Email Start to Finish: Set up a New Account or Use Your Own

Overview: Set up a free email account on the Internet. Learn how to send, receive, reply, and forward an email. Learn about adding attachments to your messages! Add a folder to your email box, and practice copy/paste techniques.

Student Skill Level: Basic/Intermediate

Requirements

- Basic mouse skills (Ability to move the mouse around the computer screen with some assistance. Ability to "click" and "double click" the mouse as instructed during class)

Length: 3 hours (including 10 minute break)

Objectives

- The student will:
  - Create a unique username and password
  - Create an email account
  - Log into his/her new personal account
  - Send an email
    - Add a New Contact
  - Reply to an email
  - Spam vs. Trash:
    - Deleting emails – using the Trash Folder
    - Get rid of unwanted emails forever – using the Spam Folder
  - Attachments:
    - Attach a pre-existing file to an outgoing email
    - Send the email
    - Open and view an attachment received from another student in class
  - Forward an email
    - Delete unwanted information before you send!

Email Defined

The term electronic mail understandably shortened itself to "email." It's a message delivered over the Internet, sometimes with other files attached to it. Files could contain pictures, video, or text, as long as they don't exceed 25MB in size (about 3-4 digital photos).

We will create a FREE email account that can be accessed anywhere there is a device (computer, laptop, or mobile device) **with an Internet connection**. These types of accounts are **highly recommended** as you may access your complete email account from anyplace with an Internet connection.

Create your Email Account

Create online ID/username/email address/login name – something easy to remember and totally unique. Usually a combination of letters and numbers works well. The account you're creating will be on the Google network; this means your email will be **your ID@gmail.com**. This is going to be YOUR email address that you will tell to your friends and family. Capitalization DOES NOT matter in the ID.

Password – something **unique** that you can remember. This is your KEY to getting into your mailbox. A combination of letters and numbers works best, and it should be 8 characters or more. CAPITALIZATION MATTERS. Your password **cannot** be "password" or "1234" as the computer will reject these. A good password should be unique and have some combination of letters, numbers, or special characters. The following examples are actually completely **different** passwords:

    mypet2011   Mypet2011   myPet2011   mype#2011   MyPet201!

Security Questions – In case you forget your password, Google MAY ask you to create two **security questions**. Answering **your** security questions correctly authenticates that you ARE you and allows you to **reset** your **password**. The answer to this question should be something from your long term memory as you will NOT use it daily. Keep your answer in a safe place! **Alternately, you may be asked to provide a telephone number (mobile or land line).** If you forget your password, Google will call or text you with an authentication code. Once you enter the code, you may reset your password.

Fill out the following form:

ID: _____@gmail.com

Password: _____

Gmail Sign In

For this class, we will create a **new** Google account
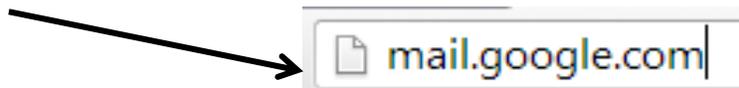
To sign into your account:

Double click the Internet **icon** on **desktop**

Click **once** in the **address** bar (everything in the bar will turn blue. This is NORMAL)

www.btopexpress.org

Type mail.google.com and press the **Enter key** on your keyboard

The Google Mail page loads directly

mail.google.com

Getting into Your Google Account

Google

One account. All of Google.

Sign in to continue to Gmail

When the sign in page loads:
 Type your Google ID in the first blank

 Press the **Tab key** to move the cursor into the **password** block and type your password

Click the **Sign in** button

Email
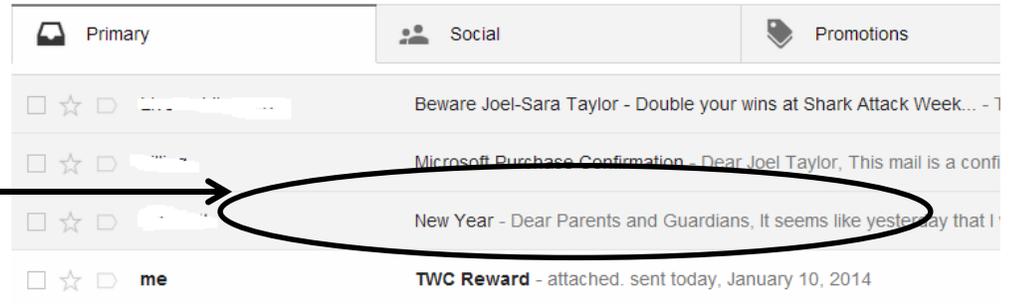
Password

Sign in

☐ Stay signed in   Need help?

