Introduction to Computers

Module 7

Module 7: Email (Gmail)

Review

- Purpose of Cloud storage.
- Saving and retrieving files using Cloud storage.
- Sharing a file using Cloud storage.

Topics

- Google email concepts.
- Accessing your email account.
- Sending and receiving files.
- Managing email folders.
- Sending and receiving attachments.
- Dos and Don’ts of email.

Exercises

- Exercise 1: Log in to a Gmail account.
- Exercise 2: Create and send an email.
- Exercise 3. Receive an email.
- Exercise 4: Create an email folder.
- Exercise 5: Creating an attachment.
- Exercise 6. Receiving an attachment.

Instructor Note

This class is designed for students with little or no experience using email. The student must have created a Google account in Module 5 to use the Exercises in this module.

1. Google mail (Gmail)

Google, like many other companies, offers an electronic mail (email) service to registered users. Companies like Google share the email addresses of their users with other companies (like Hotmail) so you can communicate with other email users.

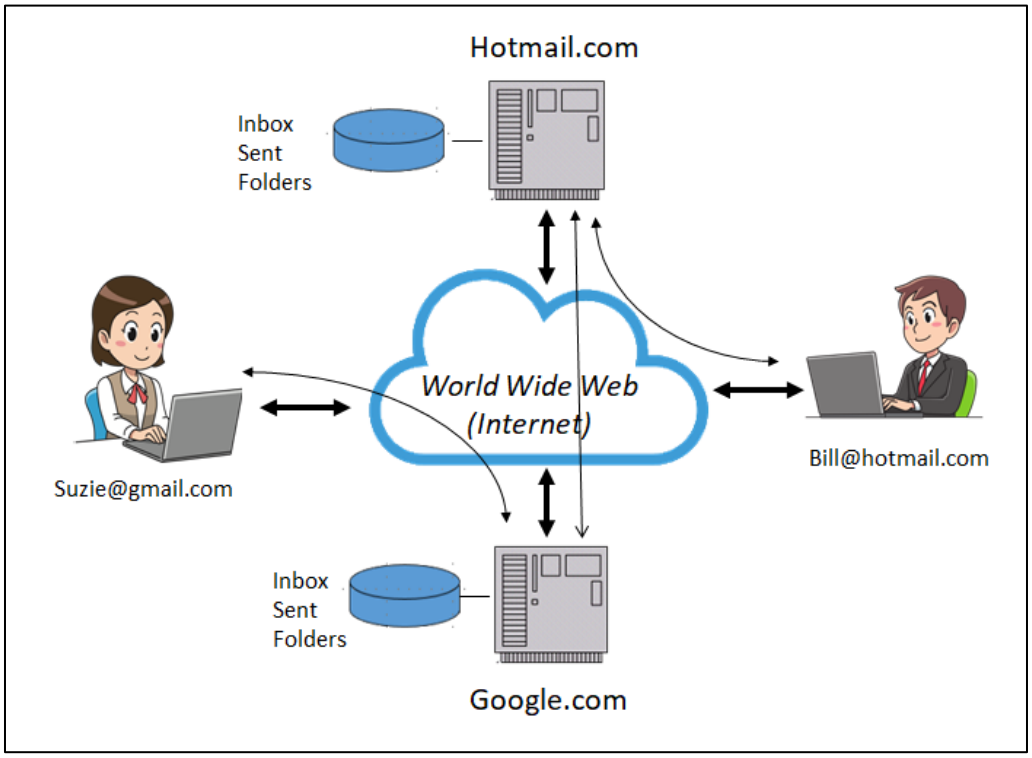


Figure 1 - Internet Email flow

To receive and send email, you must register your name with an email provider. You will be assigned a unique email account name that is known to the internet. Your email provider will create a set of folders to receive and send email. Once you've connected to the email provider web site you can read and send email.

The Google account you created in *Module 5* contains a registered email account that you will use in this Module.

2. Accessing your email account

To access your Google Gmail account you must logon to Google using the account you've created in *Module 5*.

Exercise 1: Log in to your Gmail account.

In this exercise you will open your Google account and select the Gmail option from the Google application menu.

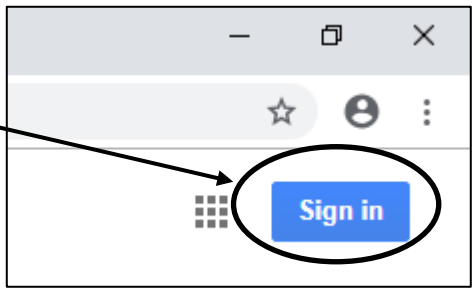
1. **Open** the Chrome browser.

2. **Click** on the link Images in the upper right corner of the Google window. The Sign in button appears in place of the "Images" link.

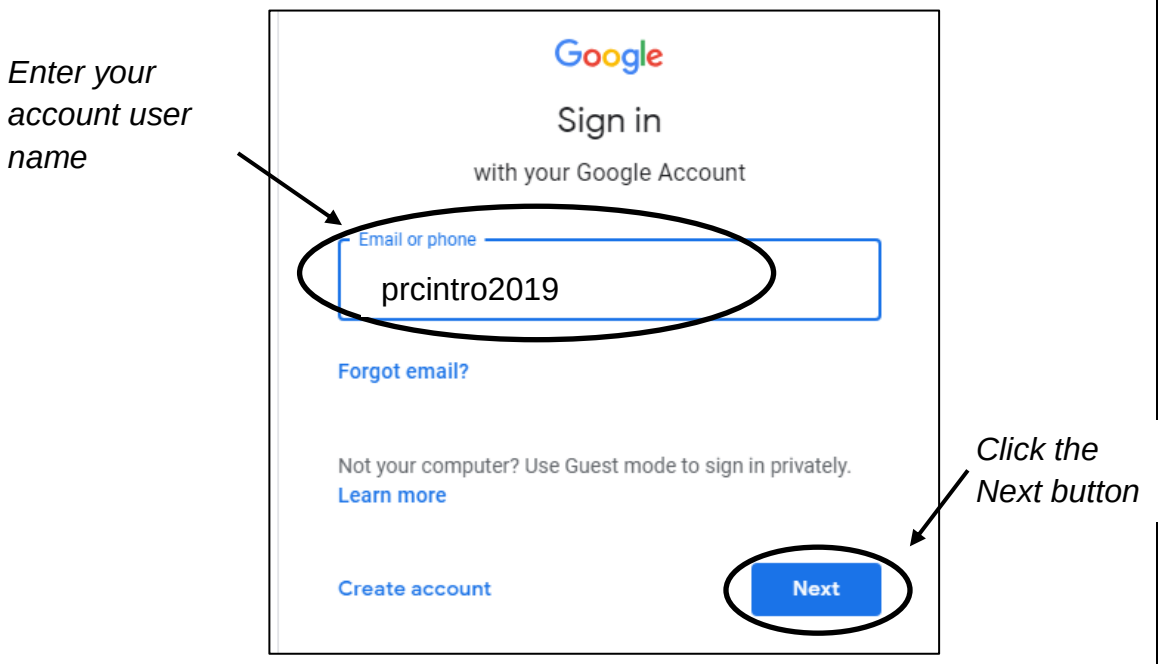
Click the Images link

3. **Click** on the **Sign in** button and the Google Sign in page appears.

