

Email Class Outline

Class Description:

Do you feel like you are the last person in the world without an email address? Learn how to sign-up for a free email account. Class will also provide instruction on how to compose, send, and reply to messages.

Class Length: 2 hours

Introduction:

Email has become the most common form of online communication. It can be used to communicate with friends and family members as well as business and professional contacts. There are many web sites that allow users to sign up for free email accounts. These free email accounts are relatively easy to use and allow users to check their messages from any computer that has an Internet connection anywhere in the world. Email is extremely important for taking part in other forms of online communication such as chat rooms, bulletin boards, and listservs. Class will provide the basics for sending and receiving messages.

Objectives:

- Learn about email and other forms of online communication.
- Register for a free email account.
- Compose, send, and reply to messages.
- Sign in and out of the email account.

Exercises:

1) Understanding Email Basics

- What is Email?
- The Email Address
- Other Forms of Online Communication

3) Composing and Sending Messages

- Compose a Message
- Send a Message
- Reply to a Message

2) Registering for an Email Account

- Register with a Free Email Provider
- Explore the Interface
- Open a Message

4) Signing In and Out

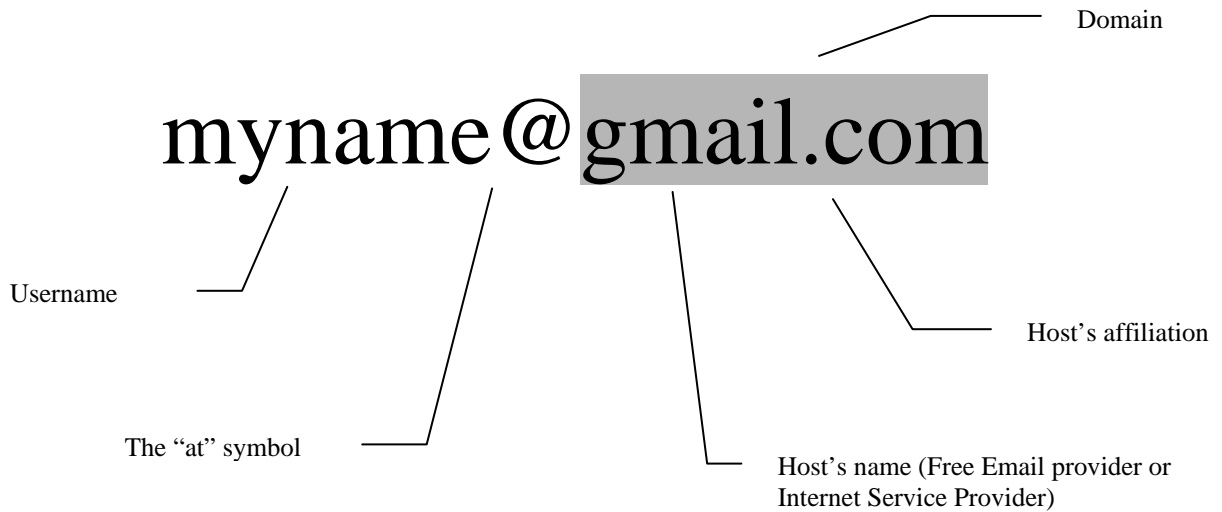
- Sign Out
- Sign in
- Check Mail

The Email Address

Just as you would give someone your name, address, city, state, and zip code if you wanted a package sent to your home, you would need to provide an email address if you wanted to receive an electronic message.

Components of the Email Address

Email addresses have three main components. The first is the username which you can select. Many individuals opt for a first and middle initial followed by their last name or a combination thereof. Others prefer using nicknames or codenames for privacy or anonymity. The second component is the @ ('at') symbol. The third component is the host's name. The host's name is simply the name of the email provider or Internet Service Provider (ISP).



