



Introduction to Computers

Module 6

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This module focuses on setting up and introducing the use of an email account.

1. Email

Email stands for electronic mail. It is a powerful way to communicate with co-workers, family, friends or business contacts. Your message is delivered electronically, via the internet, to any point on the globe almost instantaneously. Email is quite possibly the most widely used internet application and is the preferred way of delivering written communication. All you need is access to a computer with an Internet connection and an email account. This module will walk through establishing an email account so you can begin sending and receiving email.

When you send mail via the Post Office the address you write on the envelope lets the postal carrier know where to deliver the letter. With email you need to let the internet know where to deliver the email message. Just as the Post Office uses the address a sender has written on an envelope to know where to deliver a letter, the internet uses the email address to determine into which email account to deliver the email.

An email account serves as your identity on the Internet. It provides the organization with a way of uniquely identifying you as well as contacting you. Just like the name and address of your home, some organizations will share/sell this information to others. If you want, you can establish multiple email accounts. This can be useful in keeping important emails related to family or job searches separate from emails telling you about discounts or social network activity.

Each email user has a unique address. It is made up of:

- The user name
- The @ sign (on the keyboard, shift key + number 2 key)
- The email account provider's name

For example:

prcinstructor@gmail.com

The user name is prcinstructor. The @ sign separates the user name and the email account provider's name. In this example the email account provider is gmail.com. Sending an email to this address lets the internet know to whom to send the message. Just like postal addresses, each email address is unique.

Risks of Email

Once you have an email account, anyone can send email to that account. In addition to friends and business associates and companies that you do business with, it can include people who you don't want sending you email.

The largest category of email that you don't want to receive is called "spam". Spam is irrelevant or

inappropriate messages sent on the Internet to a large number of recipients.

Every email provider works to eliminate spam from your incoming mail, but it is never perfect, so if you use email, you are bound to receive some sometimes.

The most important thing to do with spam is to be careful it doesn't harm your computer. That can happen if you open attachments or click on links contained in the spam. If you receive an unwanted email, the best thing to do is to delete it immediately.

Other dangerous email you can receive is from someone who's email account has been compromised. If that happens, you may receive an email from someone you know which contains an attachment that is dangerous to open. So, you should always be careful opening attachments to email, especially if they are unexpected.

Creating an Email Account

You need to be connected to the internet to create an email account. In establishing an email account you will create an email address and account password, both are used to access your account. It is important that you remember your email address and password. If you are willing to provide the email host company with a phone number or another email address, they can help you recover your password if you forget it.

The most common way to access email is by using what is called a web mail account. A web account allows you to access your email account using any computer connected to the internet. All you need to do is to go to the email service's web site and enter your user name and password to access your email account.

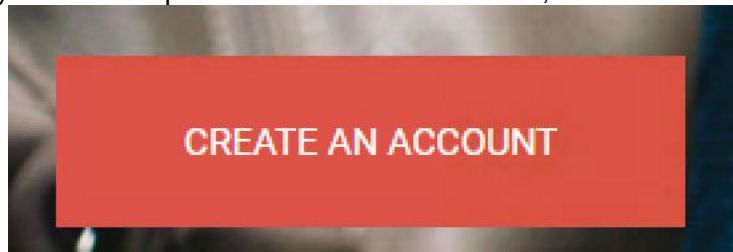
There are many places you can go to obtain a free web email account. The most popular include:

- Gmail (from Google)
- Yahoo Mail (from Yahoo)
- Outlook Mail (from Microsoft)

For this class, we will be creating an account with Gmail. In addition to the email account itself, it will also provide access to many of the other Google services, such as Documents, Calendar, Hangouts. The use of these other services are outside the scope of this class, but you can learn about some of them from PRC Tech Talks.

Creating Your Email Account- Step by Step

1. Open up the Internet Explorer Web Browser
2. Enter **gmail.com** in the address bar
3. If you see an option for **Create an Account**, click on that



If you don't see that option, you may need to:

- a) Click **Sign in with a different account**
 - b) Click **Add account**
 - c) Click **Create account**
4. At this point, you have a form to fill out. Remember that you can use the tab key to get from one field to another. At each field, the form will prompt you and warn about problems.

