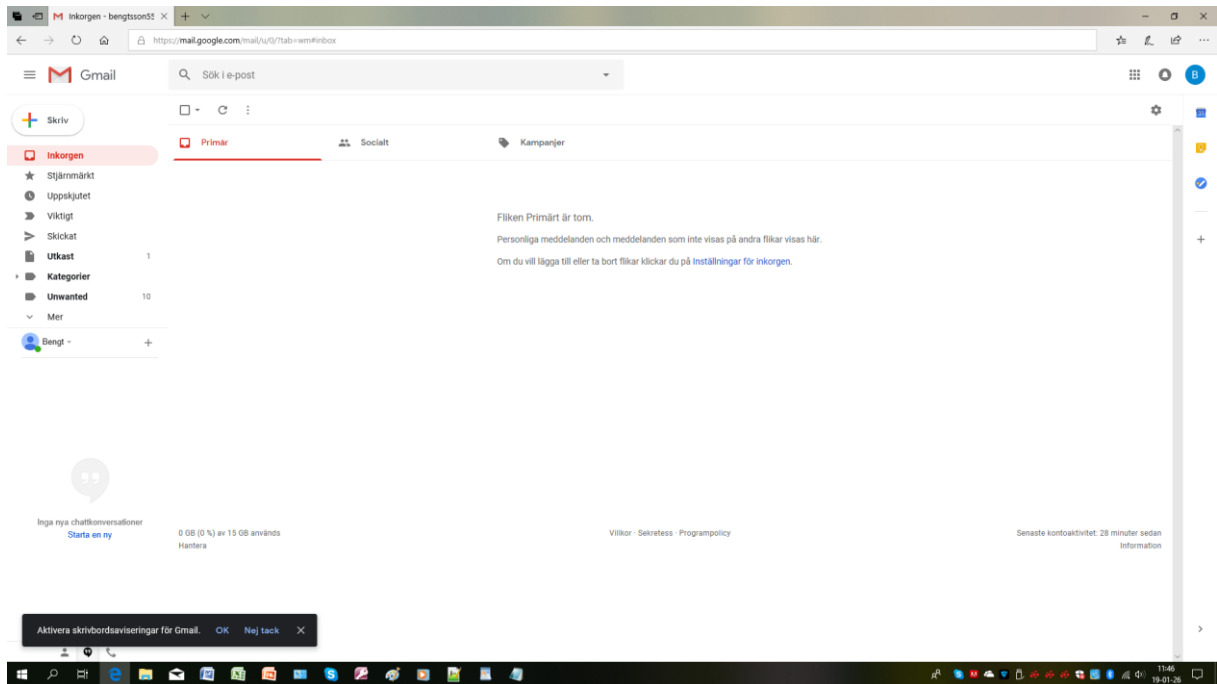
If you have at least one gmailaccount this shall be shown on this picture



The blue circle with a letter show there is an account.

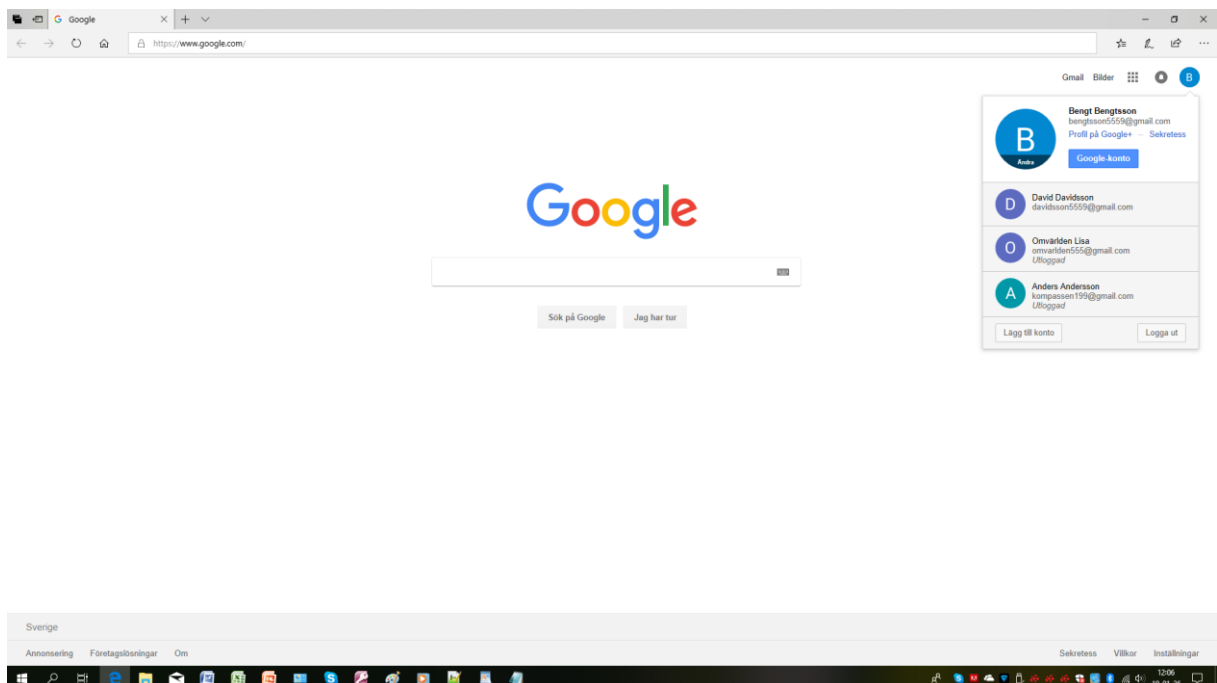
If you click Gmail you get to inbasket at that account.

In inbasket you can see mails, write answers to mails and delete old mails



## Create mailadress from gmail representing Lisa Andersson

If you click on circle with a letter representing an account this picture will pop up



Click add account

Registrate an account at Lisa Andersson as earlier

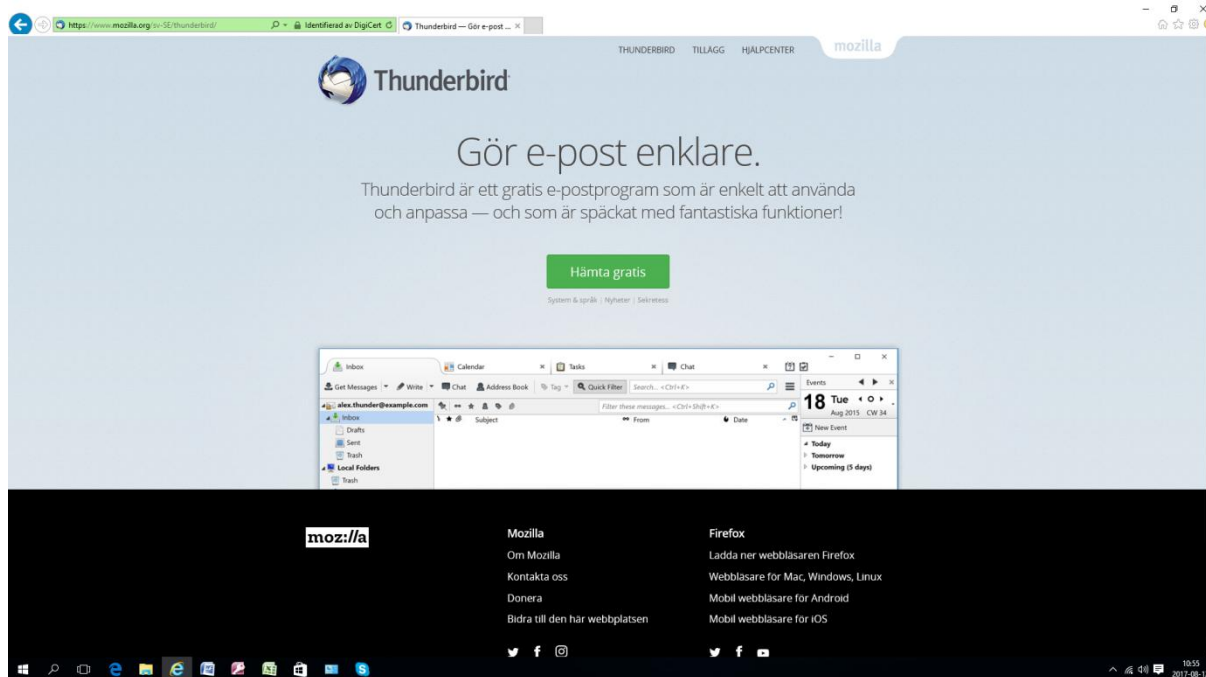
Write your own account on row 4 adresslist

## Download and install Thunderbird

Go to Google.com and search for Thunderbird.

