Communicating through Email

Agenda:

1. Introduction
2. Email Basics
3. Terminology
4. Gmail Account
5. Composing a letter
6. Sending attachments
7. Adding contacts

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.
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Introduction to Email

Email works much like regular mail, but it's faster, saves paper, and you don't need a stamp or a physical mailbox. However, you do need access to the internet, a web browser, and an email address.

Today we will create a free web-based email address that you can access from any internet-enabled electronic device.

If you pay for Internet, the company which provides your internet access (your Internet Service Provider or ISP) may have provided you with an email address. You can have more than one email address. Many people have one personal and one professional address.

Email Service Options

Email Service Options	Website address* to login or create account
Gmail	gmail.com
Yahoo! Mail	mail.yahoo.com
Outlook	outlook.com
AOL Mail	mail.aol.com

These are not your only email options. There are many other email providers.

*Capitalization does not matter when typing website addresses.

What can Email do?

Email can do more than just send messages back and forth. Depending on the service provider you choose, there are many possibilities.
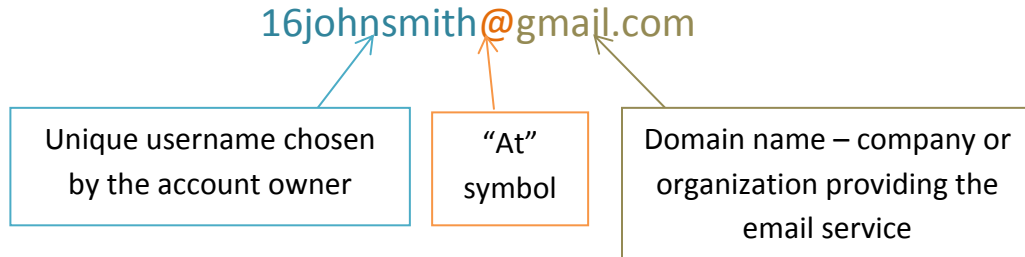
The Gmail account that we will be creating includes:

- Labels to categorize email messages
- Strong spam blocking
- Contact list (electronic address book)
- Calendar that you can save your events and reminders
- 15 GB of free storage to share across Gmail, Google Drive, and Google+ photos
- Loads emails instantly no matter the connection speed of your computer

- Google Drive: upload files to store on Google servers (cloud storage); create documents/slideshows; collaborative editing, and file sharing

E-mail Breakdown

An email address has three parts:

16johnsmith@gmail.com

| Unique username chosen by the account owner | "At" symbol | Domain name – company or organization providing the email service |

Basic Email Terminology

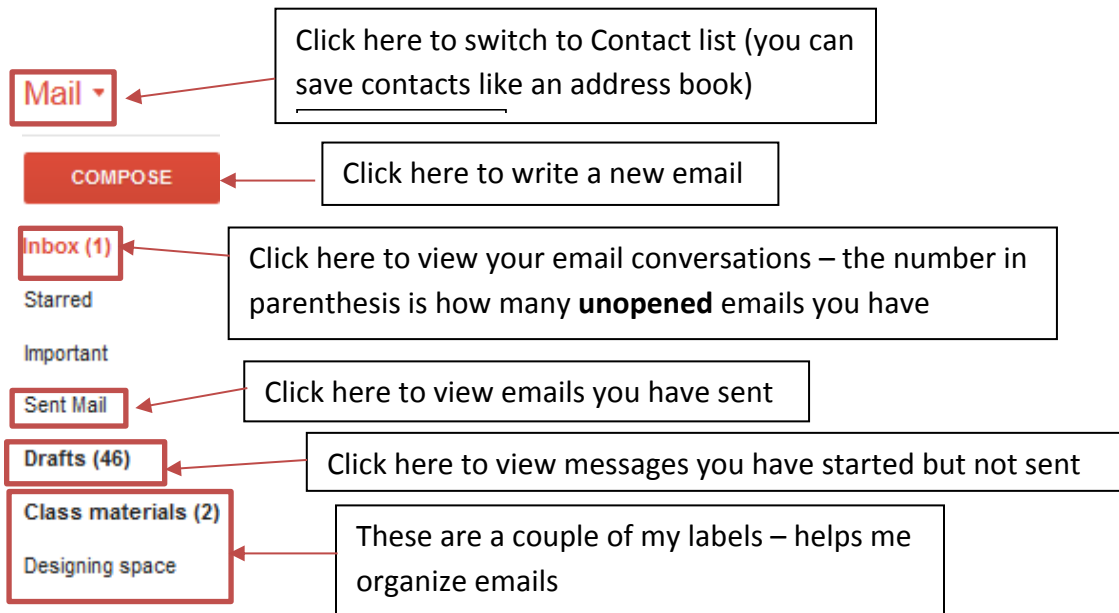| Compose	Write an email to others
Reply	Reply back to a person that has sent you a message
Forward	Pass on an email that you have received to others
Draft	Save an unfinished email to complete later
Attachment	You can send files (like pictures, music, or documents) as attachments with your email

