

# Email Basics

Welcome to Email Basics. Today we will be covering how to send an email, how to add attachments, how to reply or forward an email, and how to use the different folders in your email account.

## Setting up an Account

The first thing to consider when setting up an email account is which email provider you would like to use. Some of the most common free email providers are:

Yahoo -> mail.yahoo.com    Google -> gmail.com

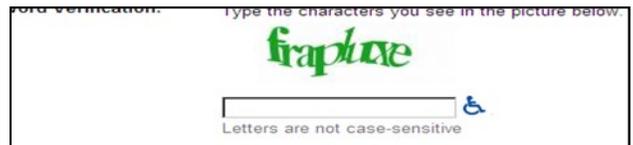
Once you have chosen a provider, you would go to that provider's email website. The main page on the website should have an option for setting up a new account.

For Yahoo and Gmail, there is a button that states Create Account. Outlook has a button that states Sign Up. Just click on the button to set up an account. Usually the button takes you to a form requesting personal information about you. You would have to create a user name or ID and password using any combination of numbers and letters. You usually have to check the availability of a user name to make sure that someone else is not using that name. Once you find an available user name, you will need to enter a password.



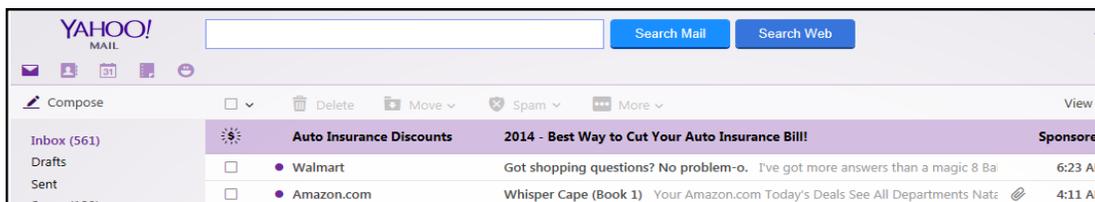
Next you will usually be prompted to select a security question and an answer to that question. If you forget your password and request for them to send you your password information or if you want to change your password, they will ask you the security questions to verify that you are the person who set up the account.

The final step in setting up an account is just to retype a security code into a box. This code verifies to the e-mail server that you are a human user. The code is usually a combination of letters or numbers. You would retype the code exactly how it is shown on the screen into the box provided and click Create Account. This should set up your email account.



## Inbox

Your inbox is your starting place when you open your email. Your inbox contains all the emails that have been sent to you.



In your Inbox, you should see a list of all your emails. The email listing should include who sent it, a subject heading, the date it was sent it, and the size of the email. E-mails that are **bolded** are messages that have not been read yet, If the e-mail is not bolded, then the e-mail has been read before.

## Other Folders

Most email accounts have different default folders to help you organize your emails, such as:

- Draft: This folder holds emails that you have started typing but have not sent.
- Sent: This folder contains messages that you have typed and sent to people.
- Spam: This folder contains emails that seem to have been sent to large groups of people indiscriminately. Also labeled Junk folder.
- Trash: This folder contains all the emails that you have deleted.

You can add other folders to your list to suit your needs. Each email provider has a different method for adding files. Some have a button that allows you to add folders. Other email providers require you to right click over your Inbox folder and select New Folder or Add Folder. As you can see, there are numbers beside the folders. These numbers are the number of unread emails in the folder, which lets you know that have not read these e-mails yet. You can label the folder anything you would like. Folders are a way to keep your emails organized.

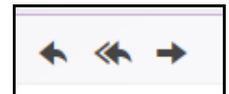


## Opening an Email

To open an unopened email, you would left click on the subject heading. To open an email you have already opened, you would double left click on the email from the inbox list.

## Responding To an Email

When you receive an email, you have several options. You can keep the email in your Inbox or move it to another folder to save it. You can also respond to the email or forward the email to someone else. There are two options to respond to an email:



Reply: allows you to respond to the person who sent you the email

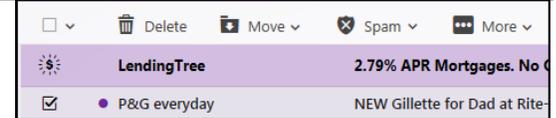
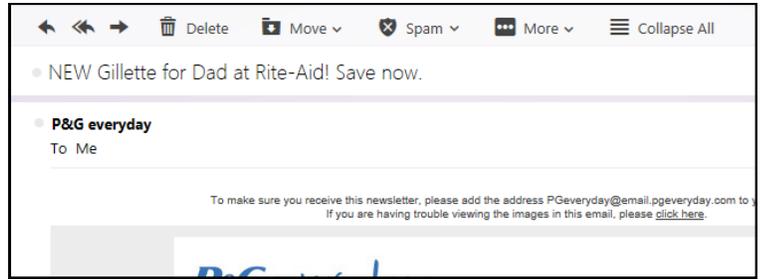
Reply All: allows you to respond to the people who received the initial email (In cases where you are not the only person who received the initial email)

You can also forward that email. Forwarding the email is simply sending an identical copy of the original email to someone else. They will be able to see who the original email was from if you do not delete that information from the forwarded email. You would have to enter the email address of the person you are sending the forwarding email to but the subject heading from the original message will show under the subject heading for the forwarded message. It is usually good to add some text to the forwarded message so that the person receiving it knows why you sent it to them.

