



3.2 Introduction to Email

Objectives

- Create an online email account
- Create a secure password
- Write, open, reply, send, and forward email messages
- Add contacts to a contact list
- Send and open attachments

Email



Snail Mail



Send messages instantly

Messages arrive after 2-3 days

Access anywhere

Fixed physical address

Free (with internet access)

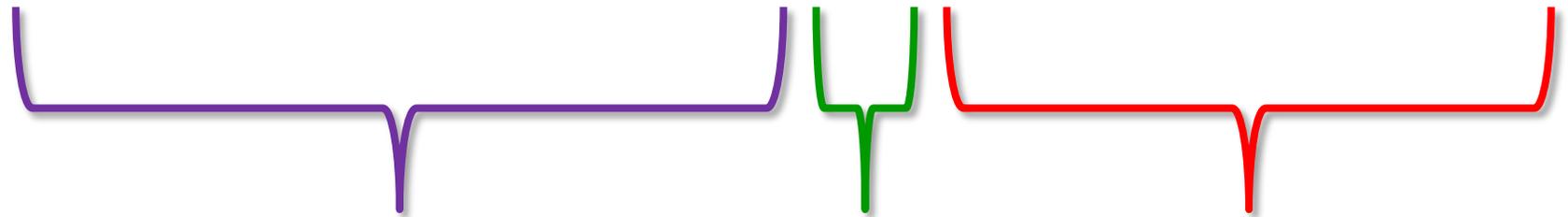
Cost of postage

Other Advantages

- Other tools (calendar, contact list, chat)
- Private (password protected)
- Access other parts of the web
- Send emails to large numbers of people at once
- More than just text: share pictures and other files
- Easy to organize

Anatomy of an email address

GaryGlassjaw@gmail.com



Username

at

Email

Provider

Webmail



Email Lingo

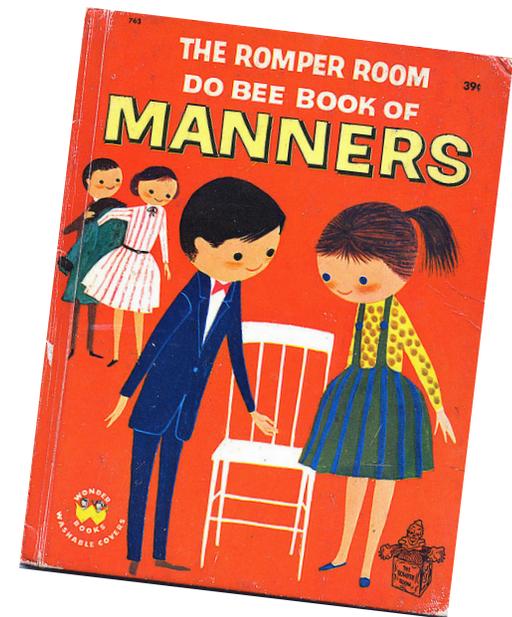
- Send
- Reply
- Forward
- Inbox
- CC/BCC
- Attachment
- Contact list
- Filter
- Delete
- Spam

Passwords

- Make your password difficult to guess
- Don't use your dog's name, birthday, or complete words
- Use capital and lowercase letters, numbers, and symbols such as !@#\$%^&*()
- Longer is better (8 or more characters)
- Never tell anyone your password
- Know how to recover your password

Email Etiquette

- Reply vs. reply all
- Greeting and closing/Subject line
- Consider your readers
- Spell check
- Formatting
- DON'T TYPE IN ALL CAPS
- Protect privacy with BCC



Firefox (1 unread) - cmccoy.teal - Yahoo! Mail

us.mg6.mail.yahoo.com/neo/launch?.rand=1ov05orgv8kht

Hi, Chris | Sign Out | Options | Help | Make Y! My Homepage | Go Mobile | My Y! | Yahoo!

YAHOO! MAIL

Search Mail Search Web

WHAT'S NEW Email 101 (1) CONTACTS Re: New Email

Compose Message Send Cancel Save as Draft Draft auto-saved at 4:42 PM

705 View your 2012 Credit Score Now

Inbox 1 Drafts 3 Sent Spam 1 Trash 2 Folders Email 101 Online Contacts You are signed out of Messenger. Click the to sign in. Facebook Friends You are signed out of Facebook Chat. Click the to sign in. Applications All My Purchases Attach Large Files Automatic Organizer

TO: Connie

CC: Add BCC

SUBJECT:

Attachments Emoticons Format Switch to Plain Text

Serif 10 B I U Stationery

THIS EMAIL DOES NOT FOLLOW PROPPPER ETIQUETTE!!!!