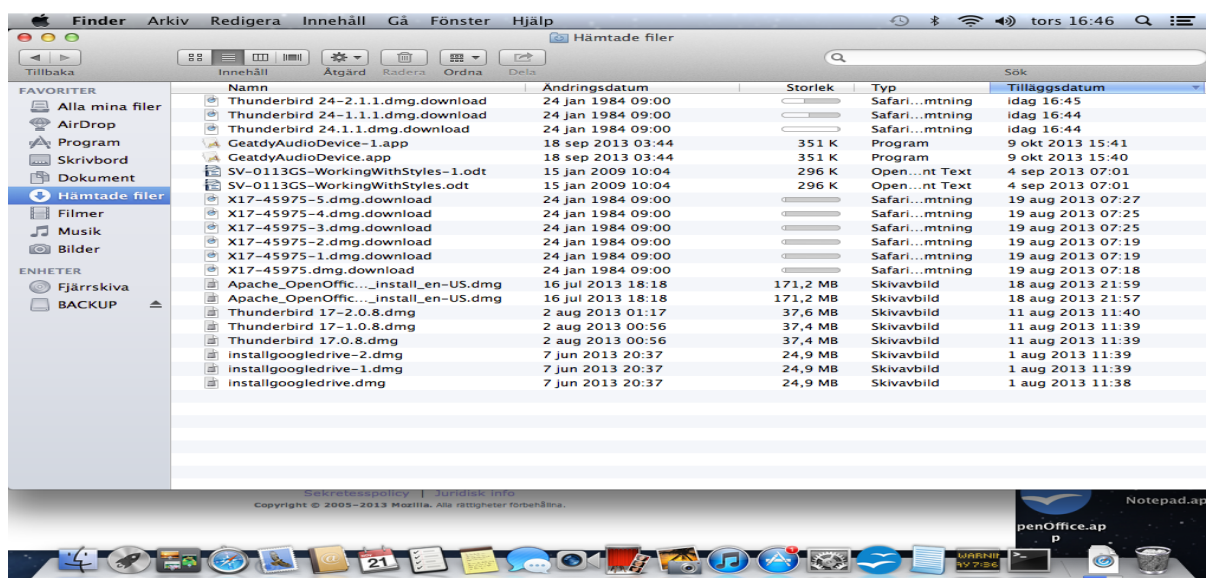
You will find a page for download Thunderbird fex. <http://mozilla.org/sv-SE/thunderbird/>.

Click <Thunderbird free download>



Click <Free download>

Check the folder Collected files and check if you have got files for Thunderbird.



Dubbelclick on shortest filename.

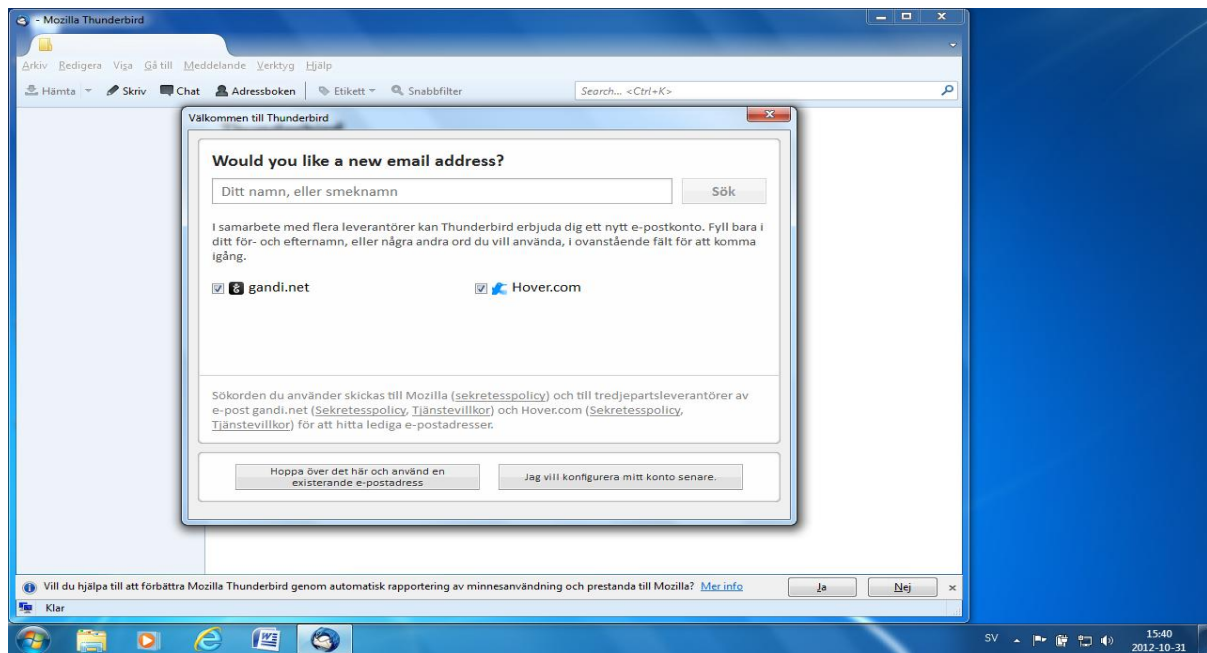


Drag icon to folder program and use it to start Thunderbird.

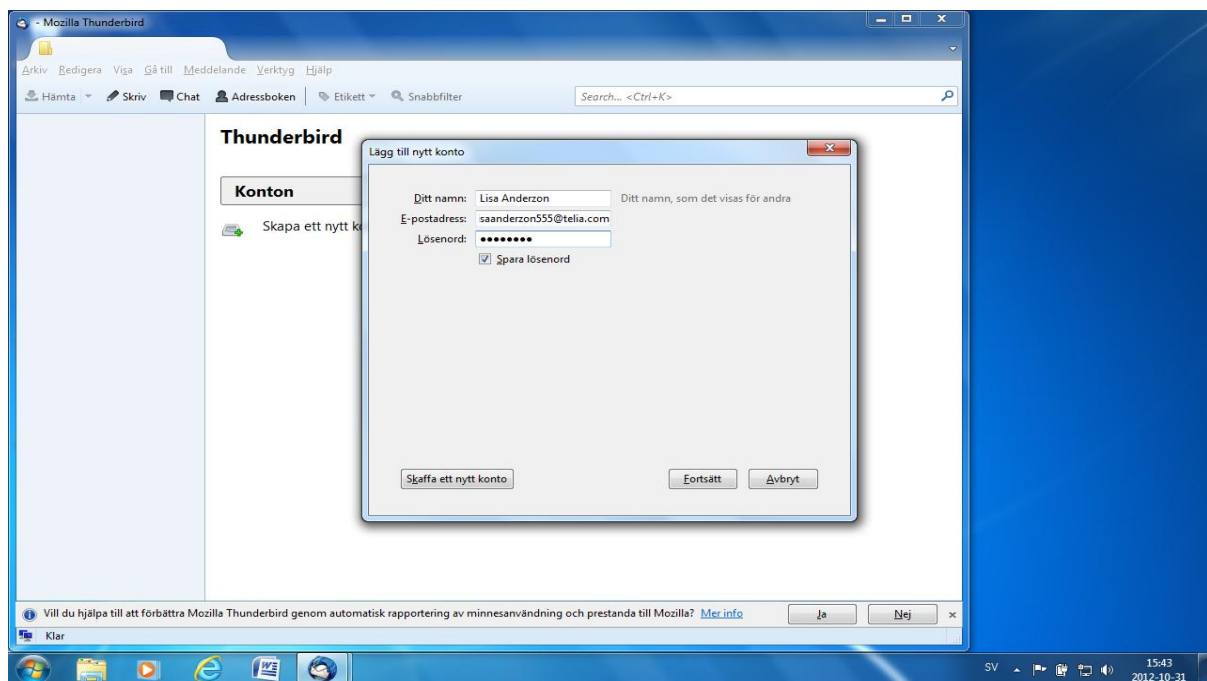
## Installing Lisa Anderssons mailadress to Thunderbird

Click create new account.

Click window away.



Click jump over this and use an existing mailadress.



