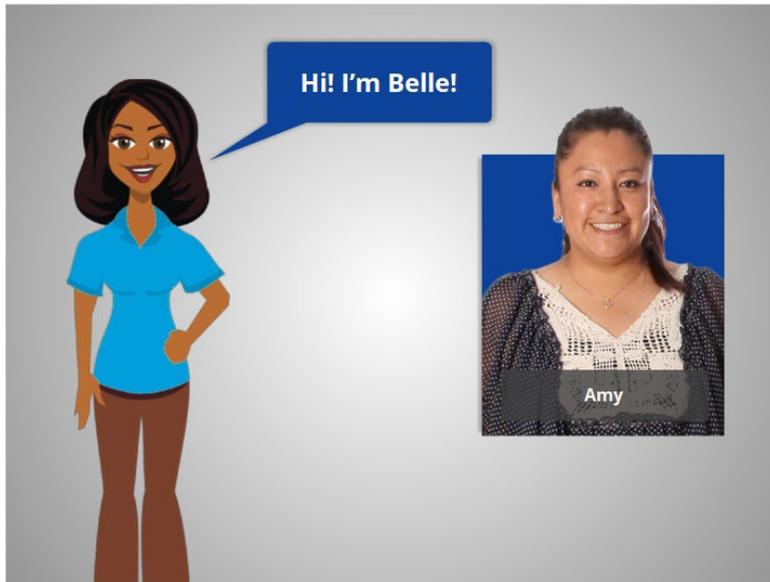# Intro to Email
What is Email?

Hi, I'm Belle, and I'm here to help you get started with email. We will follow along with Amy, who is setting up an email account.

There are many different email providers. In today's example, Amy is setting up a Gmail account.

Let's begin by talking about what email is and how it works.

If you've never used email before, it's just like mailing someone a letter at the post office, except that the letter is mailed digitally through the internet, and the person receives the letter instantly.
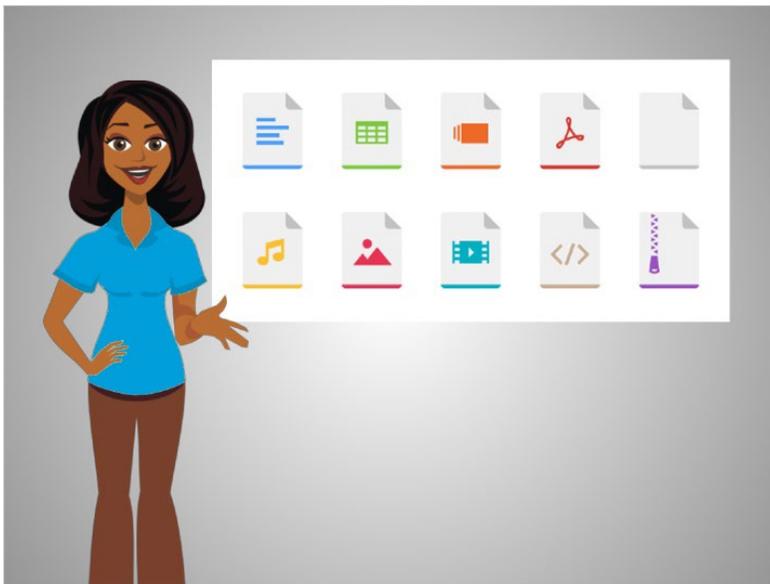
You can include all kinds of things in an email. In addition to a letter, you can include pictures, documents, videos and other computer files.
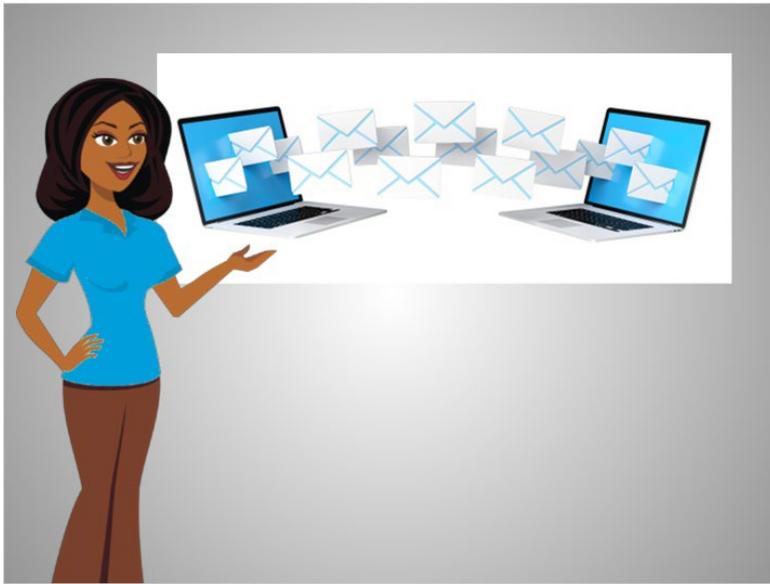
You can send an email to one person, or to multiple people at the same time.

You can access your email on any device that has the internet, like your computer or your mobile phone. Best of all, sending an email is free.

Email providers also provide apps that can be used to check and send email from your mobile phone and tablet devices.

In order to receive emails, you will have to sign up for your own private email account, which is an electronic mailbox just for you. That account will have its own email address so that people will know where to send you an email.

AmyLeighSmith82@gmail.com

Amy Leigh Smith
82 Evergreen Terrace
Springfield, OR 97477

Like a real address, the email address has to be typed correctly, or the other person will not receive their mail.

An email address will always have two main parts, which are connected by the "at" symbol.

AmyLeighSmith82 @ gmail.com

Amy Leigh Smith
82 Evergreen Terrace
Springfield, OR 97477

The first part of the email address is the person's username. This is similar to the name you write on a regular mailing address.

The second part of the email address is the location. It could be the name of an email provider, the organization the person works for, or a website that the person is associated with.

To recap, an email address is made up of who you are sending the email to, the "at" symbol, and the location for their email, just like a regular mailing address is made up of who and where.
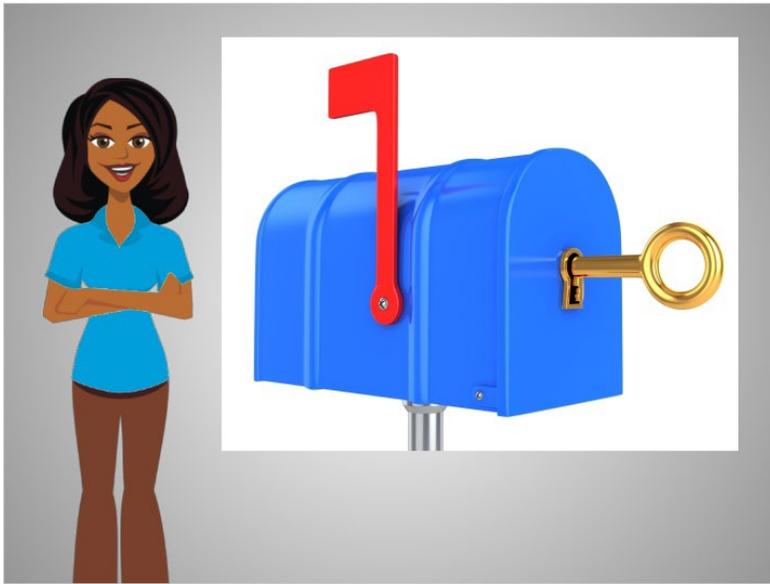
Your email account is protected by a password of your choice, so that the only person who has access to your email is you. Think about your password as the key to your mailbox. This provides you with protection and privacy.

In the next lesson, Amy is going to create an email account so she can communicate with others.

Signing Up for Email
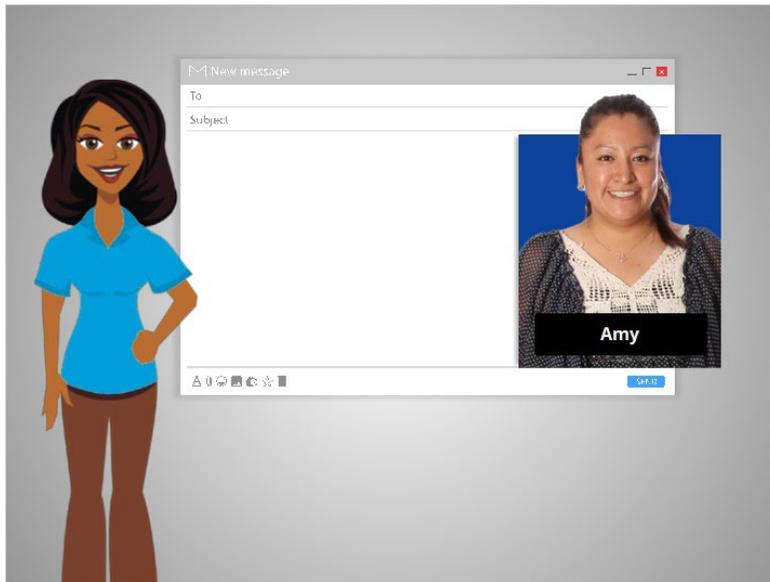
In this lesson, Amy will create an email account to communicate with other people, like her children's teachers and her family. If you don't have an e-mail account, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Outlook.