Name

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Gender

Mobile phone

Your current email address

Location

- a) Fill in your First Name. This doesn't have to be your legal name, or even one you use. But it will be the name associated with this email account.
- b) Fill in your Last Name
- c) Choose your User Name. This will identify your account, and cannot be changed. It must be unique enough that it isn't already used. It can contain letters and numbers. It is often best if it contains enough of your name to help people associate it with you. If you enter a User Name that is not available, it will provide suggestions of similar names that are available. Keep trying until you get one that doesn't generate the warning:

Someone already has that username. Note that we ignore periods and capitalization in usernames. Try another?

- d) Create a password. It must be at least 8 characters, and can include letters, numbers and punctuation. Capitalization counts, so PrC85731 is different from PRc85731. It should not be a simple word or known information, like your birthday. The password used for email should not be used for any other on-line accounts. Stronger passwords (longer, more random) are better protection from someone else getting into your account. Be sure it is something you can remember- write it down if you need to, but don't leave it near your computer where people could find it. As you type, you will not see what is being typed, so be sure which characters you are hitting.
- e) Confirm your password. Type in the exact same thing as you did on the previous line. This will be your password. If you move on to the next field and get the message


These passwords don't match. Try again?

Go back and try again until they match.

- f) From the pull-down list, select the month of your birthday. Once again, this doesn't have to be real, but you do have to remember what you say, because they may ask at some point to confirm that you are the person who created the account
- g) Fill in the day of the month of your birthday
- h) Fill in the year of your birthday
- i) From the pull-down list, select your gender
- j) If you are willing, provide your mobile phone number. This field is not required

Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password.

Mobile phone




Your current email address

- k) If you have one and are willing, provide another email address. It is used in a similar manner as the mobile phone, in case you forget your password.

We will use this address for things like keeping your account secure, helping people find you, and sending notifications. You always have control over this functionality through your Account Settings.

