

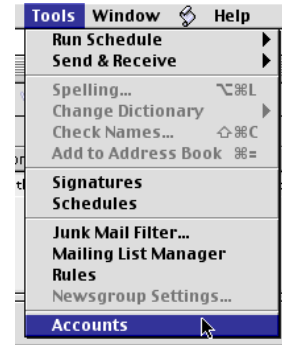
# Sending Email in Japanese with Outlook Express in the Language Media Center

## OPENING OUTLOOK EXPRESS

Look for the 'Microsoft Outlook Express' icon on the desktop.

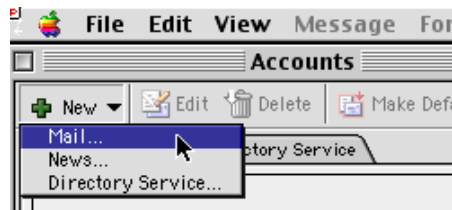


Under the Tools menu at the top, click on Accounts.

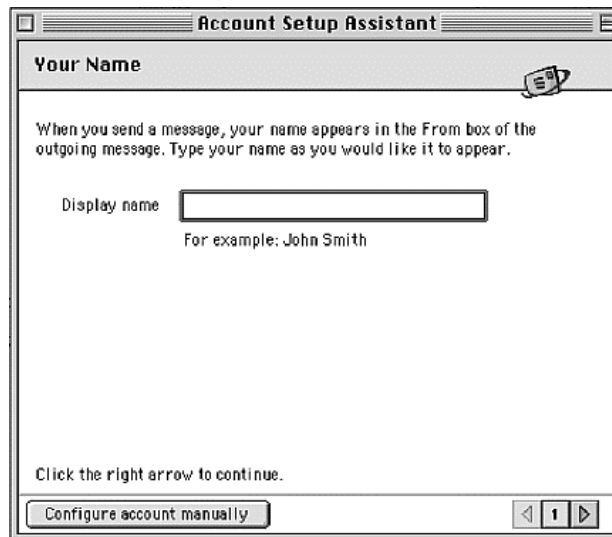


Double-click on the icon to start the program.

The Accounts window will pop up. Click on Mail and then New.



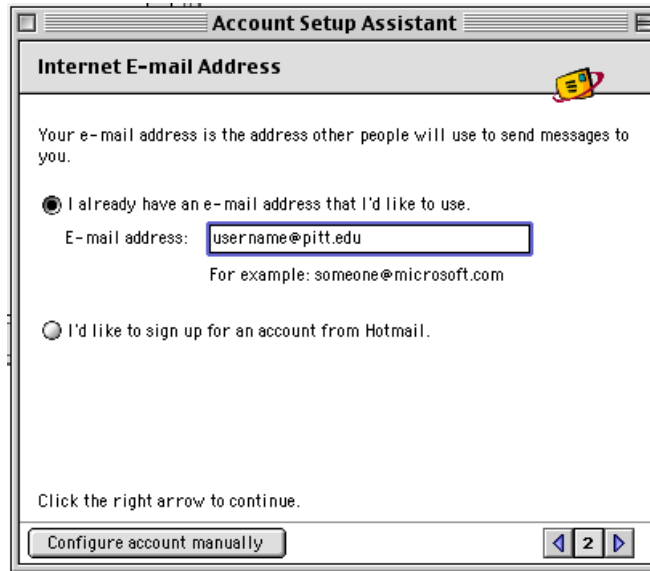
Type in your name.



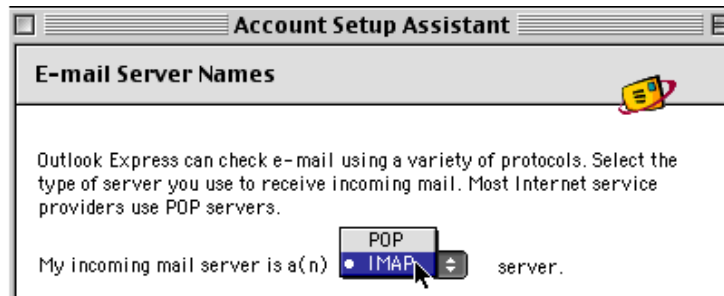
Then click on the right arrow to continue.