Affiliations

.com	commercial
.edu	educational institution
.org	non-profit organization
.net	internet resource or network
.mil	military
.gov	government agency

Examples of Email Addresses:

johndoe@gmail.com
 jdoe@gmail.com
 jdoe2003@gmail.com
 john_doe@gmail.com

General Rules

- There are no spaces in an email address.
- Email addresses are normally typed in lowercase.
- You can use a combination of letters and numbers.
- Most Email providers **do not** allow for symbols or punctuation marks (e.g. * & \$ # -).

For today's class, you may wish to create your Gmail ID by using your first initial followed by your last name including the month and day of your birth.

jdoe1203@gmail.com

Free Email Providers and Other Links

Users with Internet access are able to register for a free email account giving them the ability to send and receive electronic messages. This service allows users to read and respond to messages from any computer that has an Internet connection anywhere in the world. You can sign up for a free email account so you can begin to communicate with friends and family.

Free Email Providers:

<http://mail.yahoo.com>

<http://www.hotmail.com>

<http://gmail.com>

<http://mail.com>

<http://mail.lycos.com>

<http://www.aolmail.com>

Email Info

Free Email Address Directory

<http://www.emailaddresses.com>

Free Email Providers Guide

<http://www.fepg.net>

Email Address Verification

<http://mailtester.com>

All About Email

<http://email.about.com>

Locate Listservs, Newsgroups, and Mailing Lists

Free Email Publishing Service for Newsletters and Discussions

<http://lists.topica.com>

Official Catalog of Listservs

<http://www.lsoft.com/catalist.html>

listTool.com to search and subscribe to lists

<http://www.listtool.com>

Comprehensive Directory of Newsgroups

<http://www.cyberfiber.com>

Free Online Greetings

<http://greetings.yahoo.com>

<http://www.usagreetings.com>

<http://www.123greetings.com>

<http://www.hallmark.com>

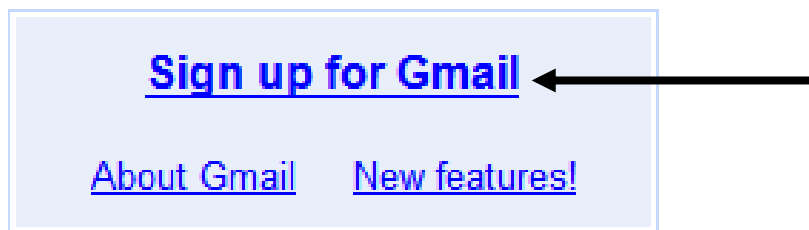
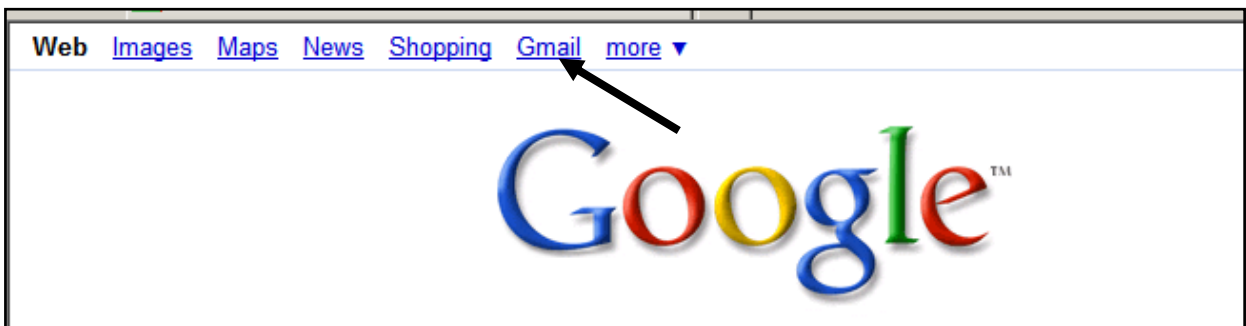
<http://www.AmericanGreetings.com>

<http://www.BlueMountain.com>

Accessing Google Gmail

There are many places you can visit to sign up for a free email account. Many directories and search engines provide such services. The Internet changes on a daily basis and web sites are constantly being updated and redesigned. The following handouts walk you through the registration process for a Google Gmail account. Certain steps may change, however, the overall process will pretty much stay the same. If you are concerned about *how* the information you provide is used, read Google's Privacy Policy.

