# **Logo Description automatically generated with medium confidenceLearner Handout: Email Basics**

Email is a way to send mail digitally through the internet.

**Creating a Username**

* Usernames must be unique, so it may be hard to find something not already taken.
* You may need to add numbers or other identifying factors to it.
* Select a username that is appropriate to share with anyone you may give your email to, such as your child’s teacher or an employer.
* Enter your name and **create a password** for your account.

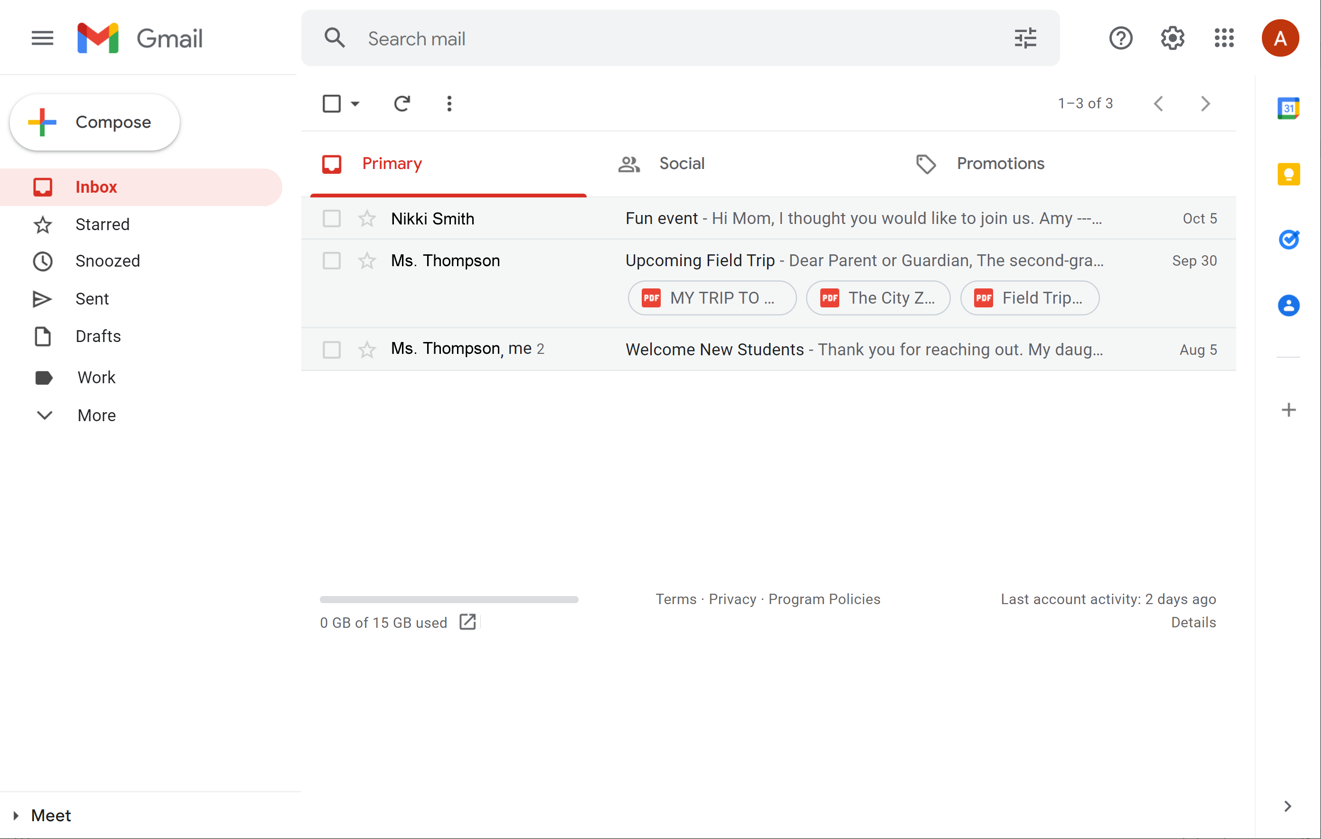
1. My email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. My password is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Tips for Strong Passwords**

* Don’t share your password with others. Passwords should be kept private.
* Gmail requires a password that is a minimum of eight characters.
* It should not be easy to guess, like “password” or “123456.”
* Don’t include personal information, like your address or name.
* Don’t use the same password on multiple accounts and websites.
* Make the password longer. The best defense is length.
* Use short phrases like “cowshelpmakecheese.”

**Inbox**



**Search:** Look for specific messages using the search box.

**Compose:** Create an email to send to another person or people.

**Menu:** Allows you to switch between folders that organize your email messages.

**Inbox:** Where your email is received.

**Sent:** Where you find the message you have sent.

**Draft:** A saved copy of an email that you have not completed. You can edit it later and send it.

**Trash:** Where deleted emails are stored temporarily—usually for about 30 days—and then deleted permanently.

**Spam:** Unwanted online communication.

**Log Out:** Sign out of your account when you are finished so no one else can access it.

**Messages**

Graphical user interface, text, application

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**To:** The email address(es) of the person or people you are sending the message to.

**CC:** Carbon Copy.

**BCC:** Blind Carbon Copy. The people receiving the email can’t see who is inside the BCC field.

**Subject:** Lets the person know what the message is about.

**Body:** The message you’re sending.

**Attachment Shape

Description automatically generated with low confidence** **:** Files included as part of the email.



**Reply:** Email goes only to the person who sent the message.

**Reply All:** Sends the email to everyone who received the message.

**Forward:** Sends an existing email to another person.

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