Sure! Here's a beginner-friendly explanation of **Email Basics – How to Send & Receive Emails Like a Pro** in simple and plain English.

**What is Email?**

**Email** (short for electronic mail) is a way to **send messages using the internet**. You can use it to send **text**, **files**, and even **photos** to other people around the world.

**1. Choosing an Email Service**

To send and receive emails, you need an **email account**. Some popular email services are:

* **Gmail** (by Google) – [www.gmail.com](http://www.gmail.com/)
* **Yahoo Mail** – [www.yahoo.com](http://www.yahoo.com/)
* **Outlook** (by Microsoft) – [www.outlook.com](http://www.outlook.com/)

Create an account by clicking **“Sign Up”** or **“Create Account”** and follow the steps.

* Fill in your **name, birth date, and a username** (e.g., yourname@gmail.com).
* Choose a **strong password** (mix letters, numbers, and symbols).
* Follow the steps to verify your account (usually via phone number).

**Tip:** Your **email address** is like your digital mailing address—share it only with trusted people.

**2. Logging In**

Once your account is created:

* Go to your email website
* Enter your **email address** and **password**
* Click **“Sign In”** or **“Log In”**

**3. Understanding the Inbox**

After logging in, you’ll see your **Inbox**. This is where you receive emails. Let’s understand some basic folders:

* **Inbox** – Shows new and old emails you received
* **Sent** – Shows emails you have sent
* **Drafts** – Emails you started writing but didn’t send
* **Trash/Deleted** – Emails you deleted
* **Spam**: Junk or unwanted emails

**4. How to Read an Email**

* Click on the **email subject line** in your Inbox
* The full message will open
* You can see who sent it, when, and what they said
* If there is a file attached, click **Download** or **View**

**5. How to Send an Email**

* Click **“Compose”** or **“New Mail”**
* In the **To** field, type the **email address** of the person you want to send to
* In the **Subject** line, type a short title for your email
* Write your **message** in the big blank space below
* To attach a file (like a photo), click the **paperclip icon** and select your file
* Click **“Send”**

**6. Replying to an Email**

* When someone sends you an email, open it and click **“Reply”**
* Type your message
* Click **“Send”**

Use **“Reply All”** only when you want to respond to **everyone** included in the email.

**7. Forwarding an Email**

* Click **“Forward”** to send an email you received to someone else
* Enter the new person’s email address
* Click **“Send”**

**8. Email Etiquette (How to Email Like a Pro)**

* Use a **clear subject line**
* Start with a polite **greeting** (like “Hello” or “Dear Sir/Madam”)
* Be **short and clear** in your message
* End politely with phrases like **“Thanks”**, **“Best regards”**, or **“Sincerely”**
* Always **proofread** before clicking send

**9. Staying Safe with Emails**

* **Do not open emails** from people you don’t know
* Avoid clicking on **suspicious links** or downloading **strange attachments**
* Use a **strong password** for your email account and change it regularly

**Deleting or Archiving Emails**

* To delete an email, click the **Trash icon** or **Delete**.
* To save it but remove it from your inbox, click **Archive**.

**10. Logging Out**

When you're done:

* Click your **profile or account icon**
* Select **“Log Out”** or **“Sign Out”**

This keeps your account **safe and private**

Would you like a printable version of this guide or want to learn about email apps for mobile phones?