Create an account

One Google Account for everything Google

Your Inbox

Your Inbox is like your mailbox at home. The **envelopes** are inside the mailbox with "return addresses" (called the **Sender or "From"**) but you can only see the email's **Subject** until you actually open it and read its contents
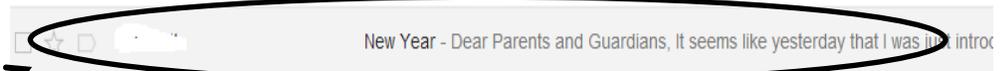
📥 Primary	👥 Social	🏷 Promotions

☐ ☆ ▷   Beware Joel-Sara Taylor - Double your wins at Shark Attack Week... - 1

☐ ☆ ▷   Microsoft Purchase Confirmation - Dear Joel Taylor, This mail is a confi

☐ ☆ ▷   New Year - Dear Parents and Guardians, It seems like yesterday that I

☐ ☆ ▷   me   **TWC Reward** - attached. sent today, January 10, 2014

Google also separates your Inbox into tabs: **Primary**, **Social**, and **Promotions**.

Opening Email

To **open any** email you receive:

Click once on the **email itself**

☐ ☆ ▷   New Year - Dear Parents and Guardians, It seems like yesterday that I was just introd

The email will open upon the screen for a full view

New Year   ▢   Inbox   x

👤 **KBarrett(**   ...
to KBarrett ▾

Dear Parents and Guardians,

It seems like yesterday that I was just introducing myse
First of all "Happy New Year" to all of you. I sincerely a
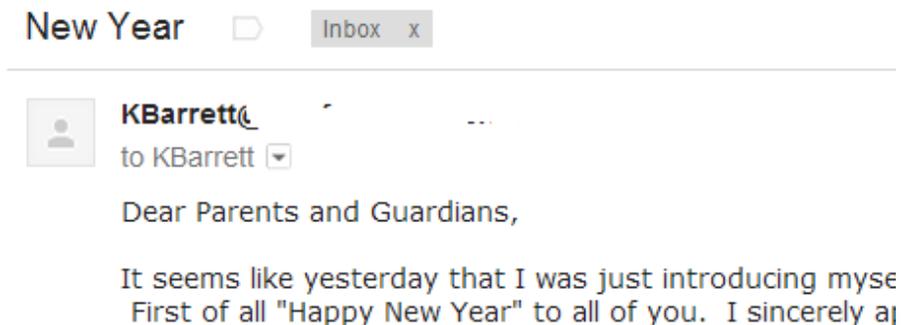
To get back to the Inbox, **move your mouse to this button at the top** and click it.

←
↑
Back to Inbox
UNC – UN

Composing and Sending an Email

Click the button labeled **Compose** on the left side of the screen (at any point – even while reading an email)

COMPOSE

A blank email form will appear. Notice:

New Message

To

To: line must have a **complete** email address (name@email.com)
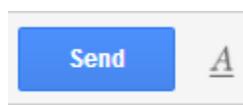
Subject

Subject: line is always filled in. If you choose not to type in a subject, the computer will fill in "no subject."

A | 0 | +

Rich Text Formatting: this allows you to attach files, change font type and size, and more

This is the body of the email where you type

Click in the body of the email to type

Send *A*

Send the email

Typing an email is very similar to typing **in Microsoft Word:**

Be sure you have a **cursor**
Fill out the **To:** line first (Have a COMPLETE ADDRESS – name@email.com)
Fill out the **Subject** line
Type the body of the email:
Use the **Space Bar** for proper word spacing/intervals

Use the **Enter key** to move your cursor down one line at a time and create paragraph breaks (Press the Enter key twice – that creates a blank line between paragraphs)
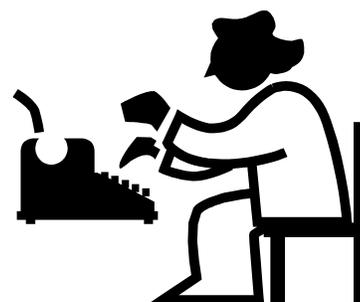
Please note: in email it is acceptable and even expected, that all paragraphs are left justified – there are no indents or indenting in email.