In today's example, let's follow along with Amy as she sets up a Gmail account.
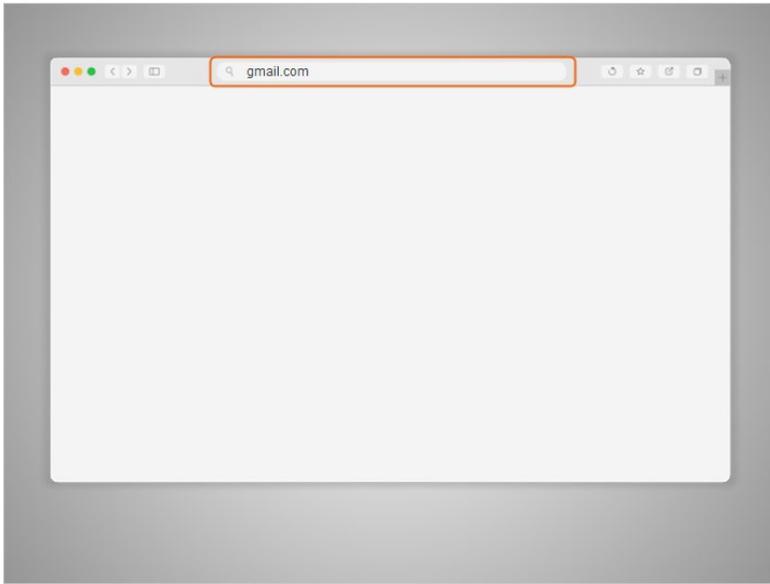
First, Amy opens her internet browser and goes to the address bar.

In the address bar, Amy types "gmail.com" and then presses enter to go to the Gmail website.

When Amy clicks on the link to Create an account, a form appears.

If you'd like the website to display in a language other than English, you can change the language using the drop-down menu at the bottom.
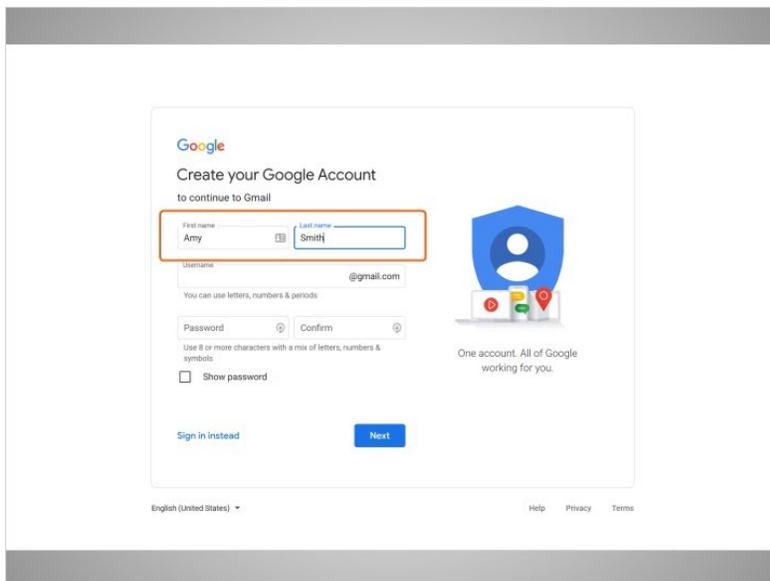
At the top of the form, Amy enters her first and last name.

Next, Amy will choose a username, which will become a part of her email address.

Keep in mind that usernames are unique to each account, so it may be hard to find something that is not already taken.
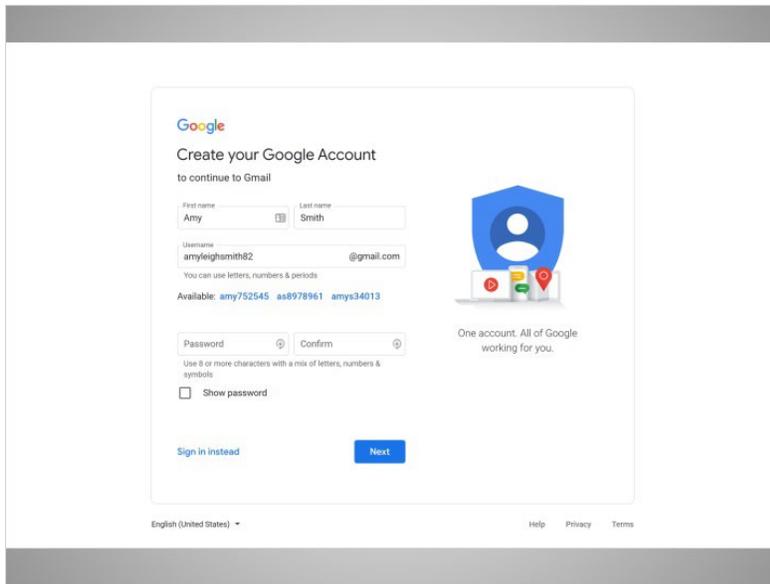
You may have to be creative with your username and add numbers or other identifying factors to it.
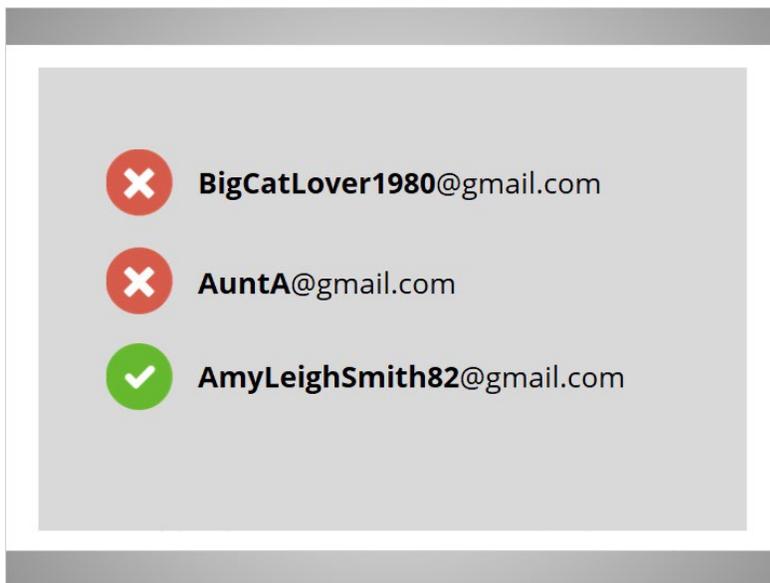
Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, such as your child's teacher or an employer.

Next, Amy chooses a password for her account.

Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so that others watching can't see the characters.

A password on Gmail must be at least 8 characters long and should not be a word that is too easy to guess. You can add capital letters, numbers, and symbols to make your password more secure. You should not use your name or other common words that people could easily guess.

After setting up an account, it is important to remember your email address and password. You will need these to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them.

When Amy enters her password, she is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.

Then, Amy clicks Next.

Amy now has the option to enter her phone number.

There is also an option to enter an alternate email address. The phone number and recovery email address will be used if she loses her password and needs help accessing her account.