Write Lisa Andersson, mailadress and password .

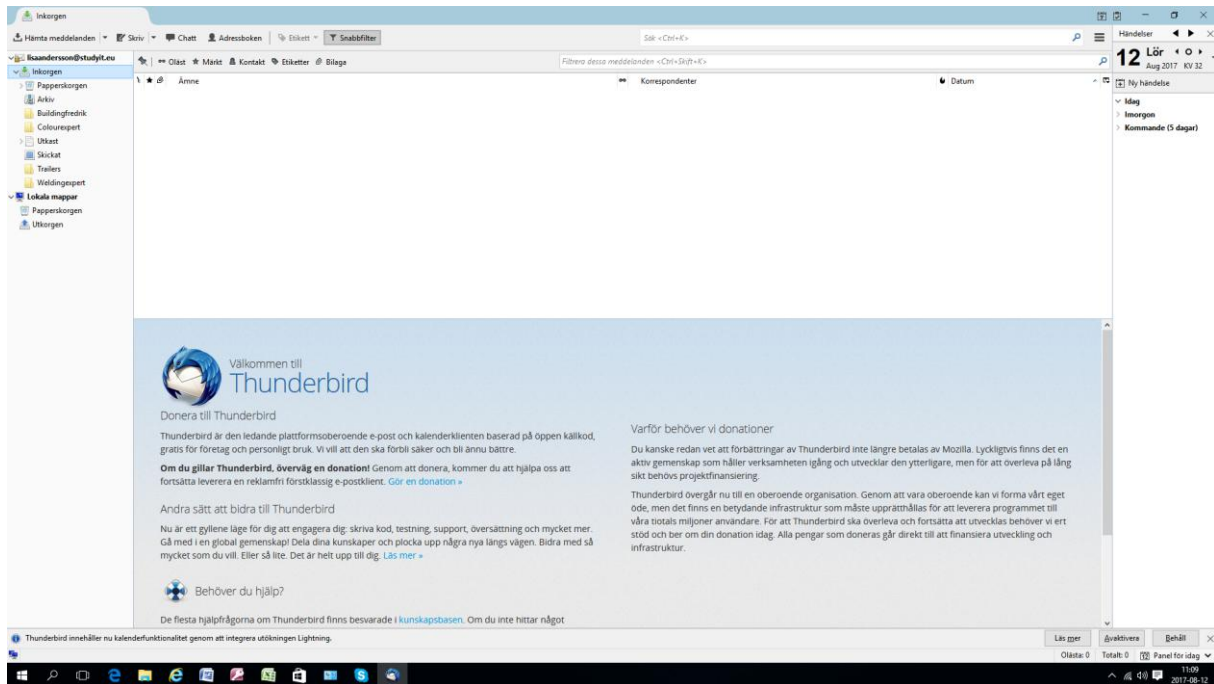
Click <continue>

Click Ready

Click Inbasket.

Now you can check by sending a mail to yourself.





Close Thunderbird.

## Lisa is working

Lisa Andersson is working as boss at colourjohan.

She is among other responsible for offerts and agreements. Peter is working on same company and he assists Lisa by developing offerts and agreements.

Lisa also is responsible for the advertisment the company is produceing.

## Lisa has created an agreement with Trailers limited

Create this document by Word:

Write: 090201

This is an agreement with Trailers limited.

Save document in \Document\Agreements as agreementl090201

## Lisa has created an offert for Colourexpert.

Create this document by LibreOffice Writer.

Write: 090202

This is an offert for Colourexpert.

Save document in \Document\Offerts as offert090202

## **Surrounding World is working**

**Lisas kolleague Peter has developed an agreement with Weldexpert.**

Create this document by Word.

Write: 090203

This in an agreement with Weldexpert

Save document in \Document\SurroundingWorld as agreement090203.

**Johan working in Welding expert sends mail to Lisa.**

Start Gmail and logg in as surrounding world.

Send this mail to Lisa. (corresponding to lisaandersson@studyit.eu).

Subject: Meeting on monday.

From Welding expert

Hello Lisa!

Unfortunately I have to move the meeting on Monday to 14.30.

Regards Johan

**Lisas colleague Peter is sending the agreement with welding expert to Lisa.**

Start Gmail and send the following letter to Lisa. Notice that the adress of Lisa is saved and you only have to write the beginning.

Agreement with Welding expert

From Peter.

Hallo Lisa!

Here is a suggestion for agreement. Will you please check this agreement, sign it and send it to customer.

Regards Peter

Enclose agreement090203 with Welding expert in / Documents\Surrounding world.

Name of file is now down screen

Click Send

**Sven working at Colour expert is sending mail to Lisa.**

Start Gmail and send this mail to Lisa.

Subject: Order of brushes

From Colour expert

Hallo Lisa!

Please send someone to Coulour expert with 100 brushes GX 90.

Regards Sven

**Johan working at Colour expert is sending mail to Lisa.**

Start Gmail and send this message to Lisa.

Subject: Offert of a lot of colour cans

From Colour expert

Hallo Lisa!

Please send an offert on colours we had a chat about last monday.

Regards Johan

**Fredrik working at Fredriks constructor is sending mail till Lisa.**

Start Gmail and send this to Lisa

Subject: Order of colours

From Fredriks constructor

Hallo Lisa!

We need another 10 liters of the red colour you sent to Fredriks constructor last week.

Regards Fredrik

**Fredrik working at Fredriks constructor is sending a reciept to Lisa.**

Start Gmail and send this message to Lisa.

Subject: Reciept

From Fredriks constructor

Hallo Lisa!

This is a receipt on your paying for construction work.

Regards Fredrik

Logg out and close Gmail.

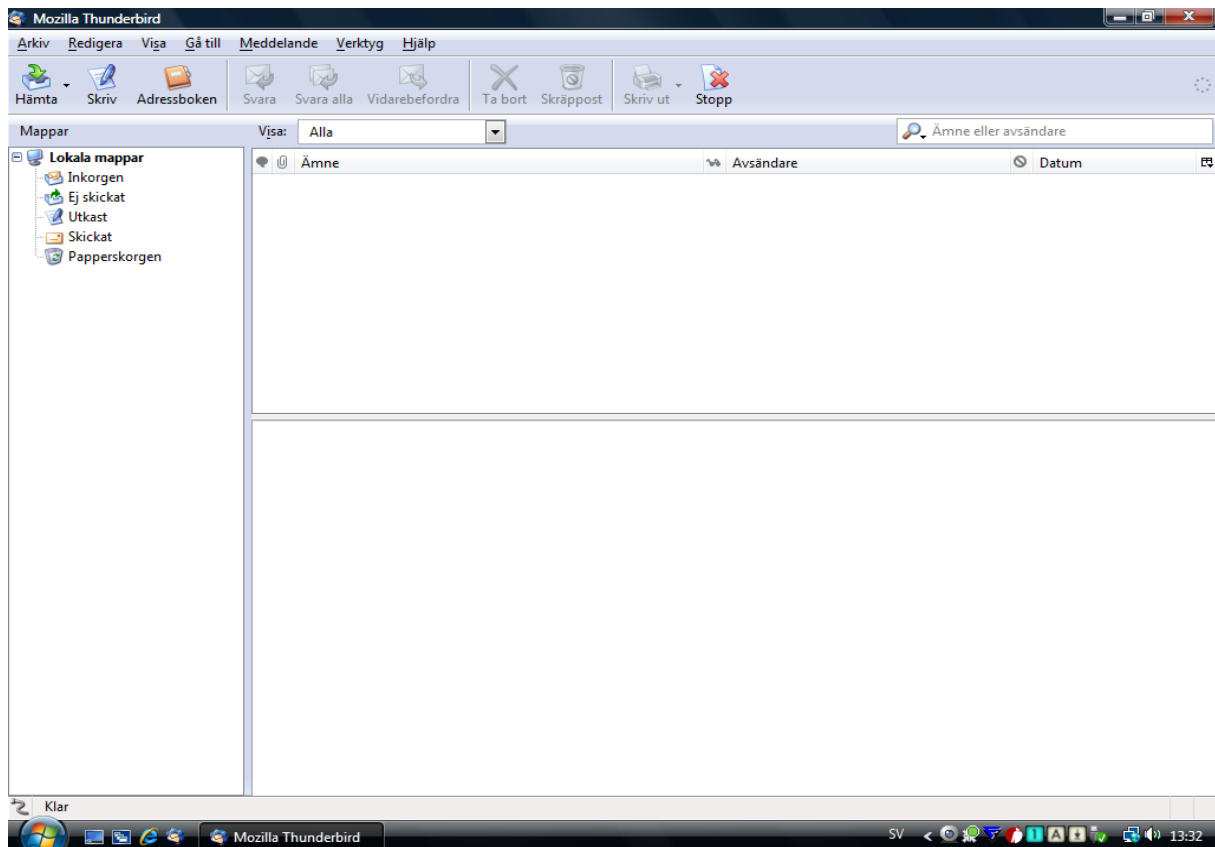
## **Lisa is working with her mail**

Start Thunderbird.