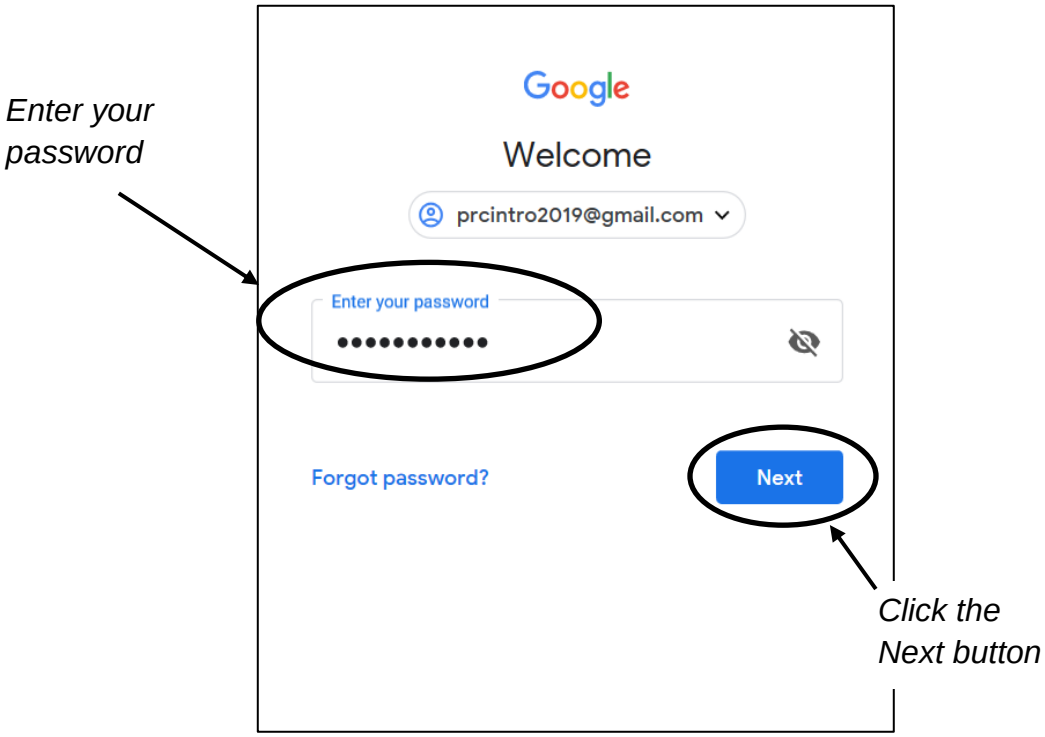
Click the Sign In button



4. Enter your Google account user name in the “Email or phone” text box. Click the **Next** button.

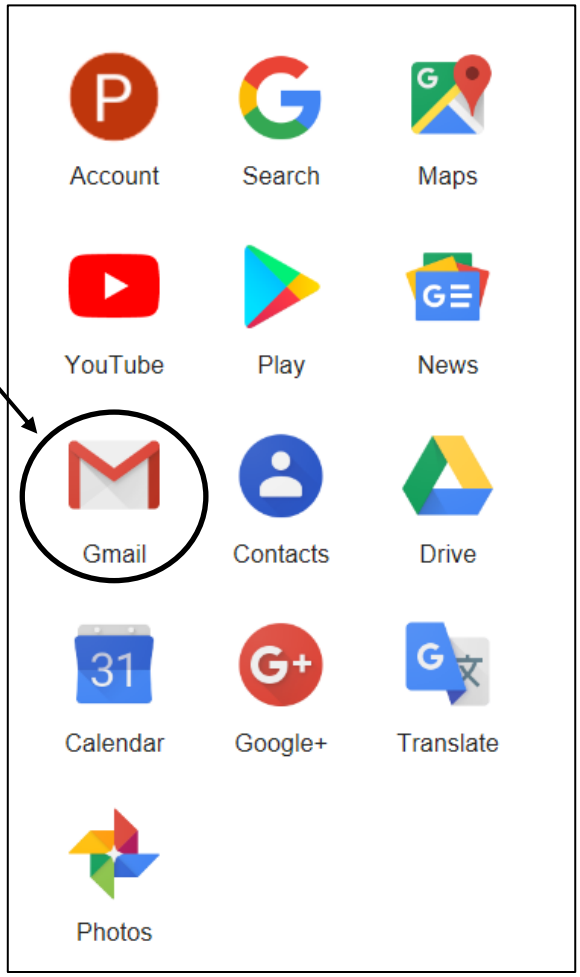


5. Enter your password and **click** on the Next button. The Google applications menu appears.

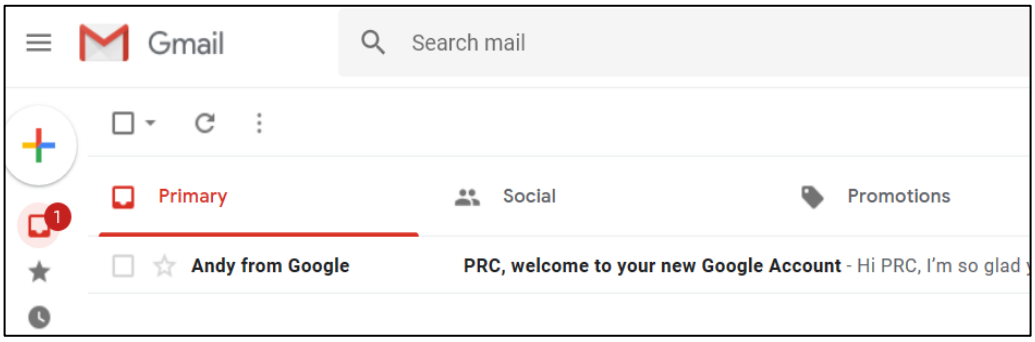


6. Click on the Google email application option (Gmail).

Google email application

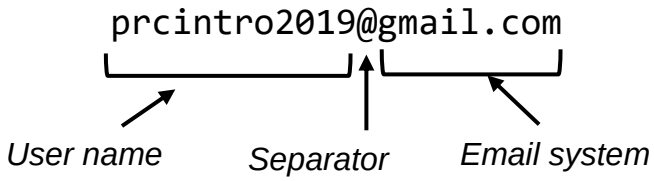


7. The email page opens showing the contents of the Inbox and folders.



Sending and receiving email

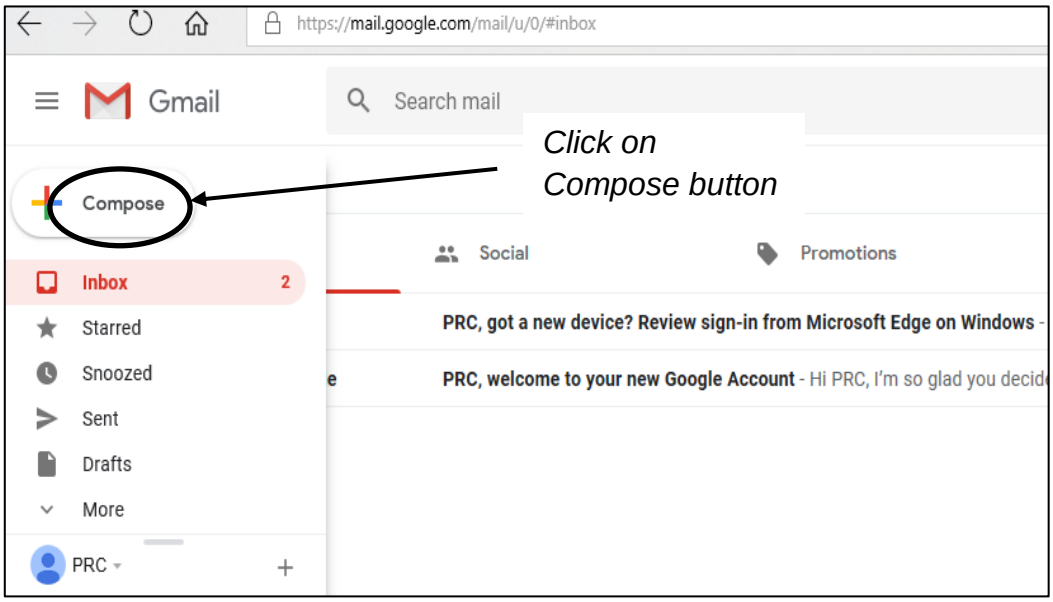
To send an email to another email user, you need the email address of the person. An email address is made of three parts, the user name, separator, and the email system.



