

## Basics of E-mail – Class Outline

### **Introduction:**

- 1) In this course we will be logging into a sample e-mail account through Gmail. We will discuss the basics of using an e-mail account, including sending and receiving e-mail and organizing your mail within your account. We will not be signing up for individual accounts today, but you will be given instructions on how to do so if you choose to open an account on your own.
- 2) Email = Electronic mail.
- 3) Email compared to snail mail (paper mail)
  - a) snail mail – write your message, address the envelope, send it
  - b) email – computer program instead of paper, electronic address book, delivered by computer program over the Internet instead of by postal service
- 4) Web-based email
  - a) uses the Internet to compose, send and store your email
  - b) reminder: the Internet is a generic term for the connections between computers
  - c) set up an “email account” (like a bank account) – some accounts are free, some cost money (you get more if you pay)
  - d) your account is accessible from ANY computer that has Internet access (no need for special software or to use the same computer that you used to sign up)
- 5) Account access = username + password
  - a) username and password are usually chosen by you when setting up an account
  - b) username = how the email program knows which account to access – can be your name, your nickname, your dog’s name, your name + your birthdate, etc.
  - c) you may have to get creative with your username – JoeSmith is probably taken!
  - d) password = how the email program knows that it’s OK to access the account
- 6) Your username is part of your email address
  - a) email address = username @ [explain the “at” sign] place (domain) . [explain the “dot”] type of place (write this on the board – username@place.typeofplace)
  - b) the company that provides your account will supply the part after the @
  - c) no spaces! Caps may or may not matter
  - d) Must be letter-perfect! (computers are literal)
  - e) if it doesn’t have an @ it’s not an email address!
- 7) Which email program?
  - a) Lots to choose from ([www.emailaddresses.com](http://www.emailaddresses.com) lists hundreds of sites)
  - b) Two of the most popular are Gmail and Yahoo!
  - c) We’re going to use Gmail today but no endorsement implied

## Gmail:

- 1) Log on by opening internet explorer and typing [www.gmail.com](http://www.gmail.com) in the address line.
  - a) On the right side of the page you will see a place to enter a username and password. Please use the information on the tags that you received at the beginning of the class for these two items.
  - b) We are using sample accounts to save time and also so that if you do not want to sign up for an account today, you may do so later, on your own time.
  - c) Once you have entered a username and password, click on the button that says "Sign in"
  
- 2) G-mail Account at a glance
  - a) Signing in will automatically take you to your inbox. An inbox is where all of your incoming mail goes when it has been sent to your account
  - b) On the left side of the page, you will see a column of folders or links to different locations within your e-mail account; Inbox, Starred, Chats, Sent Mail, Drafts, All Mail, Spam, Trash. You will notice that the folder we are currently viewing, in our case the Inbox, is highlighted in blue. The folders allow you to organize and access you messages.
    - i) We will not be discussing the chat feature in the class today but it basically allows you to have live conversations with other users that are logged in to their accounts at the same time as you are.
    - ii) Clicking on the folder name will take you to that location where gmail gives you a short explanation on the functions of that particular folder.
  - c) Have the class click on each folder and read the explanations together.
  
- 3) The Inbox
  - a) Actions bar: Located at the top of the inbox in blue, these options allow you to manage the messages you receive. To select a message to perform an action to, click on the box to the left of the message (it should put a check mark on that message). Any action selected will be performed on all selected messages (you can select more than one).
    - i) Archive will move a message to the All Mail folder so that you can save the message without cluttering your inbox.
    - ii) Report Spam will delete the selected messages and report the sender as junk mail. The terms junk mail or spam are used to describe advertisements, product offers, offensive materials and chain letter type forwards that will occasionally be sent to your account.
    - iii) Delete will erase the selected messages
    - iv) More Actions Tab will allow you to mark selected messages in various ways \*look at these options with the class and explain what each action will do (it's pretty self-explanatory) Mention that Starring a message can be used to indicate important messages for easier viewing
    - v) The Second line of actions will select all messages marked a certain way so that you can perform the same action on multiple messages which have been marked the same way

- 4) Opening received messages: You will see a message from your instructor in your Inbox. To open it, simply click on the message. You will see the message text and options to forward or reply to the message below the message text.
  - a) Forwarding will send the same message on to the recipients of your choice (as many as you want). You must enter the e-mail addresses of the people that you would like to receive the message. This option is often used to send online chain letters or jokes to multiple recipients at once.
  - b) Replying allows you to respond to the sender of the message and will automatically put the sender's address in the "To:" line of your new message. The reply will also contain the original text of the message as well as your response.
  
- 5) Contacts List: You can also choose to add the sender of the message to your contacts list. This list serves as an address book, you can enter address and phone info as well as e-mail addresses of people that you correspond with frequently.
  - a) To do this scroll back to the top of the message, you will see a drop down menu on the right that says reply. Click on the down arrow to view additional options. We will select the one that says, Add Instructor to Contacts List. Once you select this you should receive a message, highlighted in yellow that confirms that the address has been added to the list.
  - b) To open: click on the Contacts folder on the left hand side of the page. You can add a new contact by clicking the button on the top left with a single figure and a plus sign. This will bring up fields for contact information
  - c) You can also group certain contacts together. For instance, you may want a group for family, colleagues or members of your book club. This is done using the button with two figures and a plus sign. After you name the group, you can put individual contacts within that group.
  - d) To send mail to one or more of your contacts, open the contacts list and select the contacts by putting a check mark in the box to the left of their name. On far left you will see a link that says e-mail. Click on that and a new message will come up to selected contacts.
  
- 6) Composing a new message: Go to "Compose Mail" on the left side of the page above the Inbox folder.
  - a. In the "To:" field, you must enter a valid e-mail address with a Username@domain format (use your instructor's e-mail address) \*write this on the board, [InstructorLCLS@gmail.com](mailto:InstructorLCLS@gmail.com). You can also add this address from your Contacts list by clicking on the person's name from the list beneath the Contacts folder. If you are sending to multiple addresses, they must be separated by a comma.
  - b. The Subject field is used to give your recipient some idea of what your message is about. Be specific, you may want to avoid very simple or common subjects such as "Hi" due to spam a high prevalence of use in SPAM messages.

- c. The Text Field is where you will compose your message. You can format your message using the icons located directly above the text field.
- d. Attaching files: You can attach images and documents to your message so that they may be viewed by your recipient. Click on attach a file (next to paperclip icon). This will allow you to browse in your computer for the file you intend to attach.
- e. To send the message click "Send" on the bottom left of the page.

7) A few more things:

- a) Links along the top of the screen, i.e. Calendar, Documents, Photos, etc. are additional services provided by gmail that you may sign up for on your own time if you think they will be useful to you. There is usually some explanation of what the services entail if you click on the link.
- b) Signing up for your own account: From the log in page, click on the text that says "Sign up for gmail" on the lower right of the page and follow the instructions. You will need to create a unique username; many people use their first and last name. Gmail will also prompt you to pick a password and enter some personal information. Just follow the instructions and you will be on your way.