Check Inbox is aktiv.

All mail from surrounding world are coming in.

If you have problems with your mail the most usual problem is something wrong with a mail adress.



Click right on Local folders and choose New folder.

Create folder Trailer limited.

Do the same and create folders Welding expert, Colour expert, Fredriks constructor and Peter

## **Mark and read mail from Welding expert.**

Lisa change time for meeting in her agenda and deletes the mail by clicking right and choose Delete mail.

## **Mark and read mail from Peter.**

Lisa is marking the included agreement at the bottom of screen and choose Save file.

She is saving in \Documents\Agreements as agreement090203.

She moves the mail to folder Welding expert by dragging it to Inbox/Welding expert. You even may click right on mail and copy or move to Welding expert.

She is doing this not to forget the agreement.

## **Mark and read mail from Colour expert.**

Order from Colour expert she print out by clicking File/Print and place it on on Mary's desk . Mary sees to delivery.

Lisa delete mail from Colour expert by clicking right and choose Delete message..

## **Mark and read mail from Colour expert.**

Offer of lot of colour cans.

Lisa is moving mail to Inbox/Colour expert to remember the offer.

## **Mark and read mail from Fredrik construction**

Order of colour

Lisa print out mail and put it on Mary's desk for delivery.

After that she can delete the mail by clicking right and choose Delete mail.

## **Mark and read receipt from Fredrik construction.**

Mark receipt

Above mail in row Reply.....is More. Here you may print receipt and put it into archive.

# **Lisa is working with agreements and offers**

Inbasket now is empty

## **Agreement with Welding expert**

In folder Local folders/Welding expert she now can see it's time to work with agreement with welding expert. (agreement1090203).

Agreement is in /Documents\Agreements

She print agreement and sign it.

A description of scanner and Windows photo program is in Step 13.

Put the signed agreement in your scanner and start.

Start scanner.

Save the agreement in /Dokument/Agreementready as agreement090203

Now Lisa can delete the mail in Local folders/Welding expert.

## **Offert to colour expert**

In folder Inbox/Colour expert she can see it is time to make an offert to Colour expert.

Start Libre Office Writer

Skriv: 090204

This is an offert to colour expert.

Save the offert in Documents\Offerts as offert090204.

Print the offert and sign it.

Put the signed offert in your scanner and start it.

Save the offert in /Documents/Offerts ready and name it offert090204.

Now Lisa may delete the mail in Local folders/Colour expert.

## **Lisa is working with her mail**

Start Thunderbird

### **Lisa is mailing the signed agreement to Welding expert.**

Adress is corresponding omvarlden555@gmail.com

Subject: agreement090203

To Welding expert.

Here is agreement about painting work.

Regards Lisa

Include Agreement090203 which is in Documents\Agreements ready

Check on top to the right that agreement is included. You can check it is the right document by clicking on it. Click Send.

## **Lisa is sending the signed offert to Colour expert.**

Adress is corresponding to [omvarlden555@gmail.com](mailto:omvarlden555@gmail.com)

Subject: offert090204

To Colour expert.

Here is the offert of lot of colour cans.

Regards Lisa

Include offert090204 in \Documents\Offerts ready

Check on top to the right that the offert is included.

Now Liza delete the mail in Local folders/Colour expert.

All folders in Local folders now are empty.

## **Wordprocessing in Thunderbird**

There are big possibilities for wordprocessing in Thunderbird.

Suppose Liza will send an advertising mail which reciever doesn't have to open as included.

Start Thunderbird.

Write a mail to corresponding [omvarlden@gmail.com](mailto:omvarlden@gmail.com)

Subject: Advertising

Write Hallo Trailers

Mark text.

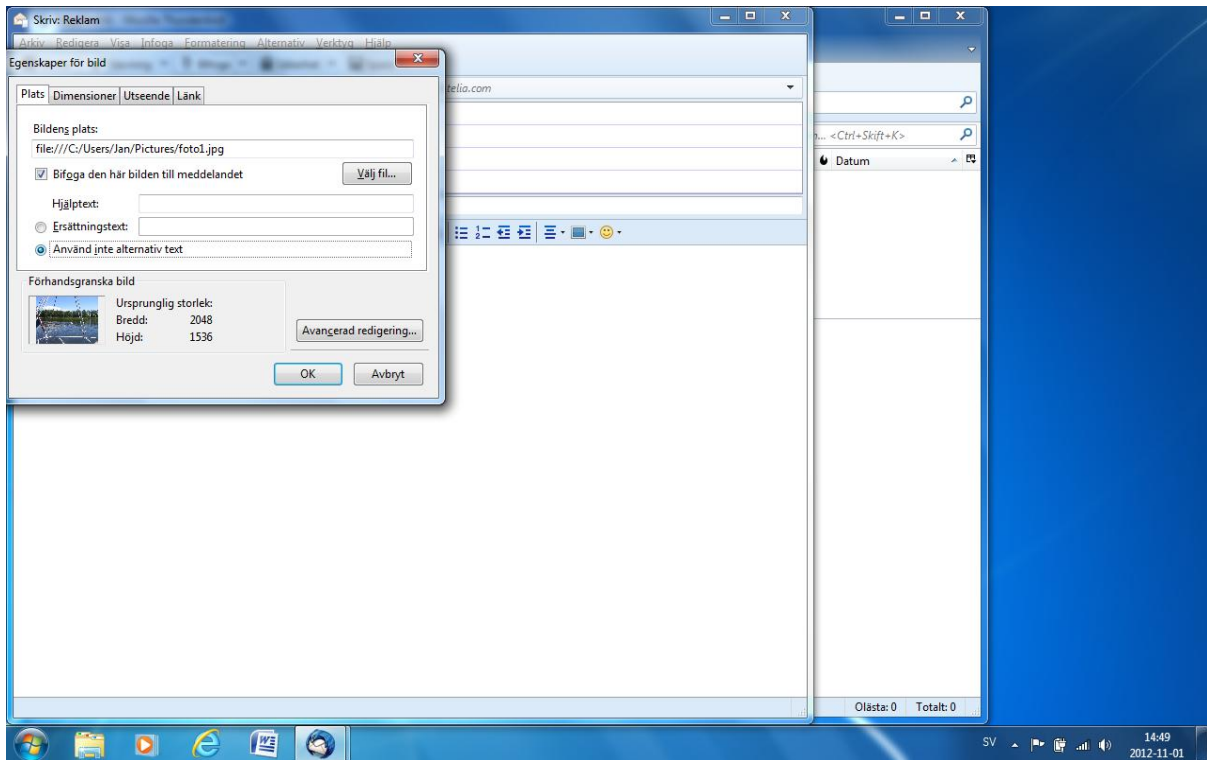
Make it bigger by clicking capital A with small arrow. By clicking several times you can make it still bigger.

You also get Bold letters by clicking A bottom without small arrow.

Make background colour by clicking square with background colour and choose a beautiful colour.

Place cursur under text and click icon/Picture/Picture.