Your current email address

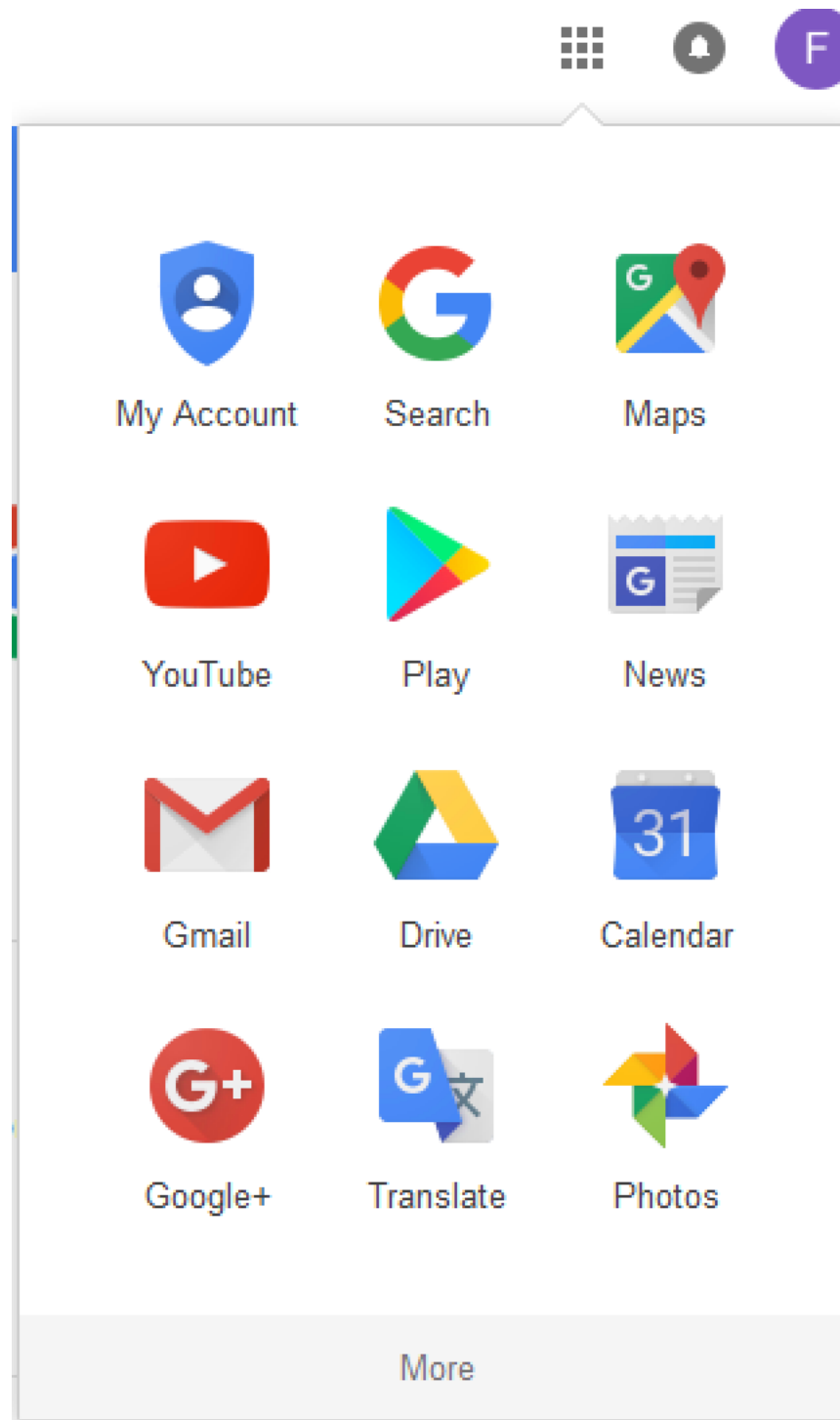
Location

United States 

- l) From the pull-down list, you can leave United States as selected, since that is our location.
- m) If there are no red warning shown in the form above, click on the Next Step button. If the browser asks if you want it to remember this login, select **Never remember password for this site**
5. Read through the Privacy and Terms so you understand how Google will process data associated with your account.
6. If you wish to proceed with setting up the account, click the **I agree** button
7. If the screen displays a Welcome message, showing you your gmail account, your account setup is completely. Click the **Continue** button
8. The **My account** page will show the collection of settings which apply to your Google accounts. To get to you email, click on the Google Apps icon



9. The list of Google apps that are available to you will be shown.



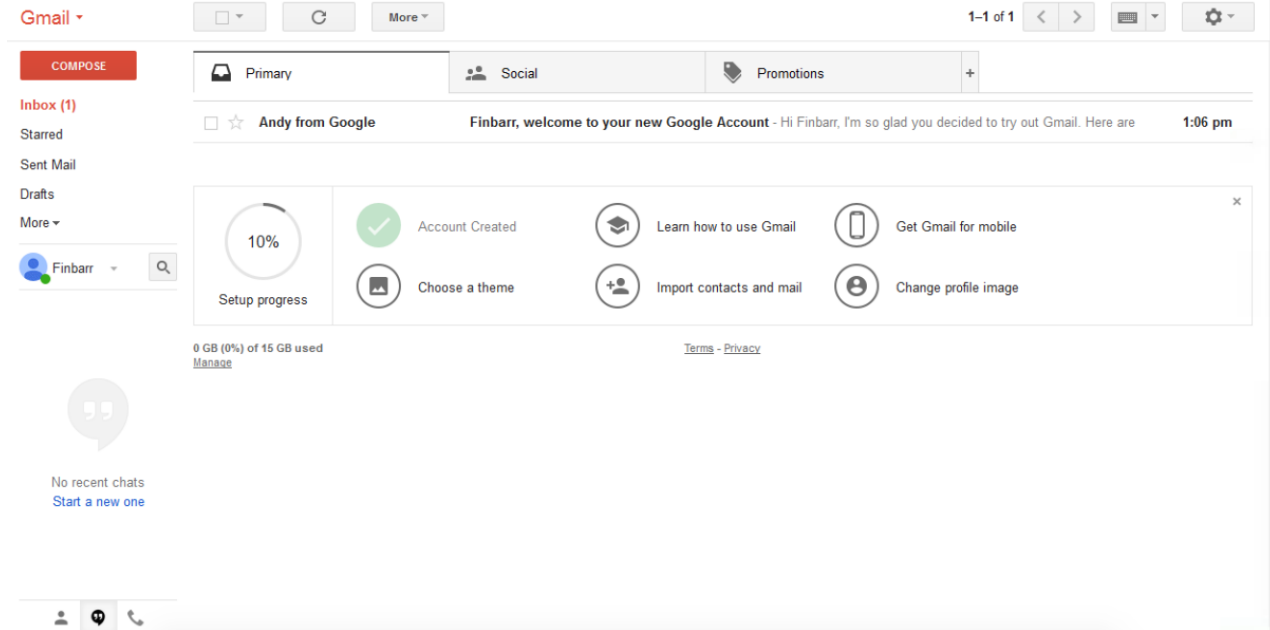
10. Click on the Gmail option

11. The Gmail application will open within the browser window, welcoming you to Gmail and advertising some of the features of Gmail. You can read what they have to say on each page by clicking Next until you reach the end and click “Go to Gmail”, or you can skip it by clicking the X in the upper right corner of the slide show.

