



# COMPUTER BASICS

LEVEL 1



## ***Week 6***

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## Introduction to Email

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# Introduction to Email

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**Introduction to E-Mail**

In this course, we will be using Gmail. After setting up an account, there are short exercises to help understand how to use Gmail. You will learn how to use the most common tasks by following step by step directions for each one. Also, you will learn to navigate your Gmail to enable you to take advantage of all tools to better help you enjoy using Gmail.



## Introduction to Email

### Introduction to Email

E-mail stands for electronic mail, which is the transmission of messages over communications networks. To use email, you must have access to a computer that is linked to the outside world, via a modem, phone line, or fiber optic cable. Email messages are sent over the Internet and stored in **electronic mailbox servers for the recipient to receive** them.

#### ✔ Pros of using email.

- ✔ Sending messages over the Internet is quick.
- ✔ In most cases it is free, no long distance fees.
- ✔ You can respond at your convenience.
- ✔ You can read your Gmail from anywhere in the world.

#### ✔ Cons of using email.

- ✔ Not as personal as hand written letter.
- ✔ You need a computer with proper software and hardware, and Internet access.
- ✔ You need how to use the program.
- ✔ You need to understand security issues. (See our Keeping Your Computer Safe document.)

### How to Read an Email Address:

In the example, you will see there are at least four distinct parts to an email address:

[MollyPitcher.usa@gmail.com](mailto:MollyPitcher.usa@gmail.com)

- ✔ In the first part, you will see the Username, **MollyPitcher.usa**. Can be a proper name or any word a User may decide to use. It can also contain lower and uppercase letters, numbers and some punctuation options.
- ✔ In the second part, you will see the @ symbol, which is necessary in all username id's. Use the capital key and type the number 2 key.
- ✔ In the third part, you will see the domain name, in this case, **gmail**.
- ✔ In the fourth part, you will see the extension, **.com**.

### Some Free Email sites:

yahoo.com  
hotmail.com  
google.com

### Signing Up for a Free E-mail Account

Several websites provide free email accounts to anyone who signs up. The advantage of using one of these services is that you can get into your mail and send and receive things from any computer that is hooked to the Internet. If you are away from home on business or vacation you only need to find a computer to use and you can still access your account. (Most public libraries offer this service.) If your Internet Service Provider is a network they may require that you be logged on through their system to access your account.

- ✔ **Go to a free World Wide Web email service** and follow their steps to apply for an account.

- ✔ **Be aware that they will ask** you for a certain amount of personal information to verify who you are. There are two reasons for this:

- Most email providers **require you to be a certain age** or have parental permission to sign up for an email account.
- They want **to determine who you are and what you are interested in** so they can "customize" your service.

- ✔ **Email services are provided for free to users because they are subsidized by advertising.** Any messages you send will have a tag at the bottom advertising the email service you use.
- ✔ **The default settings in an email account will lead to a full inbox of advertisements.** Carefully look through your options to avoid receiving mail you don't want.



## Introduction to Email

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### Tips on Using an E-mail Account

Some things to keep in mind when using an email account:

- ✔ You will need to **remember your user name and password** for your email account. Write them down in a safe place.
- ✔ **Create a password that would be difficult for someone to figure out using letters, numbers, and punctuation characters.** Don't use the same password for all of your accounts that require passwords (or pin numbers).
- ✔ Messages may sometimes get returned to you. This usually means that there is a misspelling in the email address you were sending to. **Remember everything in the address needs to be exactly correct for the mail to reach the intended recipient.** *There are never spaces in an email address and they are almost always lower case.*
- ✔ When you finish with your mail **you must log out, log off, or sign out especially if you are using a public terminal.** This will prevent someone else from using your email account without your knowledge.



# Introduction to Email

## Setting up a Gmail Account



### Exercise:

1. Connect to the Internet
2. Go to Google.com
3. Click on Create An Account Button



### In the appropriate boxes type:

1. First name
2. Last name
3. Desired login name
4. Click on Check Availability button
5. If name is not available, choose from list provided
6. Choose a Password-the strength level will show at the right of box
7. Type in your Password again
8. Optional (leave blank if you do not want these options) check boxes for:
  - a. Stay signed in
  - b. Enable Web History
  - c. Make Google your Default Homepage
9. Choose a security question. Click on list arrow at right of box and click on the question you want
10. Type answer to security question in the next box
11. Secondary email is optional. It helps when you forget your id or password; you can get the information in a secondary email account.
12. Choose Location-if your country is not showing, click on the list arrow and choose it from list
13. Type Word Verification characters in box.
  - a. These are not needed for future reference. You do not need to keep these as they change each time they may be needed.
14. Read Terms of Service
15. Click on I Accept Create an Account Button

1 **Get started with Gmail**

2 First name:

3 Last name:

4 Desired Login Name:   
Examples: JSmith, John.Smith

5 **JSmith30 is not available, but the following usernames are:**

- js220864
- john.jsmith.smith012
- smith.jsmith.john221
- john.jsmith.smith192

Choose a password:  [Password strength](#)  
Minimum of 8 characters in length.