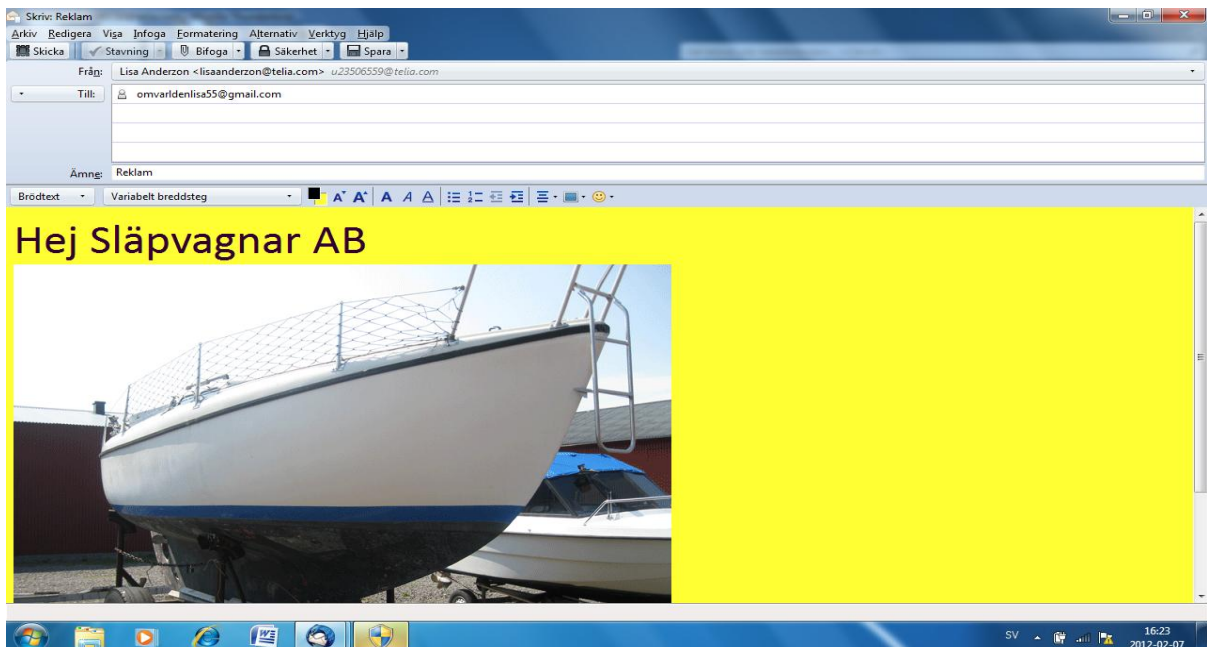




Click choose file.

Click flap Dimensions/choose size and choose 500x375 pixles.

Choose a suitable picture



You may change size by dragging a corner witch keeps proportions. If you drag a short side the broad is changed and if you drag long side height will change.

Suppose Lisa have to make a break.

Click File/Save.

Mail is now saved in Utkast.

Lisa may take a break.

Start Thunderbird again.

Mark Utkast and click twice on stored mail.

Click Edit and go on.

Click in cursor under picture.

Write f. ex. We have extremely low prices on boat colours during week 19.

Lisa save the mail in \Documents\Advertising as boatcolours w 19.

If you now go on and send the mail it will disappear from Utkast.

## **Surroundingworld read mail from Lisa**

Start Gmail.

Logg in as surroundingworld.

Check you are able to print agreement090203 to Welding expert.

Check you are able to print offert090204 to Colour expert.

Check you are able to read advertising mail.

## **Adressbook in Thunderbird**

Start Thunderbird.

Click <Adressbook>.

As you see there are two folders personal adressbook and collected addresses

It is not easy to understand how to handle addresses and create an acceptable structure for the needs you have. Though this adressbook is the best I could find. If you have a small business you may use this adressbook as table for customers.

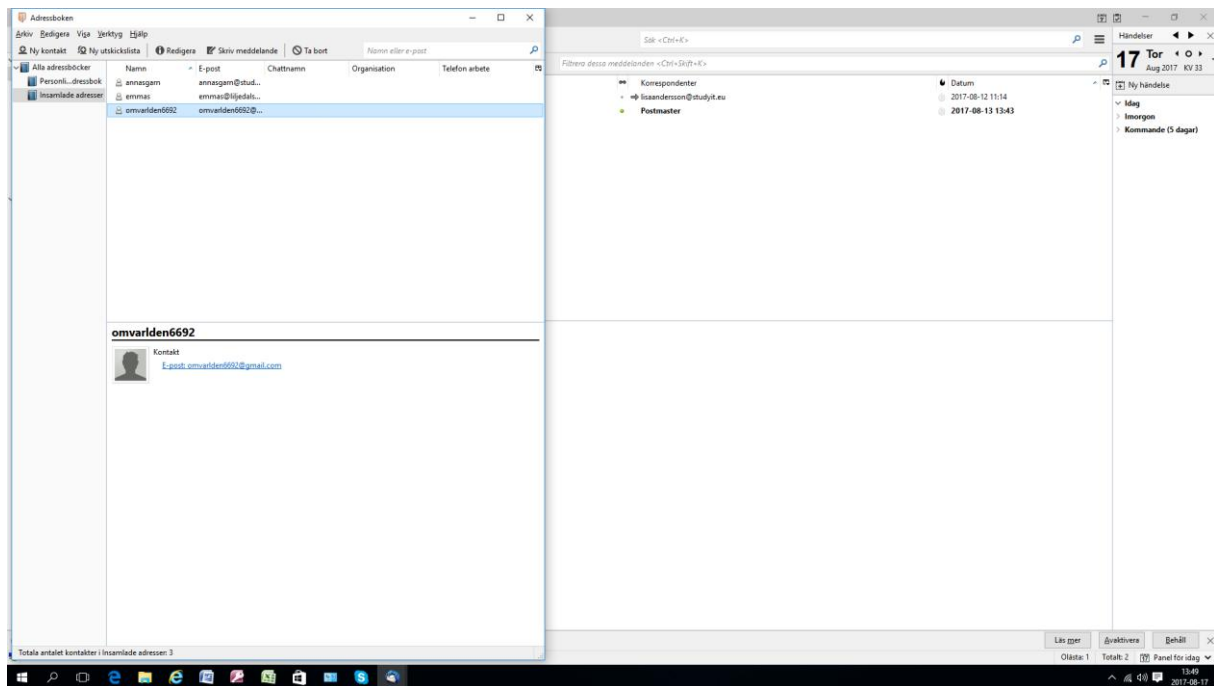
Click Collected addresses.

Here is the address to world around as Lisa has been sending mail to this address.

Click New kontakt and add consisting to [emmas@liljedalsmarina.se](mailto:emmas@liljedalsmarina.se) Rad 7 och 8 i adresslistan. Write only mailadress in square for Emma

Click OK.

Do in the same way with corresponding to [annasgarn@studyit.eu](mailto:annasgarn@studyit.eu). Rad 9 and 10



As you can see first part of address has been written below headline Name. Table will be sorted after first part of mail address if only mail address is dialog square.

Write B and A above mail address where View is written. This may be important if you have big tables and want better searchwords than mailadress.

Click Personal addressbook.

Click New contact.

As you can see you can write a lot of information about every contact.

These are addresses you have got from different persons and you want to save for the future. You add information to an address by clicking twice. You mail an address by clicking it and click on it when it pop up down the screen.

Now add one searching word and write this in square View. All these addresses are not registered and therefore can not be used to send mails.

Fotoshopen	<a href="mailto:svensson5556@gmail.com">svensson5556@gmail.com</a>
Annas garner	<a href="mailto:annasgarn@yahoo.com">annasgarn@yahoo.com</a>
Tito AB	<a href="mailto:andersson555@yahoo.com">andersson555@yahoo.com</a>
Johan Bengtsson	<a href="mailto:bengtsson5556@yahoo.com">bengtsson5556@yahoo.com</a>
Sven Classon	<a href="mailto:classon555@yahoo.com">classon555@yahoo.com</a>

As you can see table is sorted depending on what is written in square View.

You need to registrate a mailadress in table to be able to handle table properly

If you serch for an contact among many contacts you can mark anyone and thereafter write first letter in the one you serch for then you are moved to right place in table.

