



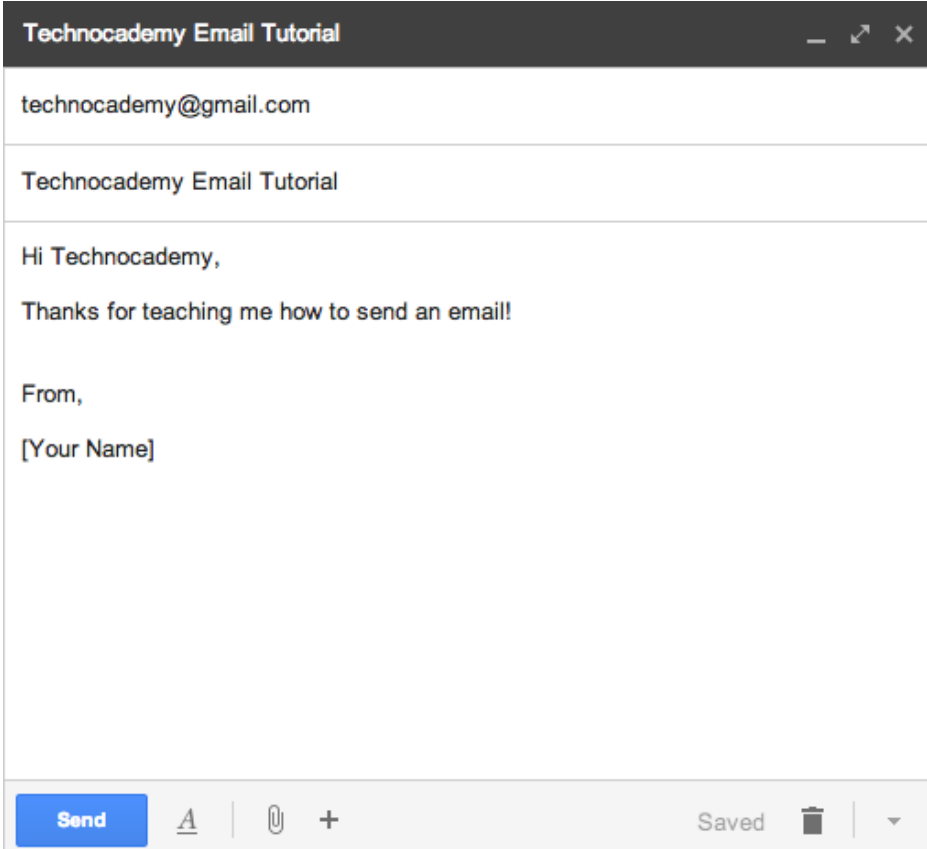
Sending and Receiving an Email

Now that we have reviewed the idea of email, let's try and practice by sending our own email. Use the following tutorial to learn hands-on how to send and receive email messages.

1. Log into your newly created email on www.gmail.com using your username and password.
2. Click on the "Compose" button on the upper left hand corner of the screen.
3. This will bring up a box on your screen that looks like this:

A screenshot of a web-based email composition window titled "New Message". The window has a dark header bar with the title and standard window controls (minimize, maximize, close). Below the header, there are two input fields: "Recipients" and "Subject". The main body of the window is a large, empty text area for writing the email content. At the bottom, there is a toolbar with a blue "Send" button, a text formatting icon (underline), an attachment icon (paperclip), and a plus sign. To the right of the toolbar, the word "Saved" is displayed next to a trash can icon and a dropdown arrow.

4. In the “Recipients” field, write the email addresses of the people whom you want to send your message to. In the case of this example, type in the address content@technocademy.org (Technocademy’s email).
5. For the “Subject” field, type a short phrase regarding what your email is about. For example, the subject might be “Weekend Plans” or “Summer Visit.” In this example, type in “Technocademy Email Tutorial” for the subject.
6. After you have completed both the “Recipients” and “Subject” fields, click on the blank box in the middle. This is where you will type out your message. For this example, type any kind of message you want.
7. This is what your email should look like so far:



Technocademy Email Tutorial

technocademy@gmail.com

Technocademy Email Tutorial

Hi Technocademy,
Thanks for teaching me how to send an email!

From,
[Your Name]

Send A U + Saved

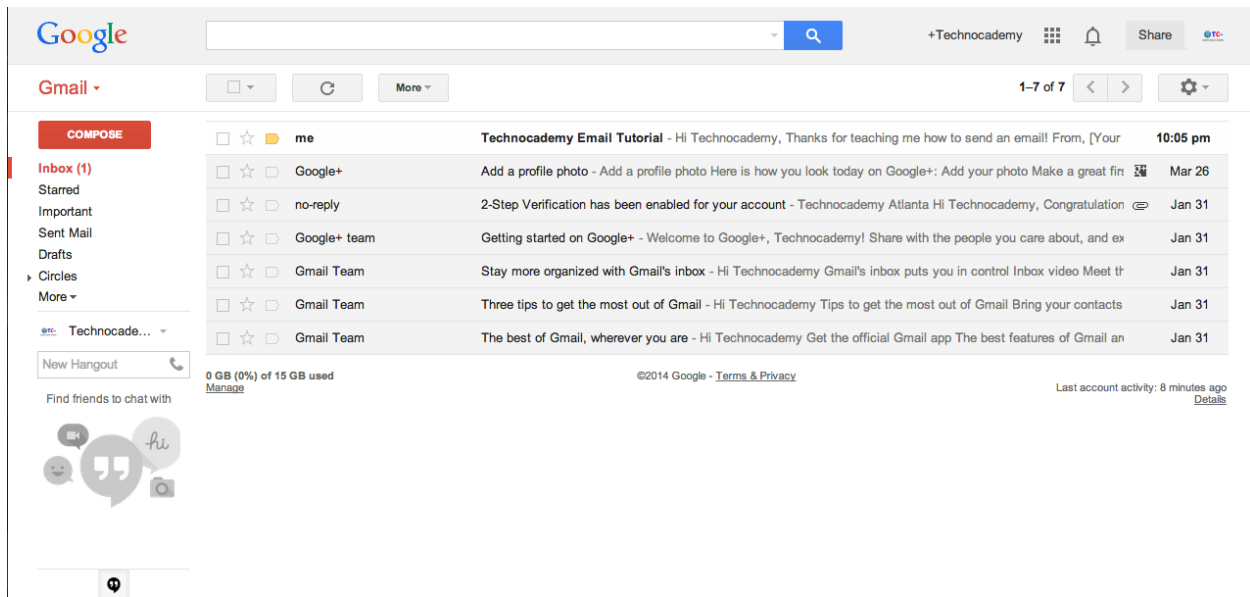
8. Once your message is complete, double check to make sure the email address you are wrote in the “Recipient” field is exactly right. If even one letter is typed

