

Internet Fundamentals

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DRONACHARYA COLLEGE OF ENGINEERING

Lecture-6

Email Basics

- **Part 1 - Introduction**
 - Explaining email
 - Parts of an email address
 - Types of email services
 - Acquiring an email account

- **Part 2 – Sending and Receiving Email**
 - Signing in
 - Composing and sending
 - Checking mail
 - Replying and Forwarding

Part 3 – Managing Your Messages

- Deleting messages
- The “Trash” folder
- Email security
- Signing out



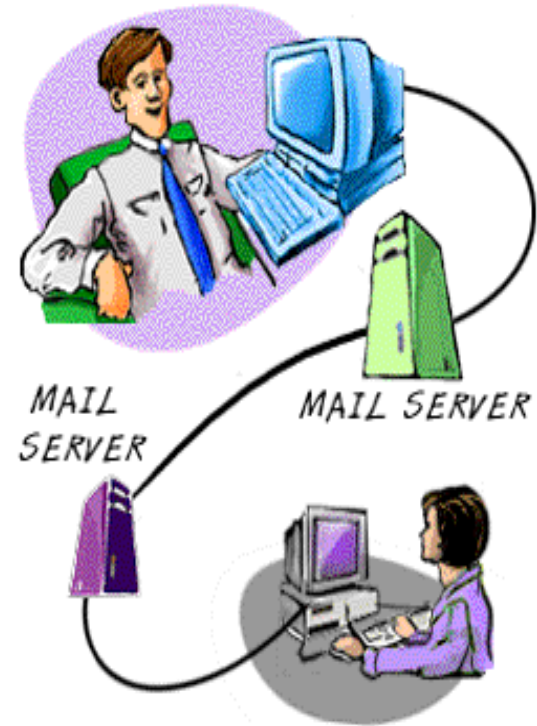
What is Email and Why is it Popular?

- An **electronic message** sent from one computer to another.
- Email **saves money and time** compared to regular mail.
- An email message **takes seconds** to reach destination.



How does Email Work?

- Email travels via the **Internet** from one computer to another.
- Computers known as **mail servers** direct outgoing mail and store incoming the mail.
- Once email reaches your mail server, it waits in an electronic mail box, the "**Inbox**" for you to collect it.

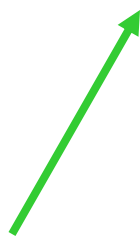


Things You Can Do with Email

- **Compose and Send:** write an email and send it to others.
- **Reply:** reply to an email that you received.
- **Forward:** pass on an email that you received to others.
- **Attachment:** You can send files with your email such as:
pictures, music, software and documents

An email address consists of 3 parts:

jackandjill@gmail.com

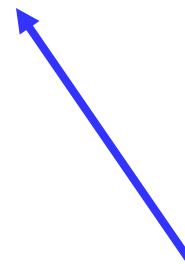


Unique User Name

chosen by the email
account owner



“At”
sign



Domain Name

company/organization
providing the email service

Two Ways to Get Email

1. Provided by your Internet Service Provider

Monthly fee for internet connection often includes email service.

- Aliant - ...@sympatico.ca
- Eastlink - ...@eastlink.ca

2. Free Web-Based Service Providers

Advertising on the site pays for the service.

- **Gmail** - ...@gmail.com
- Hotmail - ...@hotmail.com

Two Ways People Check Email

1. Web-Based Email

- Login to a web site
- Messages stay on the mail server
- Can be accessed from any computer with internet connection

2. Using Email Software

- Open and login to your email software application (e.g. Outlook)
- The application retrieves your messages from the mail server and saves them to your computer's hard drive

How to Sign Up for a Gmail Email Account

1. Go to www.gmail.com
2. Click on “[Sign Up for Gmail](#)”
3. Fill in the
Registration Form



Part 1: Introduction

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: [Password strength:](#)
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question:

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Should I provide accurate person information or is it OK to lie?

