



Presents:
Internet II
Email Basics

By Angie Harris

Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

Internet II

Agenda

- What is Email?
- Navigating Yahoo Email
- Navigating Gmail

Goals and Objectives

- Learn what email is and the different providers available
- Learn how to create an account
- Learn how to navigate, use, and customize your personal email
- Learn how to attach files

What is Email?

- Email is a way to exchange digital messages via the internet.
- By having an email account you will be able to send and receive messages instantly, helping you stay connected with friends, family and the rest of the planet.

Advantages of Email over Conventional Mail

Email

- Send messages instantly
- Access anywhere
- Free with internet connection
- Send emails to large numbers of people at once

Conventional Mail

- Mail arrives after 2-3 days
- Fixed physical address
- Cost of a stamp
- Individual letters for more than one individual

Other Email Advantages

- Contains other tools (calendar, contact list, chat)
- More than just text: share pictures and other files
- Easy to organize (when you know the tricks)
- Private (password protected)
- Access other parts of the web

Email Providers

- www.yahoo.com



- www.google.com



- www.att.net



- Note: you must have AT&T as your internet provider to access these email clients

- www.hotmail.com



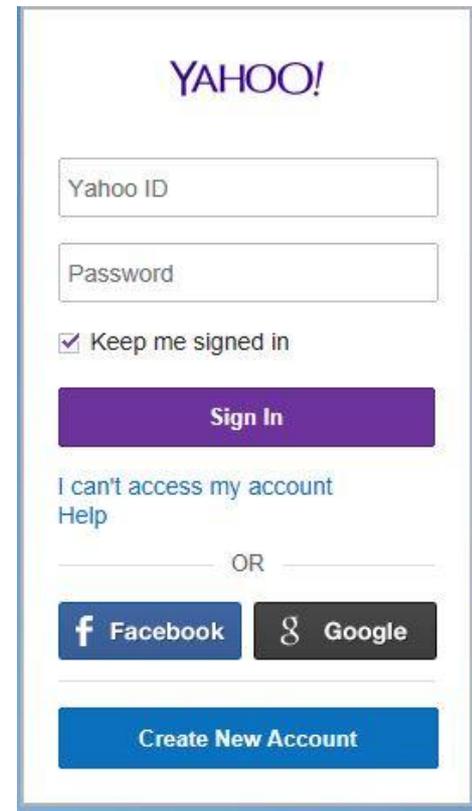
Navigating Yahoo Email



Creating An Email Account

There are several different options for email providers. Some of the more popular providers are Gmail and Yahoo. Signing up for an email account is quick and simple. Here is how you sign up for a Yahoo account:

1. In your web browser, go to yahoo.com
2. Click the “Mail” button in the top right corner
3. Click “Create New Account” button in the box
4. Fill out the required information including your name, username, password, and a few other things.
5. Click “Create Account” button



