

EMAIL BASICS AT DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) How does Email work?
- 2) Understand the Anatomy of an Email Address
- 3) Tour the Features of your Inbox
- 4) Writing and Sending an email
- 5) Questions, Answers and Review

EXPECTED OUTCOMES:

- 1) Familiarity with email as a communication tool
- 2) Better understanding of Inbox Tools
- 3) Ability to successfully write and send an email

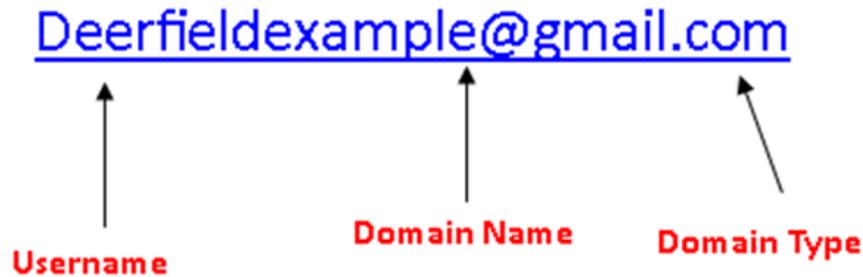
HOW DOES EMAIL WORK?

Email: An electronic way to send or retrieve messages including text and pictures.

- Think of email like the postal service. To receive email, you must have an account on a mail server. This is similar to your mailing address where you receive letters. We will be using the Gmail mail server.
- Your email message is sent from your computer to a server (it is like the post office) where the computer looks at the address (like the address on a letter) and then directs the message on to the server associated with the recipient's email account. Once your email arrives at its destination mail server, the message is stored in an electronic mailbox (like your regular mail box) until the recipient retrieves it.
- You can still receive email while your computer is turned off. The mail server collects and stores your incoming email until the next time you access your email by opening your mailbox and downloading your messages.

THE ANATOMY OF AN EMAIL ADDRESS

You can send email to anyone in the world, as long as you have his or her email address.



- The **user name** comes before the “@” sign. When you sign up for an email account, you’re usually asked to supply a user name of your choice. The name that you choose can be fun (like a nickname or a reference to a hobby) or it can be as simple as a combination of your first and last name. When you register for accounts, they will let you know if the name you choose has already been taken.
- The **domain name** comes after the “@” sign. This refers to the mail server, the computer that stores your electronic mailbox. It could be the name of a company or organization. You may also have a webserver, which is one that is hosted at a website (Gmail or Outlook, for example). There may also be a free one that is used with your Cable or Internet service (Comcast, SBCGlobal or AOL, for example).
- Finally, there is a dot (.) followed by letters that indicate the **type of domain** (.com, .edu, .net, .org, and so forth).

CONSIDER THIS...

- On the Internet, everything moves at the speed of light, including email. Because email can be sent and received so quickly, it can be written in a more conversational manner than a formal letter.
- Style Matters! An email with grammatical errors can be viewed as being “sloppy,” so you should ensure that your email is written in a manner that will be deemed appropriate by the person that reads it. Always double check your email before clicking the send button: use proper grammar, capitalize your I’s, and do not use an inappropriate or angry tone. Sarcasm does not translate in emails! While the tone of most emails are casual, it is important to ensure your email reflects the relationship with the recipient.
- When you are sending an email, you must type the entire email address including the user name, the @ sign, and the domain name. Email addresses are not case sensitive, so that it does not matter if you capitalize a letter or leave it in lower case. As an example: writing “JDoe@gmail.com” is just the same as “jdoe@gmail.com.”



OR



TYPES OF EMAIL ACCOUNTS:

Web Based: These accounts are not linked to any purchased service. They are free. These offer a smaller amount of storage and are accessible from any computer at any time.

Package Based: These accounts come as a part of a service that you use to connect to the internet. Comcast, ATT&T and AOL are popular choices. Often times, these emails are considered an added perk to your account. They generally have a bit wider storage numbers and they use fewer advertisements on the sides of the page. Remember that you are generally not paying for the email address; rather, you are paying for the ability to access the internet via Wi-Fi or a landline. The email account is an additional feature.