Amy adds her date of birth, typing all 4 digits for the year.
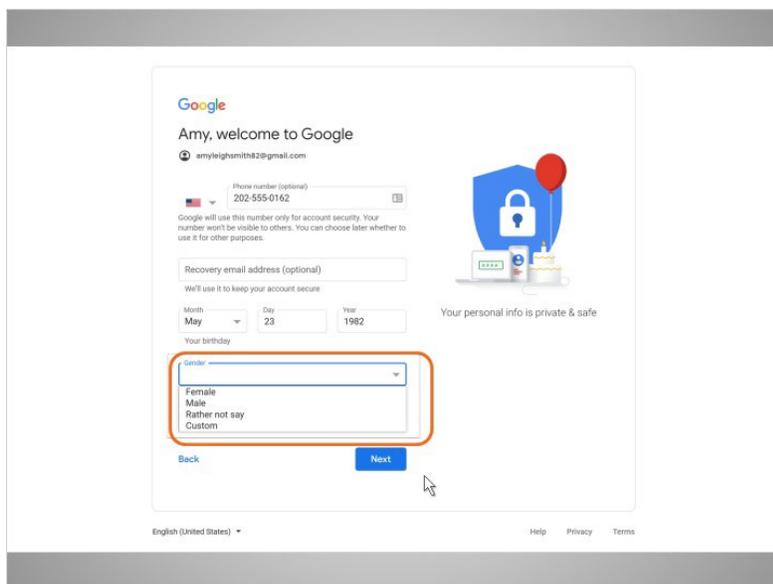
Next, Amy selects her gender from the drop-down menu.

Then she clicks on Next.
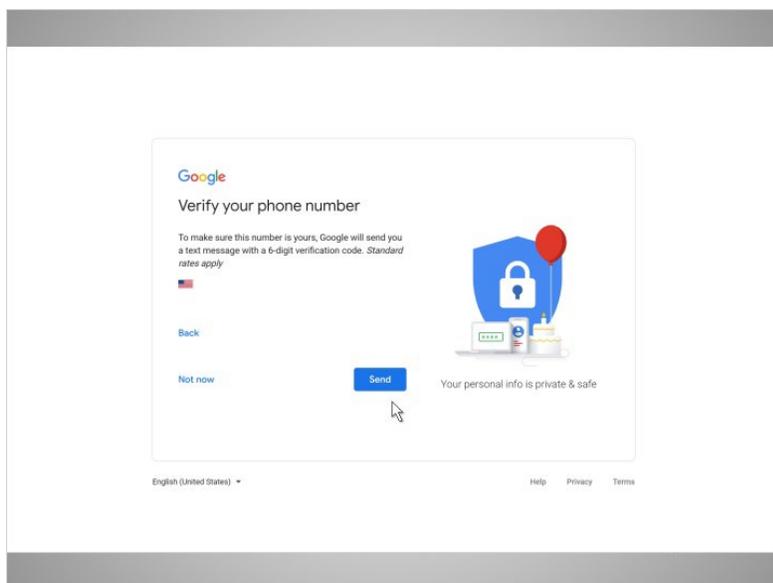
Now Amy verifies her phone number. This shows that this is her phone number and she is a real person and not a robot automatically creating accounts.
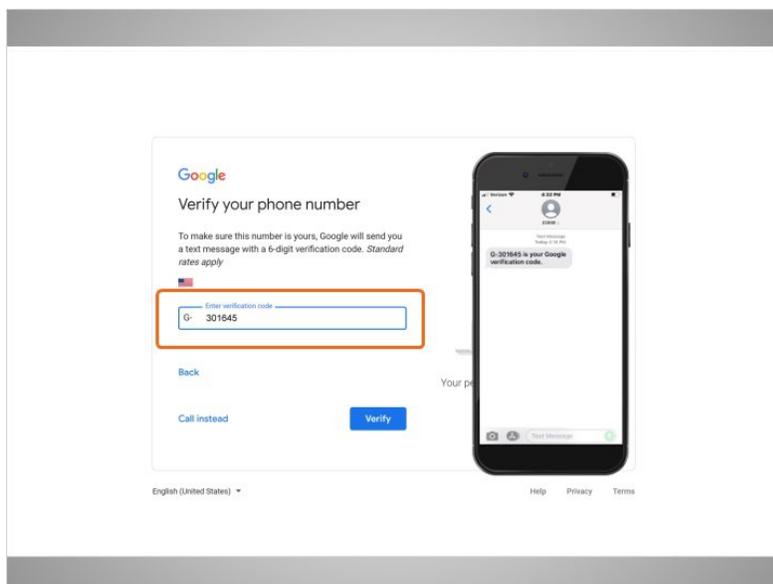
In most cases you will need to have your phone with you when you complete the step. Amy clicks on send to have the verification code sent to her phone.

Amy receives a text message from Google with a code, and she types the code in this box.
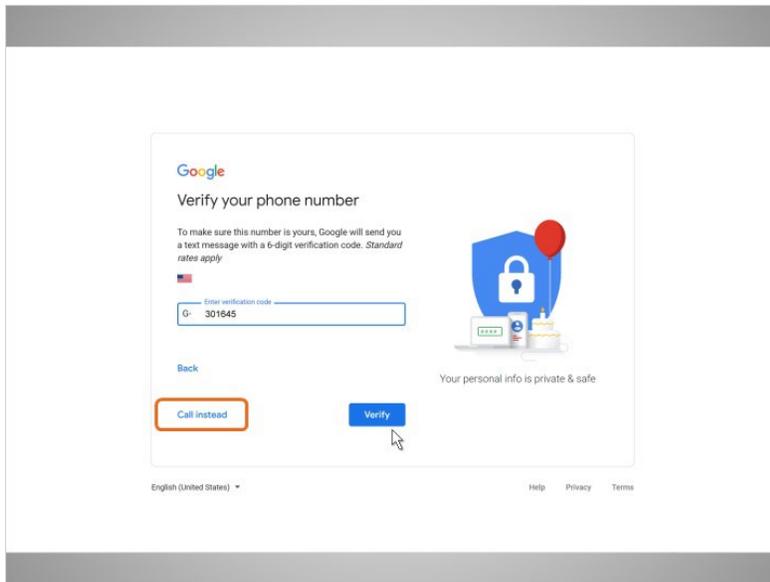
To receive a phone call instead of a text, click the link to call instead. When you answer the phone, you will hear an automated message reading the verification code. If you don't have a cell phone you can try using a home phone and selecting the Call Instead option.
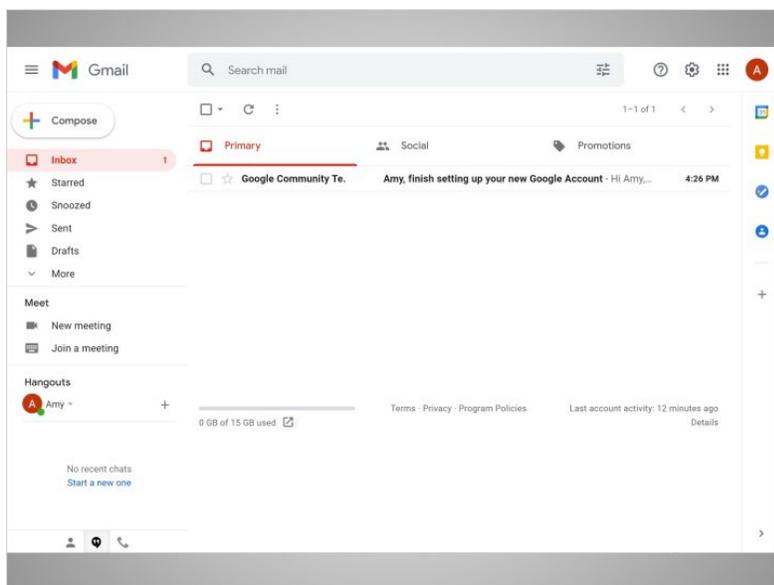
Amy clicks Verify to show she has a working phone number.
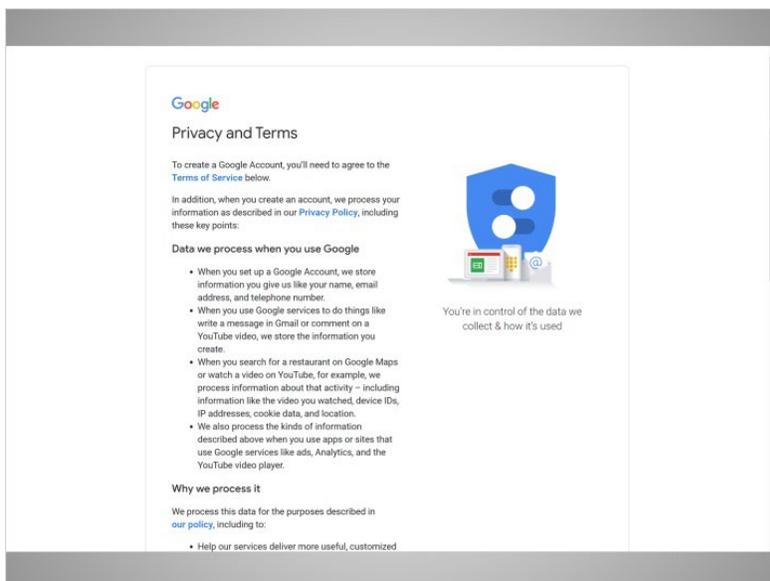
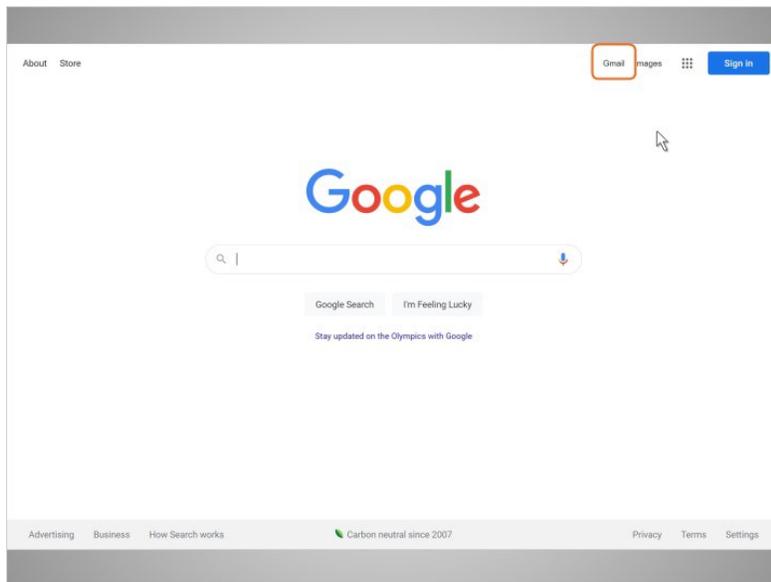Finally Amy reads Google's Terms of Service and Privacy Policy.
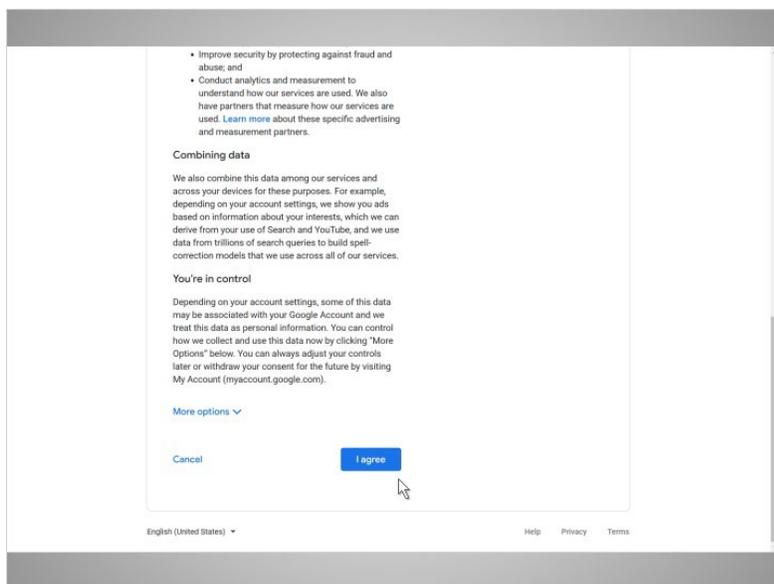
This explains how Google can use your information while you use Google services. After she reads it, she clicks the button labeled I Agree, since she agrees...