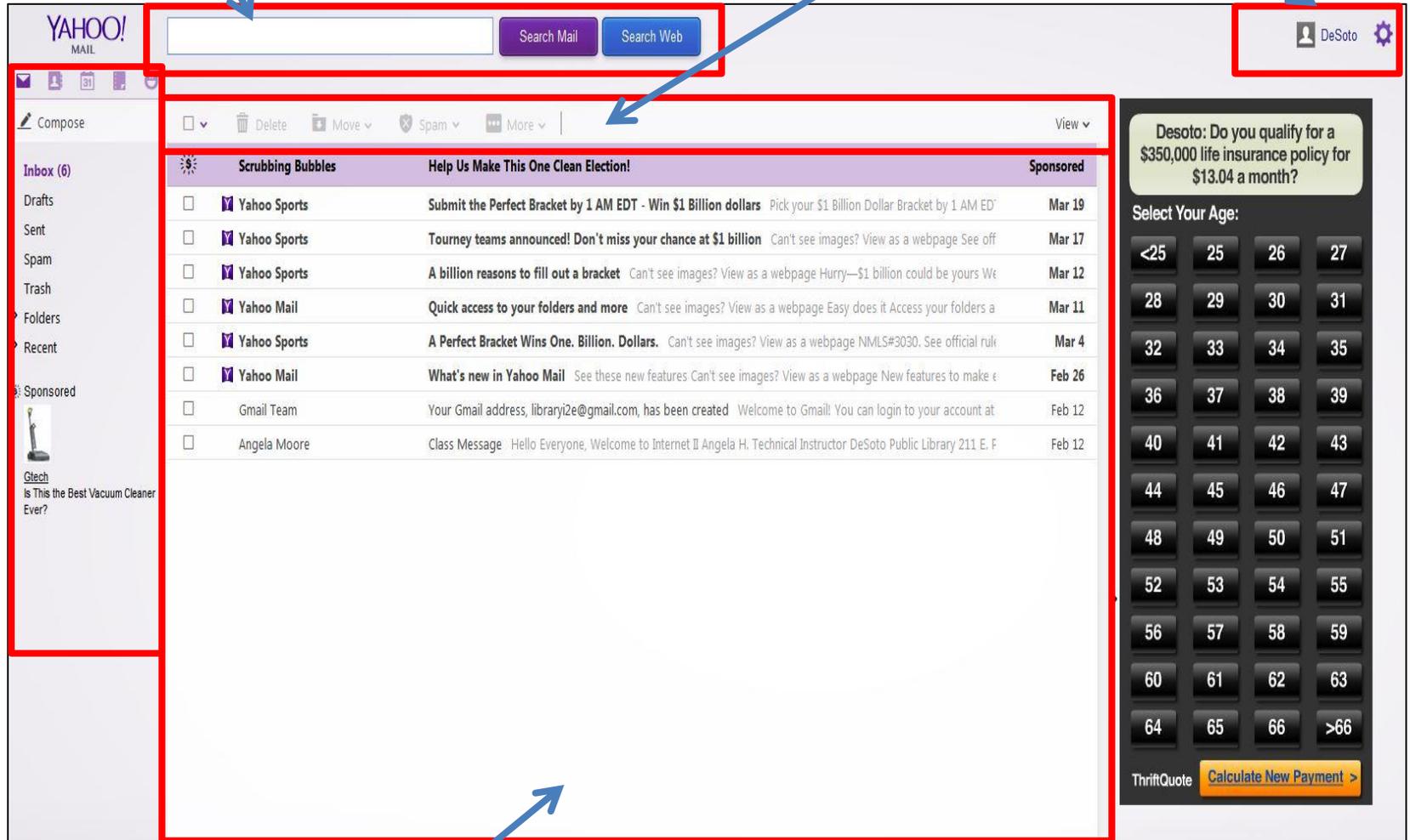
The image shows a screenshot of the Yahoo! login and account creation interface. At the top, the Yahoo! logo is displayed in purple. Below it are two input fields: "Yahoo ID" and "Password". A checkbox labeled "Keep me signed in" is checked. A purple "Sign In" button is positioned below the password field. Underneath, there are links for "I can't access my account" and "Help". A horizontal line with "OR" in the center separates the sign-in section from the account creation section. Below this line are two buttons: a blue "Facebook" button with the Facebook logo and a dark grey "Google" button with the Google logo. At the bottom, a large blue "Create New Account" button is centered.

Email Homepage

2. Search Box

3. Action Box

5. Manage Account and Customize Email



4. Viewing Pane

Email Homepage Cont.