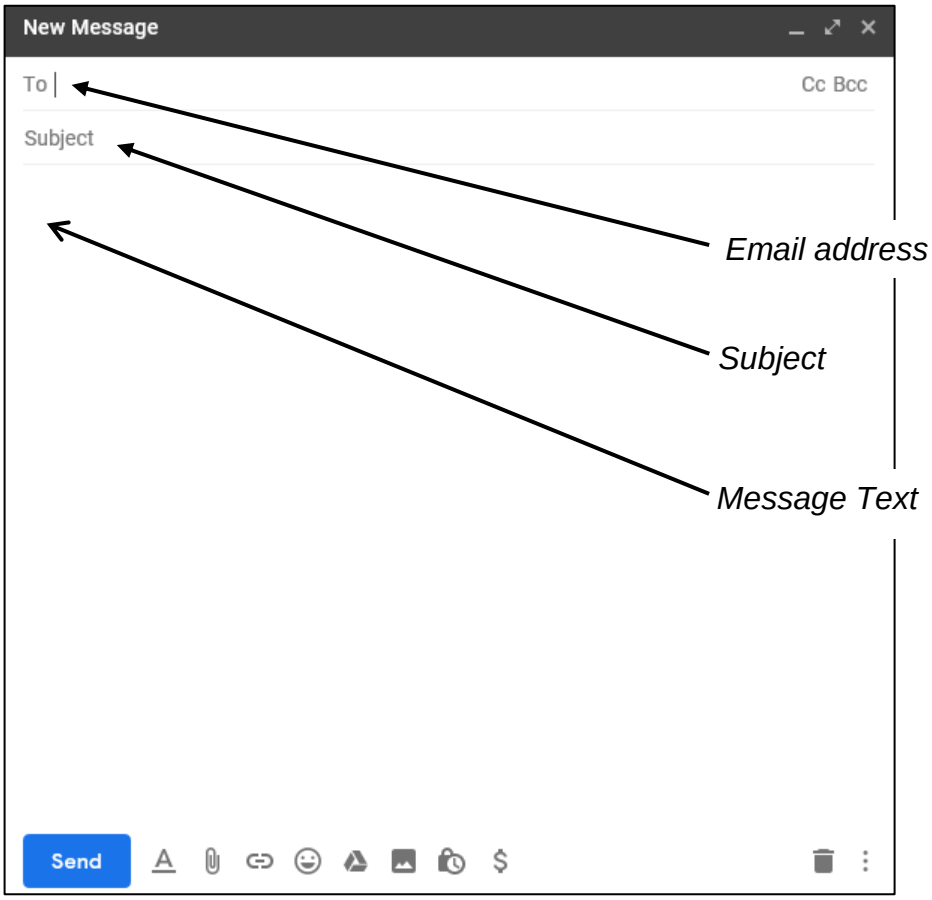
Exercise 2: Create and send an email

In this exercise you will create an email and send it to the Instructor.

1. Using the Email screen opened in *Exercise 1*.
2. Click on the “Compose” button in the upper left corner of the window.



