Basic Email Handout

What is Email For?

- To send messages, ideas, pictures, or other documents that you want to share
- To save important things that you want to keep for future use (ex: resume, letter, homework, pictures)
- To keep up to date on news, professional information, or to receive things like recipes, fun pictures, coupons, or other interesting information

Choosing an email carrier:

There are many different email carriers from which to choose. The one you select is a matter of personal preference. Some issues to consider are your familiarity with the carrier, the ease of use, the setup, and the use of other tools on the website (Google docs, Flickr, etc.).

Some of the choices available:

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Gmail	(Google)
Yahoo! Mail	(Yahoo!)
Hotmail	(MSN)
AOL Mail	(AOL)
iCloud Mail	(Apple)

Note: The images in this handout are taken from a Gmail Account. If you have an account with a different provider, the screens will look slightly different, but the basic information will be the same.

Receiving a message:

When you log into your email account this is the screen that you will see. This is your Inbox, where new messages are displayed. Just click on a message to open it.

Your received emails are here. Just click on the specific email to open it.
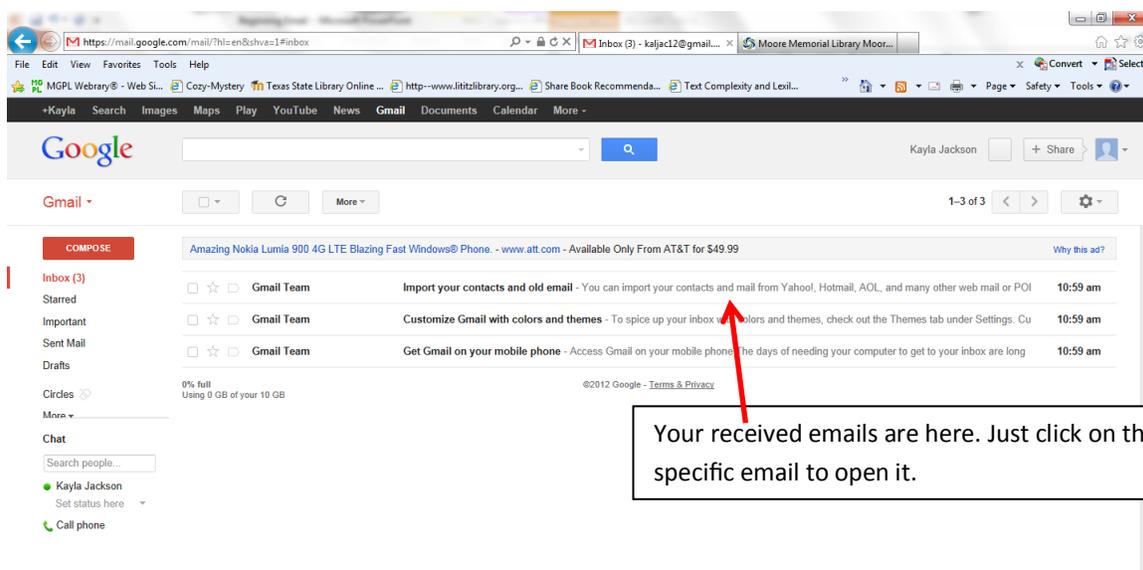
When you click on the box to the right of a message a toolbar appears that displays the different actions you can take.
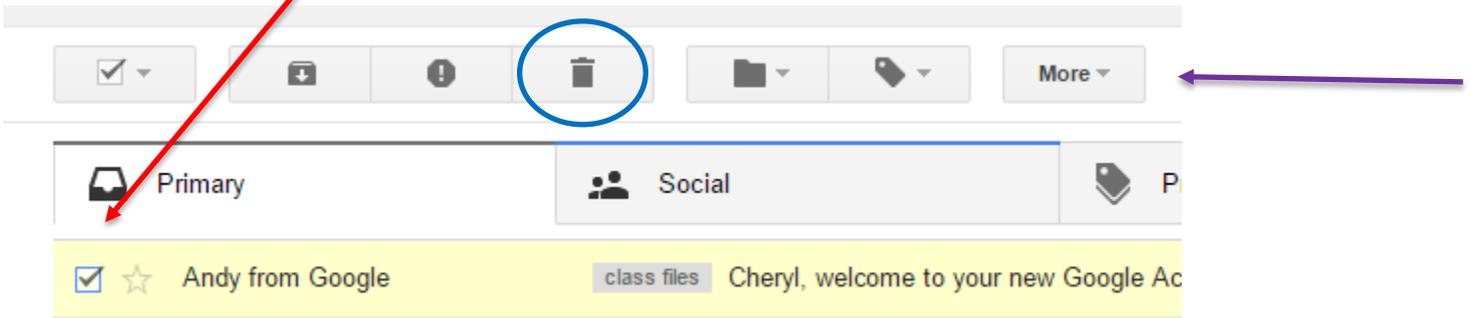
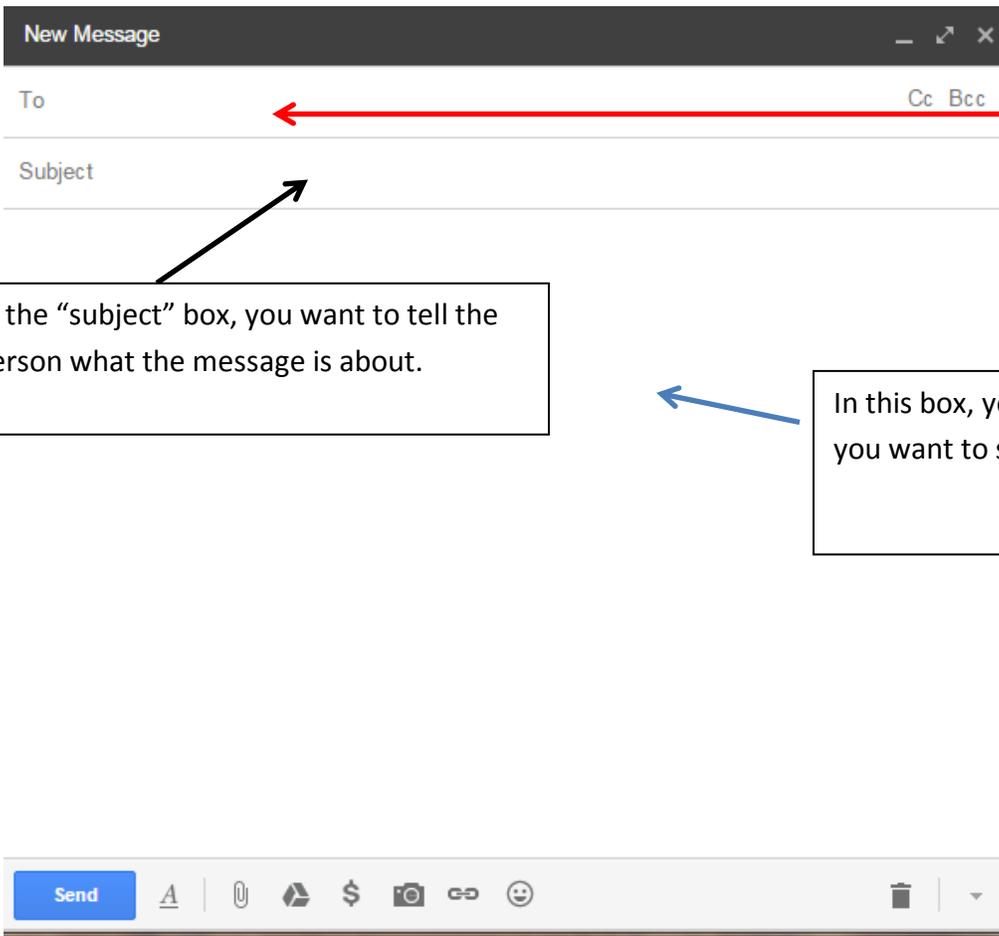If you want to delete the message, just click on the little trash can icon.

If you click on the ☆ beside that box, the email is "starred", or marked as important.

Creating a New Email:

When you are ready to compose an email, you will click on the big red button marked "Compose" on the top left corner. You will see this screen.

In the "To" box, you type in all the email addresses that you want to send the message to.

In the "subject" box, you want to tell the person what the message is about.

In this box, you type in the message that you want to share.

