

# Introduction to Email

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## What is Email?

Email is an electronic version of mail which allows you to communicate with others. You can access your email anywhere in the world. **It does not live on your computer at home, or at the library.**

## Email address versus a web address

An email address is who you want to sent a message to, similar to a postal address. Email addresses will always include the @ symbol. Example: [josmith@hotmail.com](mailto:josmith@hotmail.com)

A web address on the other hand, is for visiting various sites across the World Wide Web (WWW). Example: [www.ssldl.info](http://www.ssldl.info)

**How to “sign-up” for an email account** – You will need to fill out an online form like this one.

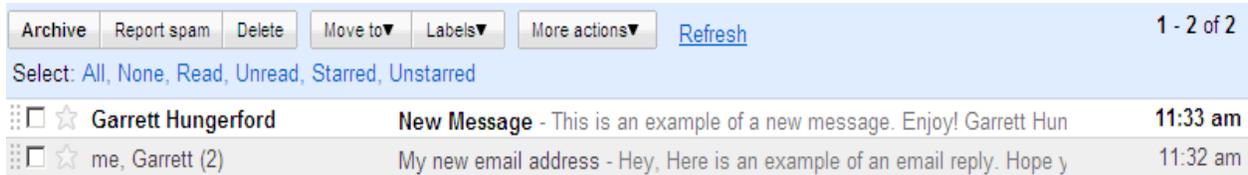
The image shows a screenshot of the Gmail sign-up form. The form is titled "Get started with Gmail" and contains several sections for user information and preferences. The fields are as follows:

- First name:** Text input field.
- Last name:** Text input field.
- Desired Login Name:** Text input field with examples "jSmith, John.Smith" and a "Gmail.com" domain selector. A "Check availability" button is below.
- Choose a password:** Text input field with a "Password strength" indicator. A note below states "Minimum of 8 characters in length."
- Repeat password:** Text input field.
- Stay signed in:** A checked radio button.
- Check Web history:** A checked radio button. A note below explains that creating a Google Account will enable Web history, which provides more personalized experience and more relevant search results and recommendations. A "Learn more" link is provided.
- Default homepage:** A checked radio button. A note below states "Set Google as my default homepage. Your default homepage in your browser is the first page that appears when you open your browser."
- Security Question:** A dropdown menu with "Choose a question..." and a "Learn more" link below.
- Answer:** Text input field.
- Recovery email:** Text input field. A note below states "This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn more."
- Location:** A dropdown menu with "United States" selected.
- Birthday:** Text input field with a date format "MM/DD/YYYY (e.g. 1/18/2010)".
- Word Verification:** A text input field with a CAPTCHA image showing the word "addresses" in red cursive.
- Terms of Service:** A section with a "Please check the Google Account information you've entered above (we free to change anything you like), and review the Terms of Service below." and a "Learn more" link. Below this is a "Google Terms of Service" section with a "Welcome to Google!" message and a "Learn more" link.

At the bottom of the form, there is a "By clicking on I accept below you are agreeing to the Terms of Service above and both the Privacy Policy and the Google Policy" statement and a "I accept. Create my account" button.

## To ACCESS your Gmail email:

1. Type the address for the Gmail page (mail.Google.com **OR** Type GOOGLE.COM and Select Gmail) into the web browser's location bar.
2. Enter your user ID and password information on the Sign In screen. Click the "Sign In" button.
3. Click on the "Check Mail" button on the left side of the screen to display your Inbox.
4. To read your new message, click on the subject of the message you want to read.



New messages are in bold type. Once you have read a message, the type will no longer be bold. To open an email message, you can click on the sender or subject.

## To SEND an email message in Gmail:

### The essentials:

1. Click the **Compose Mail** link on any Gmail screen (it's on the left, under the Gmail logo).
2. Enter your recipient's email address in the 'To:' field
3. Enter a subject for your message in the 'Subject:' field.
4. Write your message! Just click in the large field and type away.
5. When you're done composing, click the **Send** button
6. You'll see a confirmation at the top of the window that your message was sent.