3. A new window opens where you can address the email and enter the message.

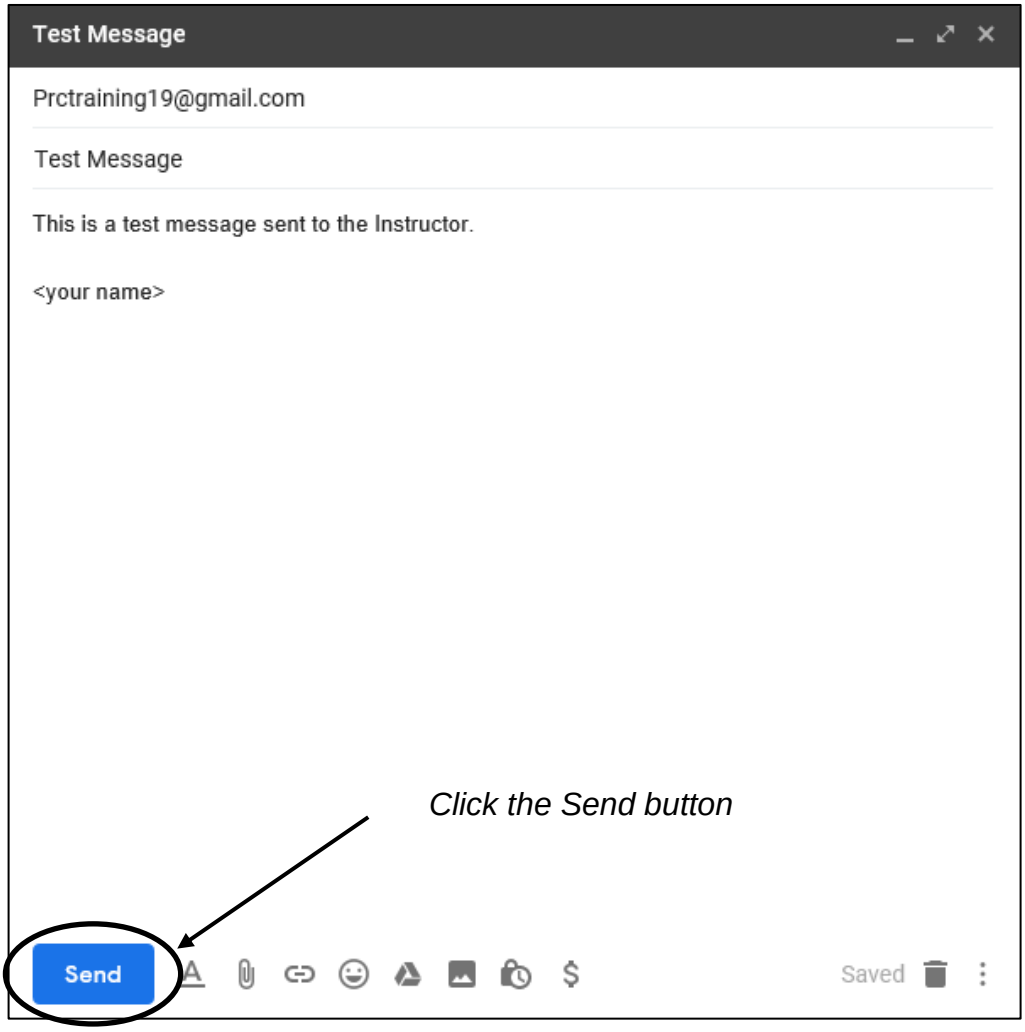


4. Enter the **email address** of the Instructor's email in the "**To:**" field.

5. Enter `Test Message` in the Subject: field.

6. Enter the text, *`This is a test message sent to the instructor. [Enter] <Your name>`* into the Message Text field.

7. The **New Message** screen should look like the picture below.



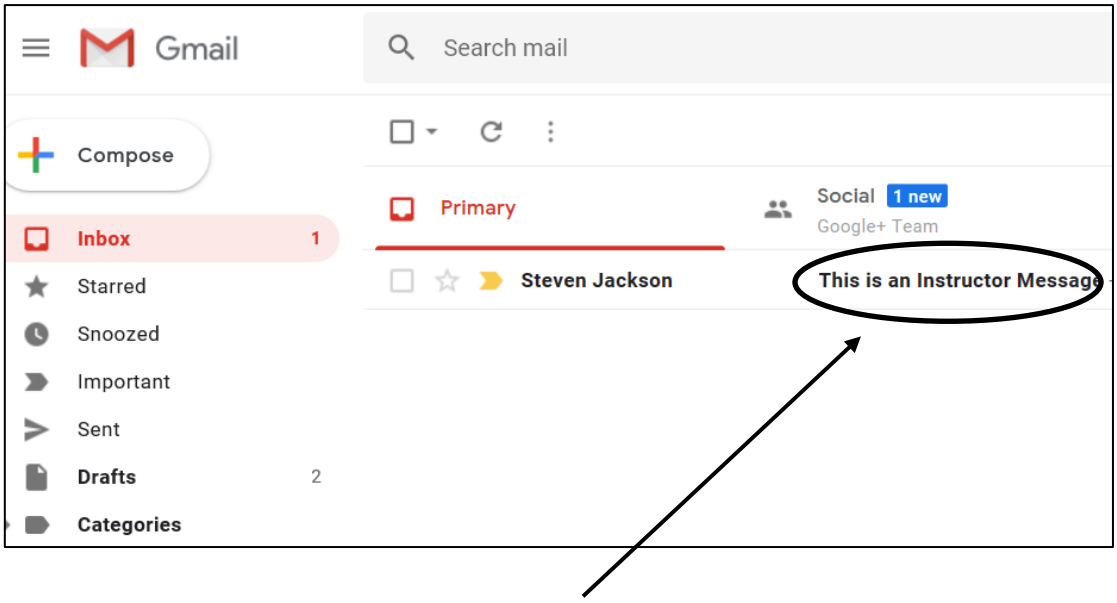
8. To send the message, **click** the Send button. The message appears in the Inbox of the person receiving the email.

9. ***Instructors only**: Reply to your student's emails.*

Exercise 3: Receiving an email.

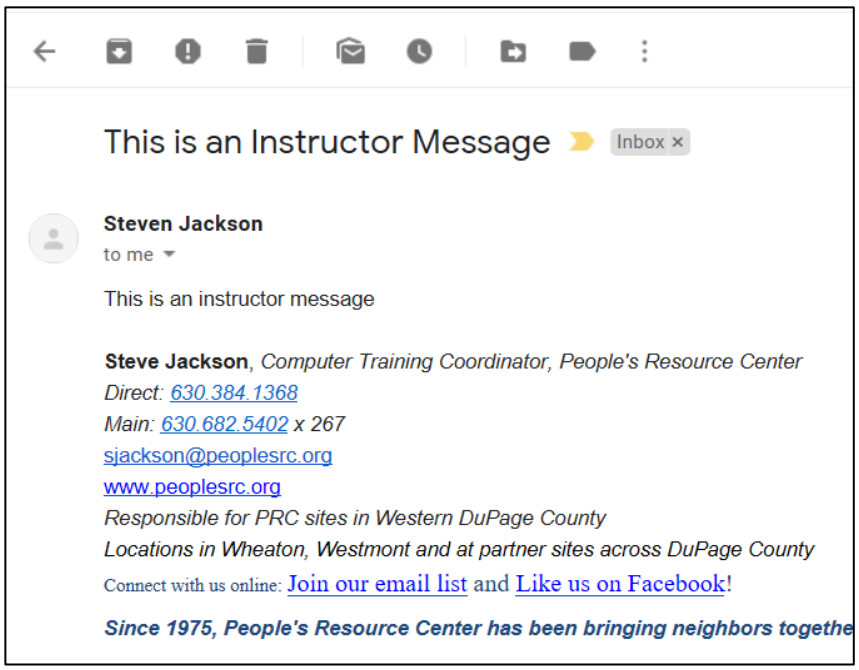
In this exercise you will receive, open, and read an email from your instructor.

1. Return to the Email screen opened in *Exercise 1*.
2. Locate the new message in the Inbox display.
3. Click the message title to view the Message.

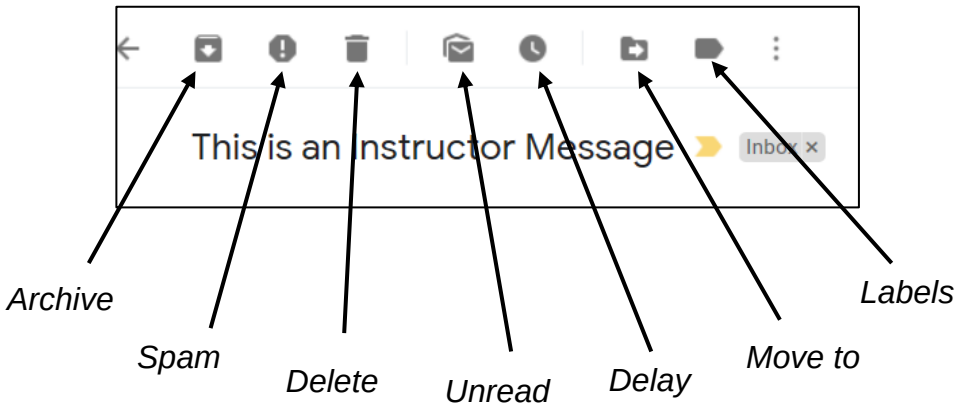


Click to read the Message

4. The email message appears.



5. You have several options available to handle the email.



a. You can archive the message for safe storage.

b. You can report the message as Spam.

c. You can delete the message.

d. You can mark as unread to be read later.

e. You can “snooze” or delay receiving the email until later.

f. You can move the message in an existing folder.

g. You can create a new folder with a Label.

6. We recommend that you *delete, archive, or save* the message to keep your Inbox as empty as possible.

3. Email Spam

Email Spam

Spam emails are unrequested email messages. It’s a form of mass mailing like those flyers you receive in your home mailbox. Unwanted emails sometimes contain harmful attachments and links.

Advertising Email

Advertising emails are sent by companies owning websites that you have visited or even created a logon/password. You can stop these advertising emails by unsubscribing from the service. Use the `unsubscribe` hyperlink at the bottom of the email.

Removing Spam

To remove Spam from your inbox.

First, open the Gmail account and review the current inbox.