Type in your email address.

Click on the right arrow to continue.



Select IMAP as the incoming mail server.



For 'Incoming mail,' type in imap.pitt.edu

Incoming mail (POP, IMAP) server:

imap.pitt.edu

For 'Outgoing mail,' type in smtp.pitt.edu

Outgoing mail (SMTP) server:

smtp.pitt.edu

Click on the right arrow to continue.

For 'Account ID,' type in your user name.

Type in your password.

Click on the right arrow to continue.

The screenshot shows the 'Account Setup Assistant' window with the 'Internet Mail Logon' tab selected. The window title is 'Account Setup Assistant'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account ID' containing the text 'username'. To the right of the text box is a note: 'Note: the account ID is not your e-mail address. Typically, it is the text in your e-mail address before the @ symbol.' Below the text box is a text box for 'Password' containing a series of dots. To the right of the password box is a checked checkbox labeled 'Save password'. Below the checkbox is another note: 'Note: to check your e-mail without entering your password each time, select the Save password check box.' At the bottom of the window, there is a button labeled 'Configure account manually' and a navigation bar with a left arrow, the number '4', and a right arrow. The text 'Click the right arrow to continue.' is displayed above the navigation bar.

Type in a name for your account.

The screenshot shows the 'Account Setup Assistant' window with the 'Congratulations' tab selected. The window title is 'Account Setup Assistant'. The main heading is 'Congratulations'. Below the heading, there is a text box for 'Account name' containing the text 'John's account'. To the right of the text box is a note: 'Please enter a name for this account below. This name is used only for display purposes.' Below the text box is a checked checkbox labeled 'Include this account in my "Send & Receive All" schedule'. Below the checkbox is a note: 'If you would like to include this account in your "Send & Receive All" Schedule for checking mail, select the check box below.' At the bottom of the window, there is a button labeled 'Finish' and a button labeled 'Configure account manually'. A navigation bar at the bottom right shows a left arrow, the number '5', and a right arrow. The text 'To save these settings click Finish.' is displayed above the 'Finish' button. A note at the bottom of the window reads: 'Note: Schedules are available from the "Tools" menu.'

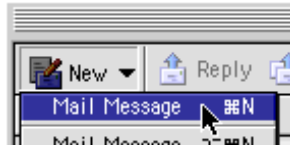
Click on Finish.



Then close the Accounts window.

To send a message:

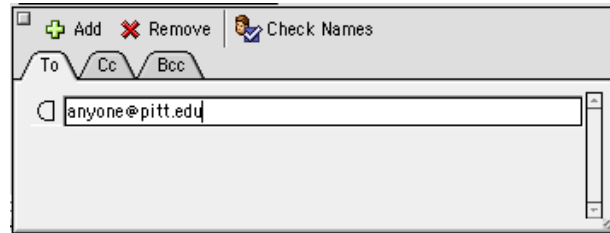
Click on New and Mail Message.



The 'To' box will pop up.

Type in the email address for the recipient.

Hit the Return key.



Type in the subject heading, and hit the Tab key.



Click on the American flag in the top menu bar on the right-hand side.



Then select Japanese.



Once you have selected the Japanese word processing program, you are ready to type Japanese text into an Outlook Express email message. Here are a few simple steps to follow.

## ENTERING JAPANESE TEXT

First, type one or more Japanese words using romaji (romanization). You will notice that as you type each syllable (mora), the corresponding hiragana symbol will appear with a grey underline. You may stop after each word or continue typing until you have completed a sentence. If typed correctly the entire text will be in hiragana.

NOTE: You may use any romanization system, but there are two cautions. First, when typing long 'e' or 'o,' spell them as if they were hiragana.

For example, type 'kirei' (not 'kiree') and you will see:

きれい

Likewise, for 'soo desu' type 'sou desu'.