1. Access **Internet Explorer** from the **Start menu**.
2. Click in the **Address bar** and type [www.Google.com], the address to the Google web site.
3. Press the **Enter key**.
 - The Google Web Site loads in the web browser.
4. Click the **Gmail** link at the top of the screen.
5. Click on **Sign up for Gmail**.



The Google Gmail account allows you to access your email from any computer with Internet access and store up to 6351.920626 megabytes (*and counting*) of messages for free.

Google Mail Form

The screenshot shows the top of the Google Mail account creation page. It features the Gmail logo with 'by Google' and 'BETA' text. The title is 'Create a Google Account - Gmail'. There is a language selection dropdown set to 'English'. Below the title is the heading 'Create an Account' and a paragraph explaining that a Google Account provides access to Gmail and other services, with a link to sign in if the user already has an account. A section titled 'Get started with Gmail' contains three input fields: 'First name:', 'Last name:', and 'Desired Login Name:'. The 'Desired Login Name' field is followed by '@gmail.com' and examples: 'Examples: JSmith, John.Smith'.

This is a close-up of the 'Get started with Gmail' section. The 'First name:' field contains 'Jane', the 'Last name:' field contains 'Smith', and the 'Desired Login Name:' field contains 'janesmith'. The '@gmail.com' suffix and the examples 'Examples: JSmith, John.Smith' are visible. A grey button labeled 'check availability!' is positioned below the login name field. A black arrow points from the right side of the page towards this button.

This close-up shows the form after the 'check availability!' button is clicked. The 'Desired Login Name:' field now displays an error message in red: 'janesmith is not available, but the following usernames are:'. Below this message are four radio button options for alternative usernames: 'j.smith394', 'sjane33', 'equalgreen154', and 'jane042'. The other fields remain filled with the same data as in the previous image.

Tips for Gmail IDs:

- ❖ Include your first and last name (this will display when you send others messages-although you can always modify it later).
- ❖ Your Gmail ID can be a combination of letters and numbers; however, it must begin with a letter.
- ❖ Do not include spaces or other punctuation marks in your Gmail ID.

Google Mail Form

Tips for Gmail Passwords:

- ❖ Passwords are case sensitive and must be 6 characters long (e.g. PASSWORD, password, Password, PassWord, etc.).
- ❖ Passwords can contain any character including letters, numbers, symbols, even spaces.
- ❖ Passwords will display as dots for security reasons.
- ❖ Your password must be unique and not similar to your Gmail ID, your name, or your security answer (next question).

Choose a password: [Password strength:](#)

Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

To save your password on your computer, so that you don't have to retype it every time you sign in, select the **Remember me on this computer** check box. **UNCHECK** if you are on a shared computer i.e. any MPL computer.

Security Question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

In case you forget your password...

- ❖ Chose from a list of security questions (e.g. what is your library card number?).
- ❖ Provide an answer and make sure to remember how you are entering the info (4th Street Elementary differs from Fourth Street School).

Security Question:

Answer:


Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Google Mail Form

Word Verification: Type the characters you see in the picture below.



&

Letters are not case-sensitive

Word Verification: Why do I need to enter this code?

- ❖ The code you see in the box helps Google prevent automated programs from signing up for free email accounts.
- ❖ If you are not sure what the code is, make your best guess.
- ❖ If you guess incorrectly, you can try a different code on the next screen.

When you have finished answering all the questions and agree to the Terms of Service, click the **I accept** button.

Terms of Service:

Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

My Gmail **USERNAME:** _____

My Gmail **PASSWORD:** _____

My Gmail **SECURITY QUESTION/ANSWER:** _____

My New Gmail **ADDRESS:** _____

Introduction to Gmail

Once you have successfully created a new account, you can become familiar with the features of Gmail by exploring the Introduction to Gmail page.

