

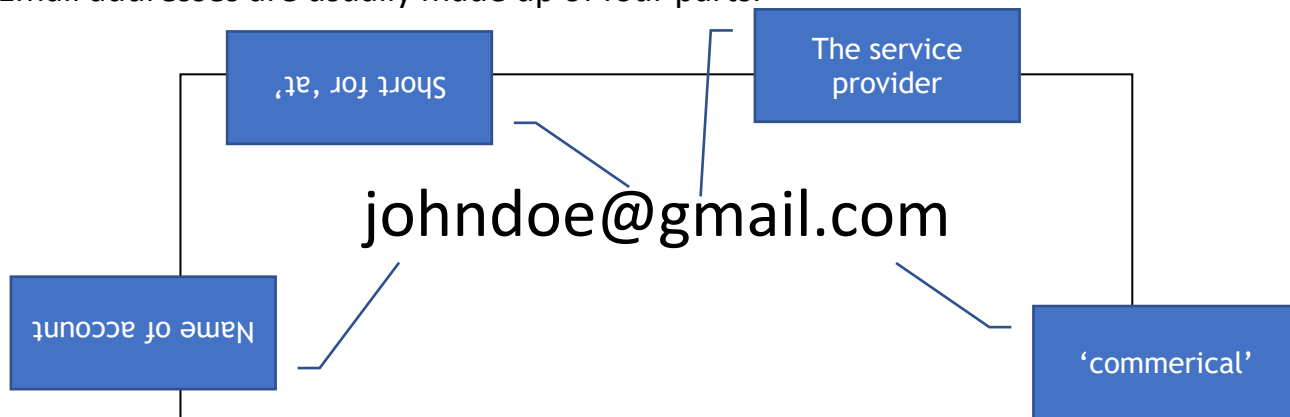
Introduction to Email

What is Email?

- Email is the sending and receiving of email over the Internet. Email is short for Electronic Mail.
- Email allows quick, low-cost communication around the world.
- Before you can get started sending emails you must set up an email address. You can do this through an Internet-based email account, which is free like Gmail, Yahoo or Hotmail.
- Each user must set up their own separate email address.
e.g. johnsmith@gmail.com marysmith@hotmail.com saramc@yahoo.com

Email Addresses

Email addresses are usually made up of four parts.



- All the letters in an email address are small letters, which are sometimes called lower case letters.
- There are no spaces in an email address.
- It is important to remember this, because if the email address is not exactly right then your email will not be sent.

Email Etiquette

- Proof read and spell check your emails before sending them.
- Ensure you do not type in CAPTIAL LETTERS as this can mean you are shouting at the person you are sending the email to.
- Never send an email in anger!
- Every email should have a subject line this allows the receiver to see what the email is about at a quick glance.

