



Email (webmail)

Valley
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Email

- Email – oldest internet application
- Can communicate with anyone
 - That has an email address
 - Worldwide
 - In seconds
- Takes form of mailbox@domain_name.com
- Our email addresses
 - Class01 to class26@olliatauburn.org
 - Good until class is over
 - Can be accessed from anywhere – home, library, etc
 - Anytime

Email Variations

- Email services and apps are similar
 - Send (copy, blind copy), receive, reply, forward, contact list, attachments
- Interfaces are different
 - Email client – Outlook, MS Live Mail
 - Webmail – Use browser for email
 - Can access from any internet computer
- We will use a version of Gmail
- You can get your own Gmail account at
 - mail.google.com/mail/signup

Signing in

- Open Internet Explorer (browser)
- Enter web address
www.google.com/a/olliatauburn.org
- Sign in with your class# # and password
- Now enter a new password (for first sign in only)
- Remember both your email address and password
- Will work from any computer connected to internet, anytime of day, until course over

Sending and Receiving

- Compose (then send) email
 - To:, Cc: (copy), Bcc: (blind copy) – email addr
 - Subject: (what the email is about)
 - Message text
 - Click on Send button when done
- Receive email
 - Select Inbox on left hand side
 - New emails are highlighted
 - Click on email to be read

Replying and Forwarding

- Reply – sends response to sender
- Reply to all – sends response to sender and all on to: and cc:, but not bcc:
- Forward – sends email with your comments
- On all of these
 - Additional addresses can be added
 - Subject modified
 - Can even remove some of the original email
 - But, don't change what you keep

Contacts and Groups

- Contacts – those you frequently write to
 - Address mail by name, not email address
 - Name, email addr, address, phone, more
 - Easier to compose emails – first few letters
 - Groups (of contacts)
 - Family, work, friends, organizations, etc
 - Use Bcc: for larger groups
 - Doesn't clutter email with addresses
 - Doesn't compromise everyone's email address
 - It's good etiquette
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Email Etiquette

- Make Subject meaningful
 - Identify yourself (not just email address)
 - Write as if you are talking face to face
 - Don't always Reply to All when Reply is ok
 - Don't forward chain mail
 - If you must - remove forwarded, forwarded...
 - Use Bcc: for mail lists
 - Check legends at www.snopes.com
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Attachments

- Attach files to emails
 - Pictures, documents, music, videos
 - When composing email
 - Click on Attach a file
 - Find and select file(s) to be attached
 - Receiving email with attachments
 - Click on View to just look at attachment
 - Click on Download to save on computer
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Formatting

- On Compose mail, you can change
 - Font type
 - Type size
 - Color of text
 - Color of highlighting
 - Alignment – left, right, center
 - Bold, italicize, underline
 - Bulletized, numbered points
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Your Turn – Part 1

- Initial signon
 - www.google.com/a/olliatauburn.org
 - Enter password from sheet
 - Change password to one of your choice
 - From now on when you signon, use the new password that you chose
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Your Turn – Part 2

- Read emails from me and follow directions in the email
 - Enter at least 2 contacts
 - Your class partner
 - Richard Robinson – rr@olliatauburn.org
 - Compose an email – send to partner
 - Compose email to Richard Robinson
 - Attach file – example.jpg (from desktop)
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