Replying to an Email

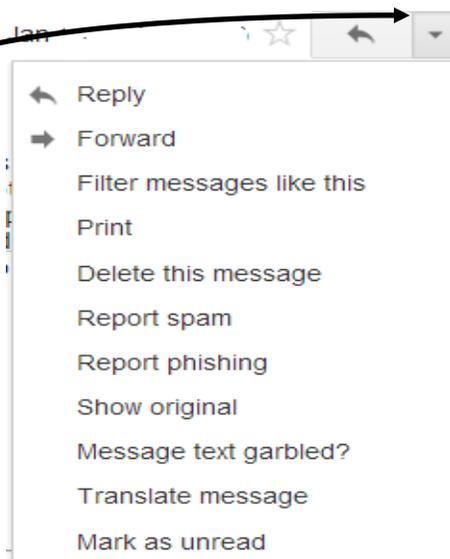Once you have sent emails, you will probably receive some.

To **reply** to an email, follow these steps:

Open and read the email

Click on the **dropdown button** to see choices

Or **Reply** sends an email to the original sender

You may also **Forward** the email to a brand-new person

Reply
Forward
Filter messages like this
Print
Delete this message
Report spam
Report phishing
Show original
Message text garbled?
Translate message
Mark as unread

A **new** email box will open BELOW the original
The **To** line will be filled in
It will have **the original** email at the top **and** a space for you to **type** your response
After you type, click the **Send** button at the bottom of the email

This is where you type your reply
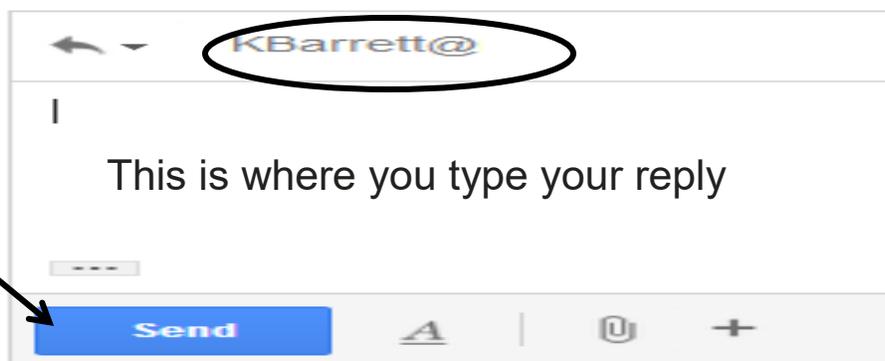
Send

Marking Emails for Deletion or Spam

To move an email, or group of emails, first you need to select them.
In the **Inbox**, move your mouse pointer to the **checkbox** to the left of the sender's name.
Click on the **Spam** button to move to the **Spam** folder. Remember! Once you mark an email as spam, Google will filter ALL emails **from that sender** and route them into your Spam folder.
To "unmark" a sender from Spam:
Click the Spam folder > check the box to the left of the chosen email > Move > Inbox
OR
Click once (a checkmark will appear in the box).
Click on the **Delete** button to move the email to the **Trash** folder.

Primary   Social

Live   Microsoft

billing   Microsoft
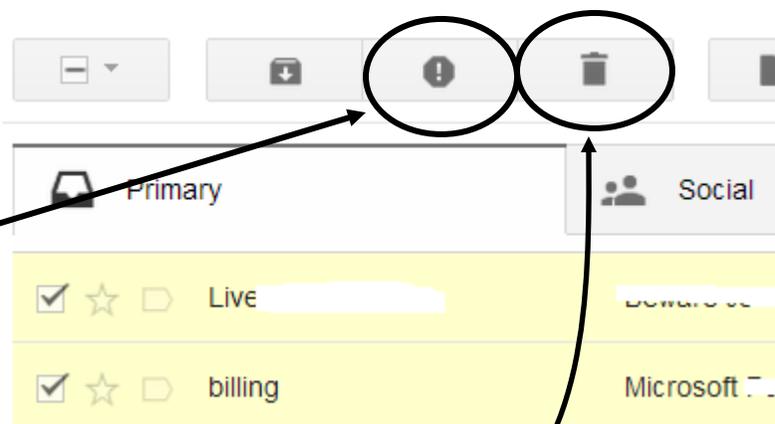
Click the checkbox first

