



Email Basics

**C.L.U.E.
Computer
Literacy
Unlocks
Everything**

*Brought to you by Fresno County Public Library
written by Lisa Lindsay, MLIS*



Class Goals

Today you will:

- Learn common words having to do with email.
- Learn how to create a secure password.
- Learn how to recognize a fraudulent email.
- Sign up for an email account with Gmail.
- Practice using email to send and receive messages and add attachments.



Common Terms

email (ē'māl')

A system for sending and receiving messages electronically over a computer network, as between personal computers.

spam (spām)

Unsolicited e-mail, often of a commercial nature, sent indiscriminately to multiple mailing lists, individuals, or newsgroups; junk e-mail.

username (yū'zər-nām')

A sequence of characters (different from a password) that is used as identification and is required when logging on to an online service. Also called *user ID*.



Common Email Providers

Gmail

<http://www.gmail.com>

Yahoo

<http://mail.yahoo.com>

MSN Hotmail

<http://mail.live.com/>

AOL

<http://mail.aol.com>



What is Email Used For?

- Email is used to communicate with family and friends in the same way letters are sent in the mail.
- Email is used by many websites to communicate with users after creating an account (eBay, Amazon, MySpace etc.)
- Email is used to have a readily available place to store documents (email yourself with your document “attached” instead of saving it to a disk)



Don't Be a Victim of Phishing

- Phishing is when con artists send fraudulent e-mail messages that appear to come from trusted Web sites.
- They will request that you provide personal information and then they use this information for their own financial gain.
- There are basic clues that make it obvious an email is from a con artist.