Desired Login Name:  @gmail.com  
Examples: JSmith, John.Smith

**js220864 is available**

6 Choose a password:  [Password strength](#) **Fair**  
Minimum of 8 characters in length.

7 Re-enter password:

8  Stay signed in

Enable Web History

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.

9 Security Question:    
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Security Question:    
Choose a question ...  
What is your primary frequent flyer number  
What is your library card number

Answer:

Secondary email:

10 Answer:

11 Secondary email:   
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](#)

12 Location:

13 Word Verification: Type the characters you see in the picture below.

Letters are not case-sensitive

14 Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)

[Printable Version](#)

Google Terms of Service  
Welcome to Google!

1. Your relationship with Google

1.1 Your use of Google's products, software, services and web sites (referred to collectively as the "Services" in this document and excluding any services provided to you by Google under a separate

By clicking "I accept" below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

15



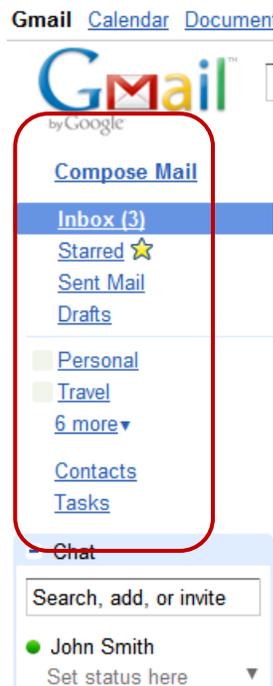
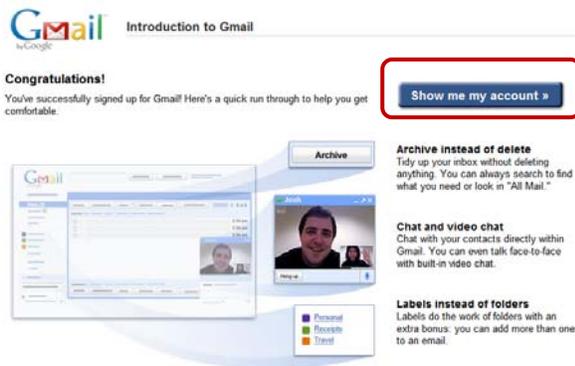
# Introduction to Email

## Open Your New Gmail Account

When you successfully create your account, the congratulations page will open.

### Exercise:

After you have read the information on this page, click on the Show Me My Account button.



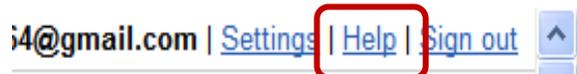
## Gmail Features Vocabulary

<b>Compose Mail</b>	Write a new message
<b>Inbox</b>	Indicates how many unread emails in a parenthesis
<b>Starred</b>	Mark special emails to indicate further use at another time
<b>Chats</b>	Keeps a list of chats you have had
<b>Sent Mail</b>	Keeps a list of sent emails for future reference
<b>Drafts</b>	Saves an unfinished email for completion at a later time
<b>All Mail</b>	Lists all emails from inbox, starred, chats, sent and drafts, not trash or spam
<b>Spam</b>	Gmail sends messages here that they think are not something you want. You should always check list, as some good emails may go there instead of inbox.
<b>Trash</b>	Deleted messages go here. If you accidentally delete a message you can retrieve it here. Once you delete a message here, it is irretrievable.
<b>Contacts</b>	Create and edit a list of email addresses here.
<b>Tasks</b>	Create a list of things to do here



# Introduction to Email

## Getting Help



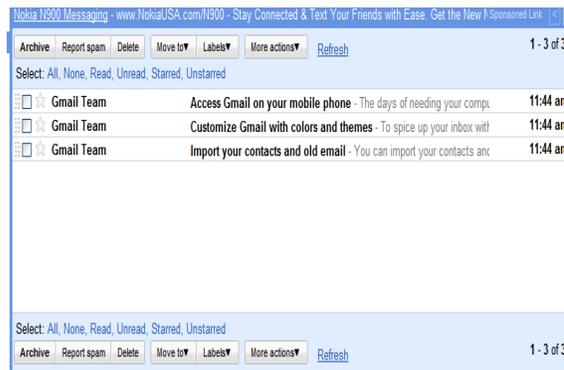
When you learn a new program or software product, it is always good to know how to get help when it is needed. In Gmail, you will find a Help Link above and below the email window. When you click on it, a new window will open up. It is an eight page document that gives helpful instructions on basic email tasks. There is a print button which will get you the document without unwanted ads and peripheral information

## Action Buttons and Vocabulary



## Inbox Window

Lists incoming messages and contains actions to read and manage email.



