

Objectives

- Identify the parts of an email address
- Create a Gmail account
- Send and receive email
- Reply to an email message
- Delete email messages
- Sign out of and into your email account

What is Email?

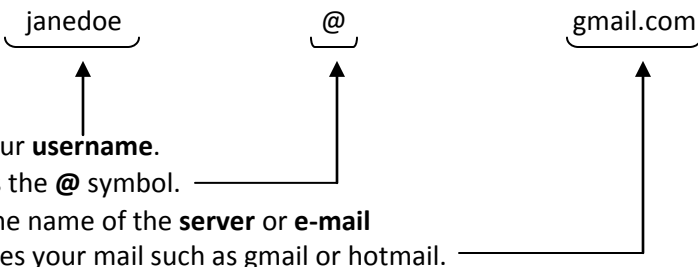
In its simplest form, email is an electronic message sent from one computer to another. Just as a letter makes stops at different postal stations along its way, email passes from one computer, known as a **mail server**, to another as it travels over the Internet. Once it arrives at the destination mail server, it is stored in an electronic mailbox until the recipient retrieves it.

There are two types of **email**. You can have client-based email such as Microsoft Outlook which is housed on your personal computer. You cannot access this type of email from any other computer. The second type is browser-based email. This type of email is housed on remote servers that you can access from any computer. Companies that offer this service include gmail, yahoo!, and hotmail.

To **send and receive email**, you must have an email account. This is similar to having a post office box where you receive letters. To access your mail, you must always first go to the email website you are registered with (think of this as the specific building where your post box is located) and then enter your account information (think of this as your specific post box number). You can send email anywhere in the world to anyone who has an email address, even if their provider is different than yours.

Parts of an E-mail Address

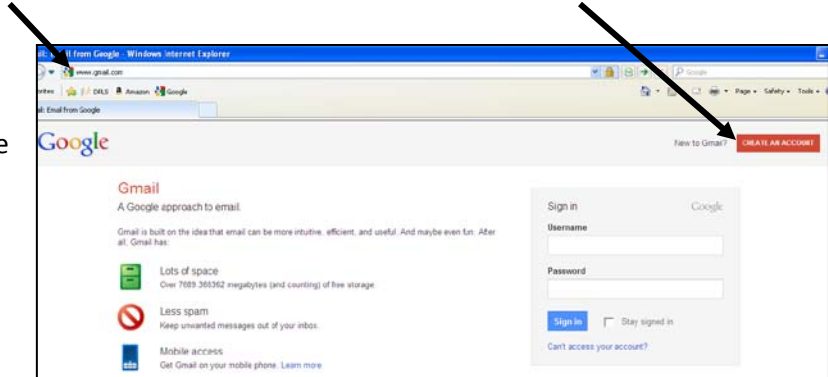
Written out, an email address looks like this: **janedoe@gmail.com** There are no spaces between characters and each has three distinct parts:

- 
- The diagram shows the email address 'janedoe@gmail.com' broken down into three parts: 'janedoe', '@', and 'gmail.com'. Each part is underlined with a curly bracket. Arrows point from the text below to each part: 'The first part is your **username**.' points to 'janedoe', 'The second part is the **@** symbol.' points to '@', and 'The third part is the name of the **server** or **e-mail service** that handles your mail such as gmail or hotmail.' points to 'gmail.com'.
- The first part is your **username**.
 - The second part is the **@** symbol.
 - The third part is the name of the **server** or **e-mail service** that handles your mail such as gmail or hotmail.

Creating a Gmail Account

Google provides free email among its many services. From any Internet-connected computer you can send and receive messages from anywhere in the world. The first thing you must do to begin using the service is create an account.

1. Open **Internet Explorer**
2. Type **www.gmail.com** in the address bar and click once on <Enter>
3. Click once on **Create an account** to begin the account creation process.



EMAIL TIP: To move quickly through the form, use the Tab button to move from field to field rather than using your mouse.

EMAIL TIP: If you enter information incorrectly or in a format the email program doesn't understand a red warning message will appear by the field.