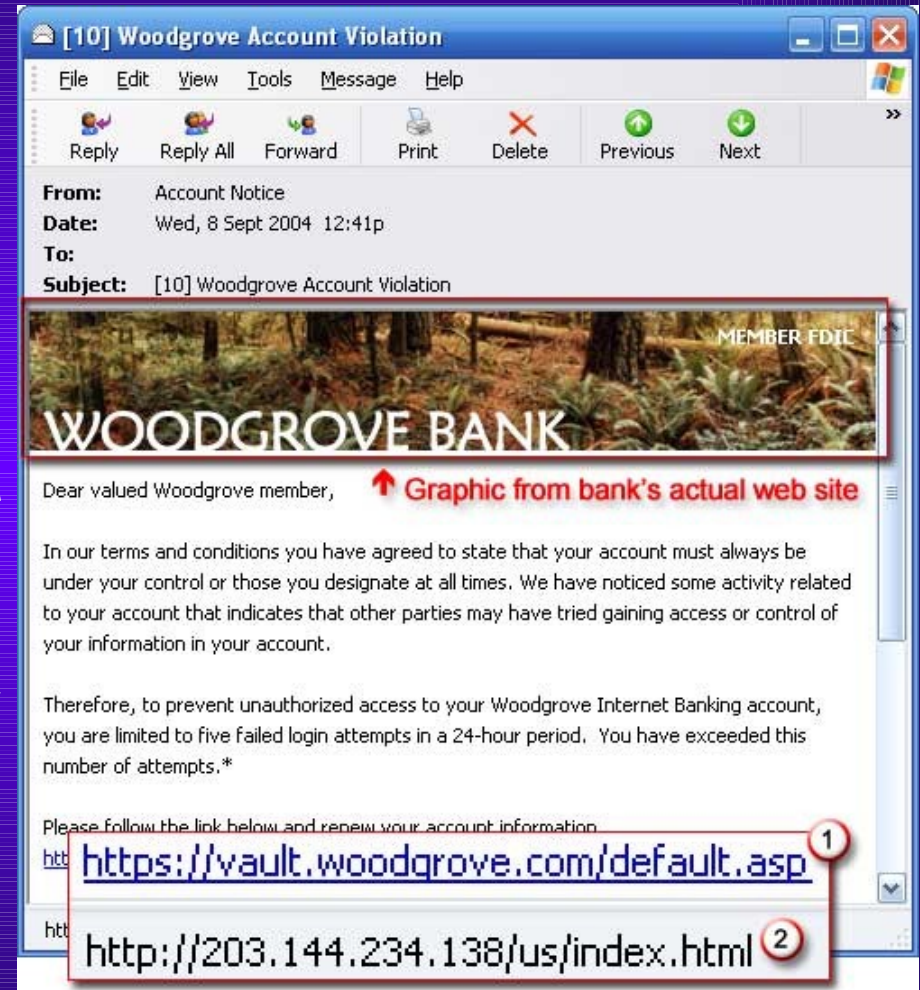
Phishing Example

Looks real but...

Refers to “failed login” attempts which you don’t recall happening.

Asks you to send account information through email. Real companies don’t make this request because it’s a known tool of scammers.

The actual link appears to be a legit website but upon closer examination it’s a very different website.



If you have any doubt, it’s likely a scam but if you want to be sure contact the company on your own.



Creating an Email account Step 1: Choosing a Username & Password

- Usernames are unique to you – if someone else has chosen what you want you must choose another.
- It's important that you choose a **secure password** but it's not difficult, just be creative.
- Complete Handout #2



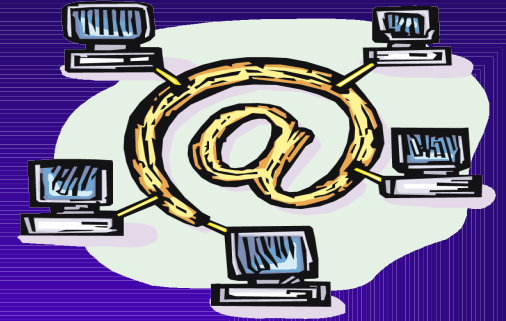
Creating an Email account Step 2: Sign up for your email address

- Go to the website www.gmail.com and complete each section.



This part is called a captcha – the distorted words are used to test that you are a human completing the form rather than a computer (cuts down on scams).

The anatomy of an email address



Sunnysidepatron@gmail.com

Username

“at”


(symbol is
found on the #2
key)

Email provider
with “dot com”

Remember, when you are writing down your email address you need to include all three parts! When you are sending an email you need to have all three parts.

Sending an email

- Click on “Compose Mail” in the upper left corner.
- Enter an email address in the “To” field. (Email to more than one address by putting a comma in between).
- Don’t forget all three parts of the address. For practice send an email to sunnysidepatron@gmail.com as well as to another classmate in the room.



Sending an email, cont.

Add a subject line

Bad Subject Lines	Good Subject Lines
Tickets	Lyric Opera tickets
Request	Request for parts to fix Jeep
Meeting	Meeting 9am Tues, Room 6

The subject line is optional but it's a good idea to include something so that you can help the person receiving the message quickly know what your email is about since it's likely going to be listed with many others.