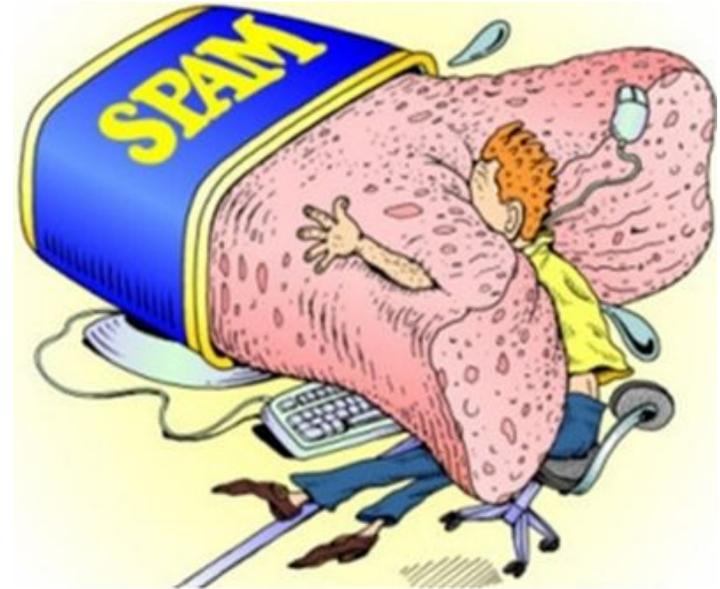
WHY NOT?????????!!!!????

THERE ARE AT LEAST 5 THINGS WRONG 😊😊😊😊😊

Spam

STOP SPAM:

- Never reply to spam
- Spam filter
- Separate email accounts
- Give out your email to those you trust



Phishing



Dear valued customer of TrustedBank,

We have recieved notice that you have recently attempted to withdraw the following amount from your checking account while in another country: \$135.25.

If this information is not correct, someone unknown may have access to your account. As a safety measure, please visit our website via the link below to verify your personal information:

<http://www.trustedbank.com/general/custverifyinfo.asp>

Once you have done this, our fraud department will work to resolve this discrepancy. We are happy you have chosen us to do business with.

Thank you,
TrustedBank

Member FDIC © 2005 TrustedBank, Inc.



Beyond Email





Gmail ▾

▾ ↻ More ▾

1-1 of 1 < > ▾ ⚙ ▾

COMPOSE

- Primary
- Social
- Promotions
- +

- Inbox (1)
- Starred
- Sent Mail
- Drafts
- More ▾

John ▾

☆ **Andy from Google** John , welcome to your new Google Account - Hi John , I'm so glad you decided to try out Gmail. Here are a few tips to get yo 8:53 am

Inbox

Setup progress 10%

- Account Created
- Choose a theme
- Learn how to use Gmail
- Import contacts and mail
- Get Gmail for mobile
- Change profile image

0 GB (0%) of 15 GB used
[Manage](#)

[Terms](#) - [Privacy](#)



Google



Gmail ▾

← + ! 🗑️ 📁 🏷️ More ▾

1 of 1

< > 🗑️ ⚙️

COMPOSE

Denise, welcome to your new Google Account Inbox x



Inbox

Starred

Sent Mail

Drafts

More ▾

Denise ▾



Andy from Google <andy-noreply@google.com>

8:53 AM (15 minutes ago) ☆



to me ▾

Hi Denise,

I'm so glad you decided to try out Gmail. Here are a few tips to get you up and running fast.