1. **Name:** Enter your first and last names in the given fields. This information will appear with emails you send.
2. **Choose Your Username:**
 - a. Try to choose something that will be easy to remember.
 - b. If you'll be using your email for business or job hunting, choose something clean and professional, such as a combination of your first and last names.
 - c. Type in your username and press enter.
 - d. If it's not available, the box will be outlined in red and a message will appear saying, "Someone already has that username. Try Another?" Gmail will also offer suggestions of similar usernames that are available. You can select one of these or try another of your own.
3. **Create a Password:**
 - a. Try to choose something that will be easy for you to remember.
 - b. To the left of the field is an indicator that will show you how strong your password is. If your password is weak, gmail will not allow you to proceed.
 - c. To make your password stronger, use a mix of letters and numbers.
 - d. To make your password even stronger, think of a phrase you'll remember and use the first letter of each word so your password isn't a recognizable word.
e.g. "I'm the king of the world" = ITKOTW

4. **Confirm Password:** Retype your password to make sure there were no mistakes.
5. **Birthdate:** Gmail requires this information to create an account. It will not be displayed without your consent.
6. **Gender:** If you don't want people knowing your gender, choose Other.
7. **Mobile phone:** This is not required. Gmail will use it to help recover your account if you ever forget your password.
8. **Set Google as My Default Homepage:** Leave blank. Click once on the checkbox to clear it.
9. **Word Verification:** This is to ensure you are an actual human signing up for an account, not a computer that's been programmed to set up multiple accounts from which to send spam. Computers cannot read these characters.
 - a. If you're having trouble reading the characters, you can click on the refresh button for new words.
 - b. If you're still having trouble reading the characters, click on the speaker button to hear the words.
10. **Location:** Choose United States from the dropdown menu.
11. Click on the button that reads **I Agree to the Google Terms of Service and Privacy Policy**.
12. If you want to keep your privacy, clear the checkbox (click on it once) that reads **Google may use my account information to personalize +1s on content and ads on non-Google websites**.

Getting Around Your Gmail Account

HANDOUT: [Know Email Layout](#)

ACTIVITY: Identify the following parts of your email program:

1. Account settings and profile
2. Search bar
3. Left-hand links menu
4. Message window
5. Taskbar

ACTIVITY: Move around your email program:

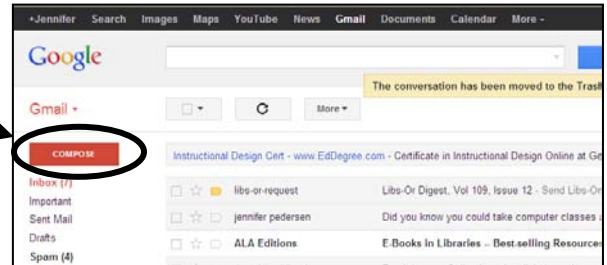
1. Open an email message from your Inbox.
2. Get back to the list view of your Inbox.
3. Toggle between email messages and contacts.
4. Open the following folders: Spam, Drafts, Sent Mail.

Sending Email

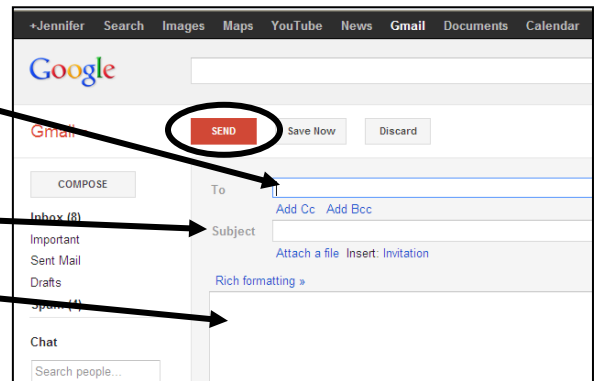
You can send email to anyone (whether they have the same type of email account as you or not), but you will need to know their full email address (all three parts) in order to do so.

ACTIVITY: Sending an email

1. Click once on the **Compose** button in the upper left-hand corner of the screen.



2. Type the email address of the person you are sending the message to in the **To:** box
3. Type a brief phrase describing the topic of the email in the **Subject:** box
4. Type your letter in the message area.
5. Click once on the **Send** button on the Taskbar.



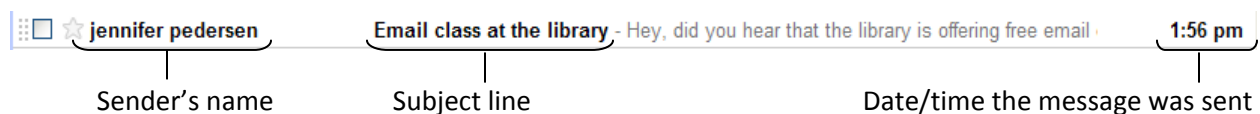
EMAIL TIP: You can see the messages you've sent by clicking on the Sent Mail link in the links menu.

Receiving Mail

All new emails you get will automatically go into your Inbox. Messages that haven't yet been read will be shown in **Bold** font with a white background. Messages you've already read will be shown in regular font with a grey background.