1. **Navigation Box** – where you compose and access all email folders, contacts, and other email functions
2. **Search Box** – allows you to search for emails using key words or phrases
3. **Action Box** – where you carry out organizational actions such as delete, print, and moving email to folders
4. **Viewing Pane** – where you see all the emails you have in a folder
5. **Manage Account & Customize Email** – contains all your profile and account settings including themes, security, and email settings

Navigation Box

- **Inbox** – the main email folder containing all received emails
- **Contacts** – contains all your contacts' information
- **Calendar** – input your events and set reminders to be sent to you
- **Notepad** – make notes or jot down things to remember later
- **Messenger** – Yahoo's instant messaging service
- **Compose** – write a new email
- **Drafts** – contains emails you've started writing but haven't sent yet
- **Sent** – contains all emails you've sent
- **Spam** – contains unwanted and/or advertisement "junk" mail
- **Trash** – contains all emails you've deleted
- **Folders** – contains all folders that you create to organize your emails
- **Recent** – shows your recent email activity

Action Box

- **Checkmark Box** – allows you to checkmark all emails on the page
- **Delete** – send an email to the trash folder for deletion
- **Move** – move your emails to folders you've created
- **Spam** – mark an email as spam so any future emails from that address will be sent to the spam folder
- **More** – Mark emails as read or unread, print, and set filters
- **View** – allows you to sort email, open and close a preview pane, and change the line spacing of emails

Manage Account & Customize Email

- Manage Account allows you to 
 - Upload a picture of yourself from Facebook or your computer
 - Include information like your birthday, interests, and alternative contact info
 - Manage your account info and profile privacy
 - Sign out of your account
- Customize Email allows you to 
 - Change the background theme of your email
 - Manage all email settings
 - Get Help with Yahoo email

Composing An Email

1. From the navigation box, click **Compose**. This will open a window where you can compose an email.
2. Enter email addresses in the **To** line.
3. Access your CC and BCC options by clicking the **CC button** on the **To** line.
4. In the **Subject** line, write the main point of your email.
5. Click in the big white box below the “**Subject**” line. This is the **Body** of the message.
6. Write a greeting (**Hello, Hey, Hi, etc.**), write your message, and include a closing at the end (**Thanks, Sincerely, etc.**) with your name and if appropriate a signature with contact information.
7. Edit your text using the options at the bottom of the box, attach files, spell check, and add emoticons
8. Click the **Send button**.



Composing an Email cont.

- **CC (Carbon Copy)** - adding email addresses to the CC line of an email is a way to send a copy of an email to someone who is not the main recipient. Use CC to keep people informed of topics they may have an interest in.
- **BCC (Blind Carbon Copy)** - adding email addresses to the BCC line of an email is a way to email multiple recipients without revealing their email addresses to other recipients. This is good idea if you want to protect the privacy of your contacts.
- **Note:** If a contact is already saved in your Contacts folder, typing their name or email in the **To** line will fill in the rest of their info automatically
- **Note:** Emails automatically save a draft every minute until you send it.