## Task Complete Bar

When perform tasks with Action Buttons, you will see a highlight bar above inbox telling you that the task was completed.



<b>Archive</b>	Removes messages from inbox. Can be viewed in All Emails or preset Labels.
<b>Report Spam</b>	Reports to server addresses of junk mail, and allows them to help block spam.
<b>Delete</b>	Removes a message from email and puts them in the Trash folder. You can permanently delete them from Trash folder using the Delete Forever button.
<b>Move To</b>	Enables you to sort messages to labels.
<b>Labels</b>	Manages messages by creating a label to sort messages or, use one already set. You can also manage all your labels, edit, delete, etc.
<b>More Actions</b>	Gives you a choice of actions: Mark as Read, Mark as Unread, Add to Tasks, Add Star, Remove Star, Create Event, Filter Messages Like These and Mute.
<b>Select</b>	Select a group of messages by clicking on one of the choices: all, none, unread, starred, and unstarred. It will put a check in the box in front of each message in that category.
<b>NOTE:</b>	<b>To use these options, click in the check box in front of the message, except for Select.</b>

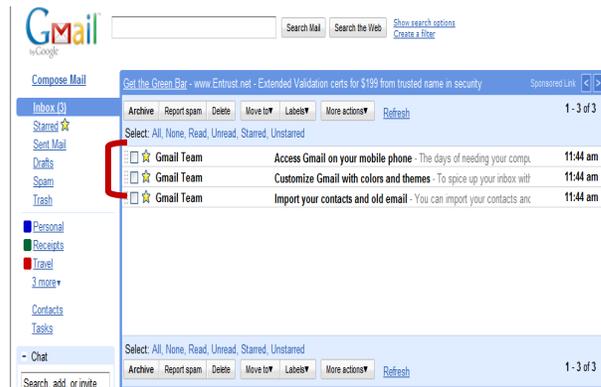


## Reading E-mail Messages

### Exercise:

#### To open an email:

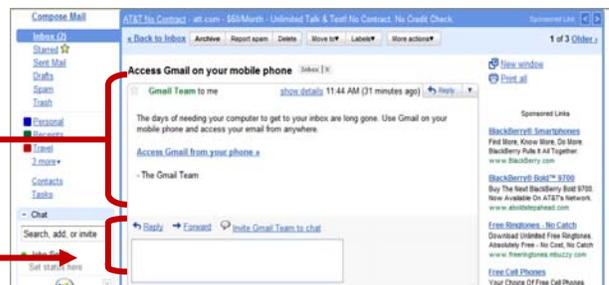
1. Move the pointer arrow over the message in the list.
2. When you see the link highlight, click once to open the email.



### Exercise:

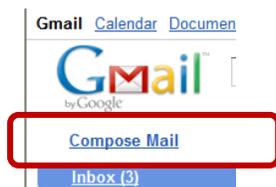
#### To read an email:

1. Sender's name
2. Date and time message sent
3. Management Options-Reply button with list arrow
4. Message
5. Option to reply, forward and invite chat in the blue shaded box



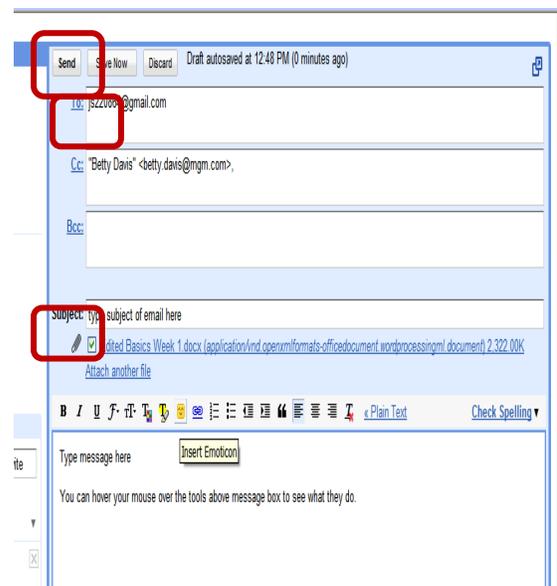
## Compose and Send Email

### Exercise:



#### Steps to create an email:

1. Click on the Compose Mail link.
2. Type your own email address in the To box.
3. Type Practice in the Subject box
4. In the white work space type a short message.
5. Click on Send, above To Box or below Message box.