Email Security

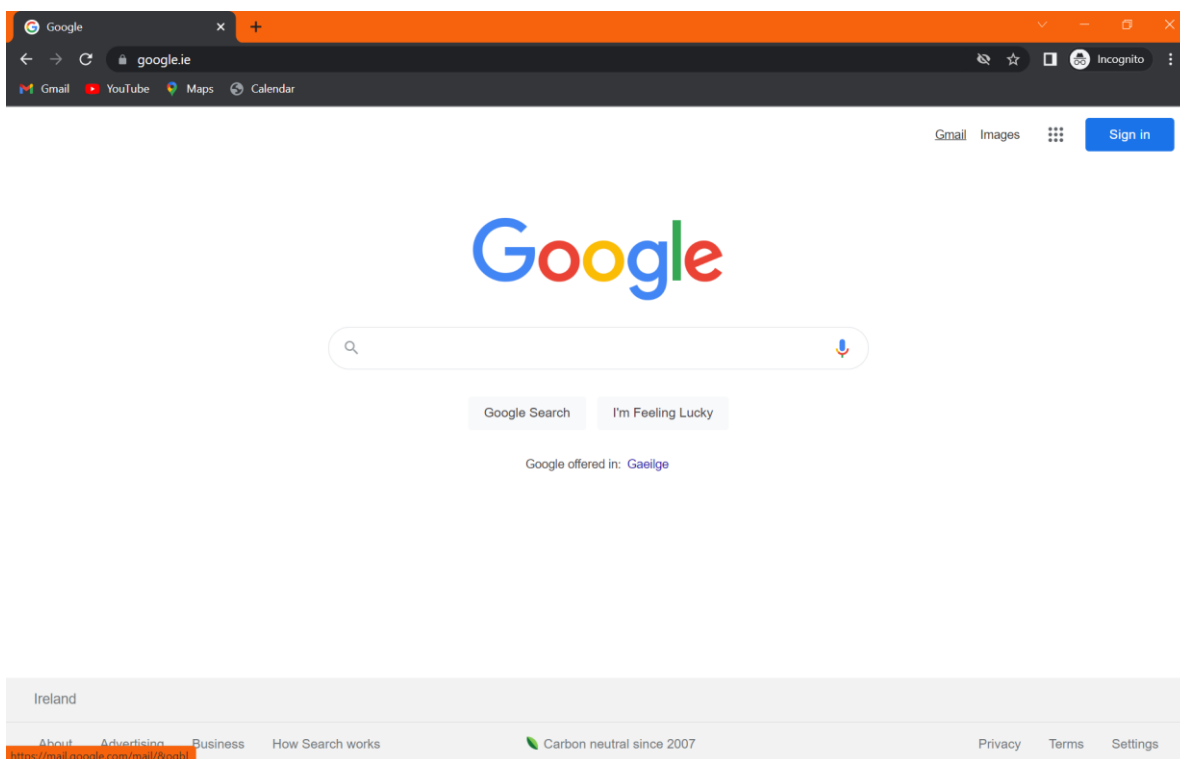
- Spam is unwanted and unasked for emails. You should never ever reply to spam, this will just tell the spammers that your email address is real and your inbox will be flooded with unwanted emails.
- Virus protection – a virus can wipe your files and damage your computer. You can download antivirus software from the internet or buy it from a computer shop. (Download means copy from a website.) Once you have downloaded your antivirus software ensure you keep it up to date.
- Be careful when opening attachments; never open an attachment from someone you don't know.

Task 1

- For this Exercise your tutor will help you set up an email address in Gmail.
- Once you have your new email address you can start emailing.

Open the Gmail Sign in Page

- Open Google Chrome.
- In the address bar type in www.google.ie
- Click on the Gmail hyperlink at the top of the page.
- The Gmail log in page opens up as shown below.




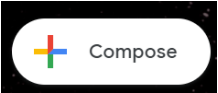


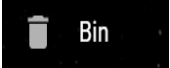
Logging in to your Gmail Account

- In the Username box type in your email address e.g. marysmith@gmail.com
- Enter your password your password
- Click on the Sign in button.

Note: It is very important that you remember to sign out of your email account at the end of each session. This protects the privacy of your account.

The Standard Gmail Folders

The table below gives a description of each of the Standard Gmail Folders.

Menus	Description
 Inbox	The inbox stores all the emails you receive.
	This menu allows you to create an email.
	The sent mail menu contains a copy of all the email sent by you.
	Gmail saves any unsent mail into the drafts folder. You can open any unsent mail from the drafts folder to finish writing it and/or to send it.
	The Bin folder contains all the email you have deleted from your Gmail folders

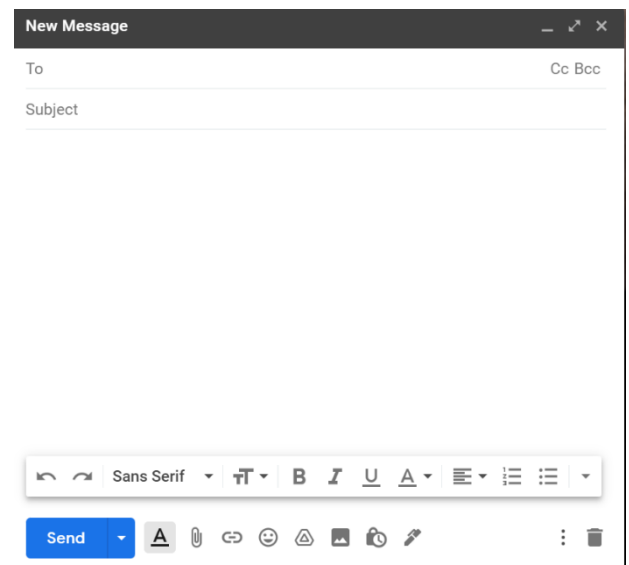
Viewing your Emails

- To view your emails click on your Inbox.
- To open an email from the inbox click on the text in the email.
- Your email will open.