2. Using Gmail

The Inbox

The screen that you see upon entry to Gmail is your dashboard for how you interact with Gmail.



From this screen, you can read emails you have received, send an email, file your emails, and access other Google services.

Compose is the button you would click if you want to send an email.

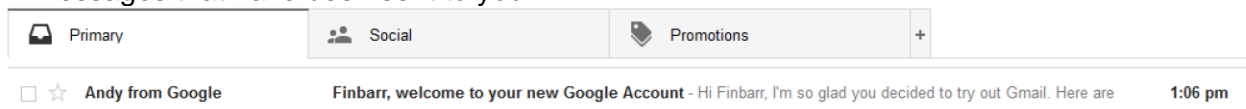
Your Inbox is the entry point for reading emails.

The entries below Inbox is the set of folders where other emails can be found:

- Emails that you have sent to others – Sent Mail
- Emails that you have started to write, but haven't sent yet – Drafts
- Emails that you have deleted within the last 30 days – Trash
- Emails that have been sent to you that you and many other which you don't want - Spam

There will be an area on the screen which shows “Setup status in progress”. You can click on the X in the upper corner of that box.

In the right part of the screen, on the right side, is the content of your Inbox. It will show the messages that have been sent to you.

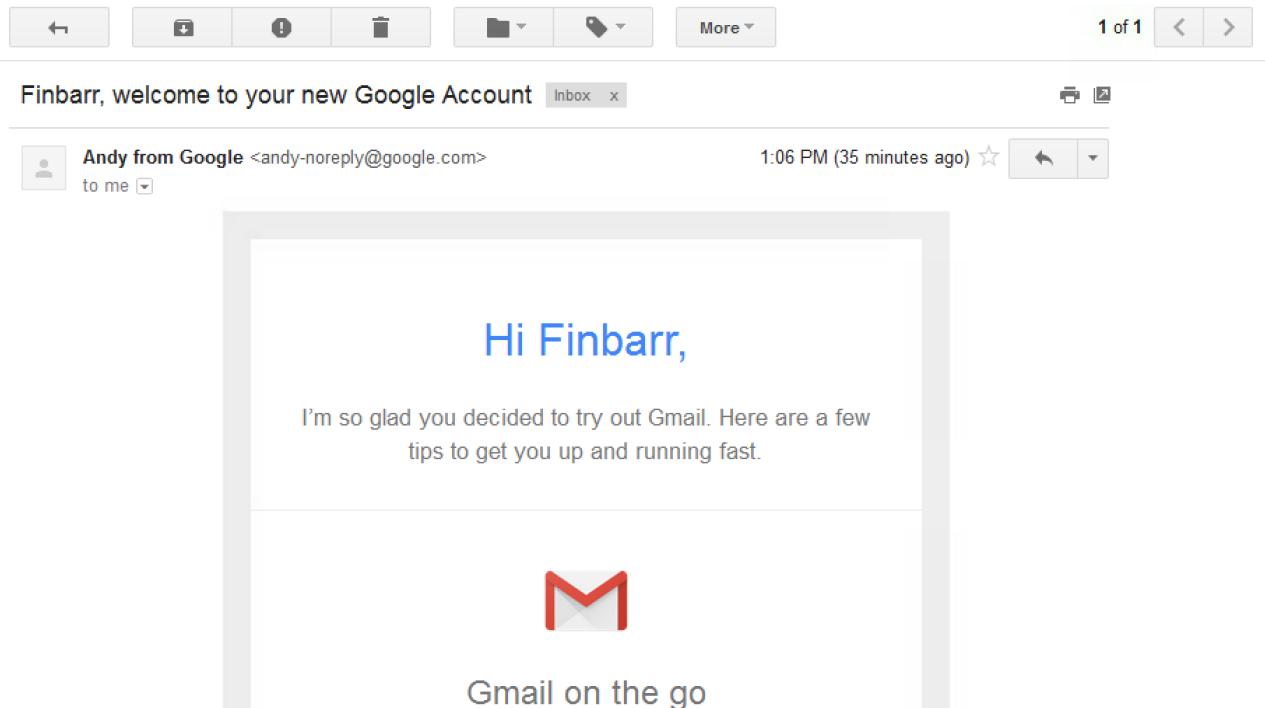


Since your account has just been created, there isn't a lot there, but there should be at least one message welcoming you to google.