## Understanding Cc and Bcc

**Cc** and **Bcc** allow you to send copies of the same e-mail message to more than one person.

Cc stands for carbon copy, and Bcc stands for blind carbon copy.

## Contacts

Gmail gives you the ability to enter contacts into an address book. In doing this you can easily add names to your emails faster.

- Click on Contacts
- Click on New Contact icon
- Enter the information on the contact
- Click Save

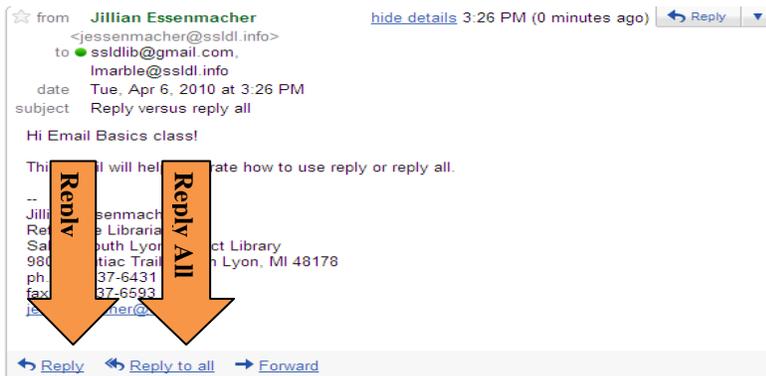
To **ATTACH a file** to a message you're composing, follow these steps:

1. Click **Attach a file** under the subject field.
2. Browse through your files and click the name of the file you'd like to attach.
3. Click **Open**.

If you'd like to **remove** a file you've attached to a message, check the small box next to the paperclip symbol and click anywhere in the composing space. File will be removed.

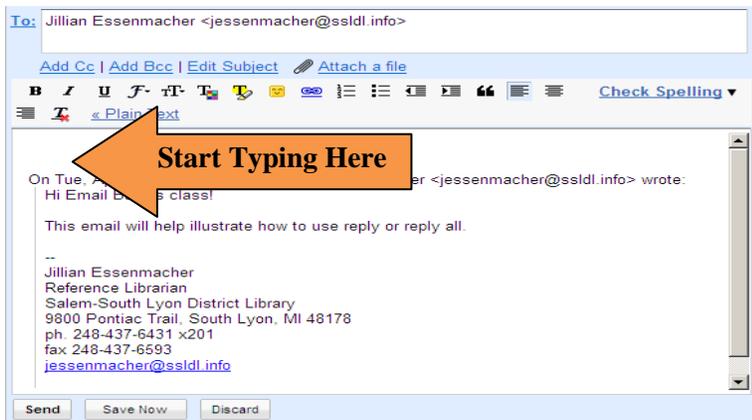
To **REPLY** to a message:

1. Click the “Reply” button. (Click on **Reply** to reply only to the sender. If this message had been sent to several people, you could reply to all by clicking on **reply to all**.)



Clicking on **Reply** inserts the e-mail address of the person who sent you the message.

2. Type your message. Click in the **empty space** above the old message and start typing.



3. Click the “Send” button

## To FORWARD a message to someone else:

1. Open the appropriate conversation and select the message to forward.
2. Click **FORWARD** from the bottom of the message card.

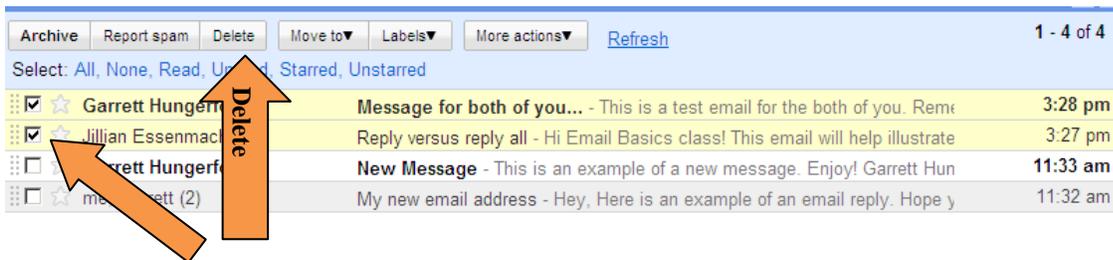


3. Enter the email address(s) to which the email should be forwarded, and add any notes in the message field.
4. Click **Send**.