1. Once you've looked over the introduction page click on the **I'm ready - show me my account link**.

Gmail by Google BETA

Introduction to Gmail

Congratulations! You've successfully signed up for Gmail. Here are **three things you really should know** before you get started.

I'm ready - show me my account

Archive, don't delete
With more than 2,500 megabytes of free storage, you never need to delete another email. Just archive everything and use Gmail's search to find what you need.

Great search, less filing
Never file another message or create another folder. Use Gmail's built-in Google search to quickly find the email you need.

robins@gmail.com | Search Mail | Search the Web

robins@gmail.com | Contacts | Settings | Sign Out

Show search options Create a filter

Archive More actions... trash 1 - 20 of 134 Older: Oldest

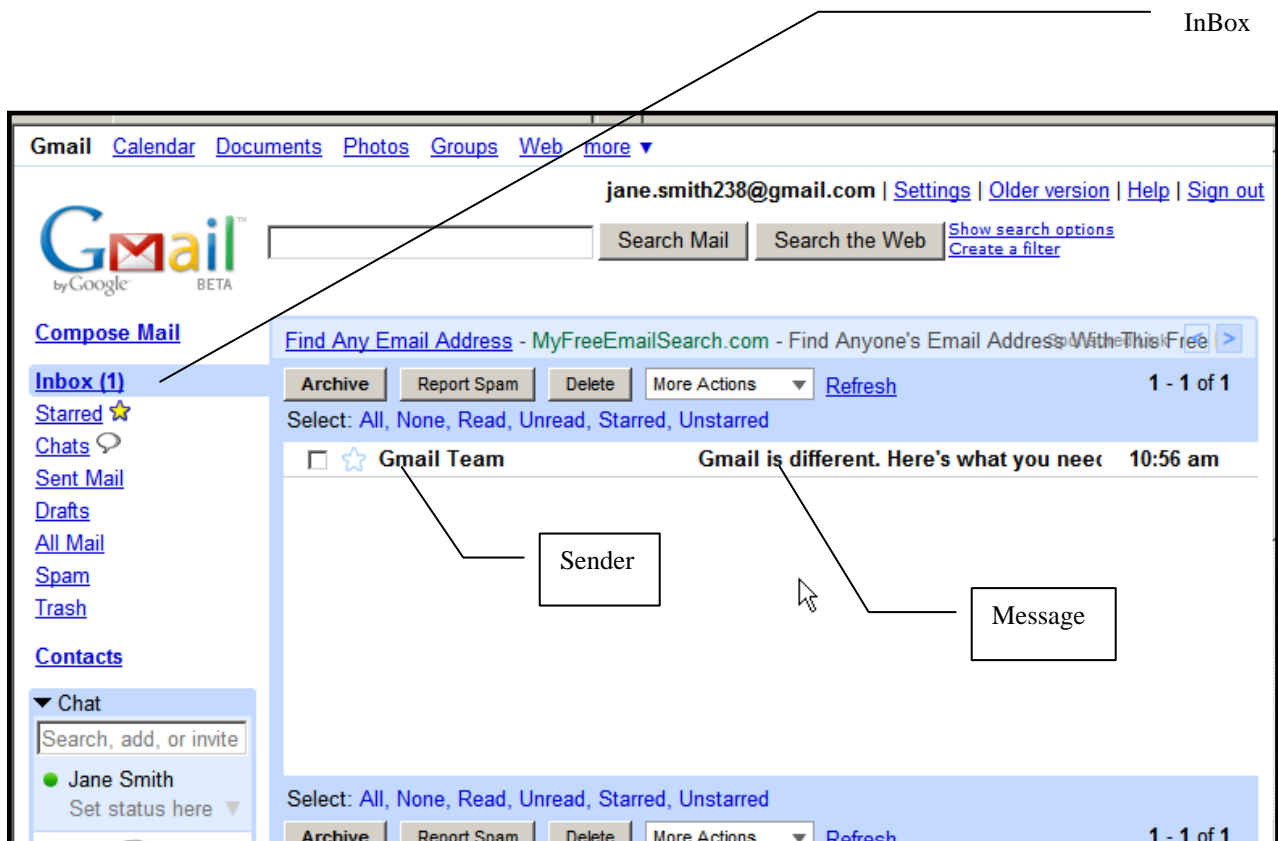
Select: All, Read, Unread, Starred, Unstarred, None Apply label...