Remember, Spam is a **filter**. All incoming emails go through your Spam filter prior to landing in your inbox. If a sender is marked "Spam" (by you), the email will be automatically routed to the Spam folder, not the inbox.

Marking any unwanted emails "Spam" is the best way to clean up your inbox and avoid having your email address sold to other "spammers."

Google also uses its tabs (Primary, Social, and Promotion) as a "pre-spam" filter. **Primary** is to contain any important emails. **Social** contains emails sent from any social media site (like Facebook). And **Promotions** contains any store ads sent to you (like from Payless or another store). Google does this automatically.

Folders Overview

Inbox: this is your **email**. **All** emails addressed to your email address will go here **except** if you mark them Spam.
Starred: any emails you have starred as of first importance
Important: "secondary" importance. Both are a way of filtering messages for quick retrieval.
Sent – this is a record of all the emails you have sent out to other people. You can keep it as a record if there are any questions about what was sent when. Also, sometimes emails get lost in the system so you have a convenient way to resend them if needed.
Drafts – this is the equivalent of "save as." If you are typing a long email, it is good to click "save as draft" every so often so you don't lose it before you send it.
Trash – deleted emails go here for final deletion (Same as the **Recycle Bin** on the computer). Again, they can be kept up to 30 days but are subject to deletion at any time.

Inbox (3)

Starred

Important

Sent Mail

Drafts

Circles

[Imap]/Trash (52)

Spam (not shown) – this is where "junk" emails go. They are kept for up to 30 days, although they are subject to deletion at any time. Spam is actually a type of filter that Google uses to attempt to keep unwanted emails out of your Inbox entirely. The Google spam filter works by actually blocking emails **you choose** to mark in your Inbox, or any that look suspicious.

Attach a Picture File to an email

Many web-based email services appear similar in their usage of **icons. Most** have adopted the **paperclip** as the symbol of "attachment" (some may have a paperclip and piece of paper) and Google has a button below the blank email.
These directions are specific to **Google** but are still useful for many other popular email providers (Hotmail and Yahoo for example)

Attach files
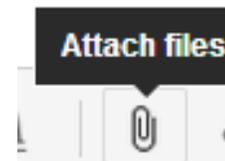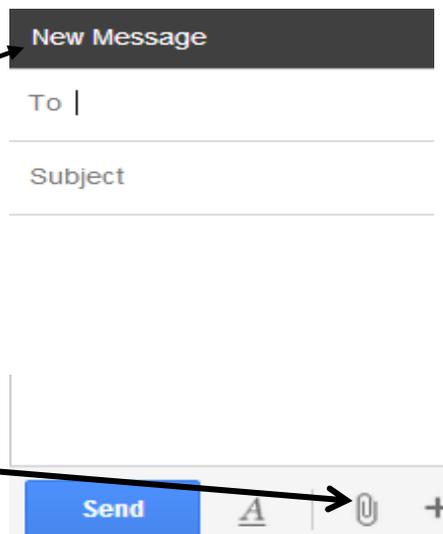
To attach **any file**:

Open your email account

Click on Compose:
    Type in the address that will receive your attachment practice
    Type in a Subject line
    For the email itself, type "see attached"

New Message

To |

Subject

Click on **Paperclip**

Send

Find the Picture File (for the Attachment)

PLEASE NOTE: This class does **not** cover downloading picture files from a digital camera to the computer. You would follow these steps AFTER downloading your pictures.
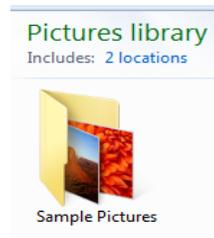   There are Sample Pictures pre-loaded on the computers
   We will find and open one picture to attach to our outgoing email