そうです

The second caution is that to produce the syllabic 'n' you type the letter 'n' twice. For example, type 'sinbun' (or 'shinbun'), being sure to press the letter twice for each 'n'.

しんぶん

## KATAKANA

If you want to type katakana, press the Caps Lock key once and type using romanization. To switch back to hiragana press Caps Lock again.

NOTE: If this procedure does not produce katakana, pull down the 'pencil' menu on the right-hand side of the top menu bar and click on カタカナを入力 . To do this, from the keyboard on the Language Media Center Macintoshes, hold down the Option key and the Shift Key simultaneously and press the letter X. (This process may be slightly different on other computers.)

To return to hiragana, pull down the pencil menu and click on ひらがなを入力 or hold down the Option key and the Shift Key simultaneously and press the letter Z.



| Microsoft Word |    |
|----------------|----|
| 操作パレット表示       | ⌘G |
| 文字パレット表示       | ⌘B |
| 辞書ツール起動        | ⌘T |
| 単語登録...        | ⌘N |
| 環境設定パレット表示     | ⌘U |
| -----          |    |
| 変換のやり直し        | ⌘R |
| 読み再入力          | ⌘Y |
| -----          |    |
| ひらがなに変換        | ⌘J |
| カタカナに変換        | ⌘K |
| 英字に変換          | ⌘L |
| 半角英字に変換        | ⌘; |
| -----          |    |
| ひらがなを入力        | ⌘J |
| ✓ カタカナを入力      | ⌘K |
| 英字を入力          | ⌘L |
| 半角英字を入力        | ⌘; |

Notice that to insert the long vowel mark in katakana, the hyphen symbol is used. For example, type boorupen as bo[hyphen]rupen (remember to press the 'n' key twice at the end), and you will see:

ボールペン

## CONVERTING HIRAGANA TO KANJI

As you type 'kirei' or 'sinbun' you will notice that the program automatically converts them into hiragana with a grey underline. This line indicates that the symbols are not fully integrated into the text of your message/document. If you press the return key, the underline will disappear, signifying that the word has been inserted in your message as hiragana symbols.

If you wish to convert hiragana to kanji, press the Space bar while the grey underline is still present. This will transform some or all of the hiragana symbols into kanji. NOTE: katakana does not convert into kanji.

For example, type 'yamamoto,' and the hiragana symbols will appear with a grey underline.

やまもと

Next, press the Space bar, and you will see the first conversion into kanji. Notice that the kanji have a black underline, indicating that further change is possible.

山本

If the program has chosen the correct kanji, press Return. The word will be inserted in your message and the underline deleted.

山本

If the choice of kanji is not correct, either press the Space bar again or press the up or down arrow keys. A box with additional options will appear. Using the arrow key select the correct kanji, and press Return. Then press Return again to remove the black underline and insert the word in your message.



If the program chooses kanji for a word or phrase you prefer to write in hiragana, for example 'ashita', use the up or down arrow key to select the hiragana option. Then press Return twice to insert it in your message.



When a series of hiragana have been typed and the Space bar pressed, the program automatically groups the kana into sets. The active set is the one with the heavy black underline. If the program selects the wrong grouping, you can alter that by holding down the Shift key and pressing the left arrow key to decrease the grouping, or the right arrow key to increase the grouping. Type: kesa simasita

家刺しました

今朝しました

Once the correct grouping is achieved, use the up or down arrows to select the correct kanji/kana option.

## TYPING LARGER SEGMENTS

Now let's try a sentence with all 3 sets of symbols. Type: 'asita yamamoto sensei ga pittubaagu e irasshaimasu.' Remember to switch into katakana for 'pittubaagu,' using the hyphen for the long vowel, and back to hiragana for the remainder of the sentence. Be sure to type 'he' for the particle 'e'. Typing a period (.) will produce the Japanese 'maru'.

あしたやまもとせんせいがピッツバーグへいらっしゃいます。

When you press the Space bar once, the entire sentence will be grouped into sets with a black underline. There should be a heavier underline under the first set 'asita'.

