

Introduction to E-mail



This information sheet walks brand-new email users through the process of setting up a free email account, logging in, composing and sending messages, and opening received messages. E-mail is short for electronic mail. It's like sending mail but without the paper. You can send an email to several people at a time. The class is intended for those who do not yet have an email account. Basic computer knowledge is required.

Rules:

There are no spaces in an email address. Most do not allow for punctuation marks or symbols. An email address consists of a login name followed an @ followed by the email provider, i.e. loginname@gmail.com

Register with an email provider:

Have a login name and password in mind before you begin. You will need both each time that you log into your account. Login names are usually case insensitive, which means it does not matter if you type capital or small letters. Passwords are case sensitive so they must be exact. Including capital and small letters as well as symbols makes a password more secure.

Some free providers:

- yahoo.com, ymail.com, rocketmail.com
- gmail (requires call-back to confirm email registration)
- hotmail
- aim.mail

Often when you sign up for a free email account, the provider includes a range of services in addition to the email such as a calendar, photograph album or a notebook.

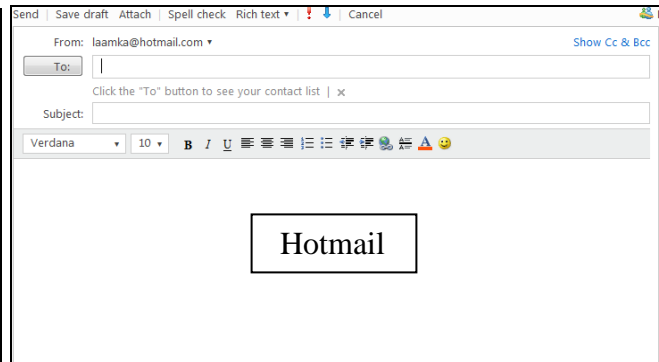
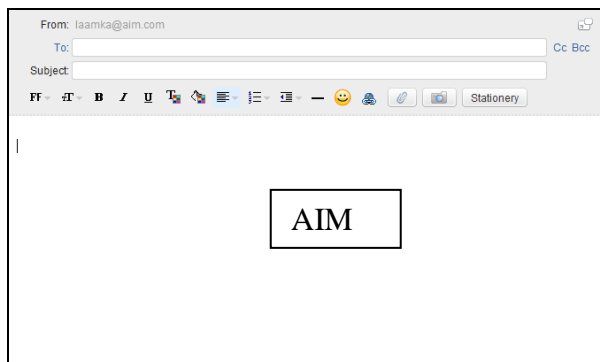
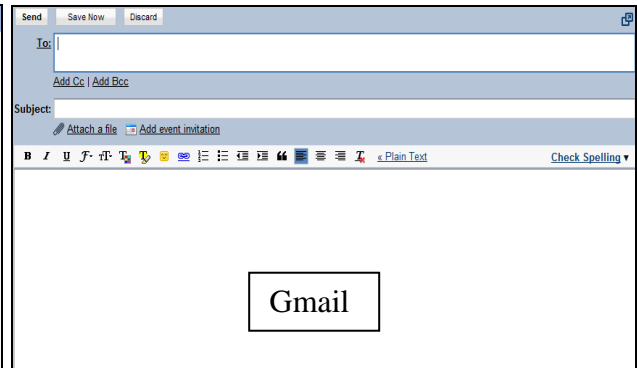
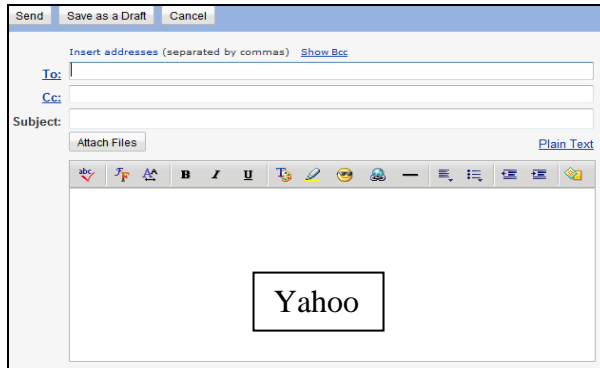
To open an account:

- Go to your choice gmail.com or hotmail.com. For yahoo.com or aim.com click on the email link.
- Click on *Sign up*
- Fill out the form: Choose a unique login name. If the one you choose first is not available, you will be given alternative suggestions. Use one of those or try another combination to see if it's unique and available. Next choose a password. Using a combination of small and capital letters, numbers and symbols makes your password stronger. The password should not be something that someone else will guess.
- Choose a security question and the answer to your question. Remember your answer. You will be asked the question again if you forget your password in the future.
- The form may ask you to read and reproduce a word called a captcha that they have altered for security reasons.
- If all blanks have been filled you can click on *Create My Account*.
- Your new e-mail address will be *Loginname@yahoo.com* (gmail.com, aim.com, hotmail.com).
- Each time you log into your e-mail account you will be asked to type in your login name and password.