Attaching a File

Method 1

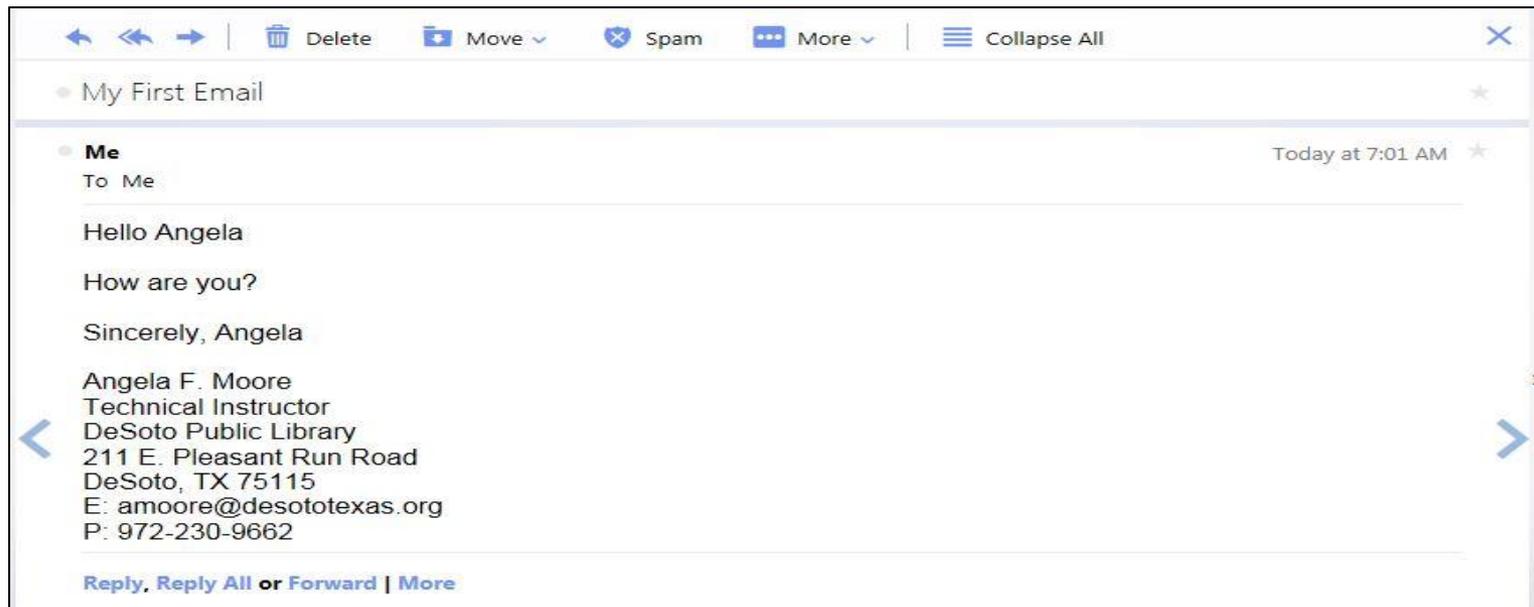
- Click on the paper clip icon next to the send button 
- The Windows Explorer dialog box pops up to your folders
- Click on Documents to choose a file, Pictures to choose a picture, Music to choose music, and Video to choose a video
- Select the file you want and click Open.

Method 2

- Drag and Drop files is now a feature of Yahoo email
- Open Windows Explorer
- Choose a document, picture, music file, or video
- Drag and drop it into the email

Reading & Replying to an Email

- **Reply** – send email back to the person who sent it only
- **Reply all/Reply to Conversation** – send email back to everyone that the email was sent to
- **Forward** – send a copy of the email to someone else
- **Spam** – allows you to report an email as a hacked account or phishing scam
- **More** – allows you to mark as unread, read, starred, and print
- **Collapse All/Expand All** – minimizes multiple messages in one email for easier viewing