あした山本先生がピッツバーグへいらっしゃいます。

You may select either kanji or hiragana for this word by using the up/down arrows. To move to the next grouping 'yamamoto' press the right arrow once. If this kanji combination is correct, continue to the right. If not, use the up/down arrows to select the appropriate symbols.

The next word is 'sensei', and the 'ga' may be grouped with it. (This often happens with particles.) The next word is 'pittubaagu' and again the particle 'e' may be grouped with it.

The final group is 'irassyaimasu' (which may also be typed 'irasshaimasu'). Note that even if you press the Space Bar for this last word there is no kanji option since this word is never written in kanji.

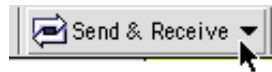
Once the forms are correct, press the Return key to insert the sentence into your email document. Prior to pressing the Return key, you may return to the left (using the arrow key) to change the kanji/kana selection, or the grouping. Once the Return key has been pressed and the underline removed, the choice of kana/kanji cannot be changed.

## SENDING THE MESSAGE

After you have finished writing the message, click on Send Now in the upper left-hand part of Outlook Express.



To get messages, click on Send and Receive.



Select the desired message in the INBOX. Double-click on it to read it.

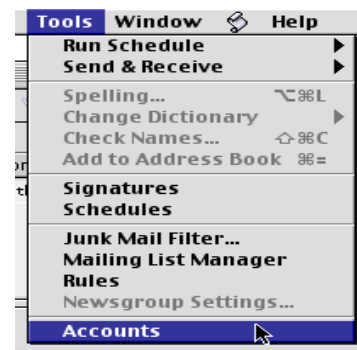
A screenshot of the Outlook Express 'INBOX' view. The window title is 'INBOX'. There are search filters for 'subject' and 'starts with'. The message list has columns for 'From', 'Subject', and 'Received'.

|        | From                  | Subject                       | Received         |
|--------|-----------------------|-------------------------------|------------------|
| [icon] | Diana F. Menz         | Re: most cancer               | 4/11/01 12:01 PM |
| [icon] | Karla Frazier Octavio | Fwd: learning to teach online | 4/11/01 11:35 AM |
| [icon] | Yonus Alyaz           | Re: CALICO CALL Document      | 4/11/01 11:33 AM |
| [icon] | June Thompson         | EUROCALL Research Award       | 4/11/01 11:13 AM |
| [icon] | June Thompson         | EUROCALL membership           | 4/11/01 10:52 AM |
| [icon] | Carol Lynch           | RE: helio release             | 4/11/01 10:44 AM |

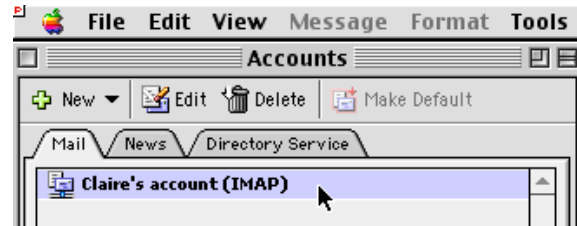
**VERY IMPORTANT:** If you set up an account in a public computer such as the Language Lab, you do NOT want to leave your account on the computer! When you have finished, you should delete the account.

## DELETING YOUR ACCOUNT

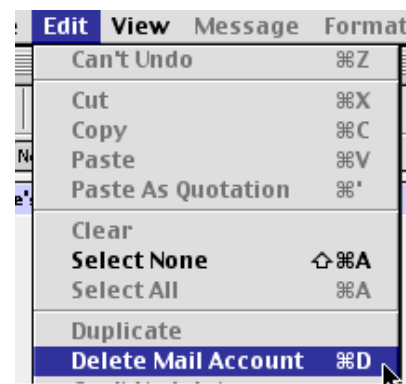
Select Accounts from the Tools menu as before.



Select the name of the account that you wish to delete.



From the Edit menu, select Delete Mail Account.



When you see this message, click on Yes.