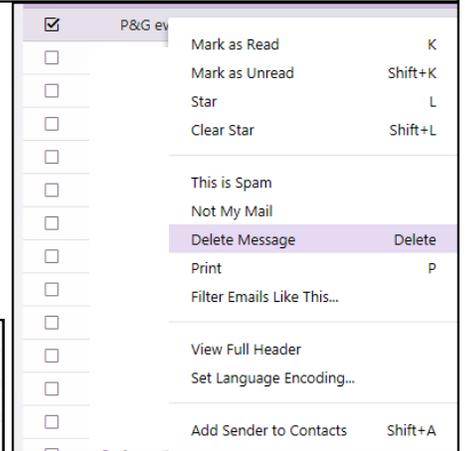
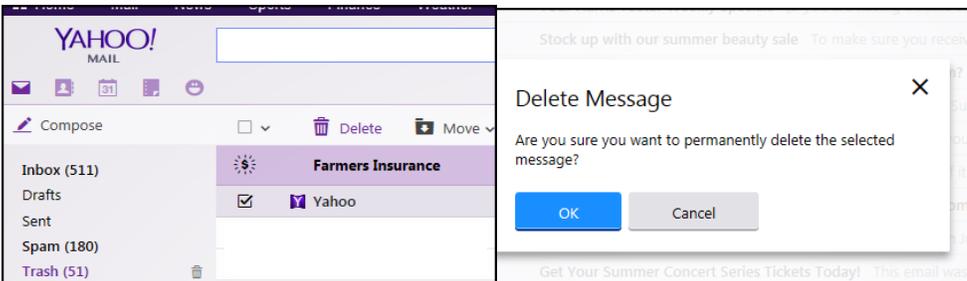


# Deleting an Email

There are several ways to delete an email. You can open the email and then click the delete button at the top of the screen. You can delete a message without opening the email. When in your Inbox list of emails, you can check the box next to the email listing and then click delete at the top or bottom of the window. You can also right click on email from the Inbox list and then select Delete from the popup menu.

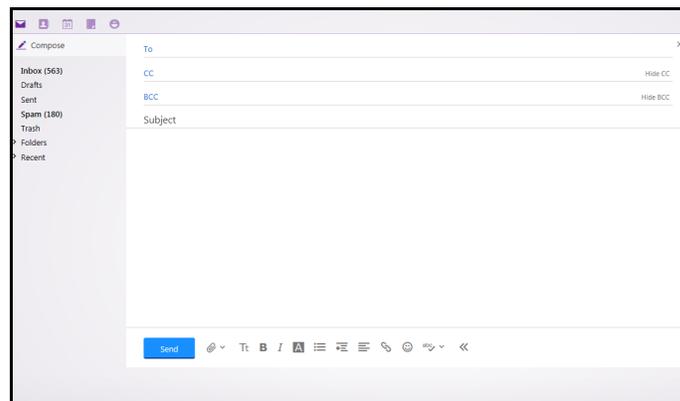


Anything you delete from a folder is sent to the trash folder. The email will remain in your trash folder until you permanently delete it from that folder or it will be held for a limited time depending on your email provider. It is good to regularly delete emails that you do not want. To properly clean out your account, you will have to delete emails from your Sent folder and other folders, including your trash folder.



# Compose Mail

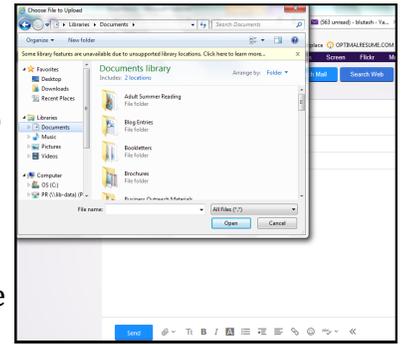
To send someone an email you would click on the New Message button. Some email providers have a different name for the same button. For example, Yahoo's button states Compose. No matter what the title of the button, a new popup window should appear on screen that looks something like this:





You would select the location of the file and then select the appropriate file name. Click the open button to open the file into the email or you would select attach to add the document to the email. The document should show up in the email above the text box.