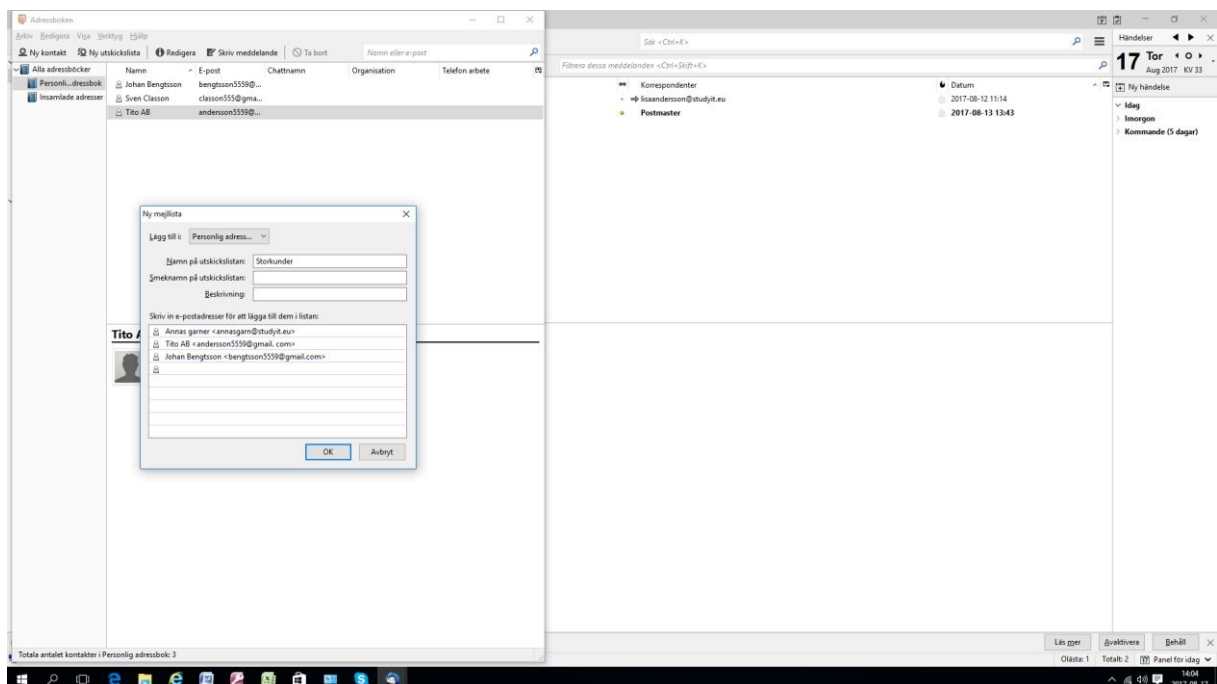
If you have marked Johan Bengtsson and press T you get Tito AB.

## Create a group

Mark Personal adressbook.

Sometimes you maybe want to send the same mail to many addresses.

Click New sendinglist.



Here you can choose name of the group f.ex. Greatcostumers and choose members by writing first letter in their mailaddresses. You may choose contacts from all adressbooks.

Registrate Annas garner, Tito AB and Johan Bengtsson as greatcostumers.

If you write first letter the whole address will pop up and you add it with <Enter>.

Click OK

As you can see the folder Gratcostumers is to the left below Personal adressbook and in table Personal adressbook. If you click twice on folder Greatcotumers you can add or delete addresses.

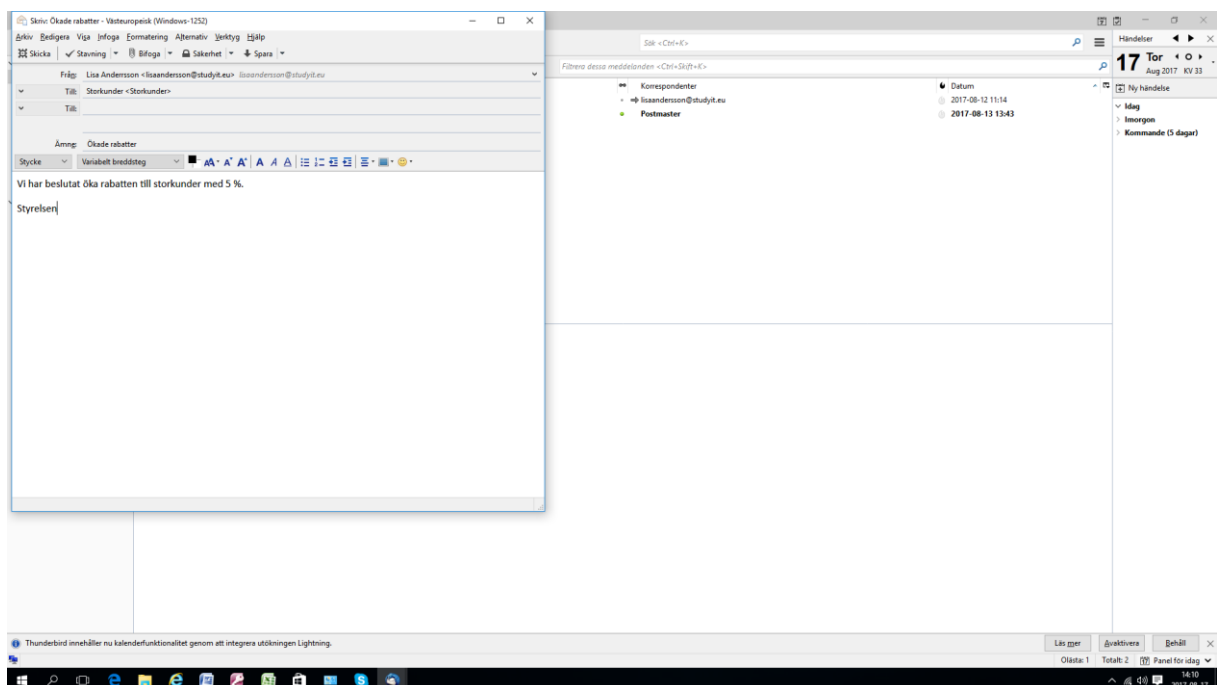
Click OK.

You can click right on an contact and choose delete.

You can move addresses between adressbooks by dragging an address.

## Sending mail to Greatcostumers

Click Write



Write this mail and click Send.

Click folder Sent.

Check the mail has been sent to all members.

## **Export and import kontakts**

If you need to change computer or harddisk you need backup with your contacts.

Start Thunderbird.

Mark the addressbook you want to copy.  
Click Tools/Export.

As you can see a file with type of file .ldif is going to be created.

Save in Documents as adressbook121112.

Mark all addresses in adressbook.

Click right and choose Delete.

Click Tools/Import.

Mark adressbooks

Click <Next>

Mark textfile .ldif.

Click <Next>

Click twice on adressbook121112

Click <Finish>

Check your addresses return.

## **Cloud service**

I have my mailadress on a webhotel. I can send mail with included file less than 70 Mb.

Cloud service means you may use a server situated in an company. If you need to send files bigger than this you can store it on such a server. If your reciever know how to import that file he or she is able to catch the file. In google drive you can use up to 15 Gb for free.

If you can use two computers you can check this.

Start LibreOffice Writer and write: This is bigg file 1.

Save in \Dokument\Storfiler as biggfile1.

Repeat this and create biggfile2 and biggfile3.

Here we are working with small files. When files are greater time for transferring will increase.

Create 2 mailaddresses at google gmail

Here [bengtsson5559@gmail.com](mailto:bengtsson5559@gmail.com) and [davidsson5559@gmail.com](mailto:davidsson5559@gmail.com) will be used.

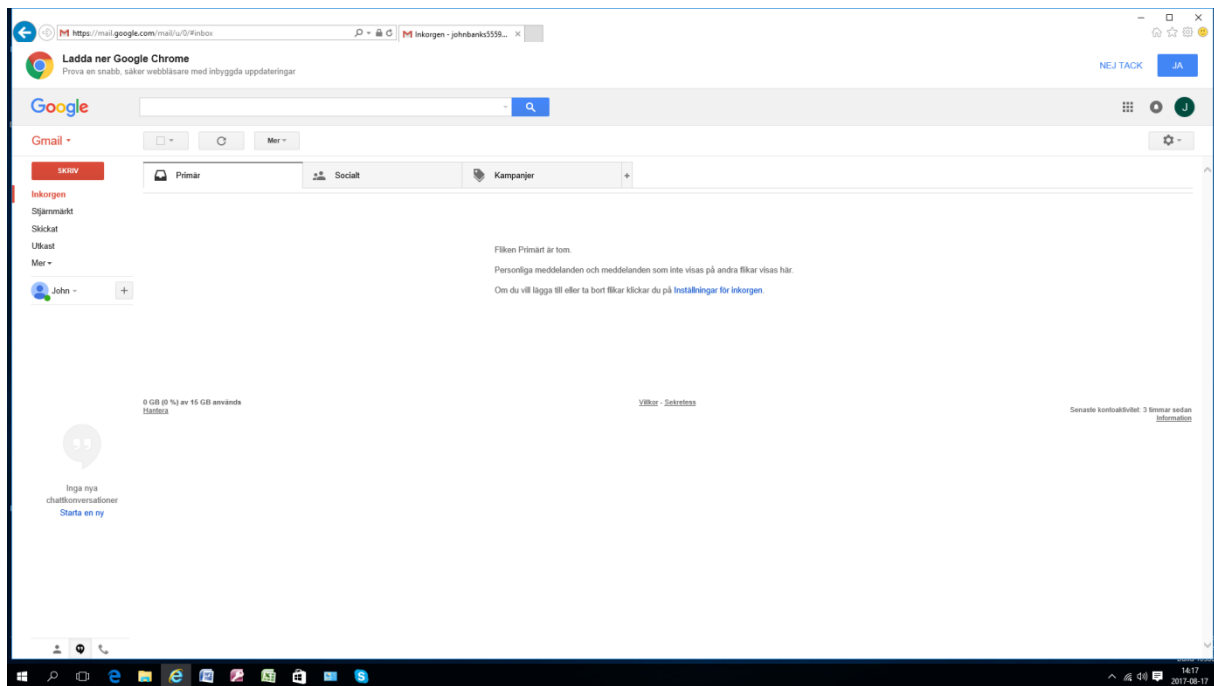
These addresses are in row 11 and 13 in adresslist. Write your addresses row in row 12 and 14.