Email Message Window



Header

New Message

To

From John Smith <johnsmith@gmail.com> Cc Bcc

Subject

Body

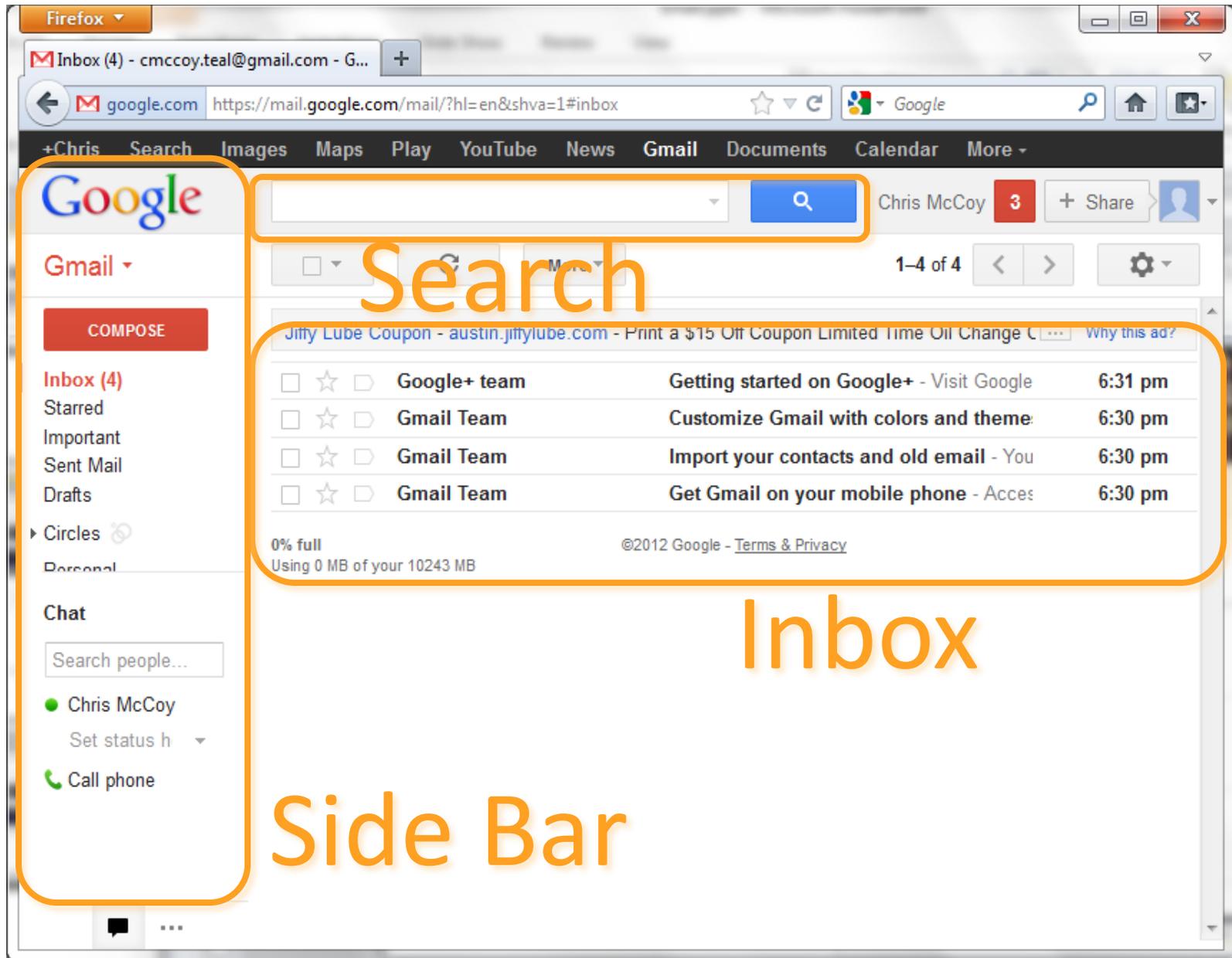
Compose Window

Formatting

Sans Serif | ↑T | **B** *I* U A | ☰ | ☰ | ☰ | ☰ | ☰ | ☰ | ☰ | ☰ | ☰

Actions

Send | 📁 | A | 📎 | 📦 | \$ | 🖼️ | 🔗 | 😊 | 🗑️ | ▼



The Yahoo Look

The screenshot displays the Yahoo! Mail web interface. At the top, the 'YAHOO! MAIL' logo is on the left, followed by a search bar with the text 'search your mailbox' and buttons for 'Search Mail' and 'Search Web'. On the right, there are links for 'Home' and a user profile for 'Robert'. Below the header, a navigation bar includes 'Compose' and various email actions like 'Archive', 'Move', 'Delete', 'Spam', and 'More'. A left sidebar lists folders such as 'Inbox (9999+)', 'Drafts (11)', 'Sent', 'Archive', 'Spam (151)', 'Trash', and 'Smart Views' (Important, Unread, Starred, People, Social, Shopping, Travel, Finance). The main area shows a list of emails under the heading 'Today'. The first email is a sponsored 'Discover Card' with the subject 'Discover it® Credit Card'. Other emails include promotional messages from Brookstone, NuWave, and CL Kitchens Bath & C, as well as a meditation reminder from Meditation Society. A right sidebar features a promotional banner for 'Avery Clip Style Name Badges, Top...' priced at \$49.19, and another banner for 'No Rush Charge! Free Samples!' for '1 Classic Blank Insert Stock - 3" x 4" - White - Pack...'. The bottom of the page contains logos for the Texas State Library Archives and Commission, and the Texas State Libraries and Literacy Commission.



Hands-on Email

- 3.0.2 Creating an Email Account
- 3.0.3 Writing and Sending an Email
- 3.0.4 Reading and Replying to an Email
- 3.0.5 Forwarding an Email
- 3.0.6 Sending an Attachment
- 3.0.7 Opening an Attachment
- 3.0.8 Adding Contacts
- 3.0.9 Signing In and Out of Your Email