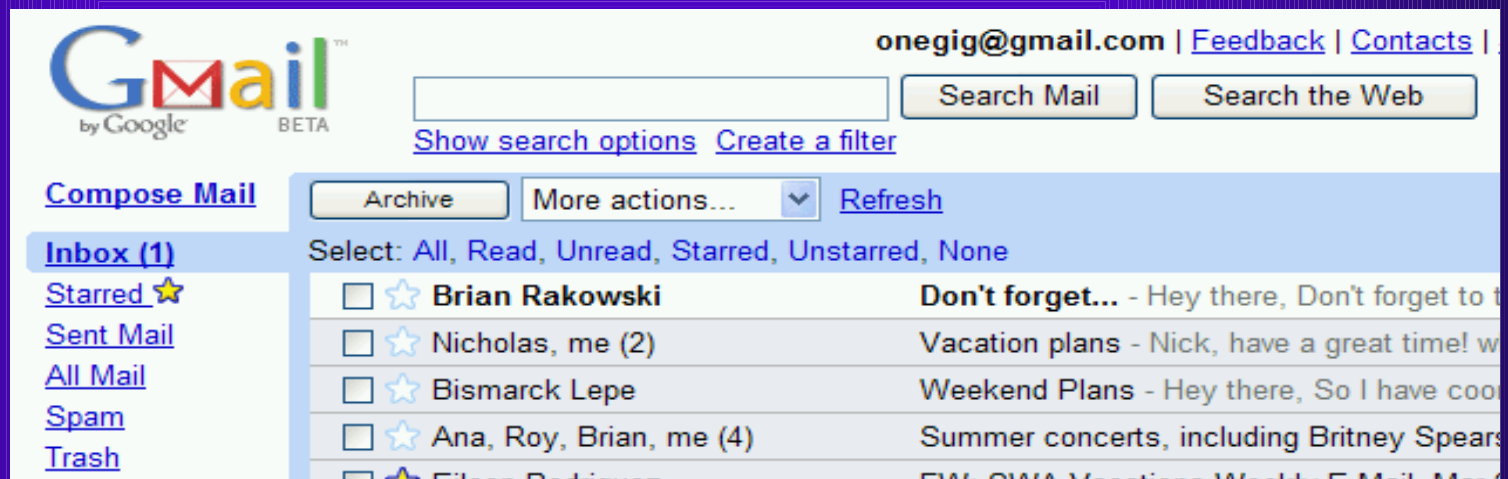
Sending an email, cont.

Compose and Send Your Email

- In the main part you put your message in. Feel free to type whatever you want.
- Once you are done make sure you have the email address typed correctly and then select “send” in the lower left corner.

Reading what's in your inbox

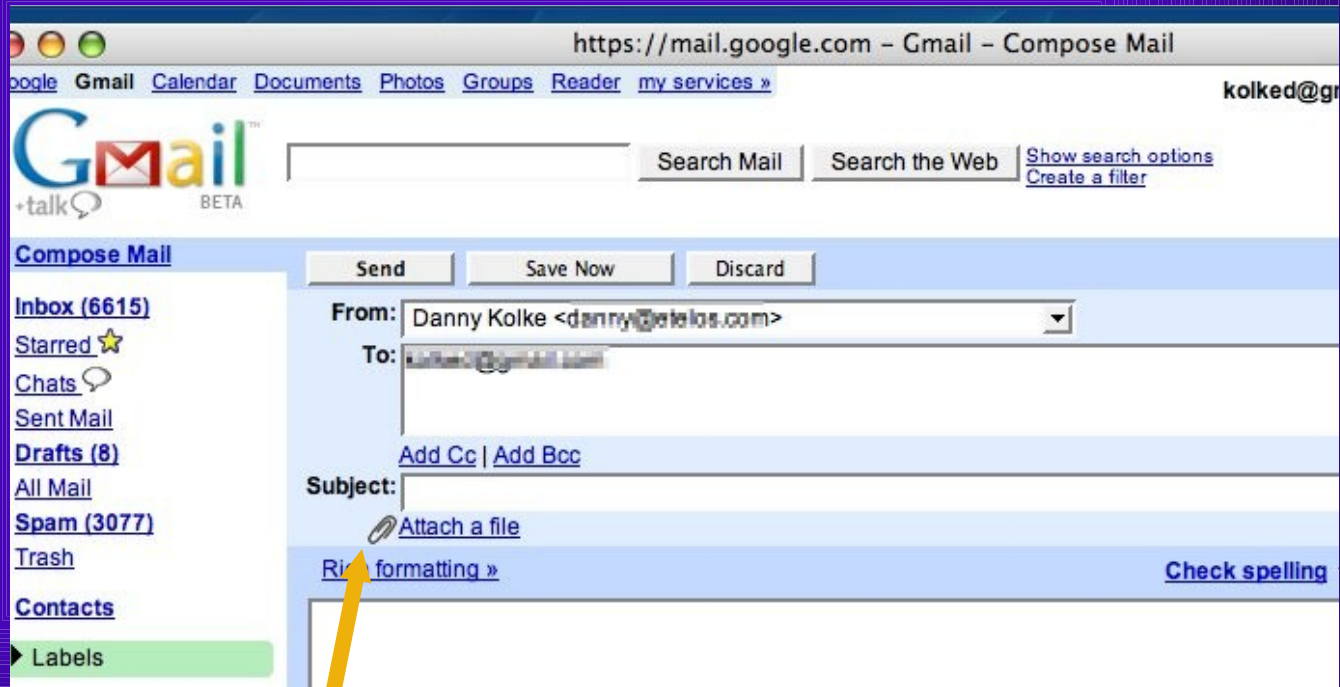
- The Inbox shows how many new messages you have in parentheses. New messages are highlighted.