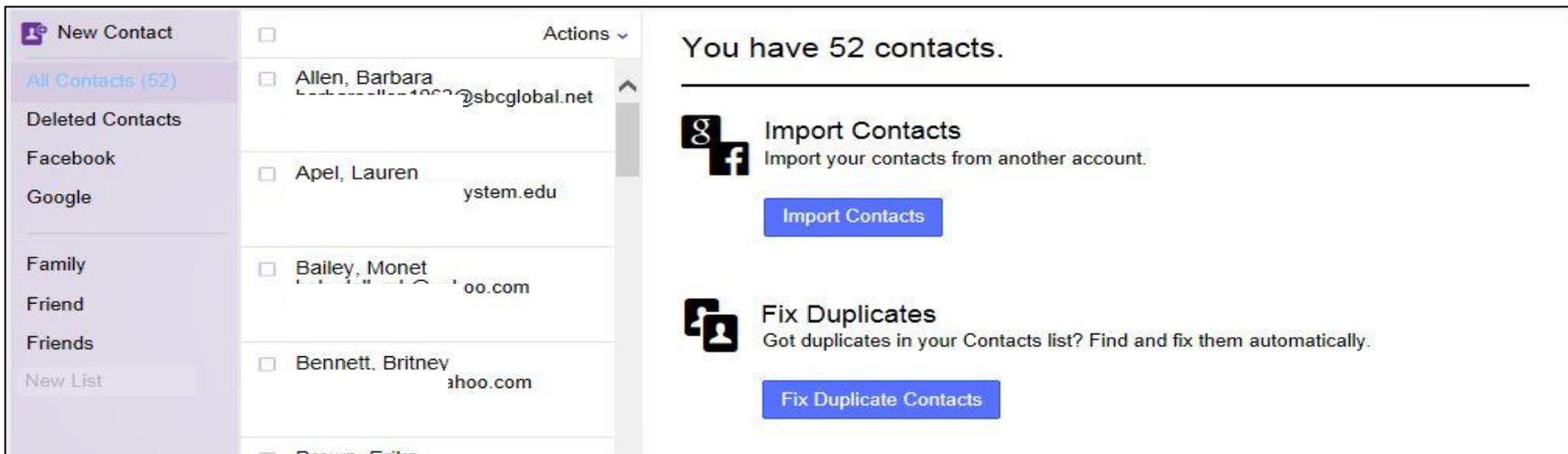
Creating Folders

- Creating folders allows you to organize your email messages
- Click on Folders in the Navigation Pane
- A menu opens down that shows all the folders you have.
- To move an email into a folder, drag and drop it onto the folder, checkmark it and choose the Move option in the Action Box, or choose the Move option while you have the email open.
- To create a new folder click on the folder icon with a plus sign in it that appears when you hover over 'Folders'



Creating Contacts

- Using email allows you to keep an address book of contacts.
- View your contacts by clicking on the Contacts symbol
- **New Contact** – lets you put in new contact information
- **Lists**- allow you to create groups to assign contacts to such as family, friends, work, etc. Assigning people to groups not only organizes people by relationship but gives you the option of sending emails to everybody in that group when you compose a new message
- **Actions** – lets you sort how your contact list is viewed
- **Note:** You can also add contacts by opening an email you've received and clicking on the sender's name. This will open a menu where you can select Add to Contacts



Email Hints & Tips

- Emoticons – you can add emotion icons to your email messages when words just won't suffice 😊
- In the viewing pane when you hover over an email you have options to search, delete, or mark as starred on that email.
- If you have important emails you want to be able to find easily, click the star icon next to them so that later you can view just your starred (important) emails using the View option in the Action box
- Empty your Trash and Spam boxes regularly. If an email goes to your spam box that is not spam you can checkmark it as not spam so it will go to your inbox in the future and vice versa.
- Any email that has a paperclip symbol to the far right means it has an attachment.
- Customize your inbox and your account settings by changing the background theme, setting up your account preferences, creating a signature, programming email filters, and a lot more.
- When you click on options in the action box you will see keyboard shortcuts next to some items that you can use instead of your mouse.
- When you hover over folders in the navigation box, a tip will pop up telling you how many emails are in that folder. Whenever you have new emails the folder will be bold and display how many new emails there are.

Review

- What makes the search box useful?
- If I want to manage all my email settings, what icon do I click on?
- If I want to print an email, what option do I choose in the action box?
- What's the difference between a cc and a bcc?
- What are the two methods of attaching files to an email?

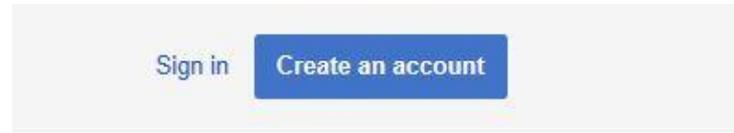
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3. Click “Create an Account” button in the top right corner
4. Fill out the required information including your name, username, password, and a few other things.
5. Click “Create My Account” button



Creating an Email Account cont.

How you'll appear

Choose how you appear across Google by creating a public Google+ profile.
Include a photo - you can update it at any time.



Welcome!

Your new email address is libraryi2e@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

[Continue to Gmail](#)



Welcome to Gmail - Hi John Welcome to Gmail Meet the inbox Your inbox

Welcome!

For a quick tour of Gmail's key features, click **Next**.