… and goes to her inbox for the first time.

In the next lesson we will follow along with Amy as she reads and responds to email in her inbox.

Logging In

In this lesson, we'll continue following Amy who is has been using email for a little while now. In today's example, Amy is using Gmail. She wants to log in to check her email account, and to see if she has received any new mail.

When Amy wants to check her email, she can type gmail.com in the address bar, or, she can visit Google.com and click on the link that says Gmail.
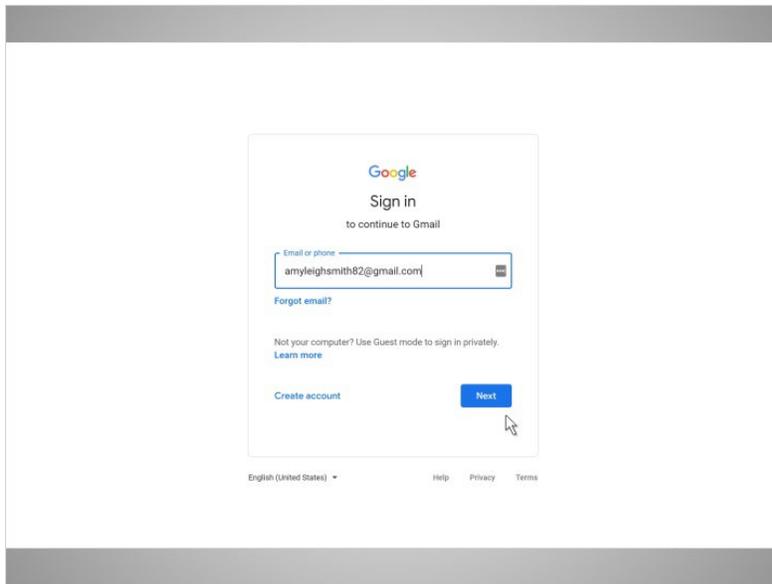
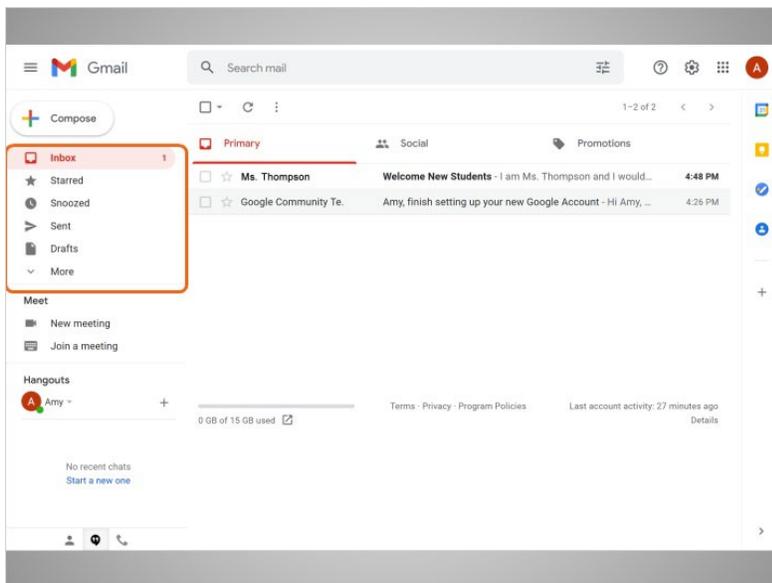Now that Amy is on the Gmail login page, she types her email address into the box. Then she clicks on Next.
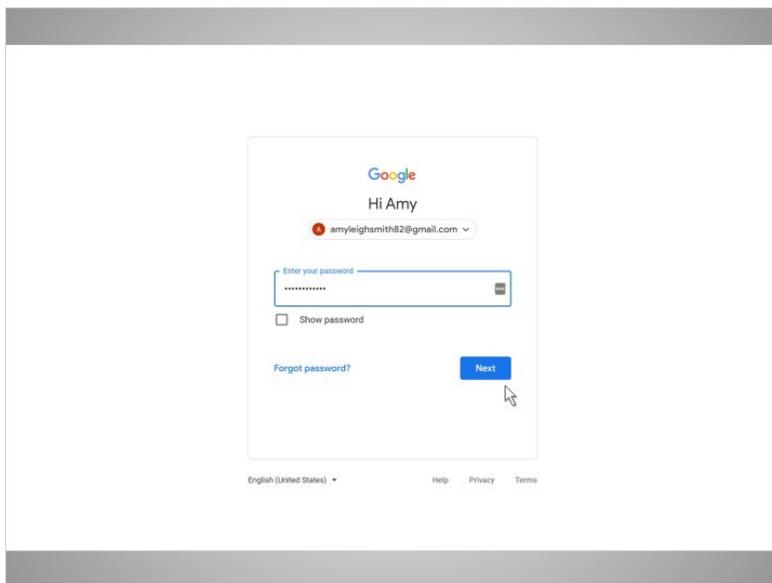
Now, Amy types in her password, and clicks on the blue button that says Next.
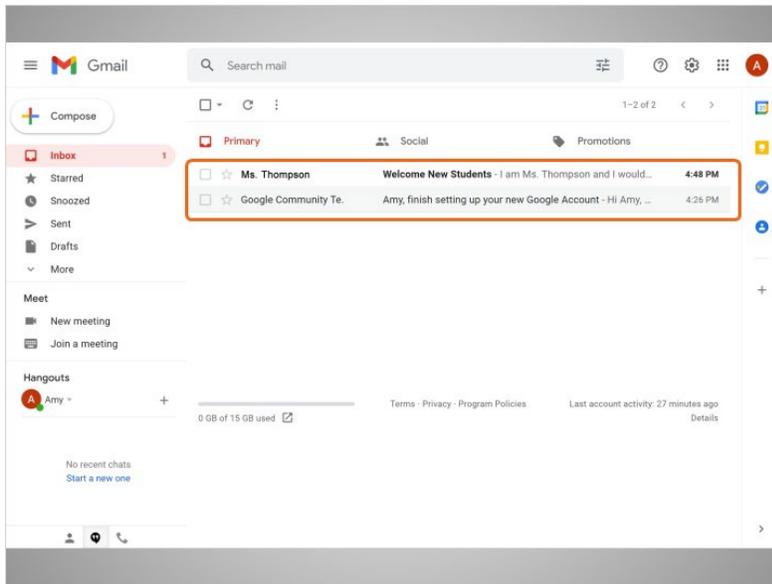
And there you have it! Amy is logged in to her email account.

