

Learner 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.

a. My email address is: _____

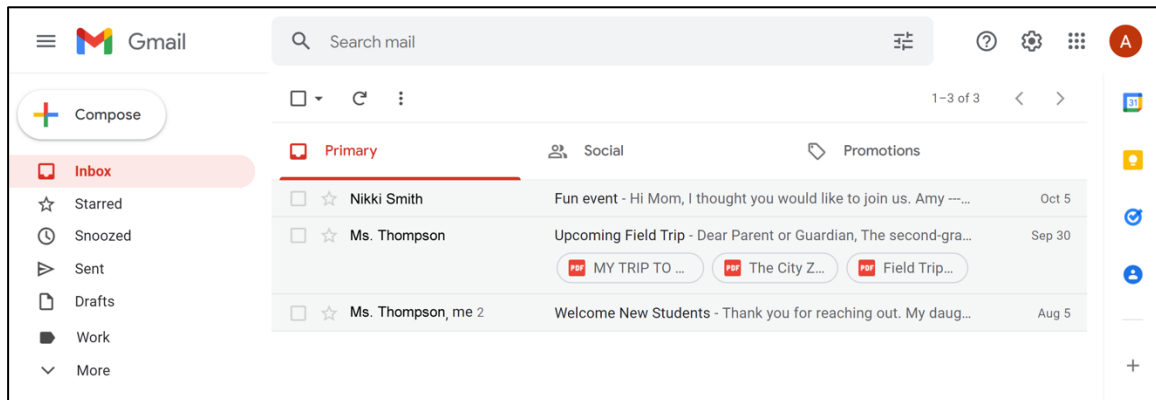
b. My password is: _____

Note: Take this sheet home and store it in a safe place in case you forget your information.

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.

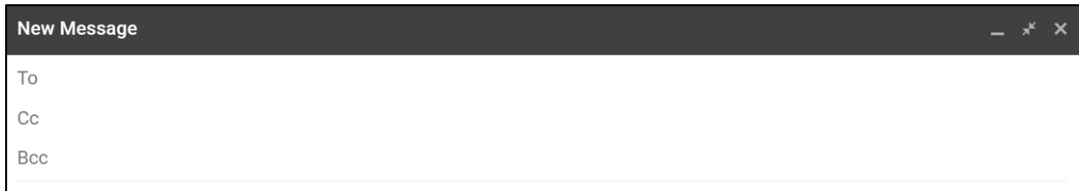
Draft: A saved copy of an email that you have not completed. You can edit it later and send it.

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




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

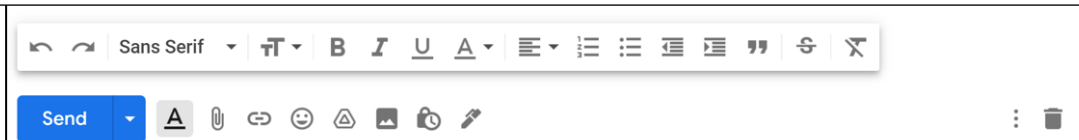
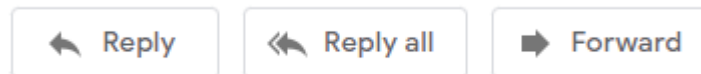
CC: Carbon Copy.

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  : 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.

Learn More

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Today's training is provided by AT&T and the Public Library Association.