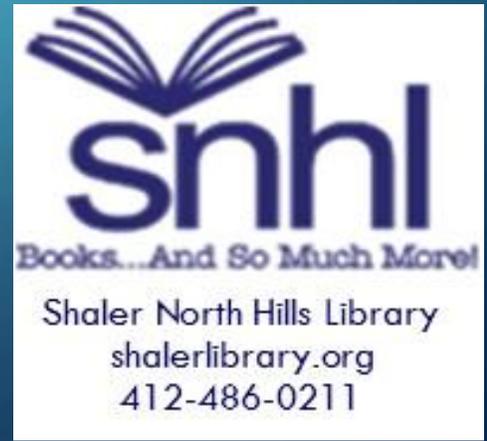


INTRODUCTION TO COMPUTERS

SHALER NORTH HILLS LIBRARY

EMAIL



EMAIL PROVIDERS

- Email may be provided through free services for personal use or through employers, companies, universities, etc.
- You can often tell where an email is coming from by the extension: @ symbol & the period.
- @xyzcompany (gmail, yahoo, Hotmail, etc.)
- .com/ .edu/ .org (business, academic, nonprofit)
- Examples: harrypotter@Hogwarts.edu
Hpotter@gmail.com
JoeSmith2464@comcast.net

FREE EMAIL PROVIDERS

- Gmail (Google)
- Yahoo Mail
- Outlook/Hotmail (Microsoft—MSN)
- AOL (American Online)
- iCloud (Apple)
- Comcast/Xfinity



MAILBOXES

Your email gives you several tools including a contact list and a calendar.

- Mail
- Contacts (people)
- Calendar

Your email has different 'mailboxes' to help organize your email. These are key ones:

- Inbox
- Sent Box
- Deleted Box (Trash)

MANAGING YOUR MAILBOX

- Your Inbox is where you receive new emails from people, organizations, or businesses.
- Your Sent Box keeps all the emails that you send out to others.
- Your Deleted or Trash Box is where emails go when you 'delete' them. They remain on file for you (unless you have a system that automatically empties your trash on a schedule). It's a good idea to empty your trash periodically to keep your email space from filling up.
- You can create your own folders to organize your emails (say one for job searching, one for family, etc.)

COMPOSING A BASIC EMAIL

Every email should have these three components:

- **To** (email address-- name@provider.extension)
- **Subject** (what is this email about?)
- **Message** (what you want to say)

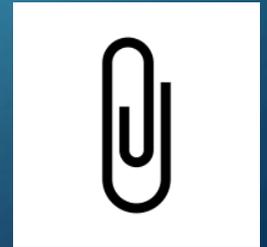
ATTACHMENTS

An attachment is taking a DIFFERENT file (for example a document or photo) and ‘attaching’ it to the email to send.

There are TWO parts—the actual email message and the attachment.

Attachments are usually indicated by a paperclip symbol.

You use this symbol to ‘attach’ your item and you can usually see this symbol somewhere in the email line if someone sent you one.



ATTACHMENTS

These are common types of attachments. You can tell what kind they are by the extension (the information after the period):

- .doc— DOCUMENT (WORD)
- .pdf—DOCUMENT (ADOBE)
- .jpg —PHOTO FILE
- .png—PHOTO FILE
- .tif—PHOTO FILE

SEARCHING EMAILS

If you cannot find an email you want, you can use the 'search' box usually located at the top of your screen to search by a keyword or a contact's name. The computer will search through your emails to find all emails that meet your search request.

DOWNLOADING & PRINTING

When you receive an attachment that you want to print, you will usually have to fully **DOWNLOAD** it first. This opens it in the program it was created in. This is often shown as a down arrow.

For example--

.doc document will open in Word

.pdf document will open in Adobe

.jpeg photo will open with a photo program

Once it is downloaded, then you can determine how to print.

HOMEWORK

- Ask a family member or friend for their email address. Send them a test email.
- Attach a document or photo to an email and send it.
- Search for all emails from one person/business.
- Check your “Deleted Box/Trash” and empty it.

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