<input type="checkbox"/>	me, Paul (5)	Grand Canyon info - Sounds great! Unless I hear o...	10:38am
<input type="checkbox"/>	me, Crystal (2)	Shopping - Doh, you know with Christmas right aro...	10:11am
<input type="checkbox"/>	David Phelps	New kid on the block - Hi Robin, I don't think we've o...	9:48am
<input type="checkbox"/>	Karen Callene	Lists - Hey, speaking of xmas, it's that time of year...	Nov 20

Check Mail

Once you have created a free email account, you can check your messages by accessing the inbox of your Google email account.

1. The **Inbox** displays and shows that you have received one message.
2. Click on the message from the **Gmail Team** to open and read.



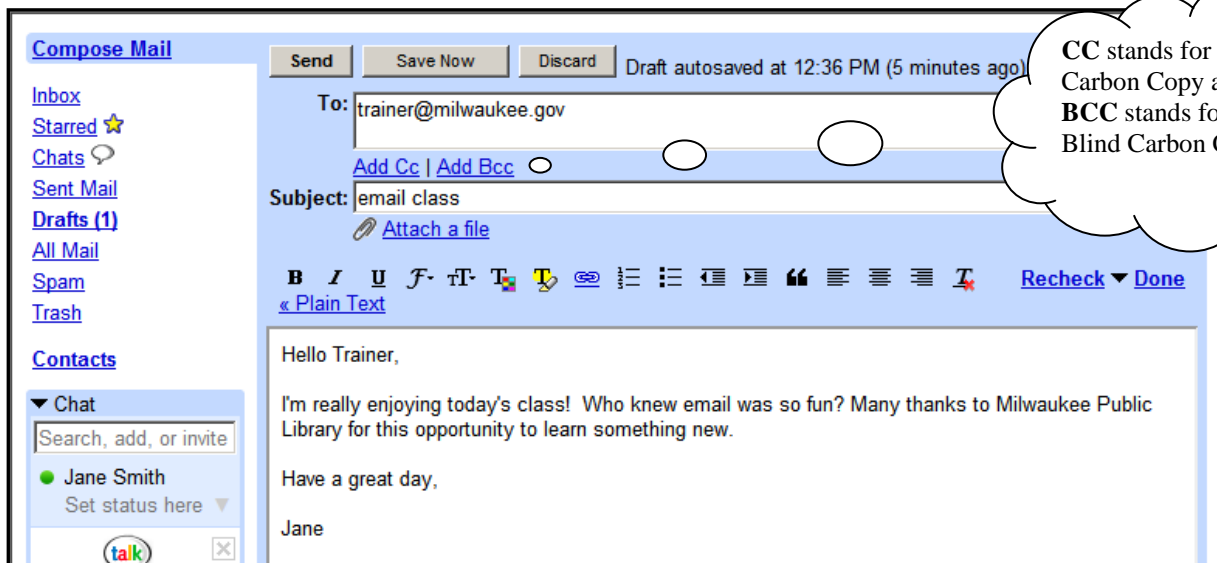
Viruses are often transmitted through email messages, specifically by *opening* email attachments. If you are concerned about viruses, you may wish to purchase a virus-checking program to protect your personal computer. You may also wish to be wary of opening messages from people you do not know.