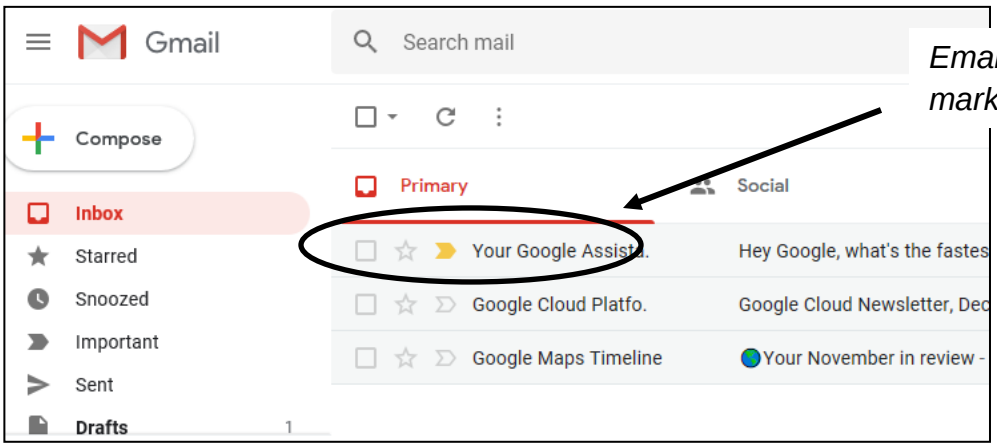


Figure 2 - Select an email

Open the email that should be Spam.

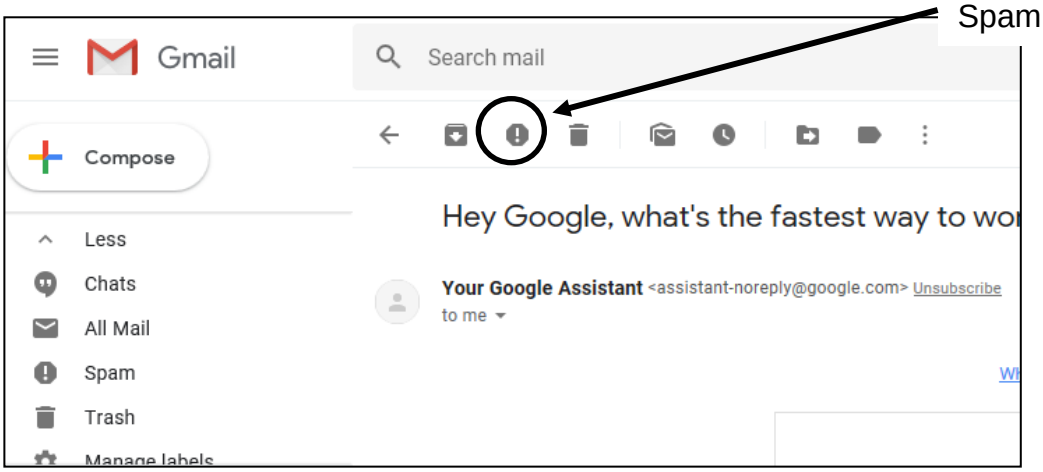


Figure 3 – Mark as spam

Report as Spam.

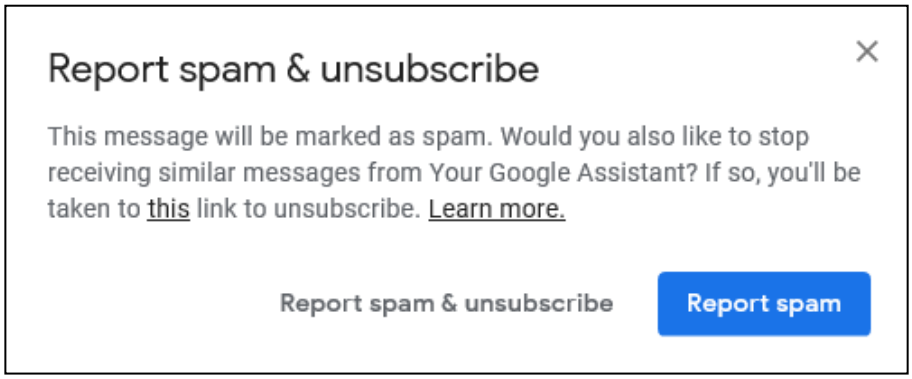


Figure 4 - Confirm Spam

View the email in the Spam folder.

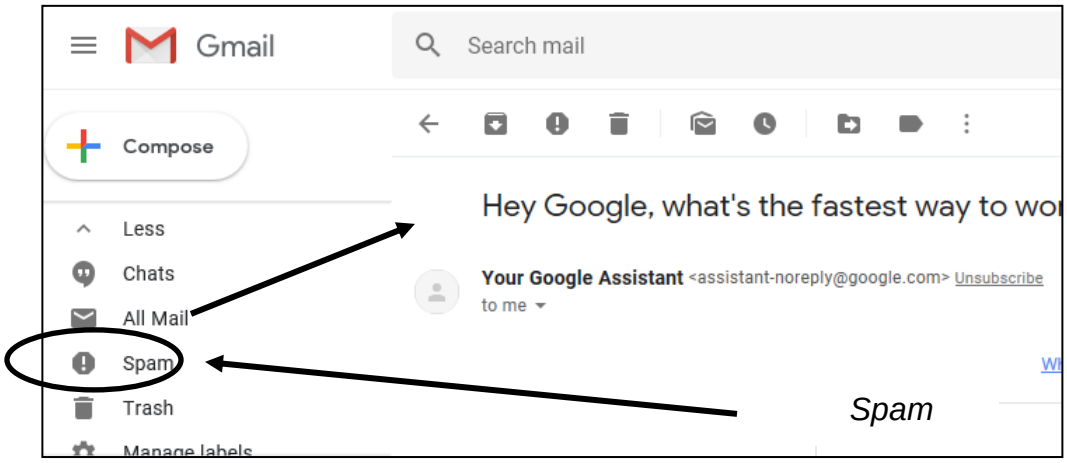


Figure 5 - View Spam folder

4. Managing your email folders

Your email messages are organized in folders in your email system. The most widely used email systems (Outlook, Gmail, Yahoo, and AOL) all have standard email folders. You also have the option to add personal folders.

Folder	Contains	Comment
Inbox	All received and read email.	Try to delete read and unimportant email messages often.
Sent	All sent email messages.	Used to confirm you sent an email or retrieve an email to send again.
Drafts	Messages created but not sent.	Contains partially completed emails before they are sent.
Spam	Received email from an unwanted sender.	Messages automatically added when received from an email address marked as sending frequent and unwanted emails.
Trash	Messages that have been deleted.	Contains emails deleted from any of your folders.

Exercise 3: Create an email folder.

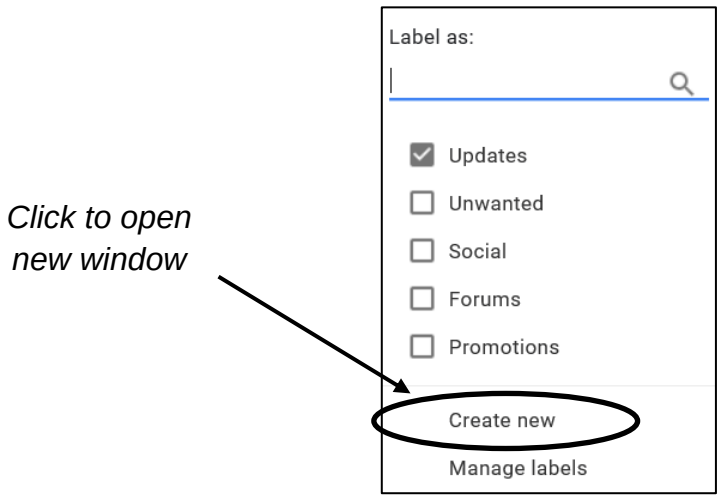
In this exercise you will create a personalized email folder to save messages sent from the People's Resource Center.