incorrectly in the email address, the message will not send correctly. Also look over your message to make sure nothing is spelled incorrectly.

9. Now that you have finished composing your message and proofreading it, you can now send your email by clicking the blue “Send” button on the bottom left. Once you click this button, your email will send automatically and you can no longer edit its content. This is what the “Send” button looks like:



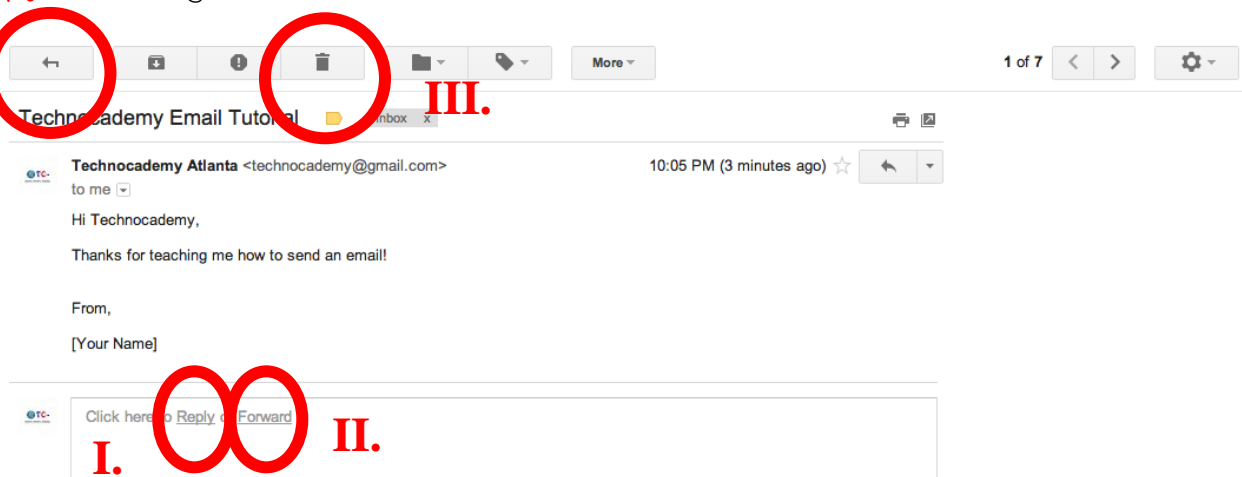
10. By clicking the “Send” button, the person to whom you sent the email automatically receives this. In the case of this example, the email you sent to Technocademy will now appear in Technocademy’s email inbox.
11. Every time you log into your account in www.gmail.com, you will be taken to your “inbox,” where you can see all messages (both ones that you have read and ones you have not yet). For receiving emails, your inbox will automatically show any new messages that other people have sent to you. These “unread” messages will be in bold font. For example, the email that you have just sent to Technocademy looks like this on Technocademy’s inbox (picture on next page):
 - I. You should notice a few details:
 - i. The inbox tab on the right-hand side of the screen has a “(1)” next to it (signifying there is one unread email).
 - ii. In the email header, the “me” is the sender of the email.



12. For the purpose of this tutorial, Technocademy will send an email back to you after it receives your email. The subject of the email will be “Re: Technocademy Email Tutorial.” This message will be appear in your inbox bolded and will be at the top. To view the actual message, click on the bold title as seen above (the email header on the top that is from “me”).

13. This will open the email, and you will then be able to view the body of the message. In this example, Technocademy will write “Thanks! We received your message!” in the email.

IV.



14. After receiving emails, you have a few options of what you can do next (the Roman numerals correspond to the key in the diagram below):

- I. Reply: You can choose to send another back in response to the person who just sent you an email. Click the “Reply” button at the bottom of the screen:
- II. Forward: You can choose to resend the message you just received to another person. For example, if your friend sends you an interesting message, you might want to resend this message to your son. Click the “Forward” button at the bottom of the screen:
- III. Delete: If you do not want this message any longer, you can remove it from your inbox permanently by pressing the trashcan icon at the top of the screen (note: once you delete an email, you can no longer access it):
- IV. Back: If you have finished reading the email but do not wish to perform any of the actions above, you can simply choose to move back to your inbox to look at other messages. Do this by clicking the left-facing arrow at the top-left:

15. These are the basics to sending and receiving an email. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to content@technocademy.org (you can get practice sending emails by this!) regarding any questions you may have.

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