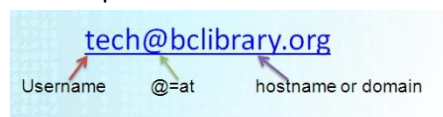


# Email Basics: Using Gmail

Email has become the most common way that people communicate online. It is becoming even more popular than regular mail for keeping in touch. There are many companies that offer free email services. We will be exploring Google's Gmail. This course will cover how to get an email address, how to send an email, replying & forwarding messages, adding attachments, and other features of Gmail.

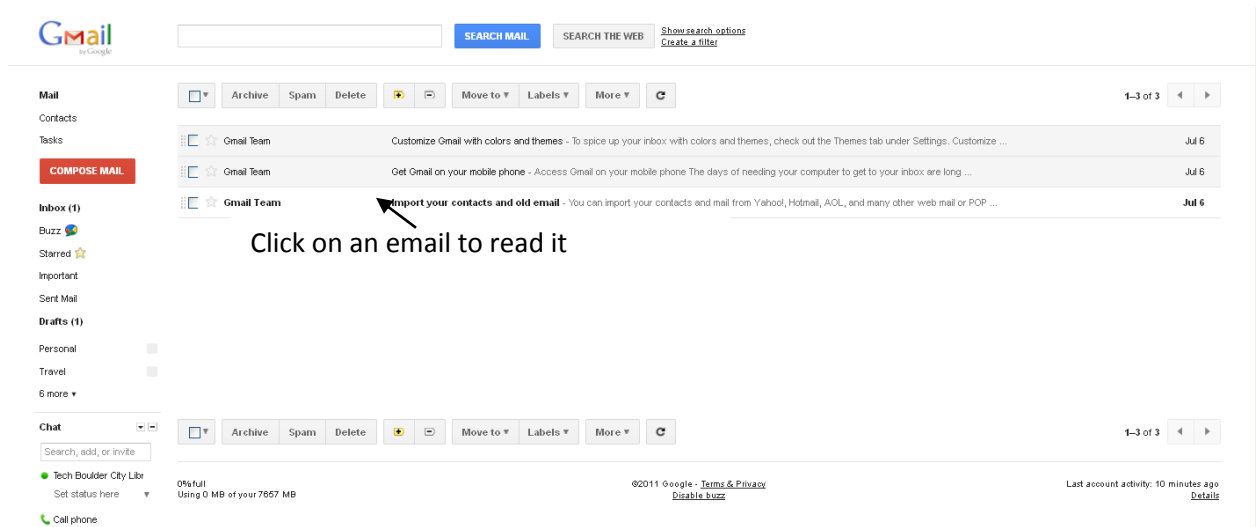
1. What is email?
  - a. Email is short for electronic mail.
  - b. It is a digital form of correspondence.
  - c. You can send/receive text messages from anyone with an email address. You can also attach other files like pictures to your email.
  - d. Make-up of an email address



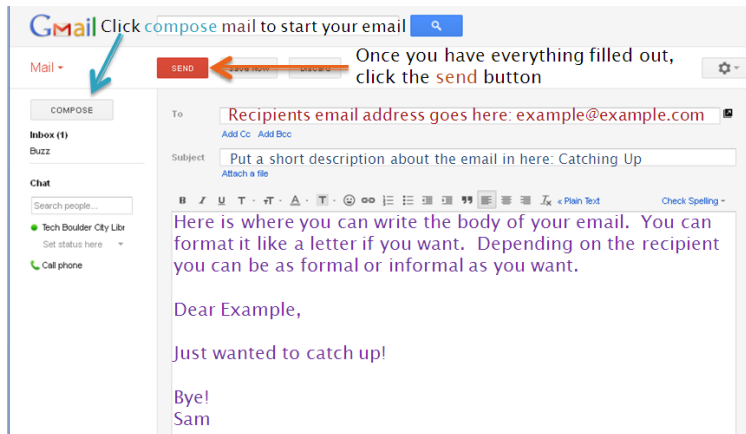
2. Creating a Gmail Account
  - a. Go to <http://gmail.com>
  - b. Create an account
  - c. Fill in all required information
    - i. Make sure your email and password is something that you'll remember
    - ii. Google also requires that you verify your email address by phone or by having another contact email

3. Logging into Gmail
  - a. Go to <http://gmail.com>
  - b. Enter your username and password

4. The Gmail Window



## 5. Sending an email



## 6. Adding an Attachment

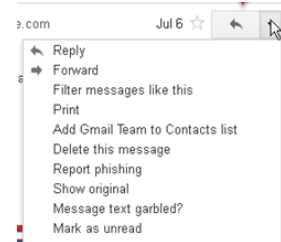
- Click Attach a File to add an attachment to your email. A window will pop up allowing you to select a file.