Gmail Layout

Google Apps button – click here to switch to Drive, YouTube, Photos, or other Google Apps

Search box - will search in your email account by default but can search the Web too.

Your email address – click here to sign out

Mail ▾			1–46 of 46
COMPOSE	info, me, r (7)	Main Contact Us to Reference Desk - Name RoxAnn Turner Email raiakanana@hotmail.com Subject Article from 1940 on my mother How can we	2:55 pm
Inbox (1)	info, me, Meryl (5)	Main Contact Us to Reference Desk - Thank you, Jocelyn - that is very much appreciated. I will mail out the $10 check today. Also, I have	2:42 pm
Starred	me	email pp - http://www.connectcommunity.org/2010/09/27/module-advanced-email/ -- Jocelyn Ireland Digital Literacy	2:39 pm
Important			

Mail ▾   **Click here to switch to Contact list (you can save contacts like an address book)**

COMPOSE   **Click here to write a new email**

Inbox (1)   **Click here to view your email conversations – the number in parenthesis is how many unopened emails you have**

Starred

Important

Sent Mail   **Click here to view emails you have sent**

Drafts (46)   **Click here to view messages you have started but not sent**

Class materials (2)   **These are a couple of my labels – helps me organize emails**

Designing space

Once an email is selected, the below options appear:
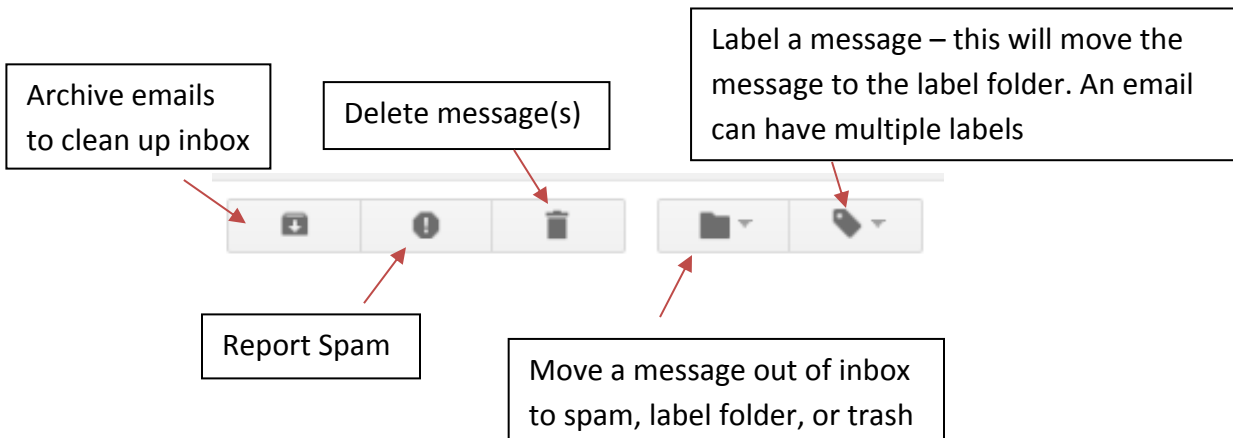
Label a message – this will move the message to the label folder. An email can have multiple labels

Archive emails to clean up inbox

Delete message(s)

Report Spam

Move a message out of inbox to spam, label folder, or trash

Composing a letter

Type the email address of the recipient

Enter a word or two about the email's subject

Email message – enter a greeting, followed by the message, and sign your name at the end just like a letter

Add attachments

Insert a picture

New Message

Recipients

Subject

Send

Click the blue Send button when the email is ready to go. It will arrive in seconds.