WHAT BOTH TYPES OFFER:

- Both types of email will give you enough storage for your personal emails. Even though web based options are smaller, they are still more than enough for a person (even a small business) to use.
- You can access your email from anywhere by visiting the homepage for your account.
- Similar features for organization and composing of emails.

POPULAR FREE OPTIONS:

- Gmail is the brainchild of the Google company. This email offers a large amount of storage and so many other features that it makes it a popular choice. There are even apps you can use for your cellphone.
- Outlook is a close competitor to Google in the free email business. It is done by Microsoft corporation which also provides many of the products that PCs use today.

SIGNING UP FOR AN ACCOUNT

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Take it all with you

Switch between devices, and pick up where you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

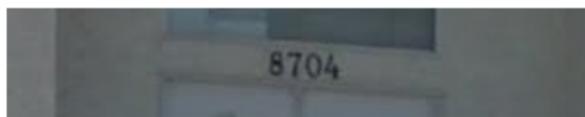
Your current email address

Default homepage
 Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Personal
Info

Prove you're not a robot

Skip this verification (phone verification may be required)



Type the text:

Location

United States

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

[Learn more](#) about why we ask for this information.

WHAT IS A CAPTCHA?

A Captcha is a way for a website to authenticate that you are a real person and not a web bot. Web bots are used by hackers to sign up for email accounts (or make on line purchases, or subscribe to newsletters, etc) that could potential cause spam and other harmful things to happen to email users everywhere. They are meant to be hard to read. If you cannot read the word on the screen, you can choose for the words to be said aloud.

SIGN IN TO YOUR EMAIL ACCOUNT

1. After opening your web browser, type in the web



One account. All of Google.

Sign in to continue to Gmail

A screenshot of the Gmail sign-in page. The page features a large grey background with a white circle containing a stylized 'G' logo. Below the logo is a sign-in form with two input fields: "Email" and "Password". Below the "Password" field is a blue "Sign in" button. To the right of the "Sign in" button is a link that says "Need help?". Below the "Sign in" button is a checkbox labeled "Stay signed in".

2. Enter Your email address and password.

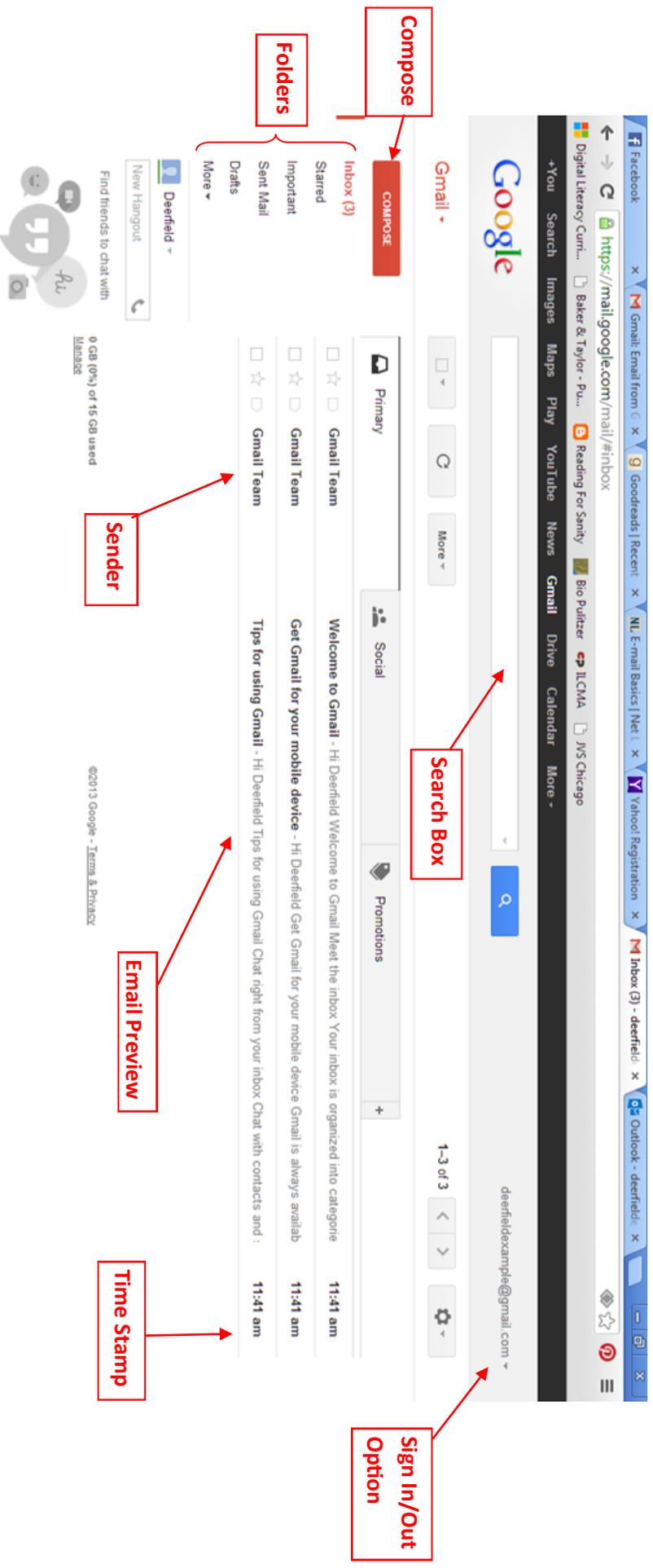
3. Check to see if your information is being saved or not.