## **Skicka en fil från dator 1 epostadress bengtsson5559@gmail.com till dator 2 davidsson5559@gmail.com**

Earlier you could use a mailaccount in different computers. Now this must be handled in a special way. There for you have to use the same computer as computer 1 and computer 2 or read about how to use a gmailaccount on different computers

When you will change from gmail to google drive you unfortunately leave google but when you want change account you may stay in google or google drive.

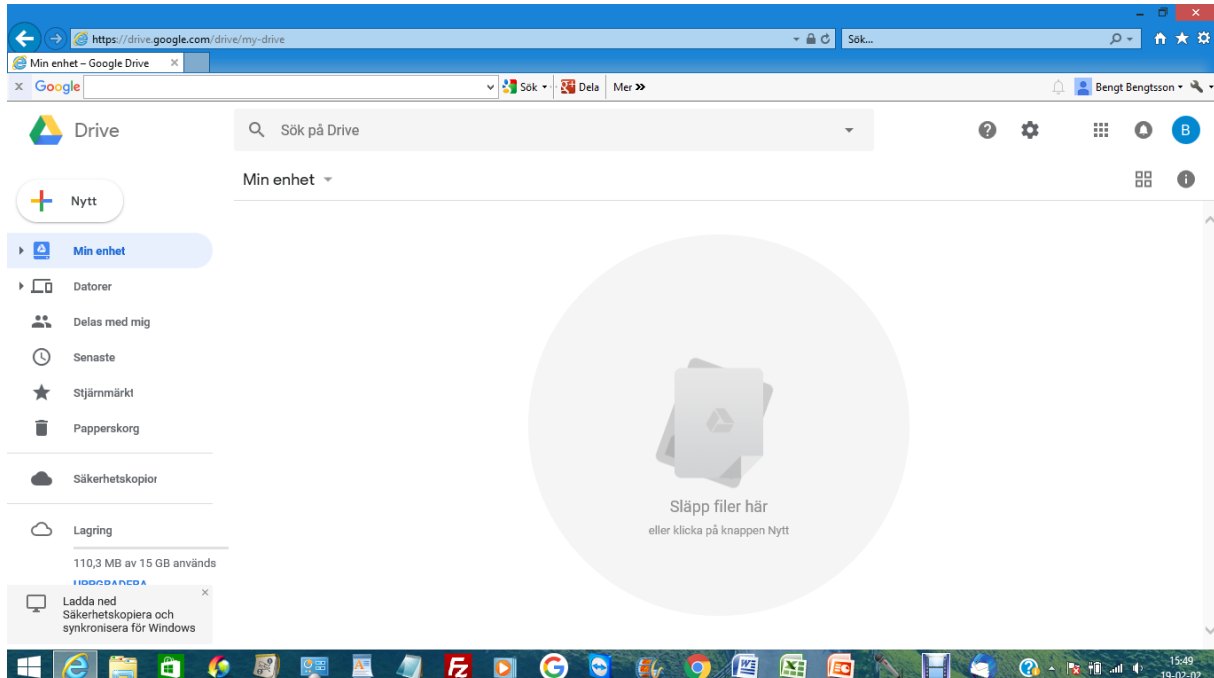
Login to Gmail and bengtsson5559@gmail.com (rad 11).



Check there are no mails in this address.

Logout.

Login to Google drive by clicking net of squares/Drive



Check there are no files in this address.

Check the same on computer 2 and address davidsson5559@gmail.com.  
Rad 13.



## **Upload a file to davidsson**

Login till Google drive at bengtsson5559@gmail.com

Click My unit/Upload files

Click twice on biggfile1 on computer.

Biggfile1 will upload to google drive as LibreOffice Writerfil (.odt).

Click right on biggfile1 and choose open as word on line/gooogle document.

Click Dela.

Write you want to share with davidsson5559@gmail.com

Click Send

Logout johnbanks from googledrive.

## **Davidsson is checking**

Login to gmail as davidsson.

Davidsson has now got mail to share document with Bengtsson. Om du klickar på filnamnet dyker dokumentet upp och du kan redigera det

Cloud service is also handled in windows Swedish and English step 10.

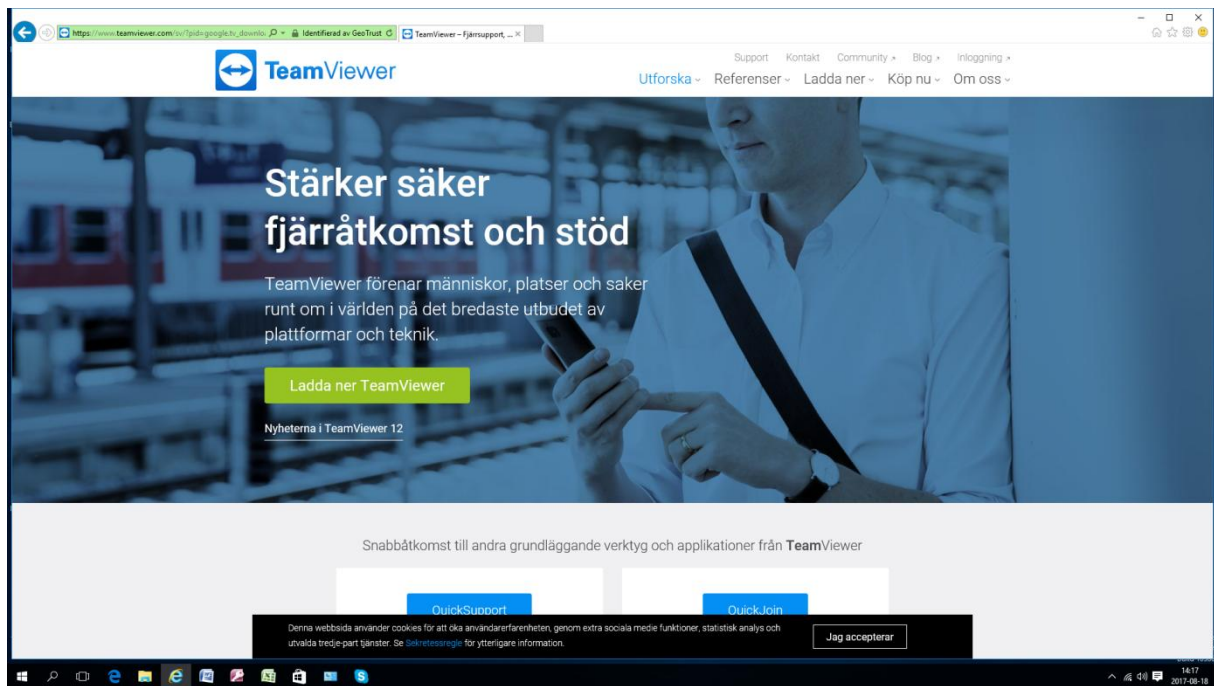
## **Help on distance**

This is working between windos and mac computers.