After clicking **Attach,** the **Choose File** dialog box will appear
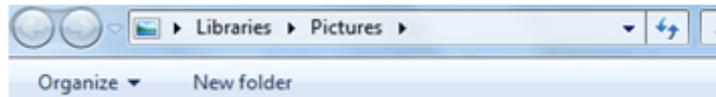
Click the **Pictures** button on the shortcut menu
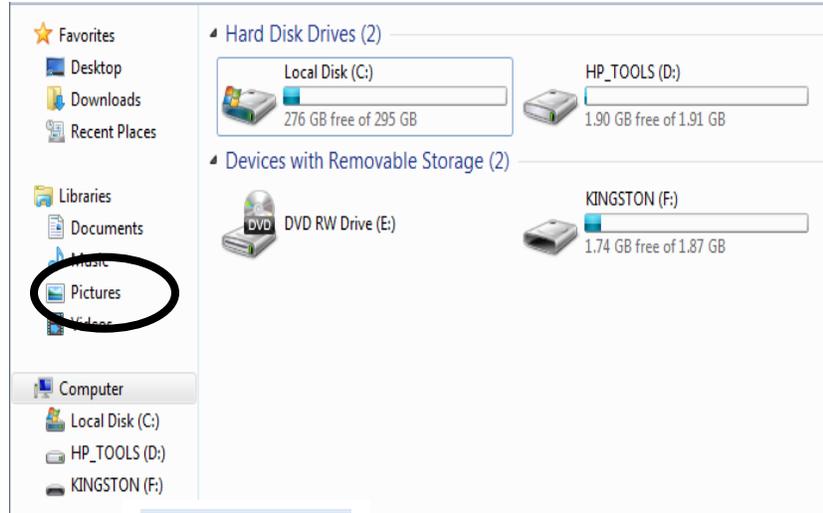
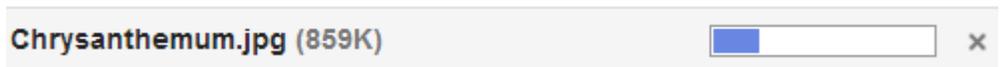Double click **Sample Pictures**

Note: the **Look In:** directory has changed as the view in the dialog box has changed

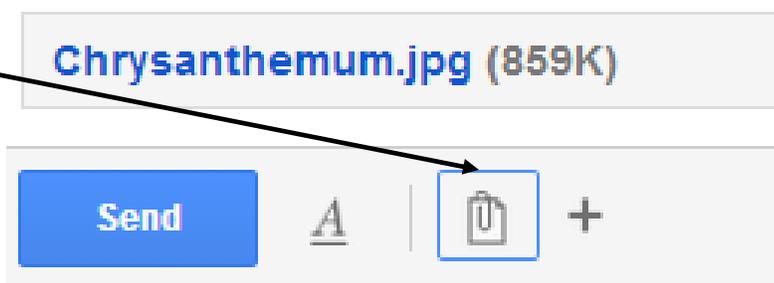Double click on a file to open it

The attachment will add onto the email.

Send the Email

Notice that your file is "attached" to the top of the email with the **paperclip.** You may attach another file in the same manner. Google currently has a 25Mb attachment size limit.

Click **Send** and you have successfully sent an email with an attachment!

Chrysanthemum.jpg (859K)

Send   A   □   +

Open and View Attachment

Open your email account and look for **any** email that has a **paperclip** next to it

to me ▾

Open that email
The attachment will appear in the email

You have two options: Click on the thumbnail to **View** the picture file (or **View Slideshow** if there's more than one picture)

Chrysanthemum.jpg
859 KB

This is merely a larger view of the picture. You have not saved or changed the image in any way. Click the **Close** link at the top of the image. (The "X")
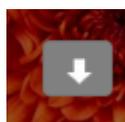

Download an Attachment to Your Computer

This image will now remain in your email box until you delete it. Sometimes, though, it is good to save the file onto your computer. This is especially true if you'd like to keep all files in order and easily accessible at all times.