4. Click Sign

One Google Account for everything Google



TOUR THE INBOX



Compose: Where you click to write an email

Email Preview: A title and short preview of the message inside

Folders: Places where you can store emails that you want to keep. You can customize these. Always check the SPAM folder, as emails will often go to this account on accident.

Inbox: The place where you can read your email, find emails you have sent or send new emails.

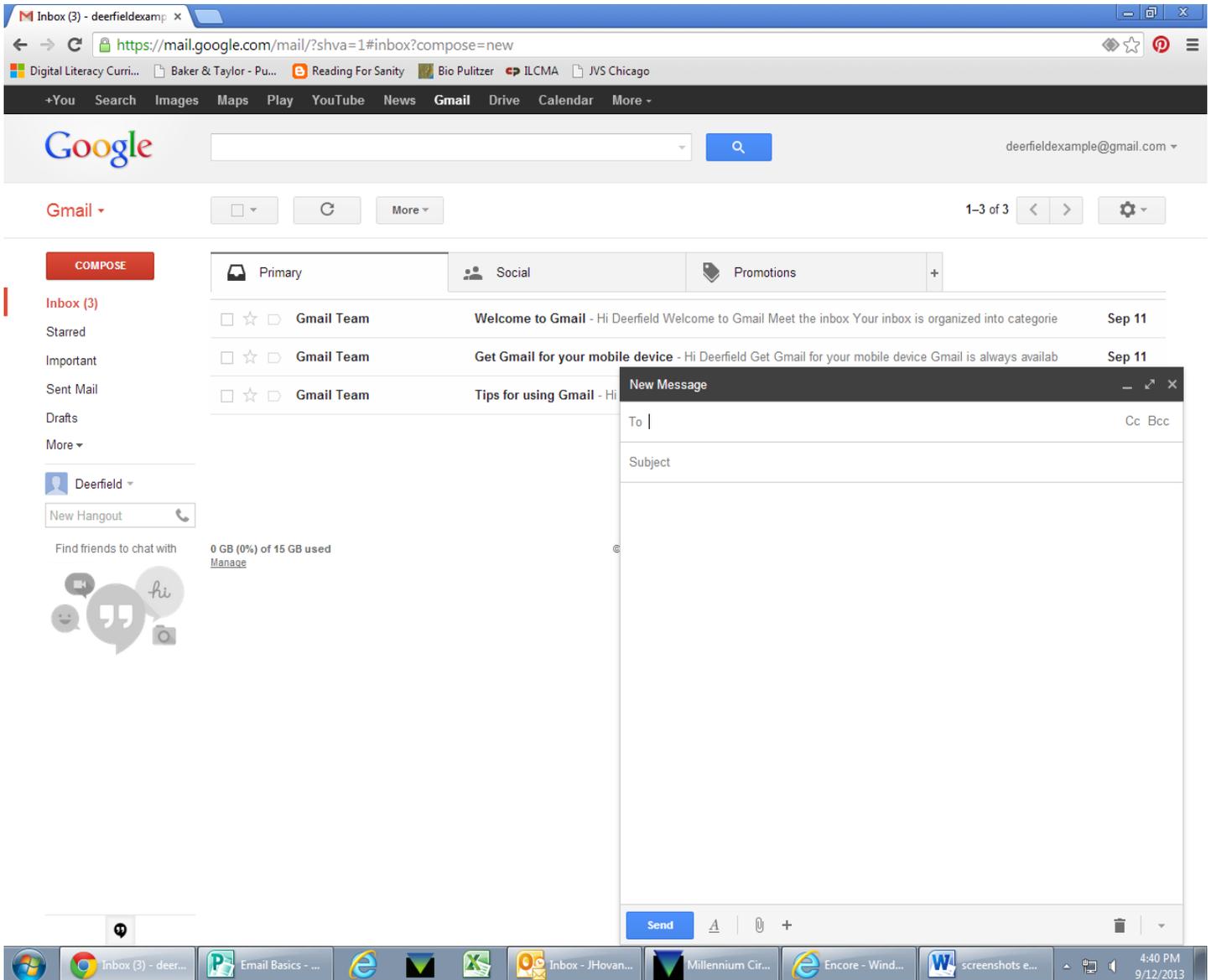
Search Box: Instead of scrolling through lots of emails, you can type in a few words and find the email you are looking for.