### **Computer 1**

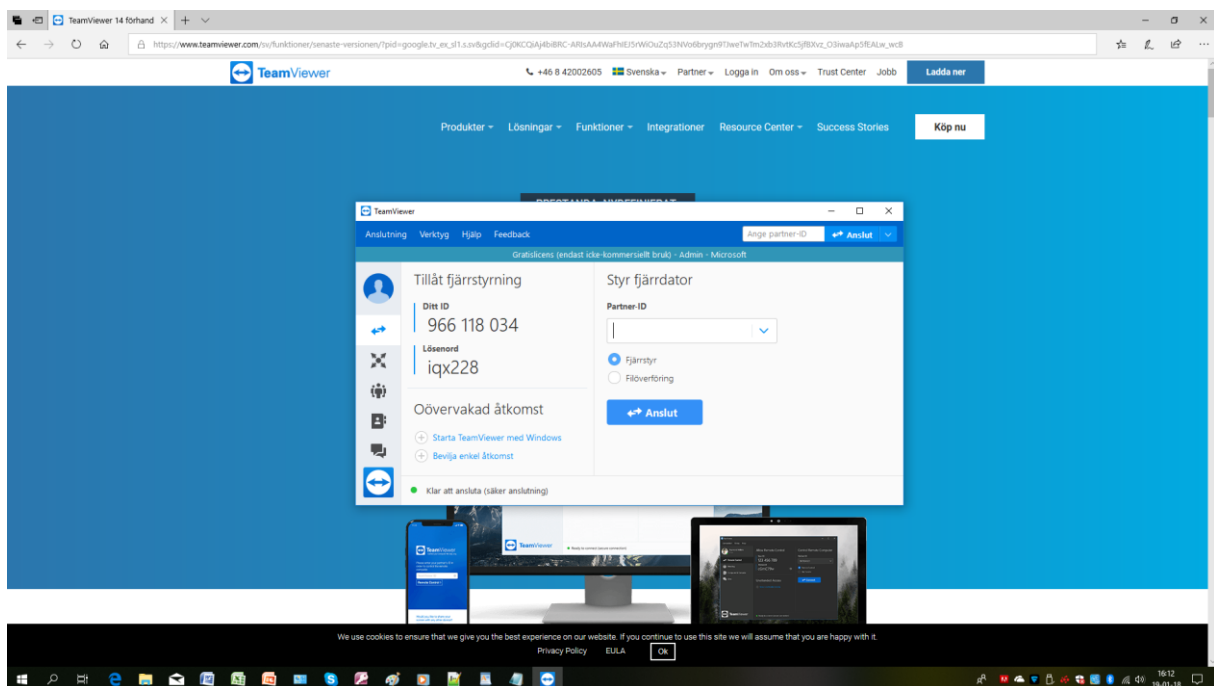
Start webbrowser and google

Seach for Teamviewer.com



Click Free download.

Start program.

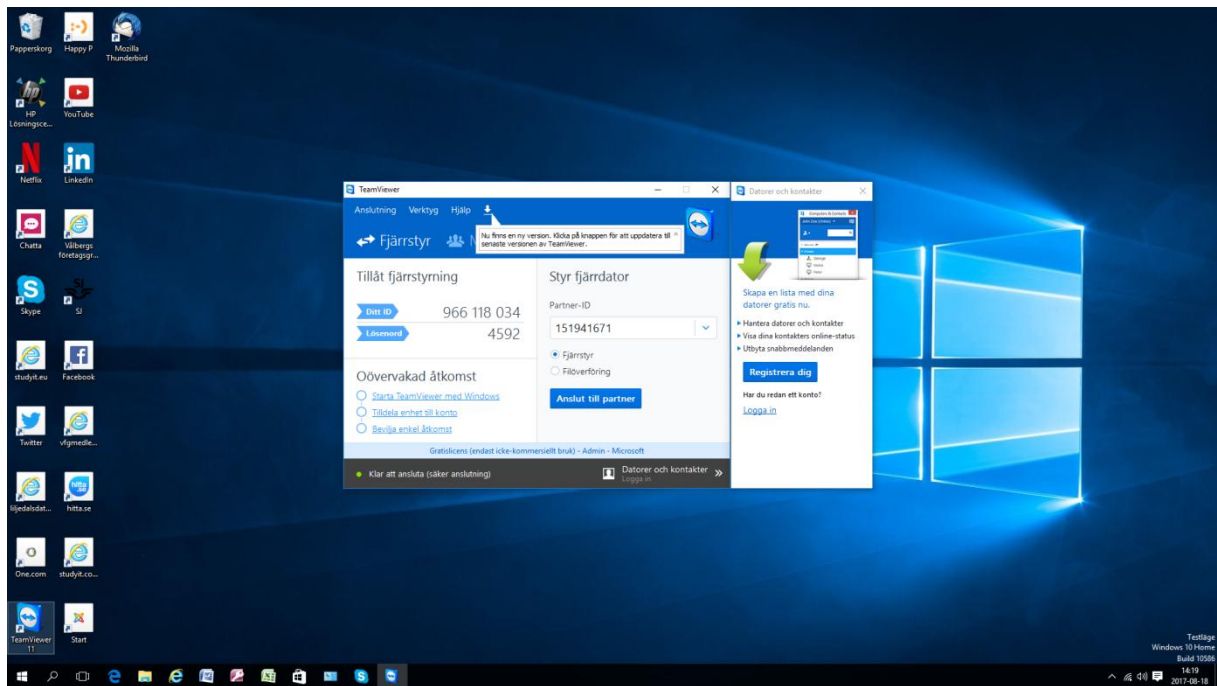


Computer 1 has identity 966 118 034 and password 1877. This is used only by helping computer 1.

## Computer 2

Download team viewer also to computer 2

## Start program



Computer 2 has identity 151 941 671 and password 4737. This computer 1 must know to be able to help computer 2.

### Computer 1

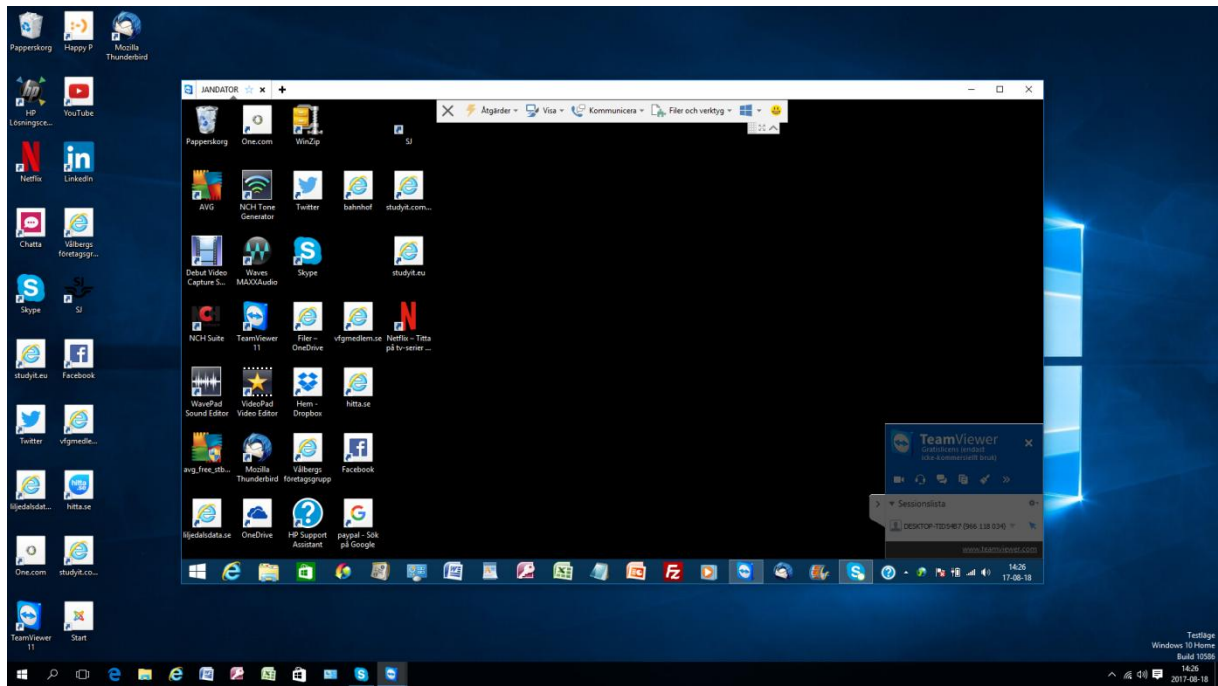
Check remote control is marked.

Login to computer 2 by identity and password. Computer 2 has to have Teamvier running.

Write Partner identity

Click <Connect to partner>

Write password.



Now you can handle computer 2.