

## Introduction to Beginning Internet/E-mail

### Week 2

### Working with Email Accounts

A Yahoo! Class email account has been set up for this class. You will need to be assigned the Yahoo account number and password in class at the first meeting. After that, you may access our class email account at any time from the Internet.

#### Class Email Account

- Yahoo Website: <http://www.yahoo.com/>
- Sign In: Click on *Mail*
- Yahoo ID: irsrseior@yahoo.com
- Password: santar
- Yahoo Email Address: irsrseior@yahoo.com
- **To get to yahoo you will:**
  - Type www.yahoo.com into the Address Bar of your browser and press Enter on the keyboard:
- Look on the Yahoo! Homepage for an envelope icon named Mail. Click on the Mail icon. This will take you to the **Sign In** page.
- Write the ID account name and the password into the appropriate dialog box and click the **Sign In** button.
- **The correct information for the sign in procedure will be:**
  - Yahoo ID: [irsrseior@yahoo.com](mailto:irsrseior@yahoo.com)
  - Password: santar
    - Click Sign In and you will go to the Email account for the class.
    - Look over the Email page and identify the following:
    - Compose, Send, Attachment, Draft, Calendar, and Other features

This week we will become familiar with email. There are two basic types of email accounts: ISP accounts and Internet accounts.

- ISP Email: The email that comes with Earth link, AOL, Sonic are ISP accounts and come with the subscription to the Internet account. ISP email often use the application Outlook Express, Eudora, Internet Mail to access email.
- Internet Email: yahoo, and Yahoo are Internet email accounts are generally free. You must have access to the Internet in order to use the account. The Internet accounts are accessible anywhere

at anytime if you have access to the Internet. Usually these accounts do not function with Outlook Express.

This week we will learn to:

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| <ul style="list-style-type: none"><li><b>Send and Receive email</b></li><li><b>Reply and Forward email</b></li><li><b>Compose email messages</b></li><li><b>Read attached files and produce</b></li><li><b>Use special features to compose email messages</b></li><li><b>Sign up for an internet email account through Windows Live Mail (yahoo) (optional)</b></li></ul> |
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### **Using Email Applications to Receive and Send Email**

Several email applications are available to send and receive email. Which one you will use your email account will depend on the operating system and the word processing application you have installed on your computer. The following is a list of applications and operating systems:

- **Outlook Express:** use with Windows XP and older (see below)
- **Microsoft Outlook:** use with Windows XP and older (see below)
- **Windows Live:** use with Vista and Windows 7 (download instructions from Microsoft)
  - **Windows Live Mail:** can be used on Windows XP if you [downloaded](#) and installed on computer running Windows XP.

#### • **Outlook Express:**

**Outlook Express** is the email application used by Windows XP. If you are using Windows XP on your computer at home it will need to be set up to use Outlook Express. Contact your Internet provider for assistance.

Click on Start and scroll to Outlook Express. (The computers in our lab are set up to use Outlook Express with an assigned email account. We will use these account for class instruction in Outlook Express.)

The account name and password for your lab computer will be located on a label on the computer monitor.

When Outlook Express starts you will see the following on the left panel and right panel:

| <b>On the Tool Bar: Create Mail and Send and Receive</b>   |   |
|--|---|
| <b>Left Panel</b>  | <b>Right Panel</b>  |
| Local Folder<br>Inbox: new messages<br>Outbox: messages to be sent<br>Sent items: email messages you have sent<br>Deleted Items<br>Drafts: unfinished messages | (PC) From Subject Received<br>(New and opened email messages) |

## **Receiving and Reading your Email**

Make sure Inbox is selected in the Folders box: this will open the inbox and display new mail that has arrived. Look at the messages:

- In the right window find **From** and look at the list of items under **From**. These are messages that have been sent to the Inbox.
- Place your mouse on the first item and click once to select it. Click twice to open it.
- Check for new email: Click on Tools, Send and Receive Email and click on Send and Receive Email. This will download any new email messages.