Sender: The person or email address that sent you an email

Sign In/Out: You always want to sign and in and out of your email account to protect your privacy on your home computer or on a public computer

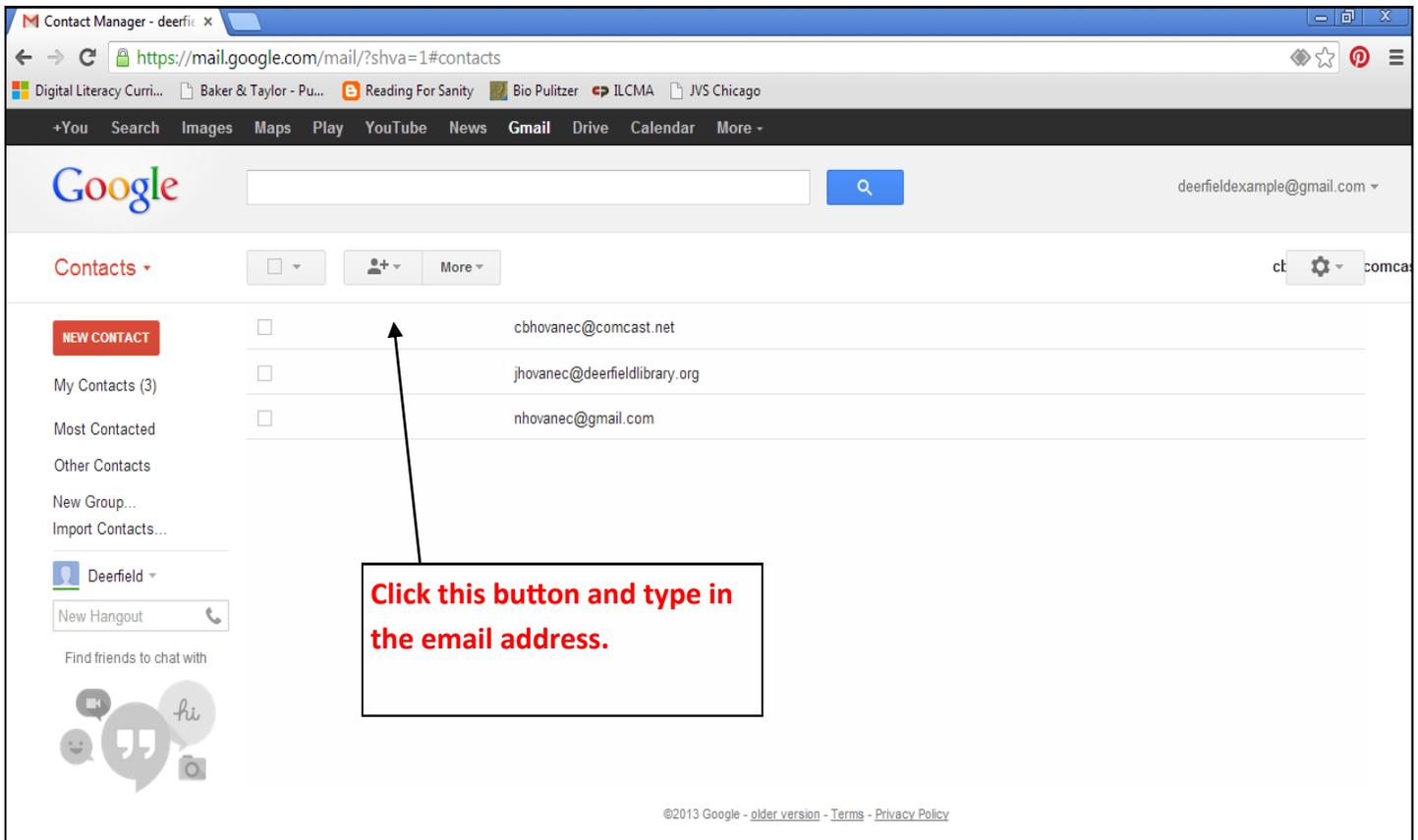
Time Stamp: When something was received by your email account.

COMPOSING AN EMAIL



1. Enter the email address of the person to whom you are sending the email. If the contact is already in your address book, the contact may come up after typing just a few letters. If that is the person you want to email, just use your mouse to select the name.
2. Always type a subject. The subject can be just one or two words.
3. Enter your text. Remember that the tone depends upon who will receive your email. If it is a friend, a more casual tone is okay. Business requires a business feeling. Remember, grammar and punctuation count! Typing in ALL CAPITAL LETTERS is akin to shouting, so avoid that.
4. To change the text color or size, click on the underlined letter A that is located at the bottom of the message window in the grey bar. To attach a document or a photo to your email, simply click the paper clip.
5. To send your email, click send!

ADDING A CONTACT



The screenshot shows the Gmail Contact Manager interface. On the left, there is a sidebar with a 'NEW CONTACT' button in red. Below it are options for 'My Contacts (3)', 'Most Contacted', 'Other Contacts', 'New Group...', and 'Import Contacts...'. The main area displays a list of contacts with checkboxes and email addresses: 'cbhovanec@comcast.net', 'jhovanec@deerfieldlibrary.org', and 'nhovanec@gmail.com'. A red callout box with a black border and an arrow pointing to the '+' button contains the text: 'Click this button and type in the email address.' The bottom of the page has a copyright notice: '©2013 Google - older version - Terms - Privacy Policy'.

POINTS TO REMEMBER

- Capitalization in email addresses is not important.
- Once you send an email to someone from your account, the contact will be saved in the address book.
- You can email someone who is not in your address book.
- Style matters! An email should be written in a way that is appropriate for the position of the person to whom you are writing. Also, typing using ALL CAPITAL LETTERS is considered shouting, so try to avoid this.
- The **domain name** can be different on everyone's personal email address, so be sure you are sending your messages to the proper domain! For example, jdoe@gmail.com and jdoe@yahoo.com can be (and probably are) different people.
- You can send more than just text in an email! You can attach photos, insert web page URLs, and even attach files!