Format your text, add bullet points, or a numbered list

Adding Contacts

Hover over the email address/name you wish to add.

A pop up box will appear.

Then click on "Add to contacts" in the bottom left corner of the pop up box.

info
info@uticapubliclibrary.org

+👤 Add and invite

Add to contacts   Emails

Glossary
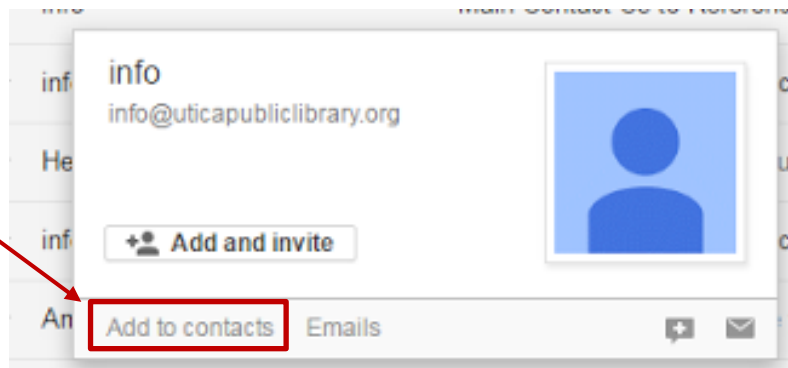
Apps	Stands for Applications. Applications are software programs.
Back up	Make copies of files
Blog	Short for Web log, a blog is a Web page that serves as a publicly accessible personal journal for an individual.
Boot	Startup computer
Browser	Program for reading information on the Internet: Internet Explorer, Mozilla Firefox, or Safari
Cursor	Movable indicator used to indicate the insertion point
Database	Collection of related data organized for convenient access
Desktop	Starting screen for Windows or Mac
Dock	The bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the Apple applications on your Mac
Download	Transfer information from one computer or website to your computer
Drop-down menu	A menu of commands or options that appears when you select an item with a touchpad or mouse
Email	Electronic mail send through the Internet
File	Any amount of information stored together as a single entity
Flash drive	A removable file storage device
Folder	Storage unit for one or more files
Hardware	The physical machinery and devices that make up a computer system.
Home page	First page of a website
Hover	Place the cursor over without clicking .
Icon	Symbol or picture depicting a command or application. Usually a short cut.
Internet	A global network connecting millions of computers and users

Invisible web	Also referred to as the *Deep Web*, the term refers to either Web pages that cannot be indexed by a typical search engine or Web pages that a search engine purposely does not index, rendering the data "invisible" to the general user.
Keyword	Descriptive word used to locate information
Links or hyperlinks	A link to move from one web page to another or to include a web address in an E-mail
Log off	Closing a session on a computer, Internet or website.
Log on	Typing in a username and password to gain entry to a computer or the Internet. Also many websites require users to log on as well.
Menu bar	A row of commands usually in the top left hand corner of hte screen, which are specific to the program you are using.
Mouse	A pointing device, which controls the cursor
Online	Connected to the Internet
Operating system	The software that allows computer users to run applications with the hardware of a specific system. Microsoft® Windows® or Apple® Computer's OS are examples of operating systems.
Reboot	Restart computer, usually after a problem
Scroll bars	There may be vertical and horizontal scroll bars. Scroll bars allow you to view information that does not fit on the screen.
Search engine	Online software used to search for information on the Internet, for example Google
Sleep	An energy-saving mode of operation in which all unnecessary components are shut down
Software	The programs and other operating instructions used by a computer
Task bar	Open programs or applications appear in the Task bar, located at the bottom of the screen. You can use the Task bar to switch between open programs. When you close a program the name button for that program disappears from the Task bar.

Tool bar	Consists of rows of icons or buttons used to carry out specific and commonly used commands, such as printing.
Touchpad	A computer input device for controlling the pointer on a display screen by sliding the finger along a touch-sensitive surface
Upload	To transmit data from a computer to a bulletin board service, mainframe, or network.
URL	Stands for "Uniform Resource Locator." Identifies the address for a website
Username	Name assumed to identify oneself.
Web page	A document connected to the World Wide Web and viewable by anyone connected to the Internet who has a web browser
Web site	Sets of web pages on the Internet
Windows	The Microsoft operating system
windows	An enclosed, rectangular area on a display screen.
World Wide Web	Sets of interconnected multimedia documents on the Internet