Unique login name

Password registration boxes and password strength

Description of Google's Web History



Security question

Answer to the security question

Part 1: Introduction

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification: Type the characters you see in the picture below.

 
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.
[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Email address for authenticating account

Location of person creating an account

Word verification

Terms of Service policy and links to other user policies

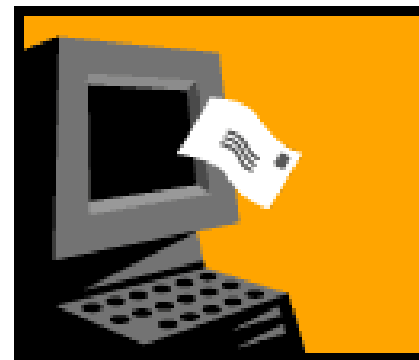
Button for creating Gmail account

Getting Registration Help

1. Gmail provides a registration help section. Click on “**Help**” at the bottom of the registration page.
2. Book a computer at the library and ask the Information Desk staff for assistance.

Three Exercises

1. Signing in (“Logging In”) to Gmail
2. Sending a message to your class partner
3. Reading new messages in your “Inbox”



Exercise 1: Signing In

1. Go to www.gmail.com
2. Type in your username and password
3. Click on the 'sign in' button



Sign in to Gmail with your
Google Account

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

Part 2: Sending and Receiving Email

The screenshot shows the Gmail interface. At the top left is the Gmail logo with 'by Google' and 'BETA'. Below it is a navigation menu with links for 'Compose Mail', 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', 'Trash', and 'Contacts'. A 'Quick Contacts' section is also visible, listing 'SG Instructors' and several 'sgclass' entries. The main area shows an email from 'Gmail Team' with the subject 'Gmail is different. Here's what you need to know.' and a date of 'Aug 7'. The word 'INBOX' is centered in the main area. Annotations include 'MAIN MENU' over the navigation menu and 'CONTACT LIST' over the Quick Contacts list.

Compose Mail

Inbox (1)

Starred ☆

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

Contacts

Quick Contacts

Search, add, or invite

SG Instructors

Set status here ▾

sgclass2

sgclass3

sgclass4

sgclass5

sgclass6

sgclass7

sgclass8

Add contact Show all

Share Outlook calendars - www.officecalendar.com - & contacts without Exchange Server. Easy and affor... Sponsored Link < > Customize

Archive Report Spam Delete More actions... Refresh 1 - 1 of 1

Select: All, None, Read, Unread, Starred, Unstarred

★ Gmail Team Gmail is different. Here's what you need to know. - Messages that are easy... Aug 7

INBOX

Archive Report Spam Delete More actions... 1 - 1 of 1

Select: All, None, Read, Unread, Starred, Unstarred

Call and **instant message** your Gmail contacts for free using [Google Talk](#). [Learn more](#)

You are currently using 0 MB (0%) of your 7020 MB.

Gmail view: **standard with chat** | [standard without chat](#) | [basic HTML](#) [Learn more](#)

©2008 Google - [Terms](#) - [Gmail Blog](#) - [Google Home](#)

Exercise 2: Sending an Email

The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Save Now', and 'Discard'. Below these are three input fields: 'To:', 'Subject:', and a large text area for the message body. A toolbar with various text formatting options (bold, italic, underline, font color, background color, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote) and a 'Check spelling' dropdown is located above the message body. A 'Send' button is also present at the bottom left. Four callout boxes with red arrows point to specific parts of the interface: 'To: Type full email address of your class partner' points to the 'To:' field; 'Subject: Type a title for your message' points to the 'Subject:' field; 'Message: Type your message in this box' points to the message body text area; and 'Send: Used to send emails' points to the 'Send' button at the bottom left.