Attaching a Document, Image, Etc.:

If there is a document or picture that you want to send with your message, you can attach it to the email. You click on the paperclip button at the bottom of the new email and select the file or picture you want to attach.
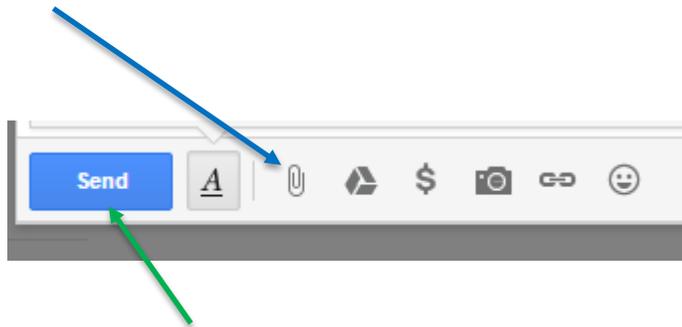
Then you are ready to click "Send," and your email travels to the inbox of the people you sent it to.

Downloading attachments from an email that you receive:

If an email that you receive contains an attachment, you need to click on that attachment to download and open the file.

1. Click the [Download] button or link in the email.

   This is what it looks like in Gmail:

   When you click on [Download], you'll often be asked if you want to save or open the file(s). If you do not want to save the file, you can just click on "open". If you do want to save the file to your computer, save it first, and then open it. Remember, if you choose to open the attachment first, it will not automatically be saved it to your computer.
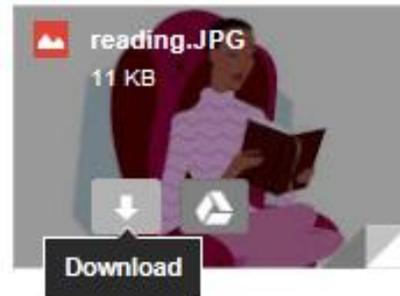

2. If there are multiple pictures being downloaded at the same time, they will often be put into a ZIP file (it will end in ".zip"). A ZIP file is like a suitcase holding several items; you need to unpack it (known as "extracting") to be able to see what's in it.

   Right-click the ZIP file and select "Extract All." Click [Extract] in the window that pops up. You will now see a normal folder that has the same name as the zip file *minus* the ".zip") that will have all your images inside.

Searching for specific emails:

When there is a large number of emails in your inbox, it can be difficult to search for one specific email that was received earlier. It is very easy to search for specific emails by typing a keyword, such as the name of the person/company that sent the email you are looking for, the subject heading, or other identifying words, into the search box at the top of your inbox. Just type the word into the box and click on the blue magnifying glass. This will shorten the list of emails and help you locate the one you need, without having to scroll through several pages of emails. You can also search your "sent" emails.
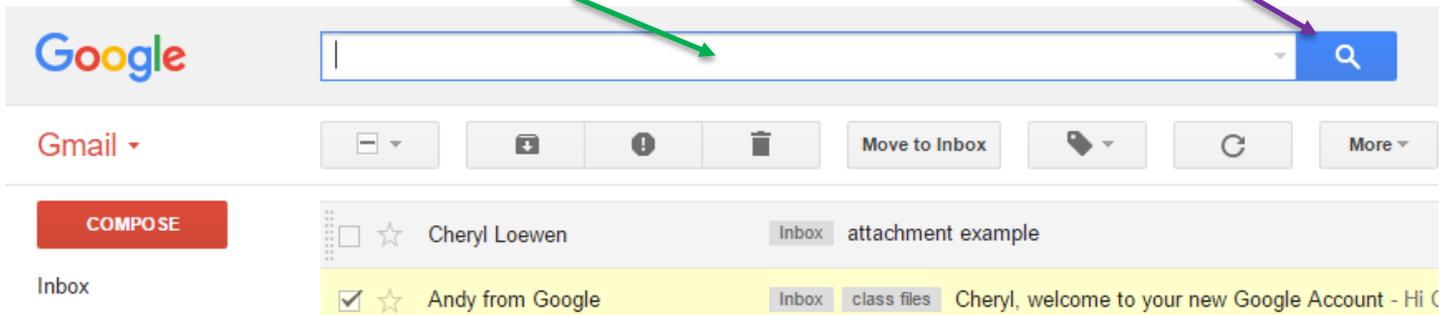
Creating Folders:

As you continue to use your email address, the number of emails in your inbox can become very large, unless you are very thorough in deleting the ones you don't need to keep. One way to keep your inbox organized is to "file" your emails away into different folders. This is a very easy process, and you can create as many folders as you need. Once you are inside a specific email, there will be a folder icon along the top row of tools. This is the "Move To" tool, and to create the folder, you click on "Create New".