## Introduction to Email

### ✓ Tips for Composing Email

- ✎ You can hover over tools over the message box to see their task.
- ✎ To check spelling, click on the link at the right end of tool bar.
- ✎ Translate email to another language by clicking on the arrow to the right of Check Spelling.
- ✎ To save and finish later, click on Save Now button. It will put it in the Draft folder at left of screen. It will also leave it open for you to add or edit you email.
- ✎ To delete without sending, click on the Discard button. This will remove it from your Draft folder if you have saved it while you were working on it.
- ✎ Emails are automatically saved with the time of day at top or bottom of the compose window.

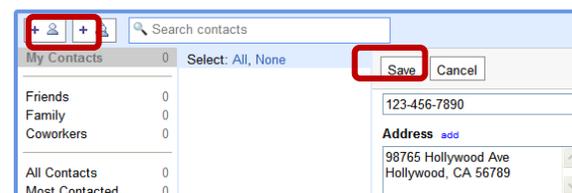
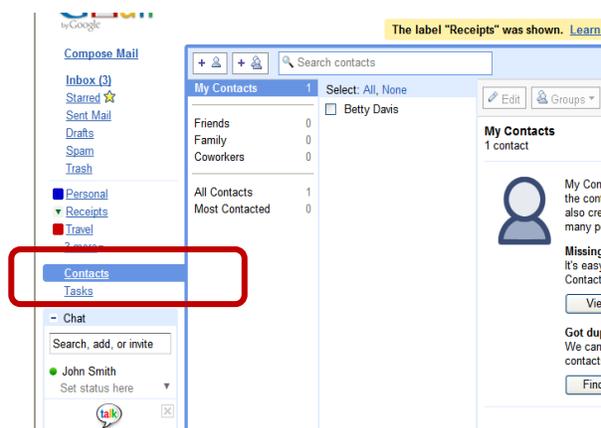
## Contacts

Contacts are a list of addresses of email friends to either send or receive email. When you type an email, the Sender will automatically be saved in your Contacts list.

### Exercise:

To add a contact manually:

1. Click on Contacts link at left of any page.
2. Click the Add New Contact Button 
3. Enter appropriate information for new contact. If you are concerned with security issues, only put contact name.
4. Click on Save to add new contact.





## Introduction to Email

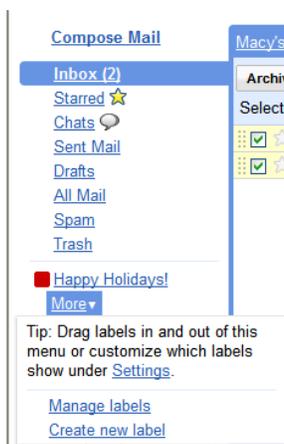
### Create Labels

You can create as many Labels as you like.

This can be done before you even receive an email or after you have received messages.

Exercise:

1. Click on the More link in the Folders column.
2. Click on Create a New Label.
3. In the New Label box, enter the new label name.
4. Click on OK button.
5. It will show up, just above the More link.



**New Label** ✕

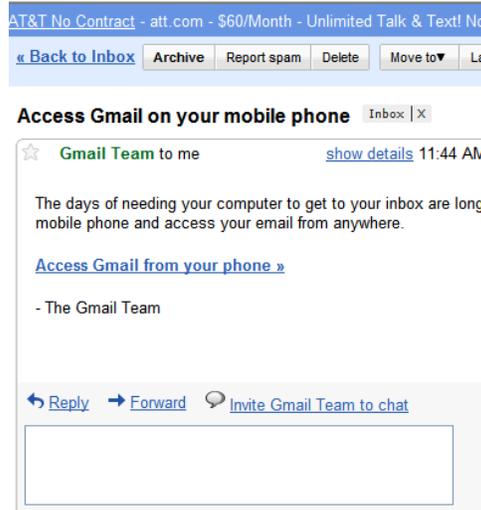
Please enter a new label name:

#### Tip

- To store a message in the Label, click the check box in the Inbox list. Click on the Move To button and choose that Label from the list.

### Forward or Reply to a Message

Below the message is Reply, Forward or Invite to Chat option. When you click on Reply or Forward, the email will open in a Compose mode. You will be able to type your message in the writing box and will see your original incoming message below it. When you have finished your message, Click on Send.



### Practice Tip

**You can practice sending, replying and forwarding email by using your own Email ID in the To box. That way you will know if, the tasks you practiced worked the way you wanted it to.**