Parts:

- **To:** Enter the e-mail address of the person to whom you are sending the e-mail.
- **CC:** Carbon copy. Shows additional people you are sending the e-mail to
- **BCC:** Blind carbon copy. Allows you to send mail to several people without giving them the names and e-mail addresses of the other people to whom you sent the same email.
- **Subject:** What the e-mail is about
- **Body:** Can be like a letter. Often times more brief than a letter.
- **Editing tools:** bold, italics, font size and color, spell check, 😊 smilies.



Sending E-mail:

- **Go to Compose or New**
- **Type in email address of person you are sending your message to**
- **Type in subject of message**
- **Type in your message**
- **Click on send**

When you send email, a copy of the email is saved in your *sent* folder. If you start email and want to finish it later, save it as a *draft*.

Attaching files:

Start an email and while the compose email window is open, click on *attach a file*. This will open a box or window that lets you choose the place or path to the file on your computer that you want to attach to the email. It may take a few seconds to upload the file to the email server. Longer files take longer time to upload. (Size limits: Yahoo and Hotmail up to 10 MB. Aim and Gmail up to 25 MB)

Address Book or Contacts:

Email accounts come with an address book that allows you to save the email address of your friends and contacts. If you have a contact's email in your list, the contact's email address will be automatically completed when you start to type the address.

Email Terms:

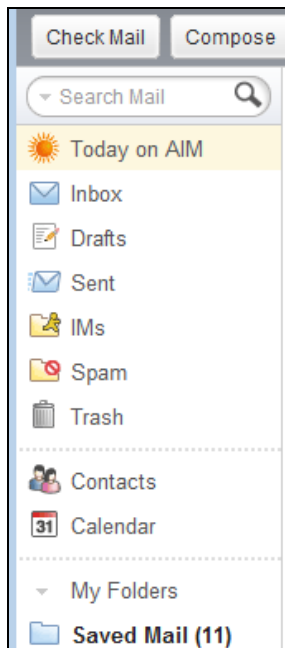
Spam: Spam is unsolicited junk mail sent indiscriminately. You might have some of the mail you are looking for sorted into this folder by your email provider. You can move it into a different folder if necessary.

Virus: a software program that damages computers may be sent through your email. **DO NOT** open up an email that is not recognizable.

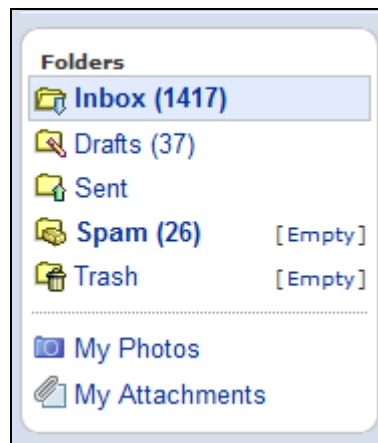
Phishing: The act of sending an e-mail to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

Advanced options: Themes, calendars, signatures, folders, pop/imap.

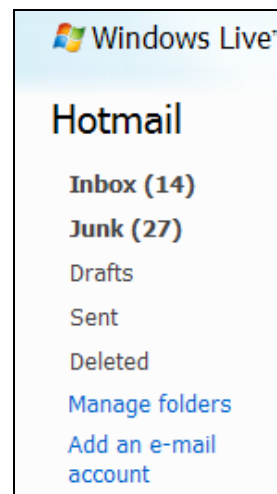
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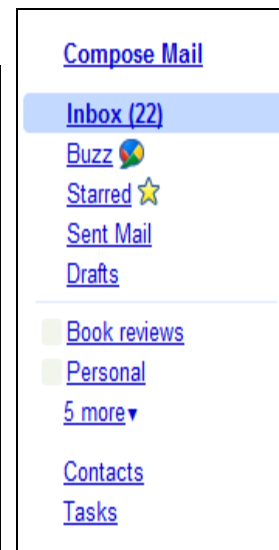
Aim Mail



Yahoo Mail



Hotmail



Gmail