Compose and Send a Message

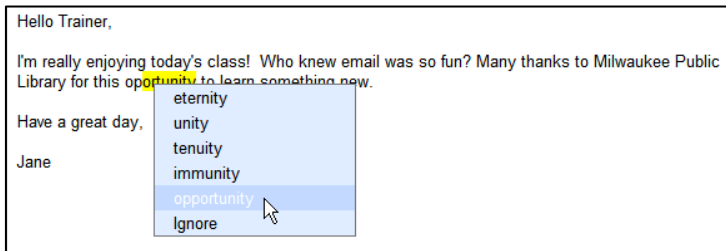
Now that you have an email account, you can begin to compose messages to other email users. In order to send a message other people, you will need their entire email address.

1. Click on the **Compose Mail** link located on the upper left-hand side of the screen.
 - The message window displays.
2. Click in the **To:** box and type the full email address **trainer@milwaukee.gov**
3. Click in the **Subject:** box and enter a subject for your message (e.g. email class).
4. Click in the composition box and type a message (see graphic below).
5. When you are finished typing your message, click the **Check Spelling** button to correct any spelling mistakes (If a word is misspelled, it becomes highlighted. Click on the highlighted word to see a list of possible correct spellings. When you have selected the correct spelling, click on the word you've chosen from the list).
6. When you have finished composing your message and correcting spelling mistakes, click the **Send** button.

Press the **Tab** key to get to the next field...and **Shift** and **Tab** keys to go back to the previous field.



Hello Trainer,
I'm really enjoying today's class! Who knew email was so fun? Many thanks to Milwaukee Public Library for this opportunity to learn something new.
Have a great day,
Jane



A message will indicate if the message has been sent.

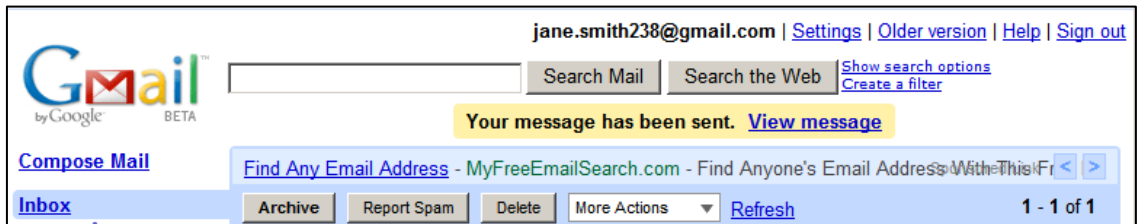
Your message has been sent. [View message](#)

Sign Out and Sign In

It is very important that when you are accessing your email account at the library, you sign out of your account completely so the next person using the computer will not be able to view your inbox, read your messages, and possibly send messages using your email address.

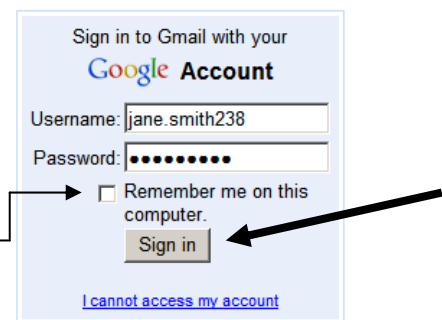
Sign Out

1. Click on the **Sign Out** link on the top left-hand side of the screen.
2. Close out of **Internet Explorer** by clicking on the **X** on the *title bar* in the upper right-hand corner of the screen.



Sign In

1. Open Internet Explorer and access the Google web site (see page 4, "Accessing Google Gmail").
2. When the Google Web site loads, click on the **Gmail** link.
3. Click in the Username box and type your username.
4. Press the **Tab** key.
5. Type your password (remember the password displays as dots for security purposes).
 - Remember to Uncheck "**Remember me on this computer**" option if you are on a shared computer i.e. any MPL computer.
6. Click the **Sign in** button or press the **Enter** key.
 - Your Google Email account opens.



Glossary of Email Terms

Perhaps the biggest difficulty for those who are new to computers is the terminology and jargon that comes with it. You may feel like you are learning a new language. Just remember that you do not have to remember every single term. Simply use this glossary when you forget what something means or to review the terms covered in class.