## **Sending Your Email**

- Click on Message button on the Menu Bar: This will take you to an email form on which you will write your message and address.
- Click in the box next to the From and type your email address. This is similar to the return address on an envelope.
- Click in the box next to the To and type the email address of the person you are emailing.
- Click in the box next to the Subject and type a title for your email.
- Click in the box next to the Message and type the message you want to send.
- Find the button that says Send and click it. This will send your email to the address of the person in the To box.
- If all goes well, a message box will come up and tell you that you have successfully sent the message to the recipient.
- Close the email message window to return to you Inbox

## **Reply and Forward Email Messages**

- Open an email message
- You will see on the Tool Bar three sets of heads and arrows.
- The first single head with an arrow pointing to the left is for a Reply Message.
- If you want to send a message back to the Sender, write the response in the Message box.
- To send the message back to the sender, click the reply icon.
- The last single head with an arrow pointing to the right is a Forward Message.
- If you want to forward the message to someone, write your message in the Message box and click this icon.

## **Receiving and Saving Email Attachments**

- Click on the email that contains the attached file to open it.
- You will see a little paper clip near the top of the message and next to the paper clip you will see a file name.
- Click on the paper clip to open the attachment. A menu will pop up and ask you to Open or Save the attachment.
- You should Save the attachment to a disk or a flash drive rather than open it on your computer. This is to prevent viruses from getting on to your computer through the attachment.

## **Saving your email**

- Click on the word File on the Menu Bar.
- Click on Save As.
- You have three places you must enter information:
  - Find Save in and click the box to see what is in it. Click on Floppy drive.
  - Find File name and type a name you want to use. Try to use abbreviations to save space.
  - Find **Save** and click it.

## **Reading the attachment**

- Click on My Computer on the Desktop and find the folder or the flash drive
- Double click on folder or flash drive and find the file you just downloaded.
- Double click the file to read the attachment

## **Receiving and Saving Photo Attachments**

- You can open and save photographic attachments the same way you open and save files
- Often, the photo will be displayed on the email
- Each email program will handle attachments slightly differently

## **Sending File or Photo Attachment**

- Before you begin, make sure you know where the file or photo is located on the computer.
- Sign on to your email account and go to New Message.
- Make sure the your address, the recipient's address, the subject and message are filled in.
- Find at the top of the area something that says Attachments. Click attachments.
- You will be asked to find the file or photo you wish to include by browsing for a location.
- Find the file or photo and click on it.
- When you are done, click on OK.

- After the file has been attached, you will be taken back to the email message **so you can send** it. Click send to send the email message and attachment.

### **Address Book**

- You can keep the email address of your friends in the Address book.
- Click on Contacts button.
- Type a name and an email address into the form and save.
- When you want to send a person and email, click on the word To in New Messages and click on the person's name. This will enter the person's email address into you email message.

- **MS Word:**

- Click on the MS Word icon on the desktop. Look for the blue capital W.
- Or, go to Start, Program Files, and scroll to MS Word and click.
- Write a letter: for our purposes write the following:

**Dear Mary,**

**I will see you next week.**

**Your friend,  
Mil**

- Click on **File**
- Click on the double down arrows at the bottom of the menu.
- Click on **Send To**
- Click on **Mail Recipient** button.
- A new window will appear: (you will see):
  - From
  - To
  - Cc
  - Bcc
  - Subject
- The message box will have the letter.
- Fill in the dialog box for **To** and **Subject**. (Make sure you are connected to you internet provider.)
- Click **Send a Copy** and the email will be sent.
- You can attach files using MS Word.

## Working with Email Vocabulary

- **Word Pad does not let you send email.**

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| <ol style="list-style-type: none"><li>1. Account name</li><li>2. Password</li><li>3. Sign In</li><li>4. Sign Out</li><li>5. User name</li><li>6. Email account</li><li>7. Inbox</li><li>8. Outbox</li><li>9. Sent Items</li><li>10. Draft</li><li>11. Trash</li><li>12. Message</li><li>13. Write a Message<ol style="list-style-type: none"><li>a. To (required)</li><li>b. Cc</li><li>c. Bcc</li><li>d. Subject (required)</li><li>e. Message box (message area)</li><li>f. Attachment</li><li>g. Attach a file</li><li>h. Send</li></ol></li></ol> | <ol style="list-style-type: none"><li>14. Read Message<ol style="list-style-type: none"><li>a. Forward</li><li>b. Reply</li><li>c. Attachments</li><li>d. Outbox</li></ol></li><li>15. Message sent</li><li>16. Messages waiting</li><li>17. Address Book<ol style="list-style-type: none"><li>a. New contact</li><li>b. Email address</li></ol></li><li>18. Attach an email address to a new message</li></ol> |
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