Now we can see a list of email messages in the middle of the screen.

The menu on the left side allows you to switch between folders that organize your email messages, such as the Inbox, Sent Mail, Drafts, and Deleted Messages.
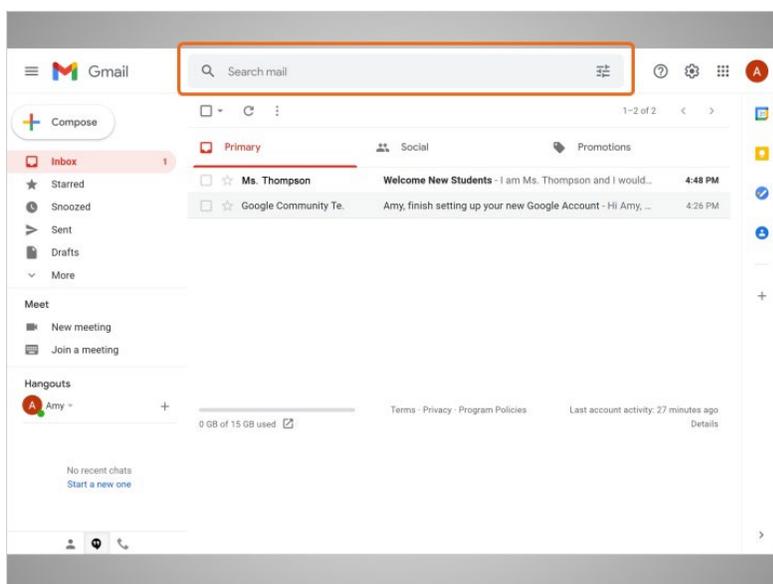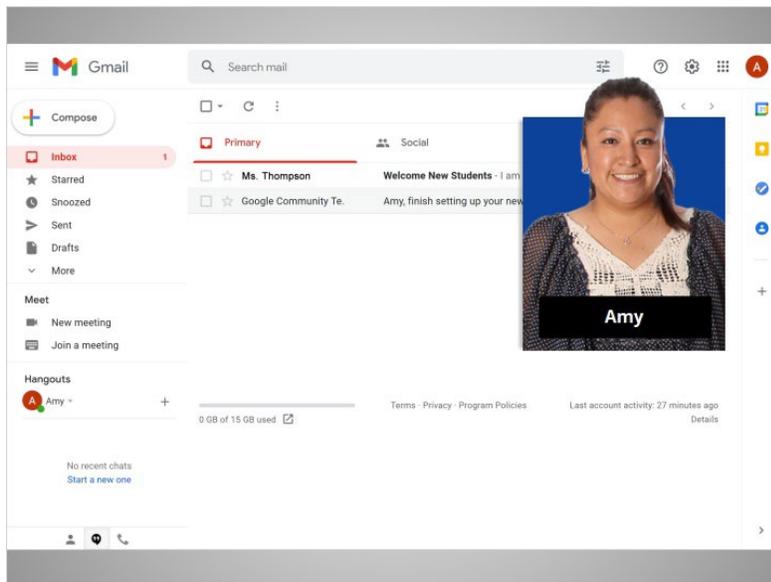
You can look for specific messages using the search box at the top …
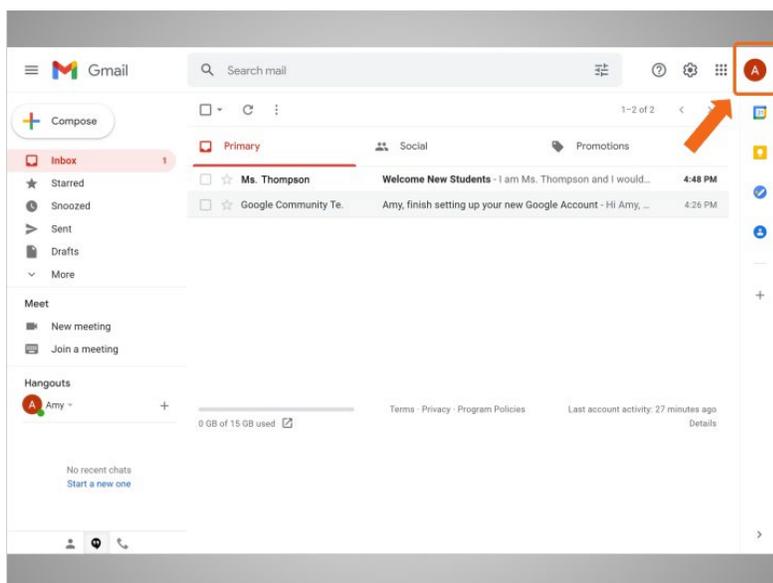
…and access your account settings on the top-right.

In the next lesson, we'll continue to follow Amy as she reads and responds to emails she has received.

Opening and Replying

In the previous lesson, Amy logged into her email account. In this lesson we'll continue to follow Amy as she reads and responds to emails she has received.

In today's example, Amy is using Gmail.
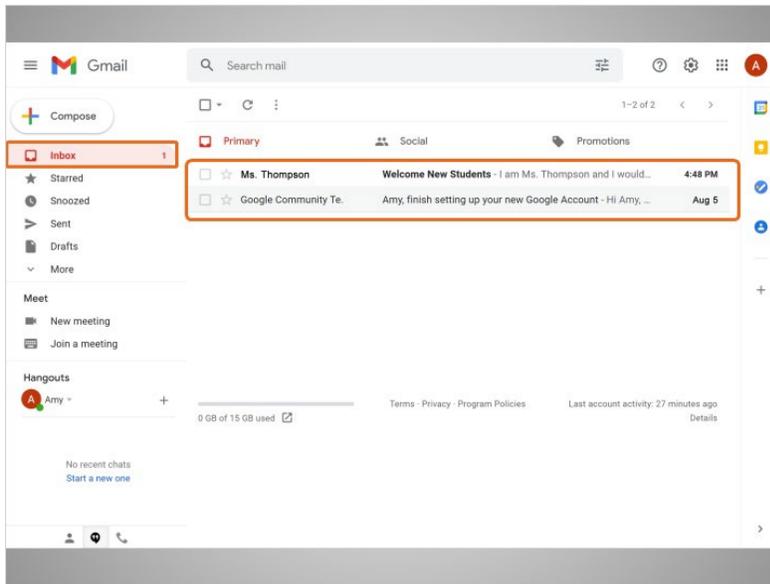
The first thing that Amy sees when she opens her account is the Inbox. The Inbox is where all of her messages are received, and where she will be able to manage all of her messages.
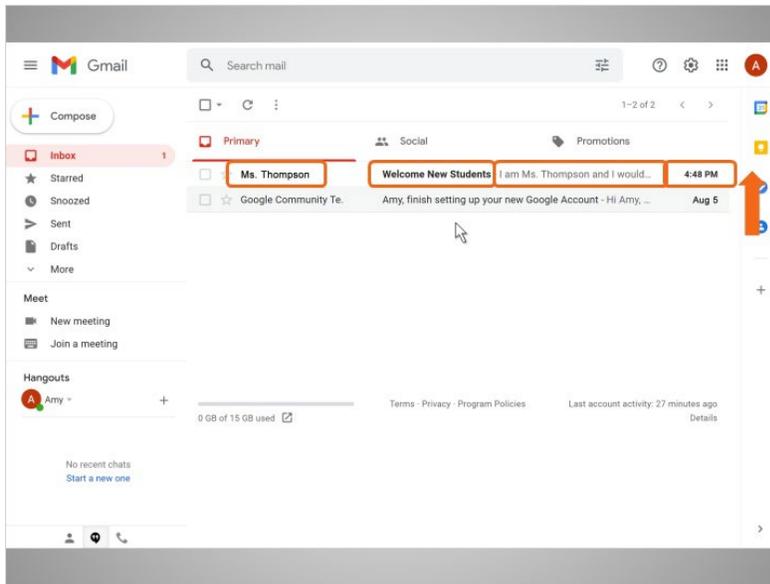
Each email lists the name of the sender, the subject of the message, a preview of the message, and finally, the date the message was sent. The newest emails are always at the top of the Inbox.