1. Return to the Email screen opened in *Exercise 1*.

2. **Select** the email from your instructor in the Inbox.

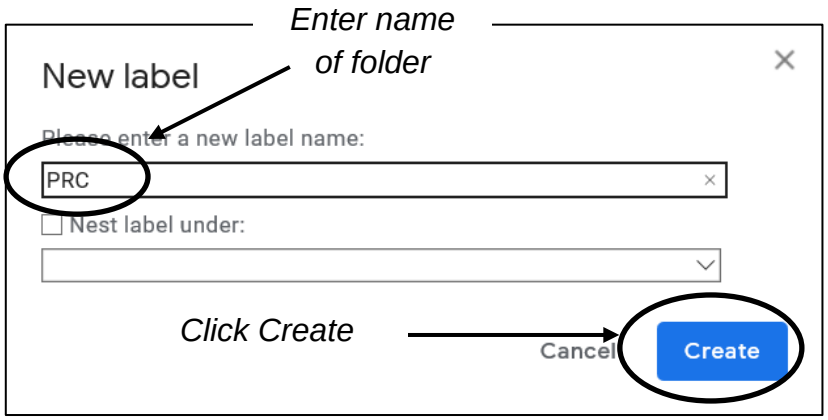
3. **Click** on the Label menu item. The following menu appears.

4. **Click** on the Create new entry and the “New Label window” appears.

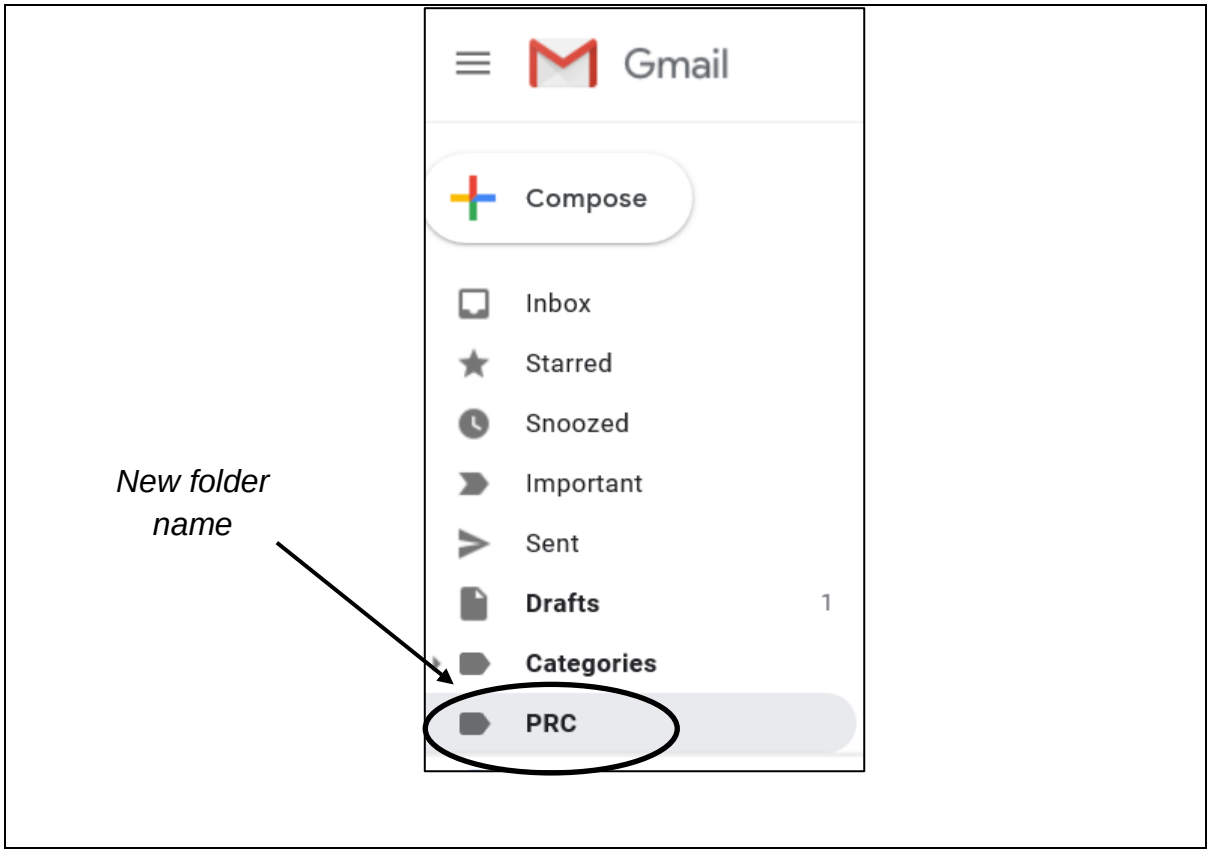


5. **Enter** PRC in the Label name field and **click** Create

.



6. The new folder appears and the email is displayed when you click the folder name.


Gmail
Compose
Inbox
Starred
Snoozed
Important
Sent
Drafts
1
Categories
PRC
New folder name

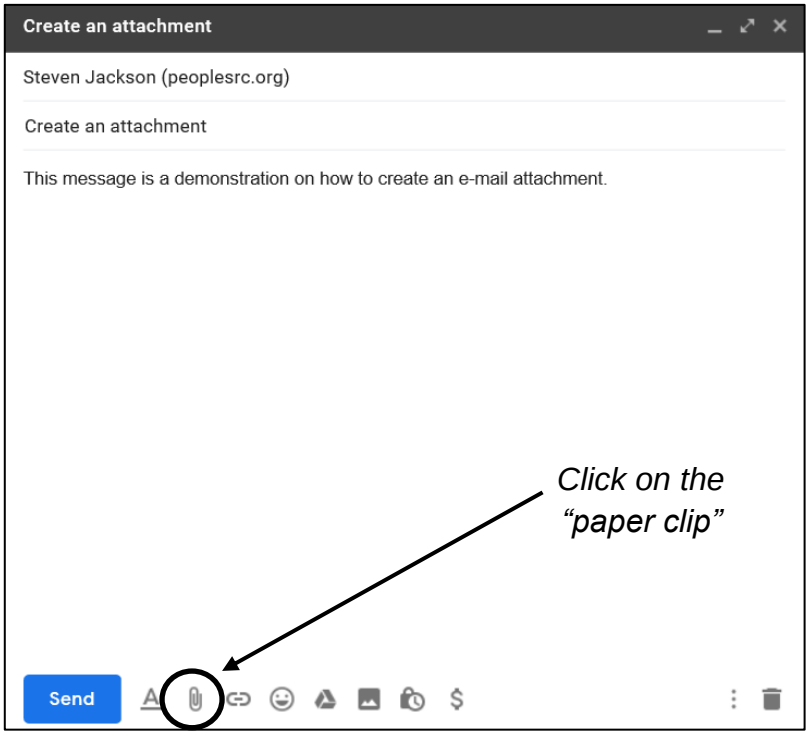
5. Sending and receiving attachments

Email is often used to deliver pictures, documents, resumes, etc. to another person or business. These files must be attached to the email. Received attachments must be copied from the email into your computer. Likewise, attachments to be sent must be copied from your computer to the email in order to be sent.