If you decide that you do not want to send the email anymore you can just click the cancel button and the computer will not send the email. If you have to get off the computer for some reason, you can save the unfinished email to your drafts folder.

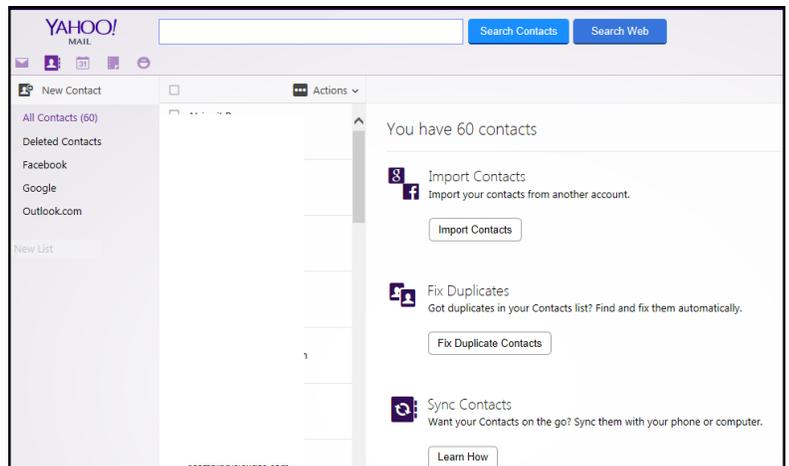


## Contacts

If you have certain people that you email regularly, you can add them to your contact list. Your contact list can also be called the address book. Your contact list makes it easier for you to send emails because you do not have to remember the email address of people you contact frequently by email.

To add a new person to your contact list, you just need to click the Add Contact or New Contact button. A screen should pop up similar to the one to the right, requesting information about the new contact. You can enter as much or as little information as you feel comfortable adding. You should at least put the person's name and email address for each contact. Then be sure to click the Save button to add the contact to your list.

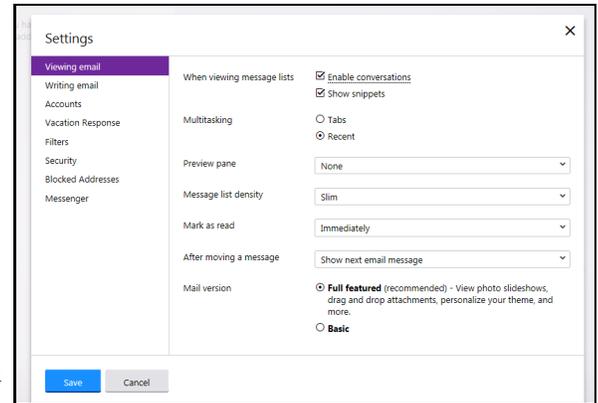
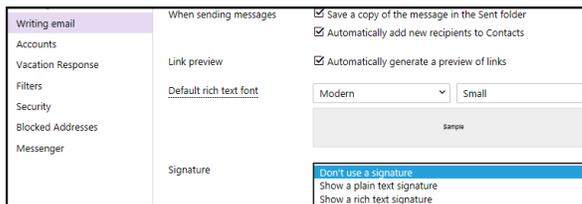
Once a person is added to your contact list you can just select their name from you contact list to add them to an email. Just click in the To box and search for the name. Or you can just start typing the name and some email services will automatically start filling in names that correspond to the letters you are typing in the email address box. You can add, edit, and delete entries at any time.

A screenshot of the 'Add Contact' form. It is divided into three sections: 'Contact Details' with fields for First Name, Middle Name, Last Name, Email, and Mobile; 'Work Details' with fields for Job Title and Employer; and 'Personal Details' with fields for Birthday, Anniversary, and Website. Each field has a corresponding '+' icon to its right. At the bottom, there are 'Save' and 'Cancel' buttons.

# Settings

You can always change the setting in your email to change the look of the account or to setup certain features that would make it easier for you to use. To access your options, you would select the options or settings button for your account.

Under settings, you can add a signature so that your name and contact information is added to every new email that you send.



## Personal and Career E-Mail

When deciding on an e-mail account, it is important to consider the purpose of the e-mail account. If it is created to send personal e-mails to friends and family, then a personal username would be sufficient (ex. surfin4eva@gmail.com). If you are creating this account to apply for jobs, it is better to put your name in the usernames, to make your resume more professional (ex. jhradford@yahoo.com).

## Conclusion

When you are finished using your email account you should always Sign Out of your account. Now you know the basics. It is good to use the email account at least once every few months. If you do not use it for a long period of time the provider might delete the account for lack of activity. The more you use your email account, the easier it will be for you to use the many features that are available to you. Thank you so much for joining us for this Email basics class.

Enjoy the rest of your day!