Acronyms: Many Internet users have also developed a system of shortcuts, or *acronyms*, to help ease the amount of typing and time for composing messages. Here are a few to get you started.

24/7	24 hours day, 7 days a week	HAND	Have a nice day
ASAP	As soon as possible	IMHO	In my humble opinion
B/C	Because	J/K	Just Kidding
F2F	Face to face	KIT	Keep in touch
FYI	For your information	LOL	Laughing out loud

Address: Each site on the Internet has a unique address: <http://www.mpl.org> is the address for the Milwaukee Public Library and webmaster@mpl.org is an example of an email address. Addresses have no spaces and are usually typed in lowercase. Email addresses always have the @ symbol.

Attachment: When composing an email message, files can be attached and sent to other recipients. For example, files that may be attached to an email message may include: a résumé (word processing file), a photograph of your family (graphic file) or a game (executable file).

BCC: This acronym stands for *Blind Carbon Copy*. It is a secretive method for sending messages. A person can send a message to one individual and blind carbon someone else. The recipient of the message does not know another person was also sent the same message.

CC: This acronym stands for Carbon Copy. You can send a copy or copies of your message to other recipients.

Email: Email stands for electronic mail and has become the most common form of online communication. You can compose a message and send it to one person or a group of people. You may reply or forward messages to other people. An email address gives you an online identity allowing you to take part in discussions such as listservs, chat rooms, and bulletin boards.

Flame: To flame a person on the Internet is to engage in rude or offensive verbal attacks, whether it be through sending an email message, or posting a message on a bulletin board, newsgroup, or listserv.

Forward: Once you receive a message you can forward a copy of that message to another person.

Listserv: Listservs are huge interactive mailing lists for email users. Listservs are topic specific and are an important way of sharing information, receiving answers to questions, and meeting others who share your interests. There are over 100,000 listservs to which you can subscribe. Once you subscribe to a listserv you will begin to receive messages. You may decide to respond to a message. All listserv subscribers will receive the message. Some listservs

Glossary of Email Terms

are very active and you can begin receiving over 100 email messages a day.

Netiquette: The term netiquette is created from the two words Internet and Etiquette. Netiquette refers to the unwritten rules of proper online behavior.

Password: When registering for an email account, you will need to enter a password. Each time you access your email account you will have to enter the password. If you forget your password, you usually can check with your provider. Remember not to share your password with others.

Reply: When you receive a message you may wish to *reply* to it. Simply click the reply button and the message will automatically be addressed to the person who sent you the original message. You can also click on *reply to all* so that all recipients of the message will receive your reply.

Shouting: When composing a message it is important not to type in all caps. TYPING IN ALL CAPS IS KNOWN AS SHOUTING. According to the rules of Netiquette, shouting is considered to be very rude online behavior.

Signature: A signature is the way in which you would like to sign each message. Signatures often include the sender's name and contact information. Once you have created a signature, you can add it to the end of each message you send automatically.

Smilies: Smilies, sometimes referred to as *emoticons*, have been adopted by many Internet users as a way to convey emotion when communicating online.

: -)	Smiling, happy	: -@	Screaming
: -(Frowning, sad	: -o	Oh no!
: -	Straight face	: -D	Big Smile/Laughing
: -/	Don't quite know what to say	@ --/ -	Rose
; -)	Wink and a smile	<G>	Grin
: '-(Crying	<BG>	Big Grin

Spam: Unsolicited junk email. The term spam is a noun, piece of junk email, or a verb, to spam, or send junk email messages. Spamming is in gross violation with the rules of Netiquette.

Spellchecker: Checks the content of your message for misspellings.

Username: When registering for an email account you will need to provide identification for yourself. You may chose to include your first initial, middle initial and last name, some combination of the three, or a nickname for more anonymity.

Virus: A software program that has been created to damage a computer in some way. Viruses are often transmitted through email attachments. Be careful when opening messages from unknown individuals. There are virus-checking programs that protect against such damage.