New Label   ×

Please enter a new label name:

☐ Nest label under:

[Create]   [Cancel]
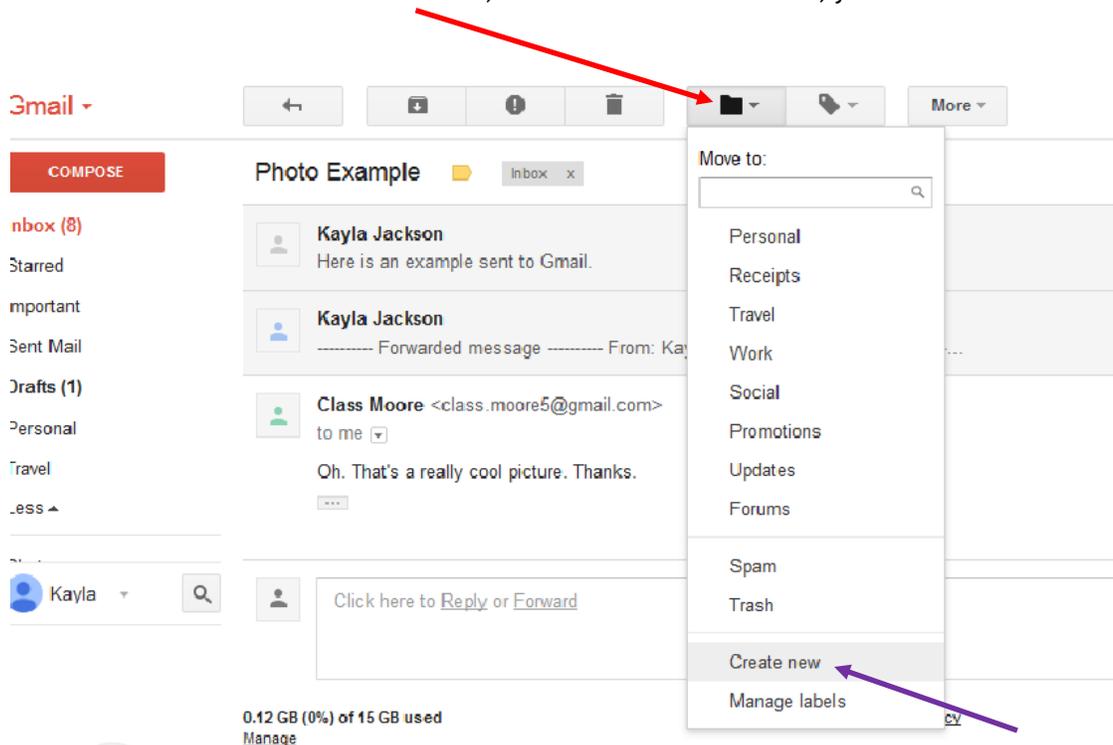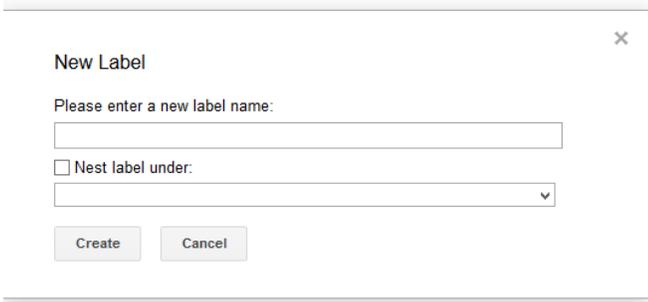
This box will appear. Name the new folder, click Create, and the email will immediately be moved into that folder. You can repeat this process until you have all of the folders that you need. All you need to do after the folders have been created is choose all of the messages that you need to move into that folder (1), click on the folder icon (2), and select the folder that you would like to move them into (3). This will cut down the clutter in your inbox and make it easier to find specific emails.
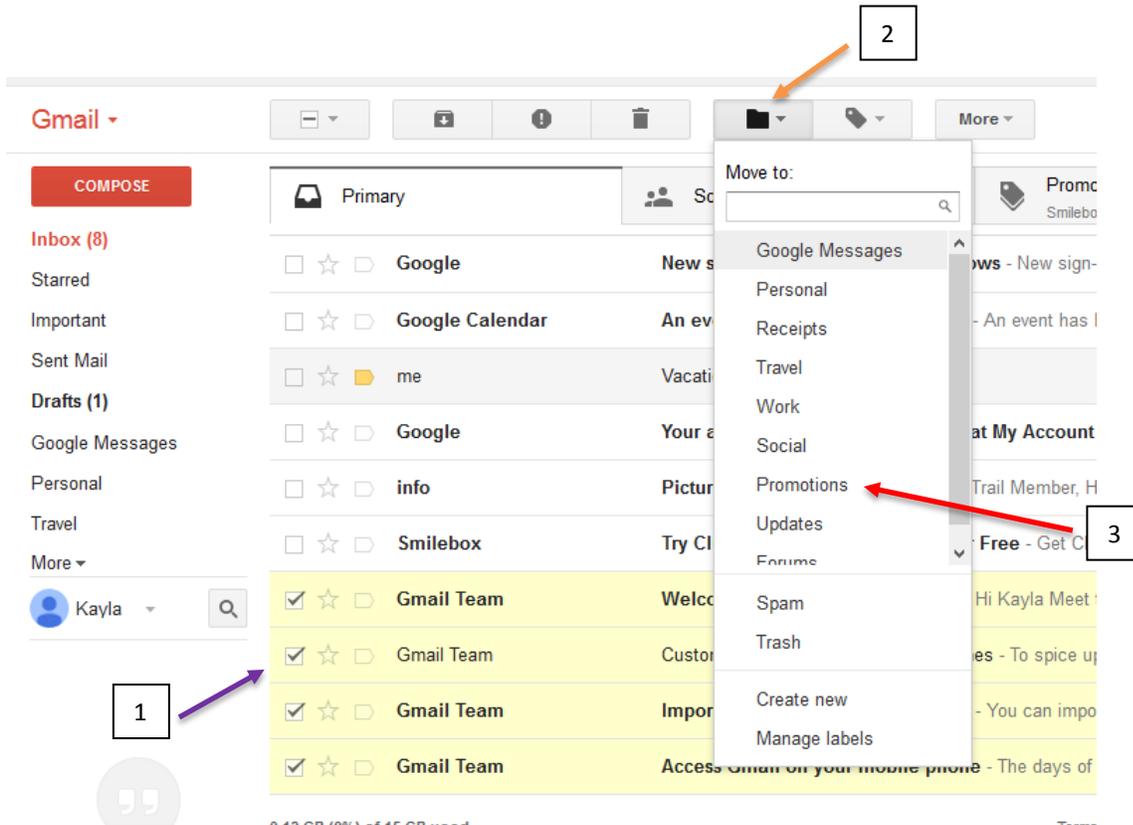
Settings:

One important thing to be aware of is how to change the settings. This will be very important, if you ever forget your email password and need to go through the "Lost Your Password" process that each email system has, in order to change your password and access your account. NOTE: HAVING YOUR CORRECT PHONE NUMBER IS VERY IMPORTANT TO PASSWORD RETRIEVAL. Many people will type in the phone number that they have at the time of creating the email, but they will forget to update that information when they get a new phone/number. If they forget their password at that point, it will usually mean that they will have to contact Google, Yahoo, or AOL in order to get their account "Unlocked" and be able to use it again. This problem will be avoided by remembering to keep your information updated within your email account.

To do this, you need to go into the Settings. First click on the little gear button on the right. Then click on "Settings". Under "Accounts and Imports", click on "Change password recovery options." You can change the Recovery Phone and Recovery Email from there. When you go to change them, you will need to verify your current login and password, which is why it is good to do this when you remember those, and not after you have forgotten them.