Amy sees that she has a new e-mail from her daughter's teacher, Ms. Thompson. She clicks on the email to open it …
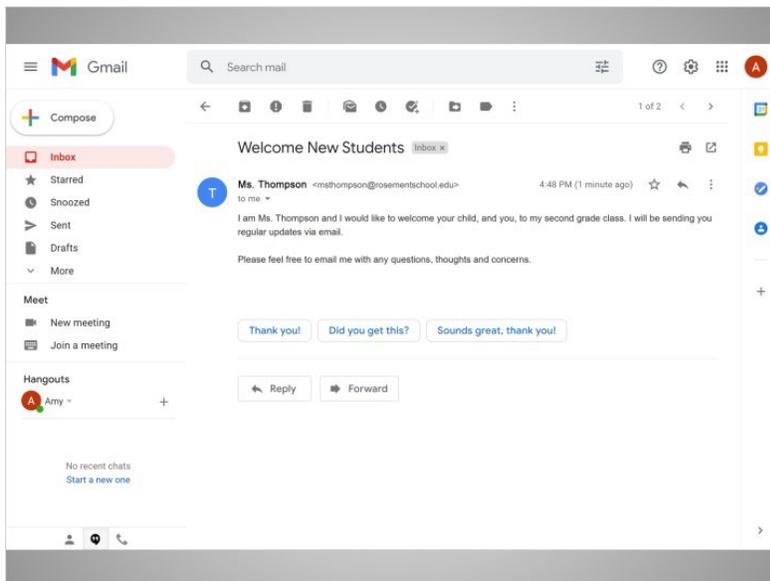
…and reads the message.
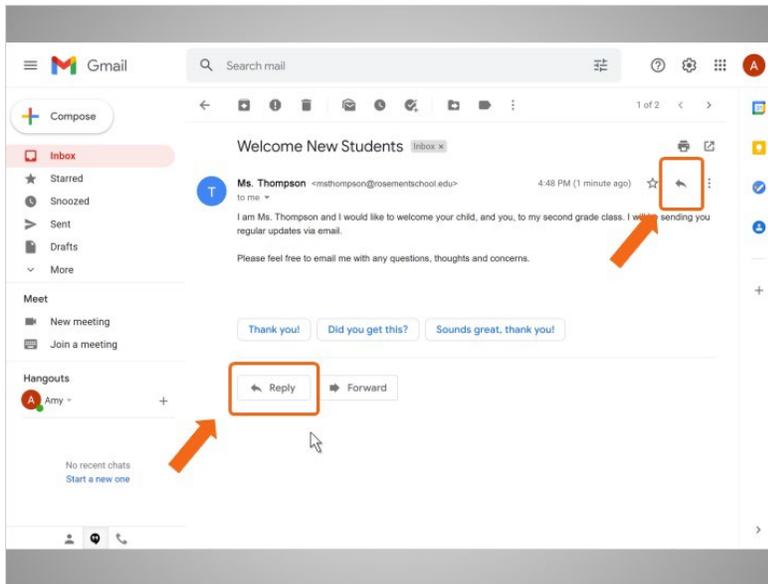
Amy is going to reply to Ms. Thompson's email. She can do this in two different ways: by clicking on the arrow on the right-hand side of the message, or, by clicking on the reply link in the box right below the message.
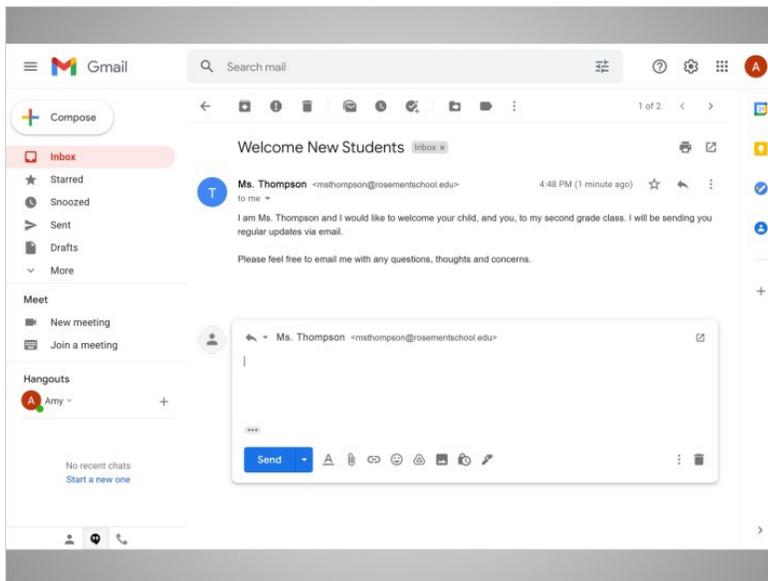
When Amy clicks Reply, a text box appears in the large box under the recipient's name.
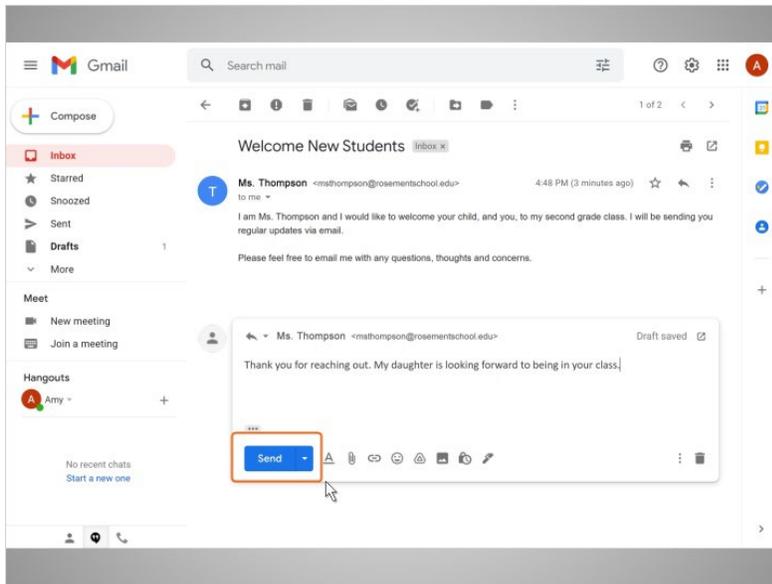
Amy types in her message, then clicks on the Send button. Her reply is sent to Ms. Thompson.
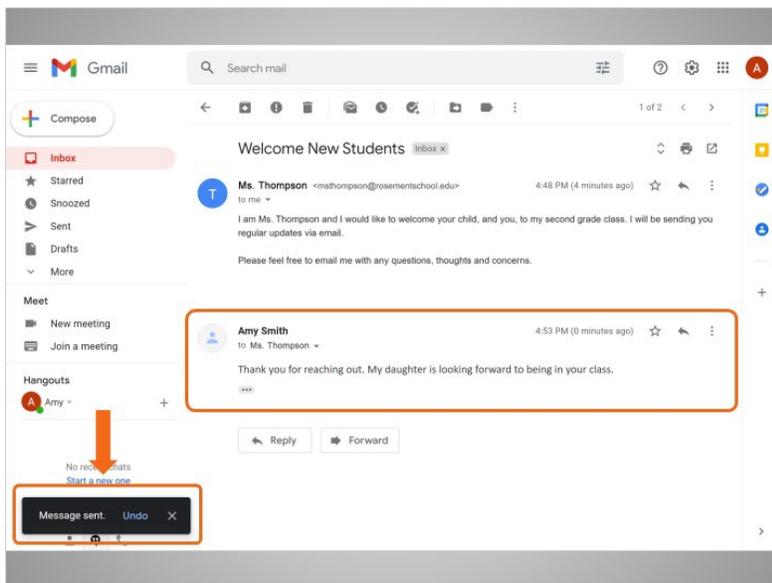
Once the reply is sent, a notification appears at the bottom of the screen, and the email Amy sent appears below the first message.