- Select any message to read the content. When done select Inbox again to get back to your list.

Sending an attachment

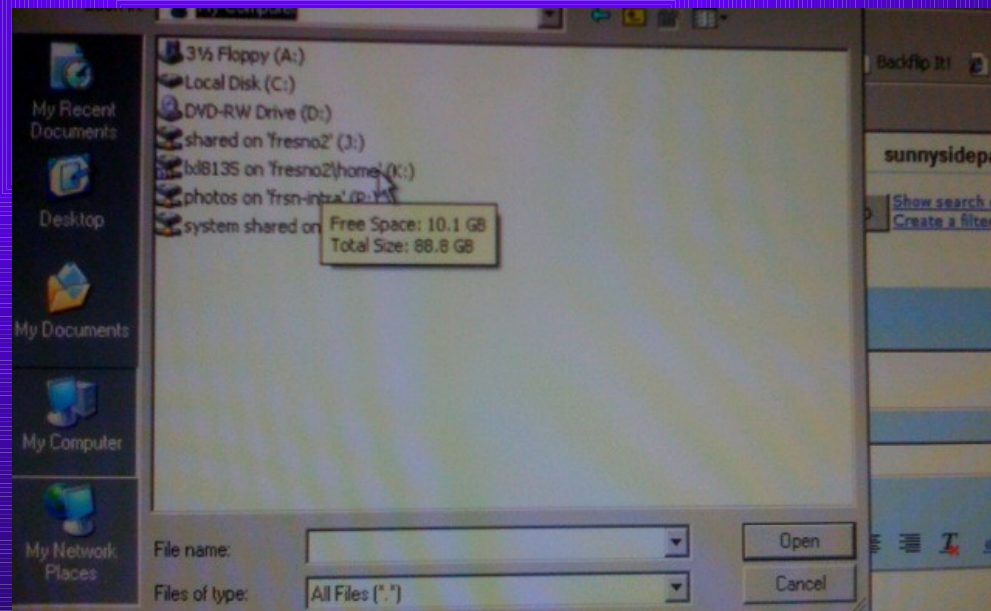
- Follow the steps for composing an email, only before sending you will select “attach a file”.



Look for the paperclip

Sending an attachment, cont.

- This will take you to a directory that's similar to what you get when you save documents -- it works the same way.





Most Important Things to Remember

- In order to check your email you must have:
 1. Web address to your email provider (www.gmail.com)
 2. Your username
 3. Your password

If needed, write down these three things on one piece of paper and keep it in a safe place for you to refer to.

- Don't get scammed!!!! Never reply to an email that asks for personal information like your checking account.
- Make sure that when you share you email address you include all parts (yourusername at yourprovider dot com)
- When you are done checking your email always logout!



Things to Practice

- Check your email from the very first step (open Internet Explorer)
- Send an email by filling out all needed sections and hitting send.
- Check your inbox and read any new mail.
- Send an email to yourself with an attachment from a disk or jump drive.



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