In looking at the messages in your inbox, you can see:

- Who sent the messages
- The subject of the message
- The first portion of the text of the message
- When the message was sent.

You can also tell if the message is one you have already read or not based on whether it is shown in bold font (you haven't read it yet), or normal font (you have read it).



To read the complete text of a message from your inbox, you can click on the message.

When you reading messages, the inbox is no longer displayed, and the right portion of the window shows the content of the message. If it doesn't fit, a scroll-bar will appear on the right which lets you see the entire message.

Above the message, you will see a set of icons which provide optional actions that can be taken.



These actions are:

- Return to Inbox
- Archive the message. This will save it for later retrieval using Search within email

- Report Spam. This will move the mail to your Spam folder and notify the email service provider that you think it should be treated as spam
- Delete. This will move the mail to your Trash folder, where it will be kept for 30 days before being deleted.
- Move To. This will allow you to file your mail based on categories that you define.
- Labels. This will allow you to tag the email with a specific category label to help you keep your email sorted.
- More. This contains a list of other options you can perform on an email message, though they are less frequently used.

At the top of the message, to the right of the arrival time, is a curved arrow pointing up and to the left. This can be used to reply to the message that is currently displayed.

Exercise: Exploring Inbox

1. From you Inbox, click on the message sent by Google.
2. Scroll down through the message.
3. Find some of the parts of the message that contain links to web sites, but do not click on them. (hint: pointing finger cursor) Notice the status line at the bottom of the browser that shows which web page would be opened.
4. Click the Reply button
5. Notice that at the bottom of the browser tab, a new section has appeared that would allow you to send a response.
6. Delete the message (trash can icon at the top of the browser window)
7. Notice that you've been returned to your Inbox, and that the message is no longer there.
8. On the left side of the screen, find the Trash folder and click on that
9. Confirm that the message you deleted is in the Trash folder
10. Return to your Inbox

Composing Messages

To send an email once you have an email account, all you need is the address of the person you're sending to. Continuing a conversation involves hitting the Reply button and typing your response before you hit Send.

Starting a new conversation is slightly more complicated, but everything that applies to Composing a message applies as well to Replying.

To compose a message:

1. If you are not already there, go to the Inbox in your mail program.
2. Locate the Compose button

COMPOSE

Compose button from the inbox.

3. Click the

4. If an advertisement appears, click the X in the upper right corner of the ad.

The screenshot shows an email compose window titled "New Message". At the top right, there are three icons: a minus sign, a square with an arrow pointing up and right, and an X. Below the title bar, there are two fields: "To" and "Cc Bcc". Below these is a "Subject" field. The main body of the window is a large empty text area. At the bottom, there is a toolbar with a blue "Send" button, followed by icons for text formatting (underline), attachments, currency, camera, link, and emoji. On the far right of the toolbar is a trash can icon and a dropdown arrow.

5. In the **To** field of the Compose window, enter the email address of the person you are sending to. Remember it must have the form
6. In the **Subject** field of the Compose window, enter a brief description of what the email is about. For example "Lunch Thursday"
7. In the large area of the compose window, enter your message.
8. Click the **Send** button

Exercise: Composing and Replying to Email

1. The instructor will provide you with an email which you can practice sending to.
2. Compose a message to the instructor stating your name and something you have learned in class so far.
3. Send the email
4. The instructor will reply to you
5. Open the message from the instructor, read it, and click on the Reply button
6. Notice that the **To** address is already filled in, as is the subject line
7. Compose a response thanking the instructor, and hit Send.
8. In the upper right hand corner of the email window, click on the colored letter of your first name
9. Click on Sign Out. It is important when you are using a shared computer to sign out of email before you walk away from the computer.

3. Vocabulary Summary

Compose

Reply

Spam

4. Homework

Practice what we did in class today

Be sure you remember your password for the next class