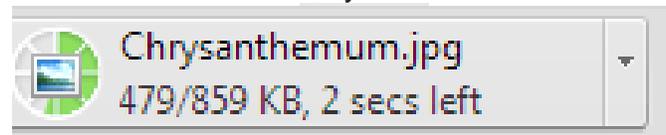CLICK the downward pointing arrow on the thumbnail

Your email provider **should** automatically scan for any existing computer viruses. However, please DO NOT rely on this type of scanning to keep your personal computer virus-free. You should ALWAYS run an **antivirus application** on your own home computer.

▼ ⁂ Scanning an attachment...

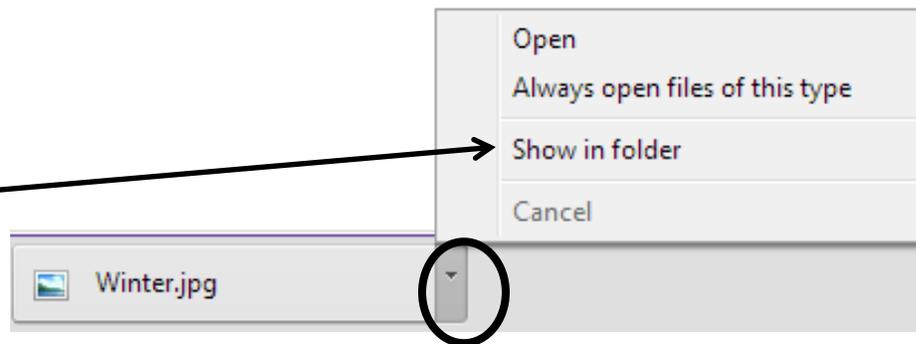Here is a picture file for practice.
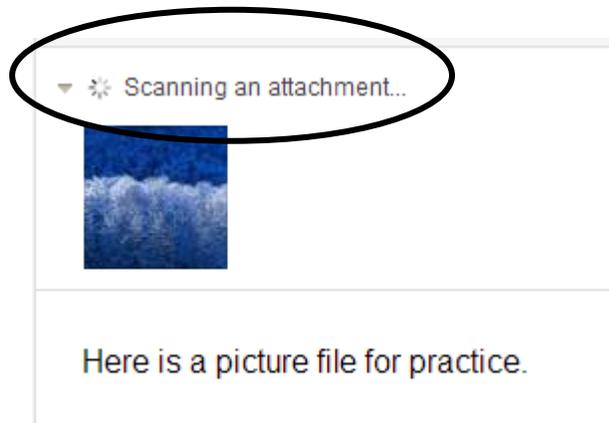
If there are no detected viruses, then it should be safe to download the file to your computer. The **Chrome** browser **automatically** downloads the file to the **Downloads folder** on your computer. You can move it to your flash drive
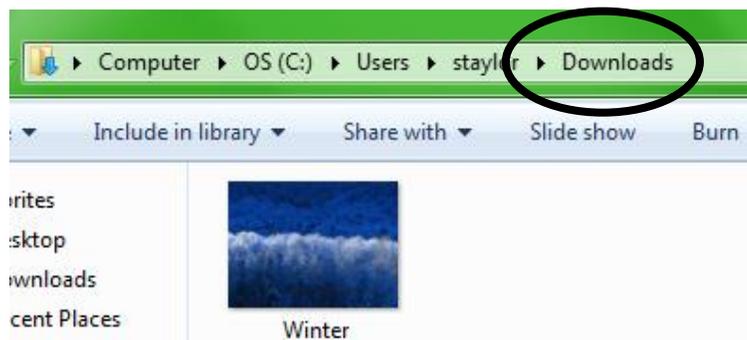
This is at the bottom of your screen:

Chrysanthemum.jpg
479/859 KB, 2 secs left

Open
Always open files of this type
Show in folder
Cancel

Click the drop-down button and choose **Show in folder**

Winter.jpg

▶ Computer ▶ OS (C:) ▶ Users ▶ stayler ▶ Downloads

Include in library ▼   Share with ▼   Slide show   Burn

Here it is in the **Downloads** folder on your computer.

rites
sktop
wnloads
cent Places

Winter

The picture will now be in both your email and your downloads folder.
It's always nice to have a backup!