To: Type full email address of your class partner

Subject: Type a title for your message

Message: Type your message in this box

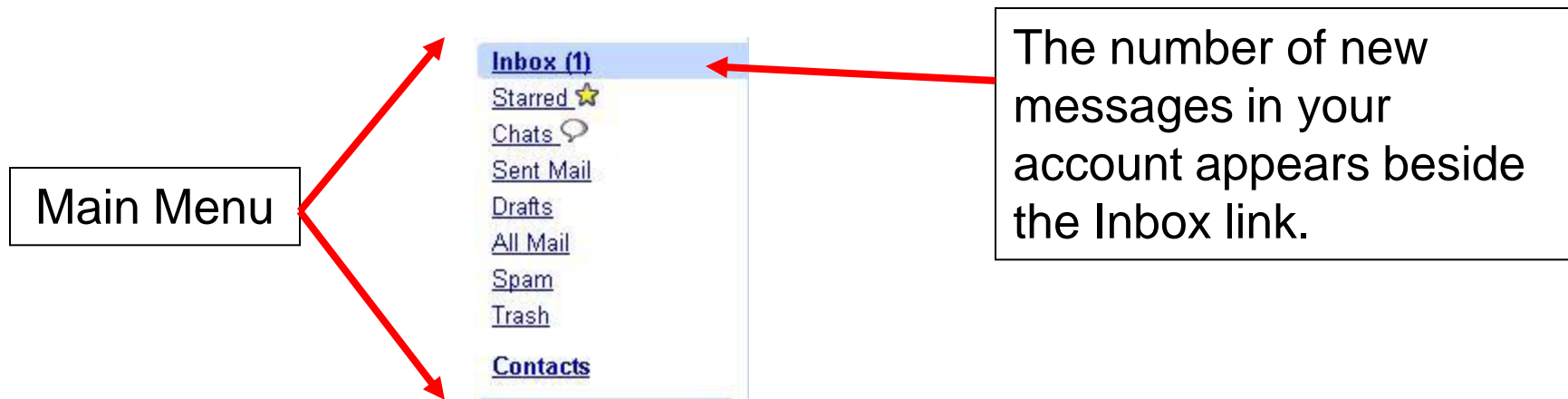
Send: Used to send emails

Confirmation message:



Confirmation message and link to sent message

Checking for New Email Messages



The Inbox

The screenshot displays the Gmail inbox interface. At the top, there is a search bar with 'Search Mail' and 'Search the Web' buttons, along with links for 'Show search options' and 'Create a filter'. A yellow notification bar states 'Your message has been sent. View sent message'. Below this, the email title 'The Official Google Blog - Search quality, continued' is shown, along with 'Web Clip' and 'Customize' options. The main area contains a list of three messages:

Message	Sender	Subject	Time
<input type="checkbox"/> me	me	hello - hello	4:19 pm
<input type="checkbox"/> me	me	hello -	4:15 pm
<input type="checkbox"/> Gmail Team	Gmail Team	Gmail is different. Here's what you need to know. - Messages that are easy to fi...	Aug 7

Messages already opened

Un-read message in bold font

Your Messages

The screenshot shows the Gmail interface. At the top, there's a search bar with "Search Mail" and "Search the Web" buttons. Below that, a yellow notification says "Your message has been sent. View sent message". The main area shows an email titled "The Official Google Blog - Search quality, continued". Below the email title, there are buttons for "Archive", "Report Spam", "Delete", "More actions...", and "Refresh". The email list below shows three entries:

Sender	Title	Date
me	hello - hello	4:19 pm
me	hello -	4:15 pm
Gmail Team	Gmail is different. Here's what you need to know. - Messages that are easy to fi	Aug 7

Red circles highlight the "Gmail Team" sender, the subject line of the third email, and the "Aug 7" date. Red arrows point from these circles to labels: "Sender" points to "Gmail Team", "Title" points to the subject line, and "Date" points to "Aug 7".