## To DELETE a message:

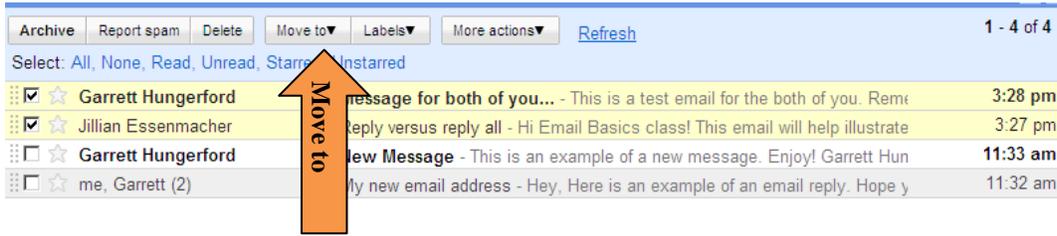
Gmail lets you delete messages. Deleted messages are a lot like the stuff in the trash can in your kitchen: eventually, it's all going in the big dumpster outside. Gmail will empty messages from your **Trash** automatically after 30 days, or you can permanently delete messages yourself.

1. **Click on the square** next to the email you want to delete (a check mark will appear)
2. Click the **Delete** button to move the message to **Trash**.

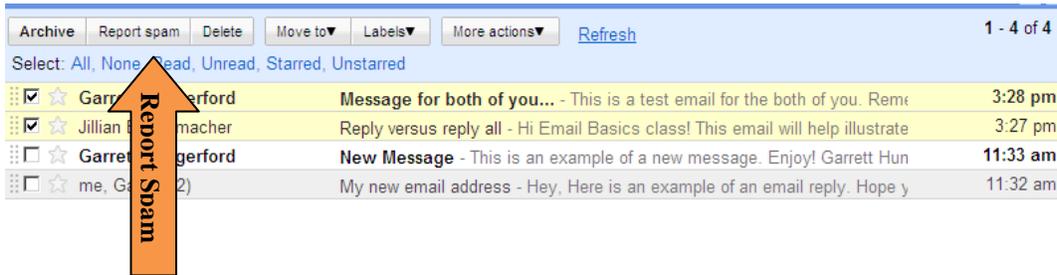


Deleted messages will go into your **Trash**. Generally, the emails in your Trash folder will automatically be deleted after 30 days. If you want to empty your Trash, click on the **Empty** button. Remember once you do this, *you will not be able to retrieve any of those emails again.*

To move a message, select the email you want to move, then click on the Move button and select a file to move it into.



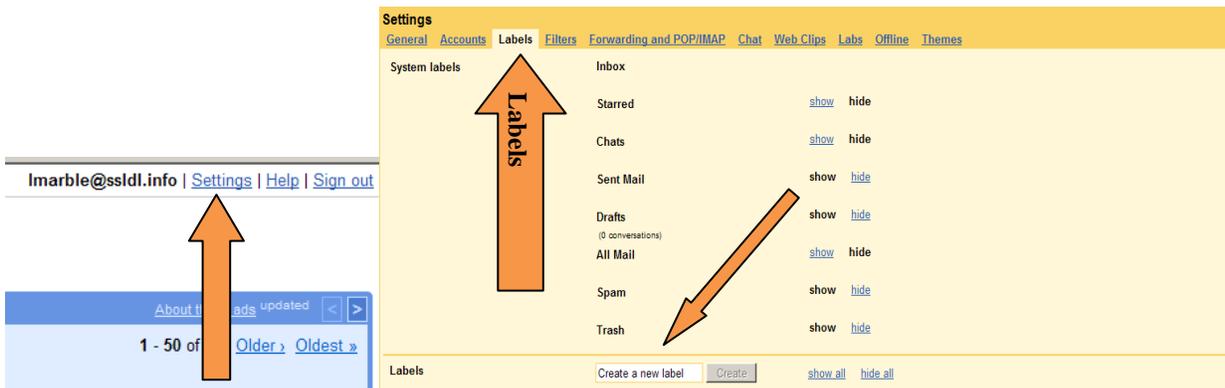
To mark a message as spam, select the email then **click on the Report Spam button**.