In the next lesson, Amy is going to send a new message to her sister.

Sending Messages
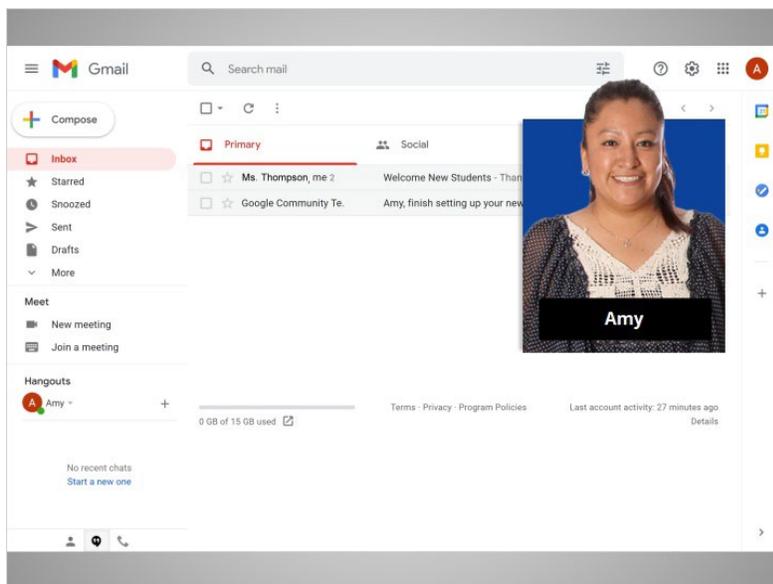
In the previous lesson, Amy read and responded to an email message sent to her by her child's teacher. In this lesson, Amy is going to write and send a message to her sister.