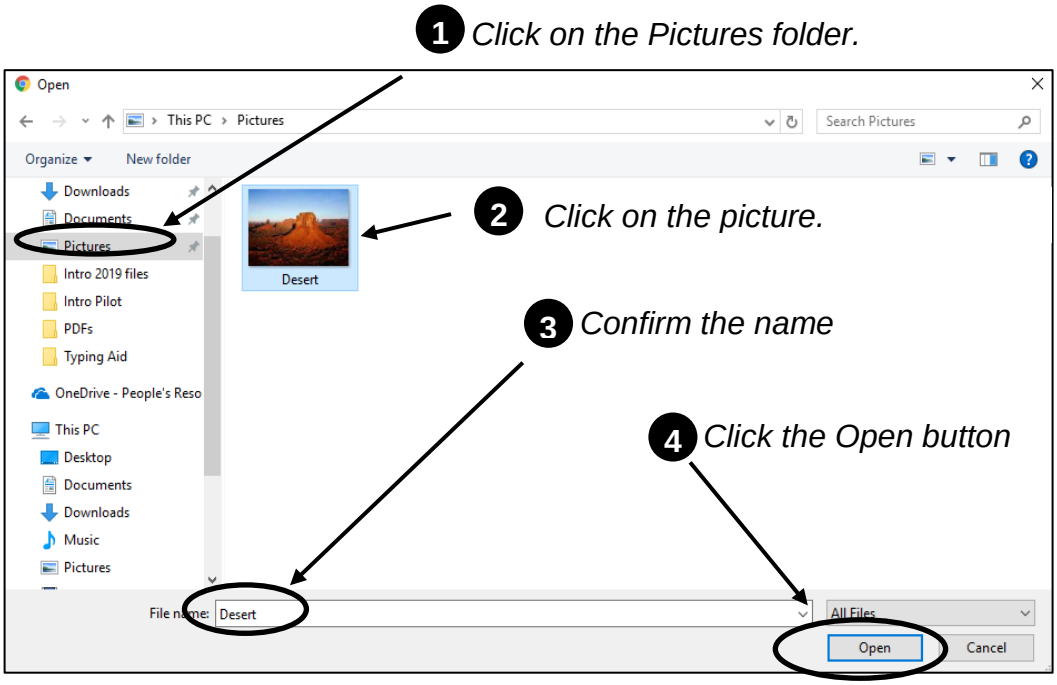
Exercise 4: Creating an attachment.

In this exercise you will attach a picture from your "Pictures" folder to a new email.

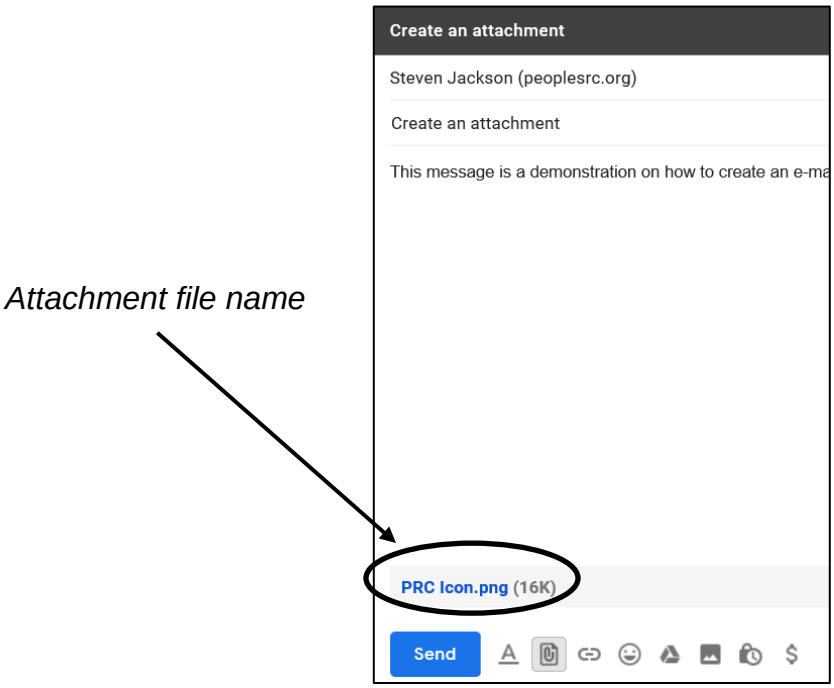
1. Return to the Email screen opened in *Exercise 1*.
2. **Create** a new email as described in Exercise 2.
3. In the Compose window, click on the paper clip icon.