### Creating Labels (folders)

Gmail does not allow for folders in your email account. However, it does allow you to assign labels, which allows you to organize your mail. Once you have created your labels, you can move emails into various categories.

- Click on the Settings tab
- Click on Labels
- Type in Label name
- Click Create



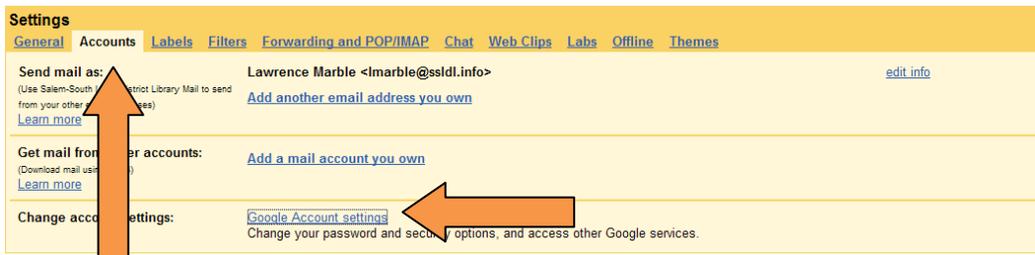
Gmail also allows you to search your email. You can search by subject, title, and date. You can also search for words that appear in the email. Gmail also allows you to search deleted messages that are in your trash.

## **Protecting your identity and privacy – overview of common scams**

Change your password on a regular basis. If you must write down your password, keep it in a safe place. Passwords that use both letters and numbers are harder to break.

### **To CHANGE YOUR PASSWORD**

1. Click [Settings](#) at the top of any Gmail page, and open the **Accounts** tab.



2. Click [Google Account settings](#).
3. In the new window, click **Change password** under the **Personal information** option.
4. Enter your current password and your new password.

A screenshot of a web browser window showing a 'Password change' form. The browser's address bar shows 'Salem-South Lyon District Library' and the page title is 'Password change'. The form is for a 'ssld.info Account'. It includes a 'Name:' field, a 'Login name:' field with the value 'lmarble @ ssld.info', and three password fields: 'Your current password:', 'Choose a new password:', and 'Re-enter new password:'. The 'Choose a new password:' field has a note: 'Minimum of 6 characters in length.' and a link to 'Password strength:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'.

Make sure you create a unique password to help keep someone from breaking in to your account. Here are a few tips for creating your password, and keeping it safe:

1. Never tell anyone your password.
2. Never write down your password.
3. Change your password periodically.
4. Don't choose a dictionary word as your password. Be creative.

### **E-mail etiquette:**

E-mail allows the user to have a quick, cheap and easy way to contact anyone, anywhere with an e-mail address. There are a few guidelines to follow when sending e-mail to people.

1. While electronic mail messages are usually informal communications, it is always best to consider the audience when composing a message.
2. Spelling and grammar rules are the same for e-mail as for other written communications.
3. Writing in capital letters is read as shouting.
4. Be careful with humor and sarcasm. Gestures and facial expressions cannot be seen in a text message and the reader may take humor and sarcasm the wrong way.
5. Never type in all upper case - IT MEANS YOU ARE SHOUTING AT THE READER! – and is considered very rude!

### **To SIGN OUT:**

1. To end you Gmail session, just click **Sign Out** at the top right hand corner.
2. We encourage you to log out of Gmail after each session to protect the security of your email information. Logging out of Gmail is especially important if you check your email on a public computer.