Composing a New Email Message in Gmail

- Click on Compose Mail.
- Click into the To Box and type in the address of the person you are sending the message to. E.g. [johndoe@gmail.com](mailto: johndoe@gmail.com)
- Click into the Subject box and insert a couple of words to give the receiver of the message an idea of what the message is about.
- Click into the main section or the main Body of email: this is where you will type your message.
- You can now click on the Send button to send your message.

Send

A screenshot of the Gmail 'New Message' composition window. The window has a dark title bar with the text 'New Message' and window control icons. Below the title bar, there are three input fields: 'To' (with 'Cc Bcc' links to its right), 'Subject', and a large text area for the message body. At the bottom, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, and a trash icon. A blue 'Send' button is located to the left of the toolbar.

- Beside the 'To' box you will see two pieces of text, Add Cc and Add Bcc. To open just click on the option you need.
- 'Cc' stands for Carbon copy or Complimentary copy, this allows you to enter the email addresses of contacts you want to send a copy of the message to. Anyone who receives your message will also see the email addresses of everyone else.
- 'Bcc' stands for Blind Carbon copy or Blind Complimentary copy. When all email addresses are placed in the Bcc box, they are invisible to everyone who receives your message.

Task 2

- Create a new email message to your classmate or tutor.
- Click on Compose Mail.
- Click into the To Box type in their email address e.g. marysmith@gmail.com
- Click into the Subject Box type in Test.
- Click into the main Body of your email and type in the following:

Hi how are you?

This is my brand new email address. I am looking forward to getting a reply back from you soon.

Regards

Your name

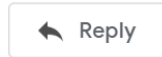
- Click on the send button.

Replying to an Email

- A reply to a message is an answer to an email you have received from someone else.

Task 3

- To reply to the email which you received from your classmate
- Click into your inbox and open the message that you received from your classmate.
- The message from your classmate opens and you can now reply to your classmate's message by clicking on the reply button.



- Click into the main body of the message above the send message to type in your reply.
- Type in the following text:

Hi (name)

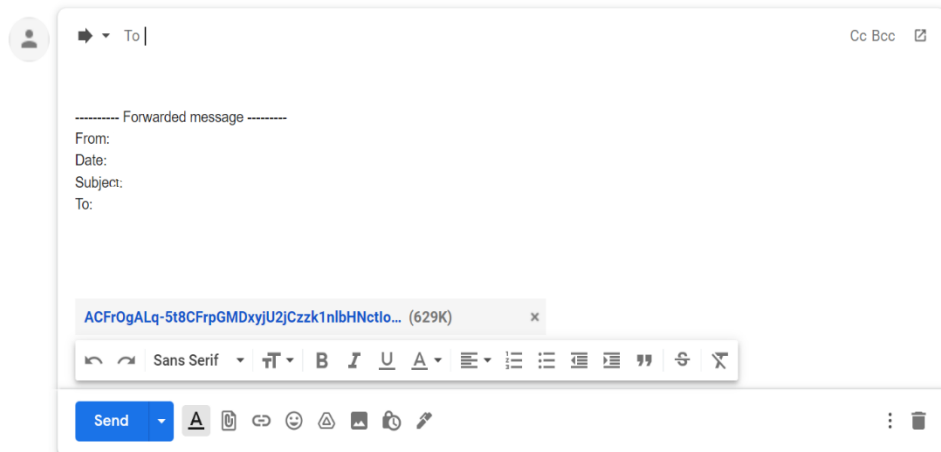
Thanks for your email.

Your name

- Click on the send button.

Forwarding an Email Message

- Sometimes you may want to send a message, which you have received to someone else. This passing on of messages is known as forwarding.
- To Forward an Email Message
- Open the message you wish to forward from your inbox.
- Click on the forward button the below screen displays.



- Note that the 'To' box is empty, click into it.
- Type in the email address of the person you wish to forward the email to.
- Notice that the Subject Box contains text already, this shows that you are forwarding on a message you received from someone else.
- Click into the main body of the message to type a short message above the forwarded message.
- Click on the send button when finished.