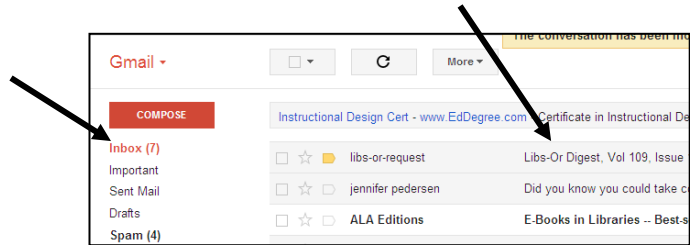
When you log into your Gmail account, the Message Window will default to your Inbox. If you leave your Inbox to go to another folder you can always return to it by clicking on the Inbox link on the links menu.

In the Main Message Window, each email has three distinct parts:



ACTIVITY: Open a new email message

1. Click once on the **Inbox** button.
2. To read a message, click once on its **subject line**. The full email will open in Message Window.

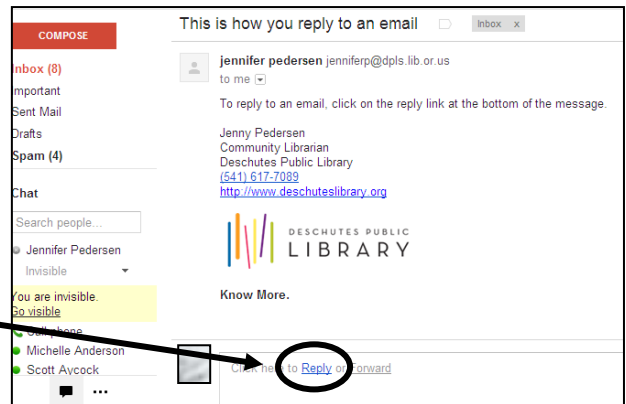


Replying to an email

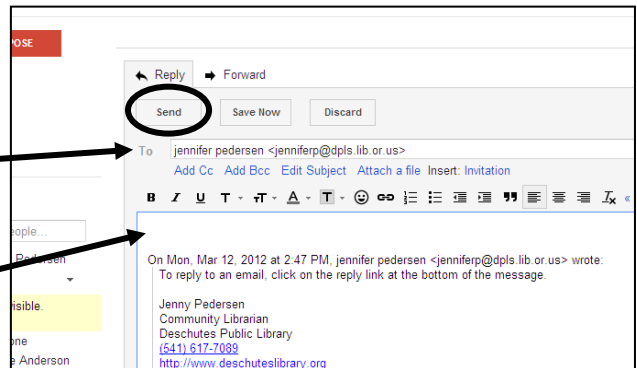
You can reply to an email message from within that message. It is easier to do this than to compose a new email because your contact’s information will be automatically put in the To: box. Also, by replying to an email you will create a conversation – called a thread – and will have a history of the discussion.

ACTIVITY: Replying to an email

1. Go to your Inbox and open an email message.
2. Scroll down to the bottom of the message.
3. Click once on the **Reply** link at the bottom of the message.



4. A new message box will open underneath the first email. The To: field will automatically have the recipient’s email filled in and the message box will contain the text of the original message.
5. Write your message at the top of the new message box and Click once on the **Send** button.



Deleting Mail

As you begin using your Gmail account, your **Inbox** will fill quickly with messages and you will want to delete many of them.

ACTIVITY: Deleting email messages as you read them

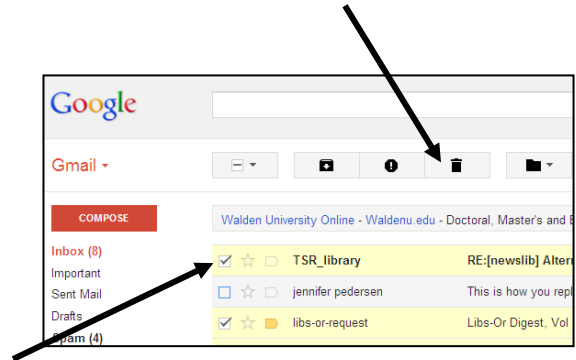
1. To delete a message that is currently open, click once on the **Delete** button on the Taskbar.



You can also delete messages from your Inbox, which is useful as you can delete many messages at once.

ACTIVITY: Deleting messages from your Inbox

1. Click once on the **Inbox** link in the links menu.
2. Click once in the checkbox to the left of the message(s) you'd like to delete. Once checked, the message(s) will be highlighted yellow.
3. Click once on the **Delete** button on the Taskbar.



Signing Out of Your Account

Always remember to sign out of your account, especially when you're working on a public computer so no one else can access your information.

1. Click on your name in the upper right-hand side of the screen.
2. Click on sign out in the lower left-hand side of the pop-up window.



Signing Into Your Account

When you log on to a computer and want to check your email, you first have to go to the website of your email service, in this case gmail.

1. Type www.gmail.com into the browser's address bar.
2. Enter your username and password in the given fields.

