Computer & Technology Class

Email Basics

In this class we'll learn about:
- Logging in and out of your email account
- How to view a received email
- How to compose and send an email
- Reply, Reply to all, Forward and delete an email
- Attaching a file and a photo to an email
- Adding family and friends to your contacts
- Email etiquette and safety

My Email Address: _____

My Password: _____

Logging In To Your Email

Open an internet browser and type gmail.com into the address bar

Type in your complete email address (i.e. janedoe@gmail.com) and password

Click Sign In
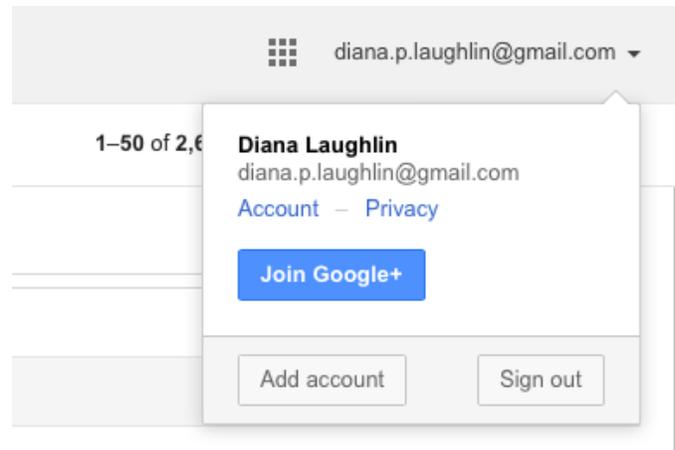
Your Inbox will appear

Logging Out Of Your Email

From your inbox, in the top, right corner of the screen,

Click on your email address

Click Sign Out

Reading Received Emails

From your inbox, click on the subject of the message to read it.

To return to your inbox, click Inbox in the top, left corner of the screen.

Open and read the email from Diana Laughlin

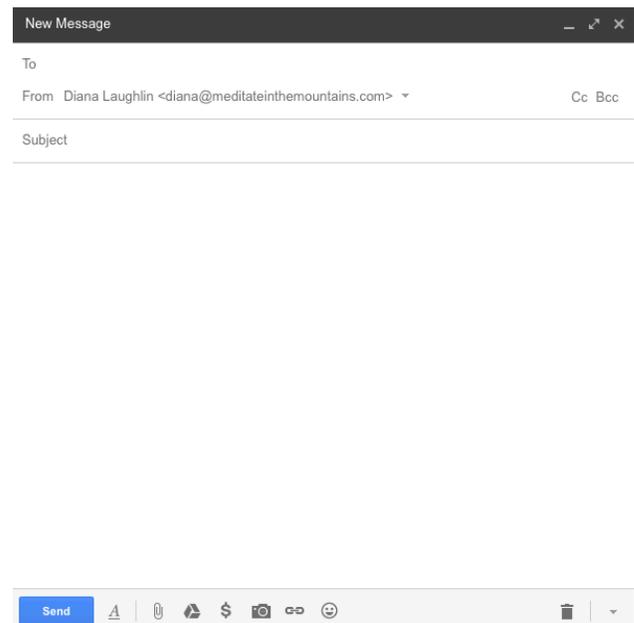Return to your inbox

Compose and Send an Email

From your inbox, in the top, left corner of the screen, click the red Compose box.

In To / Recipients, type the address you wish to email

In Subject, type a word or phrase describing the content of your email

Under Subject in the blank box, type your message

When finished, click the blue send button at the bottom of the message box

Send an email to dlaughlin@estesvalleylibrary.org

Send an email to a family member or friend

Exchange email addresses with the person sitting next to you and send them an email

Reply, Reply to all, Forward, delete
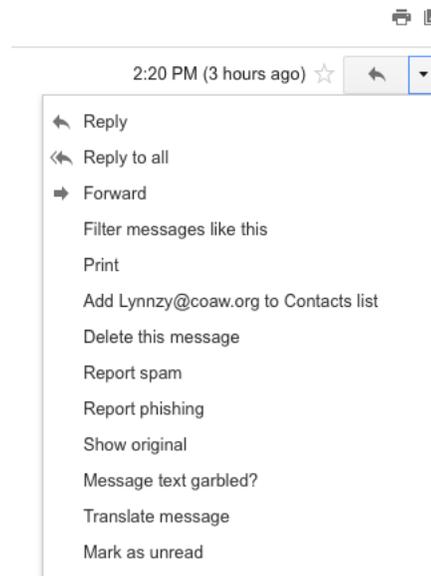
From the inbox, open a message

Look in the top, right corner of the message for a backwards arrow

Click the backwards arrow to reply

Click the down triangle to Reply to all (sends a reply to everyone who received the email)

Click the down triangle to Forward (send the email on to another person)

You can also print, delete, and report spam

Emails can also be deleted in the inbox by clicking the box next to the message and clicking the trash can button (only appears after you highlight the message)
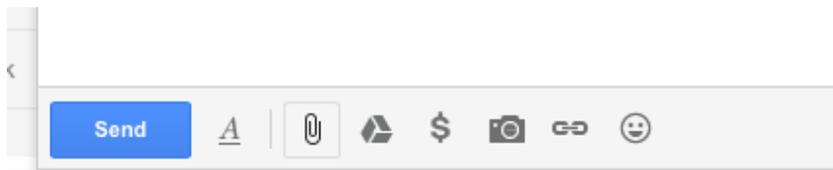
Reply to an email you received today

Delete an email

Attaching Files and Pictures to Emails

From the inbox, click Compose to write a new message

Click the paperclip button at the bottom of message box to attach a file or picture

Select the document or picture you wish to email. You will see it load then attach at the bottom of your email.

To add another document or picture, repeat this process

Email dlaughlin@estesvalleylibrary.org the file on the desktop "My Bad Resume"

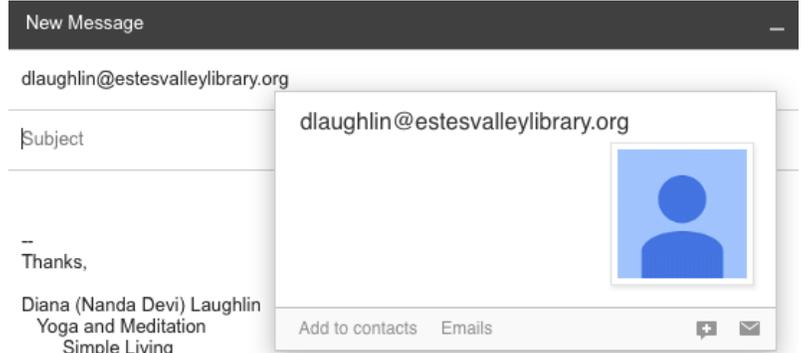Email a friend or family member the picture of Long's Peak on the desktop

Adding Contacts

Click compose for a new message

Type in the email address

Hover the mouse over the email address and a box will appear

Click Add to contacts

Email Safety

Scams are common in email. Here are some basic tips to help keep you safe:

- Never give your email password to anyone
- Never email a credit card, bank account number, or password
- Call and ask the business or person if an email looks suspicious
- Don't click on a link in an email unless you trust the sender and the message explains the link
- Don't open an attachment unless you trust the sender and the message explains the attachment
- Delete without opening messages without a subject

Scam emails often:

- Don't address you by name "Dear Sir"
- Contain spelling and grammar errors
- Contain threats and warnings "Your account will be closed in 5 days!!!"
- Sound too good to be true "You've won an iPad!"
- Ask you to update your account (even if you don't have one with them)