[Next >](#)

Gmail Homepage

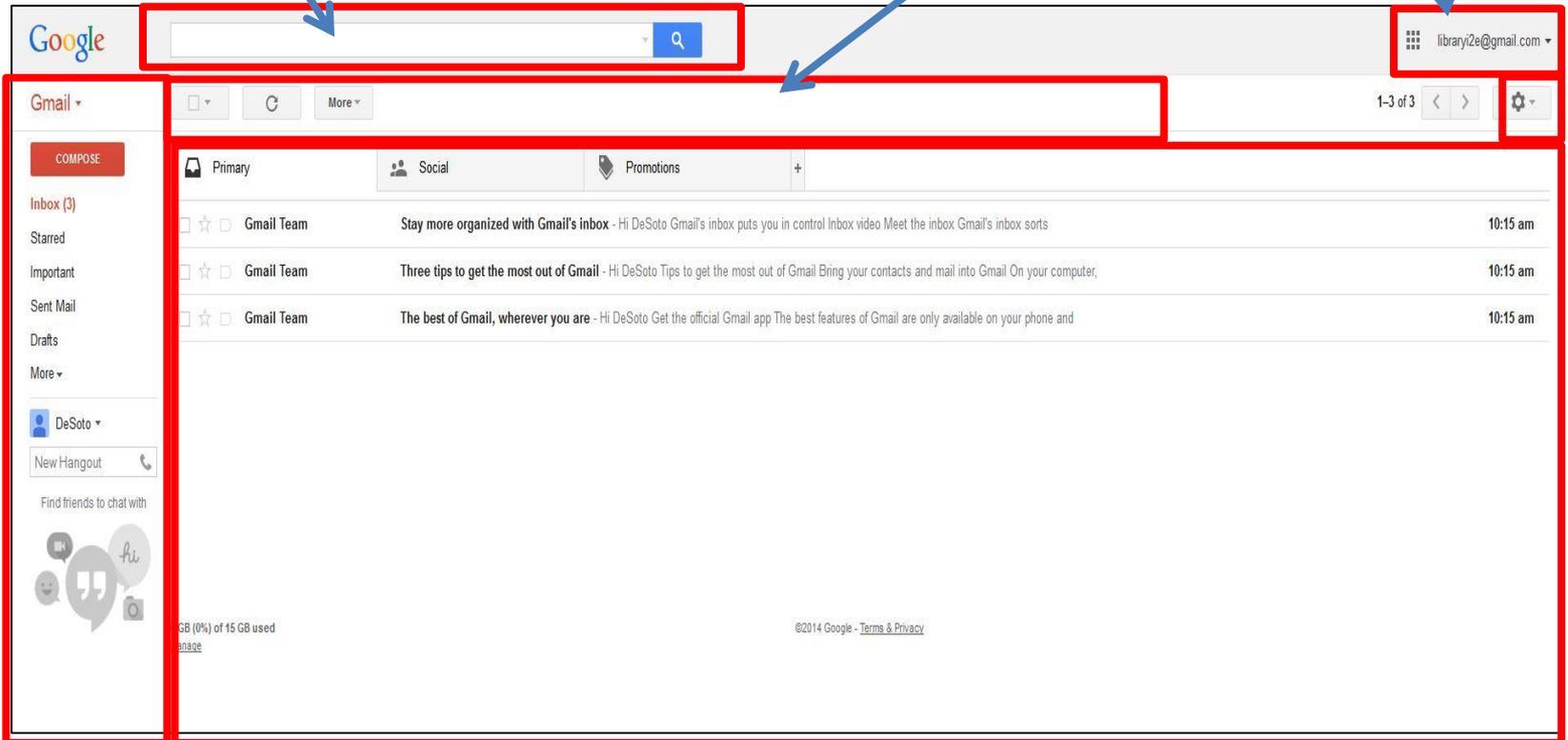
Manage Account &
Customize Email

Search Box

Action Box

Navigation
Box

Viewing Pane



Gmail Inbox

- Gmail's inbox is separated in to three tabs.
 - **Primary** receives all of your standard email sent from people, websites, and subscriptions.
 - **Social** receives all of mail related to social media such as Facebook, Twitter, Pinterest, Google+, Youtube, Instagram, etc.
 - **Promotions** receives all mail sent by companies such as sales, coupons, and specials from stores you sign up at like Macy's, Walmart, Bed Bath & Beyond, etc.

