



Computer Beginners Boot Camp

Part Three: Email

The Basics

What is Email?

Email, e-mail or eMail stands for electronic mail. Emailing is the process of sending and receiving messages over the Internet. Emails will be stored somewhere until deleted, usually by the recipient.



Obtaining an Email Account

Free email accounts can be obtained through Google's Gmail, Yahoo Mail, and a number of other free email providers. Alternatively, your internet service provider may set up a free email account for you when you first sign up for service.

How does email work? (Very similar to snail mail)

- Jason wants to send an email to Susan, so...
- Jason composes an email using his email account and sends the message to Susan's email address. When the message is sent, it first goes through Gmail, his email provider. Then, Gmail forwards it to Yahoo, Susan's email provider. We can think of this as sending something from one post office to another post office.
- Yahoo then stores the message in an electronic mailbox for Susan to read, delete, forward, etc...

What is email used for?

1. **Communication** – Just like snail mail but much quicker. Send your resume, share photos, videos, or links, send important documents or simply send a message (letter) to a friend.
2. **Notifications** - Bank statements, news items, shipping confirmations, library notices, eBills, and more.
3. **Accounts** - Retrieve account information such as passwords or verify an account.
4. **A multitude of other things!**

Using Email

1. Email Accounts

To send or receive email, you will need:

- A computer or device with Internet access.
- An account with an email provider.
- To remember your username and password.
- To share your email address and have addresses to contact.

2. Obtaining an Email Account

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3. Parts of an Email Address

An email address consists of three parts: a username, an "at" symbol (@), and a domain name.

- a. **Username** – A unique name that identifies your account.
- b. **The "at" symbol (@)** – This Separates your account name from your domain name
- c. **Domain name** – Usually the name of your provider. For example, gmail.com.

In the end it will look like this: [user_name@domain-name.com](#)

A real life example of an email address is:

jpinshower@indiantrailslibrary.org
Username ↑ Domain name
 "@" symbol

5. Setting up an Account

Setting up an email account these days can be tricky. The two most important things to note when choosing setting up an email account are the email provider and username.

- **Email Provider** – Two of the most popular providers of email are **Gmail** and **Yahoo**. Both are free and both have their differences. If you are looking for a recommendation, please consider using **Gmail**. With Google being an ever expanding company, they are always up-to-date with security measures and bug fixes that keep their service running smoothly. A free Gmail account also gives you access to great Google tools like **Calendar** and **Drive**, both of which are covered in our **Google Apps** class.
 - To set up a **Gmail** account, go to www.gmail.com and click **Create an account**. We will be exploring **Gmail** towards the end of this class.
- **Username** – Picking your username is also a very important part of using email. The general rule of thumb these days is to use some variation of your name.
 - For example, if your name is Lou Bobbin, you may consider creating the username **lou.bobbin**. However, if you have a very common name, chances are the username you want will already be taken.
 - Please note that you do not need to follow this format, your username can be as silly as you want, although if you are using email to apply for jobs or other serious matters, you may want to stick with the name variation username.

SPAM and what is it?

Spam is unsolicited bulk email. These emails flood the Internet with many copies of the same message, in an attempt to force the message on people who would not otherwise choose to receive it. Most spam is commercial advertising, often for dubious products, get-rich-quick schemes, or quasi-legal services. Be careful sending too many e-cards or jokes especially to coworkers. These can sometimes be interpreted as spam. Spam may also include viruses that will harm your computer, so be wary.

Privacy

Be careful. Work email is not always a private form of communication. Some companies monitor employee email. Keep this in mind when you email at work.

Email Safety Tips

- Change your password regularly and don't share it with anyone.
- Don't open attachments unless you know the sender.
- Delete all emails, unread, from people you don't know.
- Avoid clicking on links or buying anything advertised in spam mail.
- **Never send personal information over email.***
- Install a virus protection program and delete any suspicious mail.
- **Always log out of your email when you are finished.***
- If you are using a public computer, exit the browser you are using when you are ready to end your Internet session.

Finally, use common sense when you're sending and receiving email.

It is good to maintain a strong sense of skepticism. Always use caution when revealing personal information. **Never give your social security number or physical address to anyone** you communicate with through email, even if they seem to be someone of authority.

And last...Use good etiquette

Often times, the way we think someone will interpret an email will not be the way that they actually interpret the email. Here are some tips that will help you offend as few people as possible 😊

Send email the way you want to receive It

Do you like having huge attachments sent to you without asking for them? Do you like reading other email that is written in an almost invisible font face? Did you like that huge and childish signature you read on that last email you got this morning? Do you like to receive jokes and obnoxious videos over and over again? Treat people the way you'd like to be treated yourself.

Always include a subject

A subject should be a short phrase that describes the content of an email. Messages without subjects may not be sent properly.

Keep it simple and get to the point

Formatting matters to different degrees for different types of messages. Know what kind of message you're sending and be flexible. Most emails are short.

Proofread your email before sending it

Use a spelling and grammar check. Avoid the ALL CAPS MODE, WHICH CAN BE PERCEIVED AS SHOUTING. Use *asterisks* or **bold text** instead.

If you need further assistance, don't hesitate to:

- Call us at **847-459-4100 ext. 2** for quick over the phone support or to set up a more in-depth one-on-one session.
- Stop by **the Adult Services Desk** for basic assistance.
- You can view all of our course offerings and handouts on our Digital Learning Center page at www.itpld.org/research/dlc

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at

<http://www.indiantrailslibrary.org/events/>



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