4. A File Selection panel appears. Find the Desert picture in the “Pictures” folder.

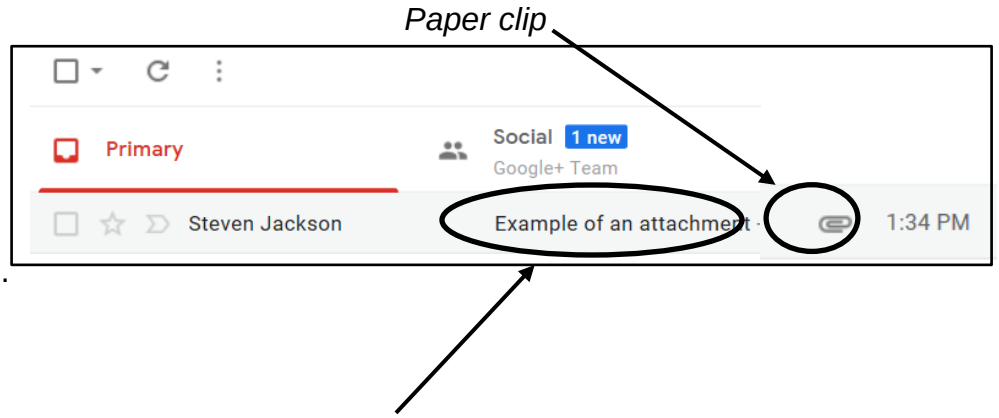


5. The attachment reference appears inside the email.



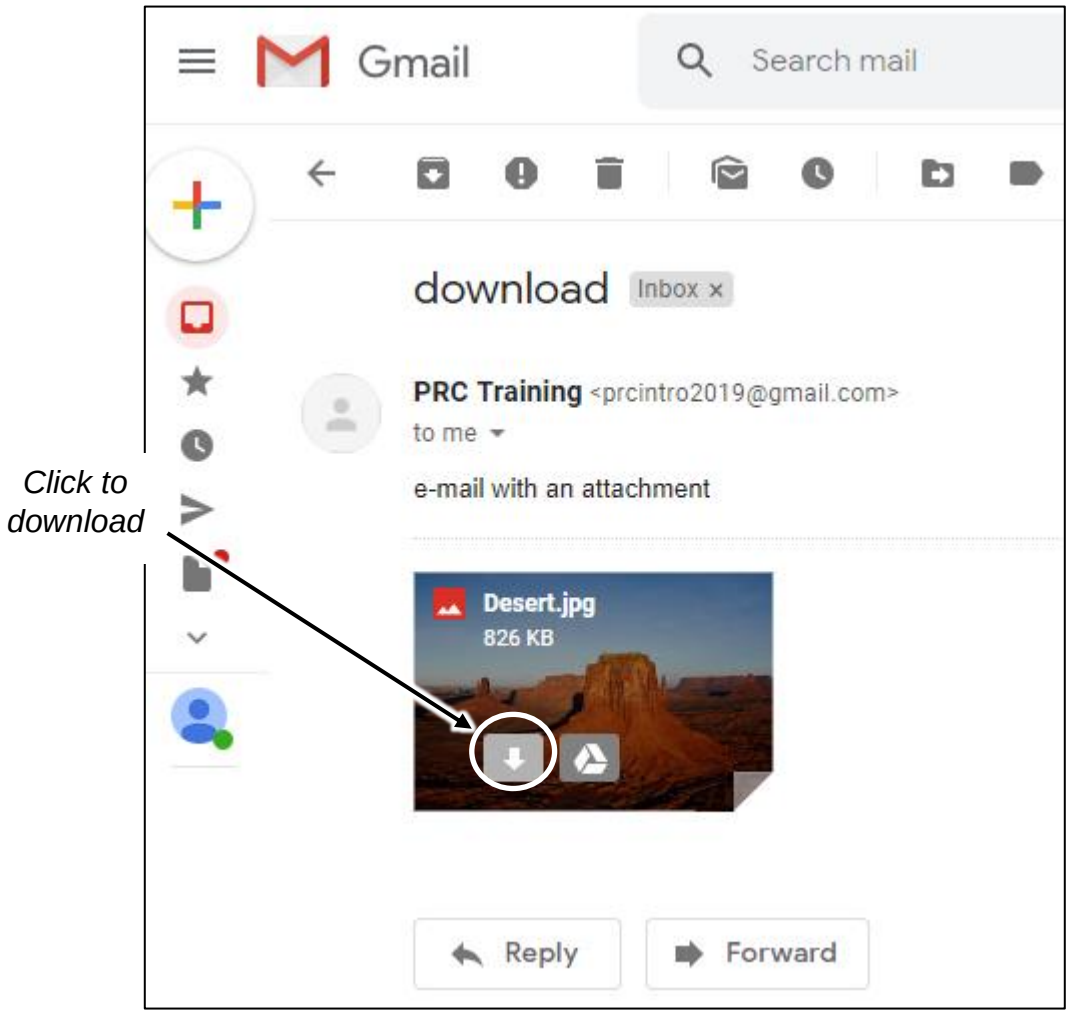
Exercise 5: Receiving an attachment.

In this exercise you will download an attachment from a received email.

1. Log in to your email as described in Exercise 1.
2. Your instructor will send you an email with a picture as an attachment.
3. View the email in your Inbox. Confirm that it contains a small “paper clip” at the far right.
4. 

5. Click on the email and the expanded message appears.

6. Look for the small down arrow in the attachment picture. **Click** on the down arrow.

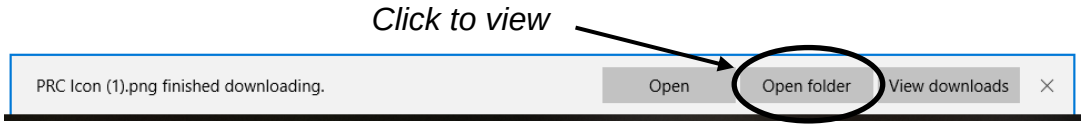


Click to download

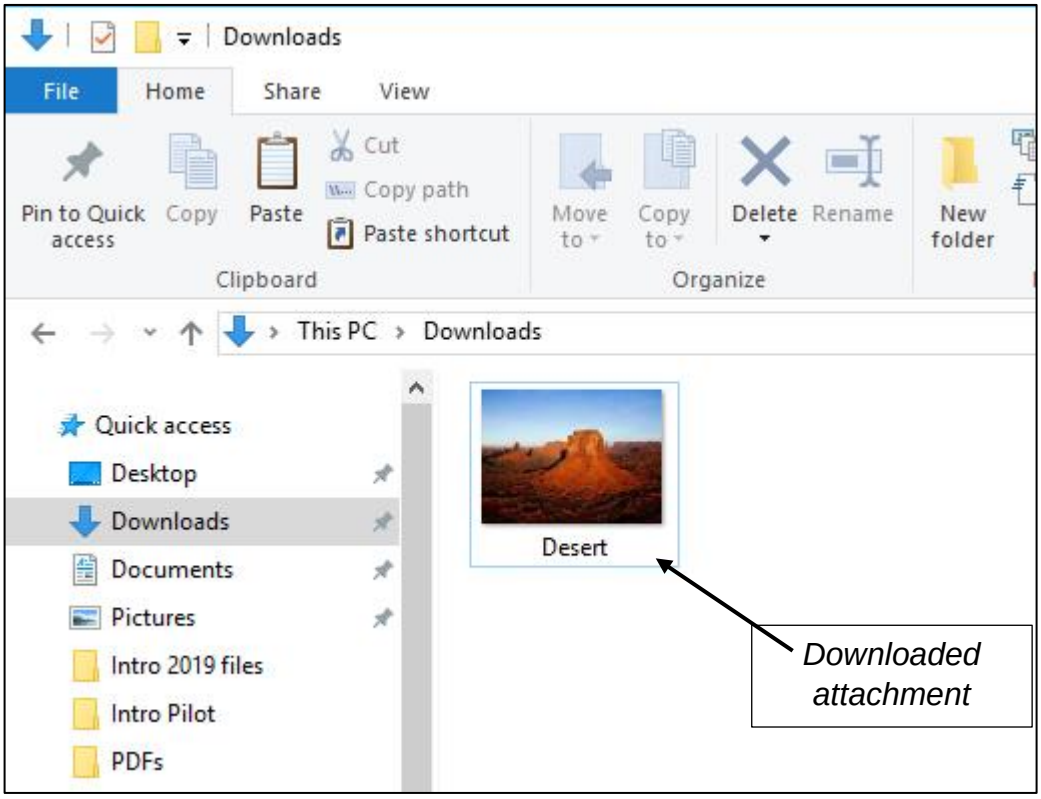
7. A warning message appears at the bottom of the screen. *<u>Always click on the "Save" option</u>*. (This allows your computer to check for viruses in the attachment!).

Click to save

8. Another confirmation message appears. Click on the “Open Folder” button.



9. The attachment appears in your computer’s Downloads folder.



10. Move or copy the file to the Documents folder (or Desktop) as needed.

6. Dos and Don’ts of using email.

Email is used for personal and business communications. Personal communications are between your friends and family. Business emails used in an office are more formal. Some simple rules should be followed.

Do’s of business emails

1. Keep your message as brief as possible.
2. Limit your audience to the people who need to be informed.
3. Say what you want in the first sentence.
4. Keep the subject line short and specific.
5. Only talk about one topic.
6. Be courteous with few abbreviations and no profanity.

Don’ts of business emails

1. Don’t share any private information.
2. Don’t copy people on an email unless there’s a good reason for it.
3. Don’t forget to proofread the email before you send it!

7. Quiz / Review

1. An email address has three parts. What are they?
2. What do you need to sign in to your email service?
3. Which email folders contain messages that you've sent?
4. When would you send an attachment with an email?
5. What should you do if you receive a message from an unknown sender?