SIDE NOTE:
Google promotes the use of its **Drive** feature. This is essentially saving the picture to the "Cloud." The **Cloud** is space on the Google servers that is allocated for you to use, free of charge. Although we are not using this today, you may use it in the future. Any Cloud backup requires an Internet connection to use.
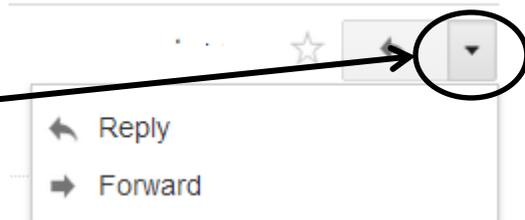

Make this attachment available on any device

Rather than downloading this file to your desktop, save it to Google Drive so you can get to it later from any computer, phone or tablet. It's free and saves instantly.
Learn more
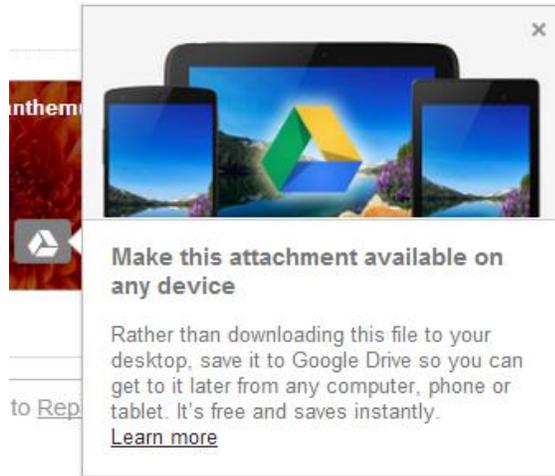
Forward an Email
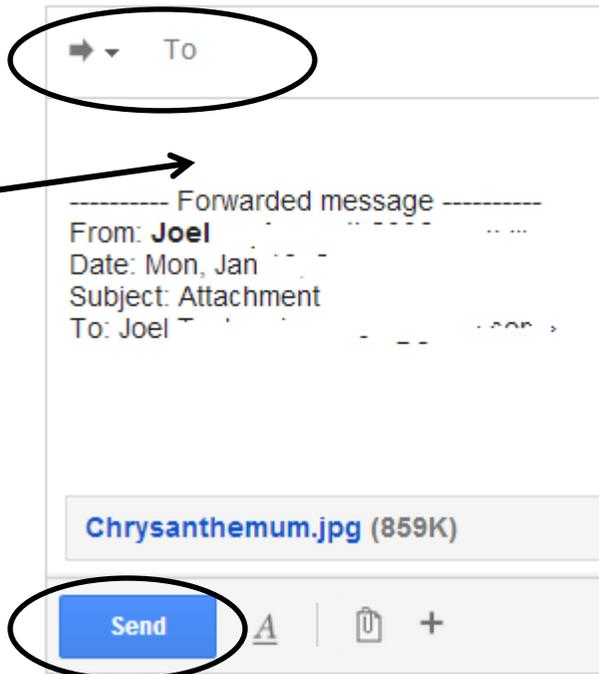
The easiest way to forward an email is:

Click **once** on the email

Click the **drop down arrow** and choose **Forward**

Reply

Forward

The email will appear beneath the old one in Google.

Fill out the To: line with a complete email address, add your own text, if desired, and send it!

To

---------- Forwarded message ----------
From: **Joel**
Date: Mon, Jan
Subject: Attachment
To: Joel

Chrysanthemum.jpg (859K)

Send

To forward an email that has been forwarded many times before, I recommend simply **deleting** what you don't want out of the email and then sending the email as you normally would.

Resources

These items are available in the NIOGA Library System!
Contact your local library for assistance!

Call Number	Author	Title	Date
004.692 EASY	Gorzka, M	Easy Email: A step-by-step guide for the computer shy (DVD)	2010
651.7 GUER	Guerin, L.	Smart policies for workplace technologies: email, blogs, cell phones & more	2009
004.16 MUIR	Muir, N	Computers for Seniors for Dummies	2008
004.67 REEV	Reeves, B	The Internet and email for the over 50s	2007
004.692 SHIP	Shipley, D	The essential guide to email for office and home	2007

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Phone - (716) 434-6167   Fax - (716) 434-8231

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