Creating Labels

- Creating labels allows you to organize your email messages
- Click on the More option in the Navigation Pane and click **Create New Label** under the Categories section
- A menu comes up to name it
- To move an email into a label, drag and drop it onto the label, checkmark it and choose the Move option in the Action Box, or choose the Move option while you have the email open.

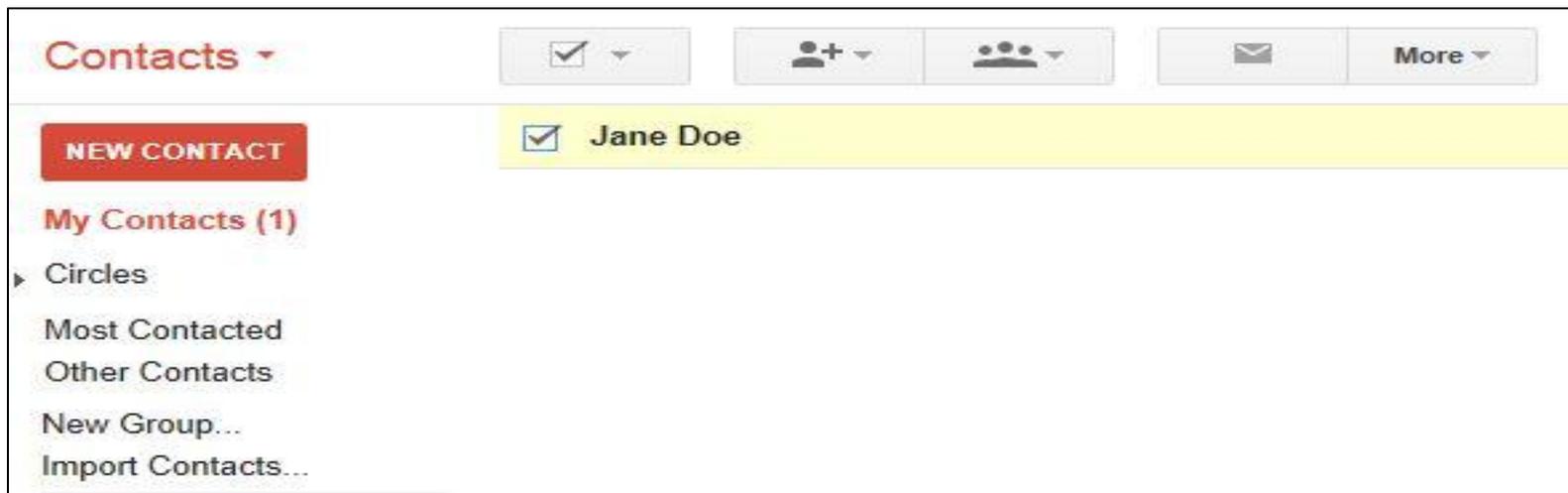
Gmail Navigation

- Gmail uses the button in the top left corner that says Gmail to navigate between your mail, contacts, and to do list



Creating Contacts

- Using gmail allows you to keep an address book of contacts.
- View your contacts by clicking on the Gmail button and clicking Contacts
- **New Contact** – lets you put in new contact information
- **Groups**- allow you to create groups to assign contacts to such as family, friends, work, etc. Assigning people to groups not only organizes people by relationship but gives you the option of sending emails to everybody in that group when you compose a new message
- **More** – lets you sort how your contact list is viewed
- **Note:** You can also add contacts by opening an email you've received and clicking on the sender's name. This will open a menu where you can select Add to Contacts



Manage Account & Customize Email

- Manage Account allows you to



- Manage your account, security, and privacy settings
- Sign out of your account

Note: You can upload a picture of yourself and include information like your birthday, interests , and add friends when you upgrade for free to Google+

- Customize Email allows you to



- Change the background theme of your email
- Manage all email settings
- Get Help with Gmail

Note:  This button shows all the other services Google offers so if you have them you can navigate to them quickly