

Email 101

or “I have an Email address, now how do I use it?”

Email or electronic mail is sending messages to through an email provider (with whom you have an account/email address) to a friend (who you have an email address for) and can contain just text, or may also include attachments (computer files such as photographs or documents).

Most email providers allow you to send and receive email through their website. This is called webmail, since you send and receive your email on the “web”. To access email on the web you will need to know which email provider you use.

You can also use a program like Microsoft Outlook or Mozilla Thunderbird to manage your email account for you. Your computer may come with an email management program, or you may have to download or buy one. These programs allow you to manage your emails even when you are not connected to the internet.

Signing In

You will either be asked for your username or your email address. Your username is the first part of your email address. Ex. `username@gmail.com`

Then you enter your password. Make sure that you always keep your password information in a safe place.

If you forget your password, there is usually a “**Forgot your password**” or “**What is my password**” link below where you enter your password. Then you will be asked to answer the secret question that you set up when you first created your email account.

Opening Messages

To open an email move your mouse over the message and when it looks like a hand, click on it. Email links may be blue and bolded or just bolded.

Creating Messages

To compose (or create) a new email message find the “**compose**” or “**new**” button and create the message.

You need to include:

- **To:** the email address of the person you are sending the message to
- **Subject:** a subject line for the email “Hi” “Happy Holidays” “New Pictures” etc.
- The message itself called the “body”.

You can usually save messages to work on them later by clicking on a “**Save to Drafts**” button or “**Save**” button.

Replying

To reply- have the email that you want to reply to open- click the “**Reply**” button and respond to the message.

Forwarding Messages

Forwarding is when you pass an email message on to another person. This is often done with jokes. To forward all you need to do is click on the “**Fwd**” or “**Forward**” button. If you are passing on a joke, it is polite to delete the email addresses of who passed the email on to you from the body of the email.

Deleting Multiple Messages

There are check boxes next to your messages in your Inbox. You can check multiple messages at once. Once you have put check marks in all the messages that you want to delete, click on the “**Delete**” button.

Attaching Files

When attaching a file, choose “**Attach**” located either below the subject field or above the email message. Then choose the file you wish to attach, click “**Open**” and you file will be attached.

Spam

You can block addresses of email addresses that send you spam, or move them into a spam folder. How to do so changes between email providers, but often if a piece of spam arrives in your inbox, there is usually a “**Report as spam**” or “**Junk**” button that you can click on to remove the message.

Other Information:

Folders

Your email comes with folders that store your messages; these are usually the inbox, drafts, or sent mail. In Gmail these are called labels.

You can create your own to organize your messages. Just find the “manage folders” link and you will be given the option to create new folders. For example, you can create a “Family Pictures” folder or a “Jokes” folder.

Settings

If you are going away or want to change how many emails you can see at one time (and many more options), you can change the settings of your email account. There are many options for you to personalize your email. Just find the “**Settings**” or “**Options**” link, usually in the top right corner of the screen and see if there are any options that you might like to change.

Help

If you are ever stuck, all you need to do is find the “**Help**” link. This link is usually in the top right corner of the screen and usually right next to the Settings link.