Sender

Title

Date

Double click on a subject to read a message

Reading a Message (Without header information)

The screenshot shows the Gmail interface. At the top, there is a search bar with 'Search Mail' and 'Search the Web' buttons, and links for 'Show search options' and 'Create a filter'. Below the search bar is a banner for 'Free Hello Kitty E-Cards'. The left sidebar contains navigation links for 'Compose Mail', 'Inbox (1)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', 'Trash', and 'Contacts'. The main content area shows an email from 'SG Instructors' with the subject 'hello'. The email body contains the text: 'Hello', 'How are you today?', and 'Sginstructor'. A 'show details' link is circled in red. Three red arrows point from text boxes on the right to the 'show details' link, the sender's name 'SG Instructors', and the message body.

Show details link

Sender's name and email address

Message

Reading a Message (With header information)



Search Mail Search the Web [Show search options](#)
[Create a filter](#)

[Compose Mail](#)

[Inbox \(1\)](#)

[Starred](#) ★

[Chats](#) ☰

[Sent Mail](#)

[Drafts](#)

[All Mail](#)

[Spam](#)

[Trash](#)

[Contacts](#)

Quick Contacts

Search, add, or invite

● SG Instructors

Set status h...



[Free Hello Kitty E-Cards - MyFunCards.SmileyCentral.com - 1000+ Free E-Cards, All Occasions. Start Sending Unlimited Cards Now!](#)

« [Back to Inbox](#) [Archive](#) [Report Spam](#) [Delete](#) [More actions...](#)

hello [Inbox](#)

★ from ● **SG Instructors** <sginstructors@gmail.com> [hide details](#) 7:32 pm (6 minutes ago) [Reply](#)

to ● sginstructors@gmail.com

date Aug 13, 2008 7:32 PM

subject hello

mailed-by gmail.com

Hello

How are you today?

Sginstructor

[Reply](#) [Forward](#)

Sender's name and email address

Receiver's email address

Date sent

Message

Replying to a Message

“Replying” to a message sends it back to the person who sent it to you.

Exercise:

- View the message from your partner
- Click on the “Reply Button”
- Type in a Reply
- Click on Send



Forwarding a Message

By “forwarding” you can pass a message on to other friends.

Exercise:

- View the message from your partner
- Click on the “Forward” button
- Type an address into the “To” box
- Click on “Send”



Three Ways to Delete Messages

1. Click on the delete button while viewing a message

A rectangular button with the word "Delete" in a dark font on a light background.

OR

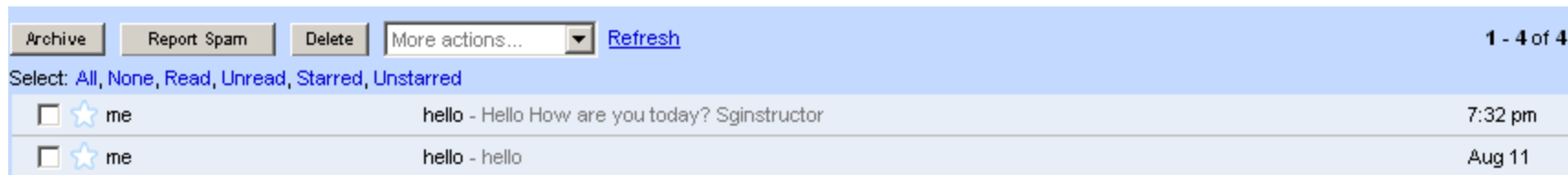
2. Click on the small arrow next to 'Reply' and select 'Delete Message'

OR



3. From the "Inbox"

1. Click on the check box beside a message you want to delete
2. Click on the delete button



The Trash Folder

- Deleted messages go to the “**Trash**” folder.
- If you delete something by accident, you can **retrieve it** from “Trash”.
- If you delete a message in “Trash”, it is gone for good.
- You can delete everything in the “Trash” folder by clicking on “**Empty**”



Email Security

- Always sign out, especially if you are using a public computer!
- Never send your SIN or bank account number by email.
- Beware of messages that:
 - Ask for your bank account information, even if they say they want to put money into your account (e.g. The Nigerian Scam)
 - Ask you to click on a link, login and verify personal information (e.g. Phishing bank scams)
 - inform you that you have won a prize/money and ask for personal information in order to give you your prize