## 7. Drafts

- Drafts can be used to save an email you're writing. If you just can't finish it, click Save Now. **Drafts (1)**

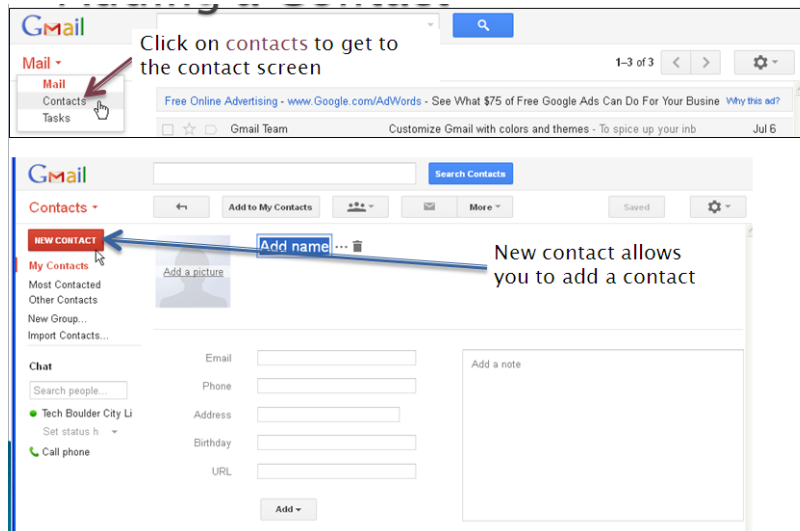
## 8. Replying and Forwarding

- Click Reply to answer an email back to the sender (RE)
- Reply to all will send an email to the original sender and anyone else the email was sent to. **USE WITH CAUTION!**
- Forwarding is re-sending of an email message onward to another email address (FWD)



## 9. Adding a Contact

- Click on contacts to get to the contact screen
- New contact allows you to add a contact



## 10. Printing An Email

- a. Instead of doing the “File -> Print method, find an icon that looks like a printer
  - i. It is normally on the right top corner of the email
- b. Using email’s printer button reformats the email into a printable form
  - i. Using the normal print method will only print out what’s shown on the screen
- c. Please note that it could be different for your email provider. Some of their websites do not render printing correctly.



11. Extra Hint: Copy and Paste

- a. Sometimes a webpage or an email doesn’t want to print right. We can get around this using copy and paste.
- b. Highlight the text you would like: click, hold, and drag
- c. Right click and select **Copy**
- d. Open a new Word Document
- e. Right click inside the document and select **Paste**

### Glossary of Email Terms

Acronyms: a word formed from the initial letters of other words. Here are a few of the most popular acronyms used in email.

<b>BRB</b> <u>B</u> e <u>R</u> ight <u>B</u> ack	<b>BTW</b> <u>B</u> y <u>T</u> he <u>W</u> ay
<b>CU</b> <u>S</u> ee <u>Y</u> ou - also posted as <b>cya</b>	<b>FYI</b> <u>F</u> or <u>Y</u> our <u>I</u> nformation
<b>IMO</b> <u>I</u> n <u>M</u> y <u>O</u> pinion	<b>JK</b> <u>J</u> ust <u>K</u> idding
<b>L8R</b> <u>L</u> ater	<b>LOL</b> <u>L</u> aughing <u>O</u> ut <u>L</u> oud
<b>NP, np</b> <u>N</u> o <u>P</u> roblem	<b>OMG</b> <u>O</u> h <u>M</u> y <u>G</u> osh or <u>O</u> h <u>M</u> y <u>G</u> od
<b>TTYL</b> <u>T</u> alk <u>T</u> o <u>Y</u> ou <u>L</u> ater	<b>TY</b> <u>T</u> hank <u>Y</u> ou

Address (email): identifies an email box to which email messages are delivered.

Attachment: a computer file sent along with an e-mail message.

BCC: Blind carbon copy, a copy of an e-mail sent to someone whose name and address is not visible to other recipients

CC: Carbon copy (used as an indication that a duplicate has been or should be sent to another person)

Email: messages sent and received electronically

Emoticons: any of several combinations of symbols used in electronic mail and text messaging to indicate an emotion or attitude. Some programs may interpret them as smiley face pictures.

:-) :) <b>Smiley face</b>	:-D :D <b>Laughing/Big Grin</b>
:( :( <b>Sad</b>	:-P :P <b>Sticking out tongue</b>
;-) ;) <b>Wink</b>	:-O :O <b>Surprise</b>

Flame: Abusive or personal electronic attacks against the sender of a message.

Forward: Send (a letter or e-mail) on to a further destination (FWD)

Netiquette: The correct or acceptable way of communicating on the Internet

Password: A secret word or phrase that allows access to a computer, interface, or system.

Reply: A response to a received email usually sent back to the original sender. (RE)

Shouting: When composing a message, try not to write in all caps. On the internet ALL CAPS MEANS THAT YOU ARE SHOUTING. According to netiquette, this is rude.

Signature: A brief message that closes every email sent by an individual.

Spam: Irrelevant or inappropriate messages sent on the Internet to a large number of recipients. Also known as junk mail.

Spellchecker: Checks your email contents for misspellings.

Username: identification used by a person with access to an email account. You can choose things like first initial last name, other combinations of your name, or a nickname for anonymity.

Virus: an unwanted file or set of instructions that attaches itself to files in your system, usually causing harm to your computer. Viruses are most often sent by email. To protect yourself make sure you have an antivirus program.