In today's example, Amy is using Gmail.
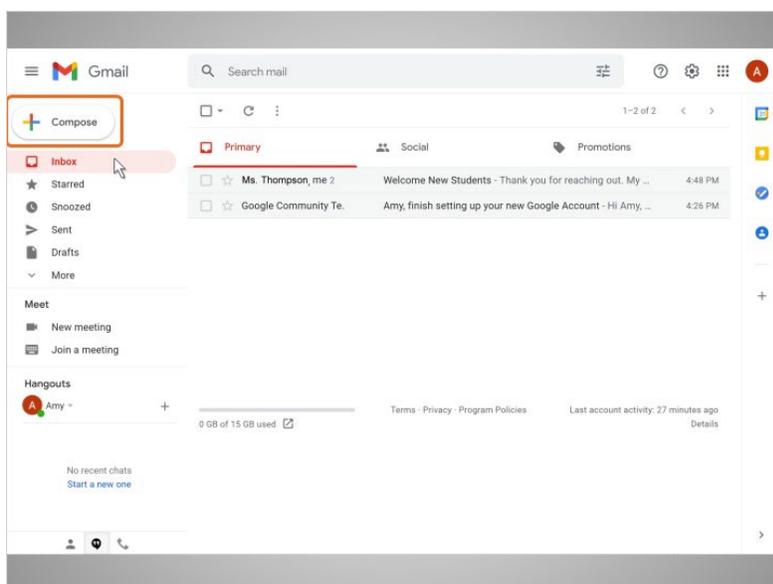
To send a new email, Amy clicks on the Compose button on the top left.
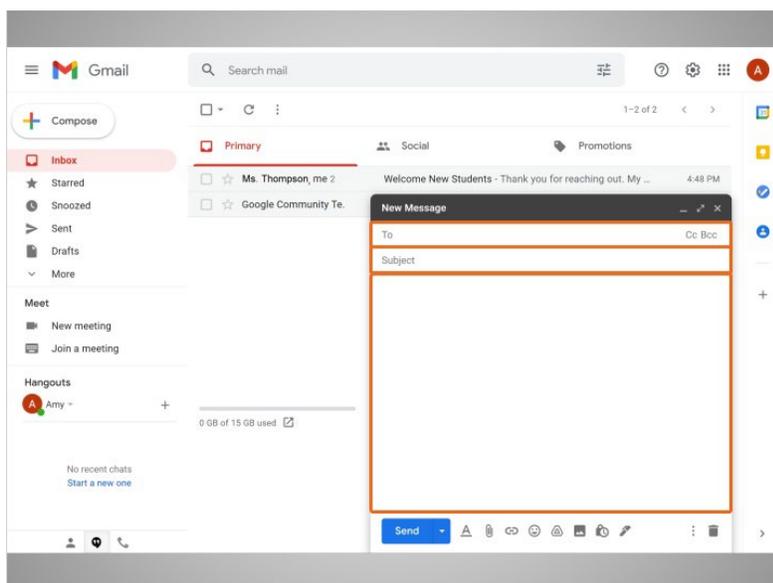
A message box appears. Amy will fill in in who the message is to, the subject of the message, and then what she wants to say.
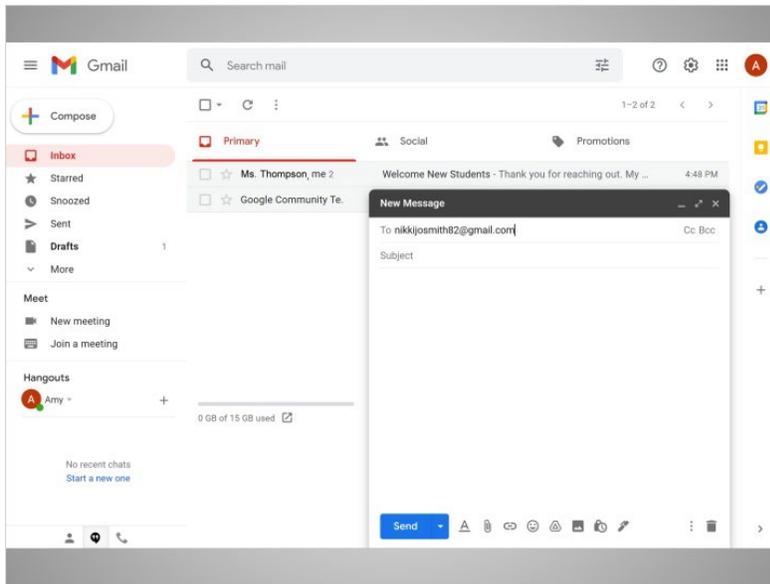
In the To field, Amy types in the email address of her sister Nikki.
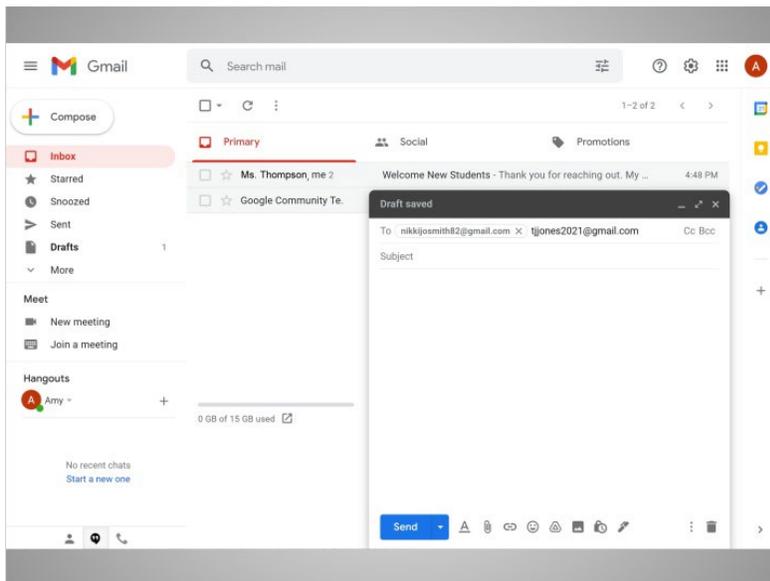
But if Amy wanted to send this message to more than one person, she can type several email addresses, separated by commas.
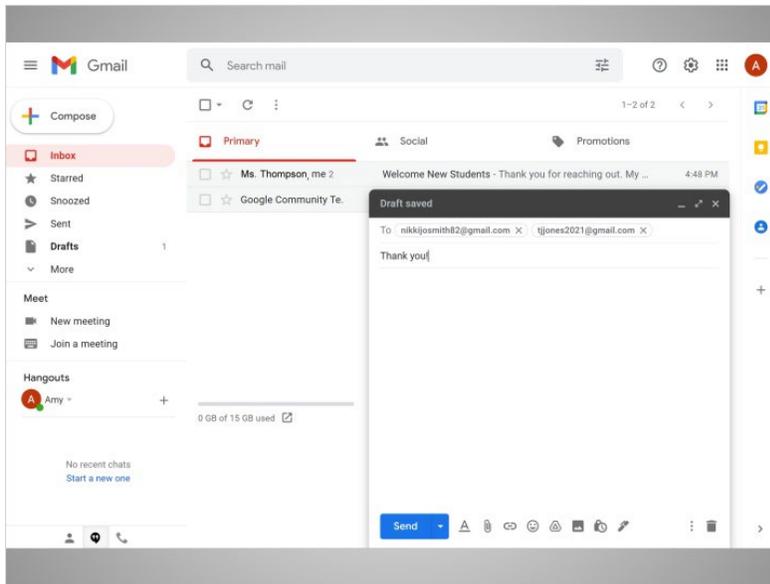
Amy types in a subject to let her sister know what the message is about.
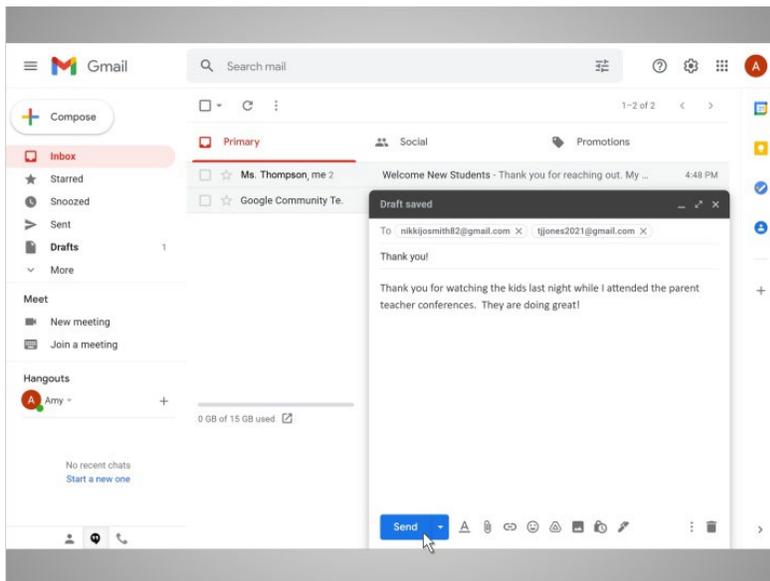
Next, she types in the body of the message. Finally, Amy clicks the Send button to send the email.
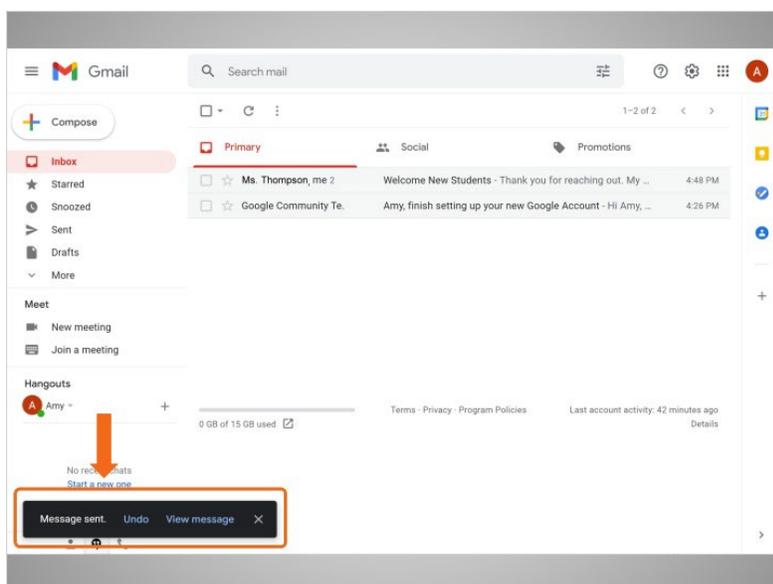
Once the message is sent, a notification appears at the bottom of the screen.
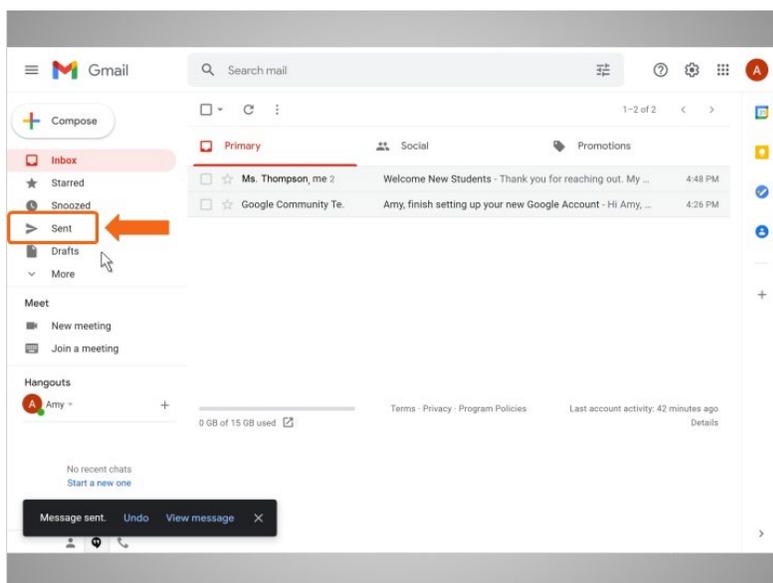
Amy can open her sent folder…
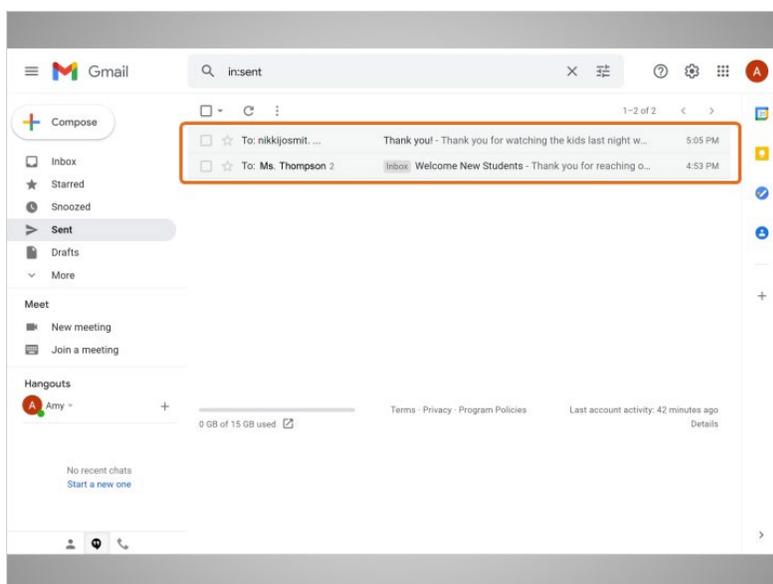
…if she needs to find email messages that she has already sent.
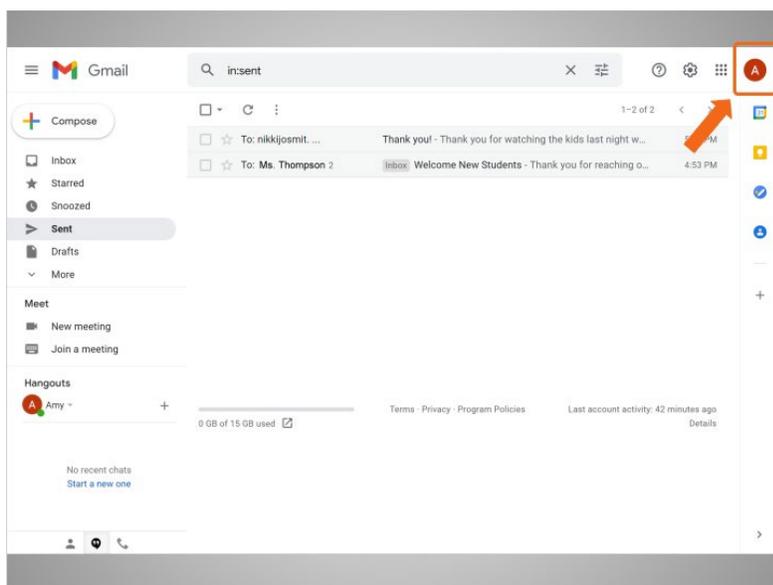
When Amy is finished using her email, she signs out by clicking her account button at the top right corner.
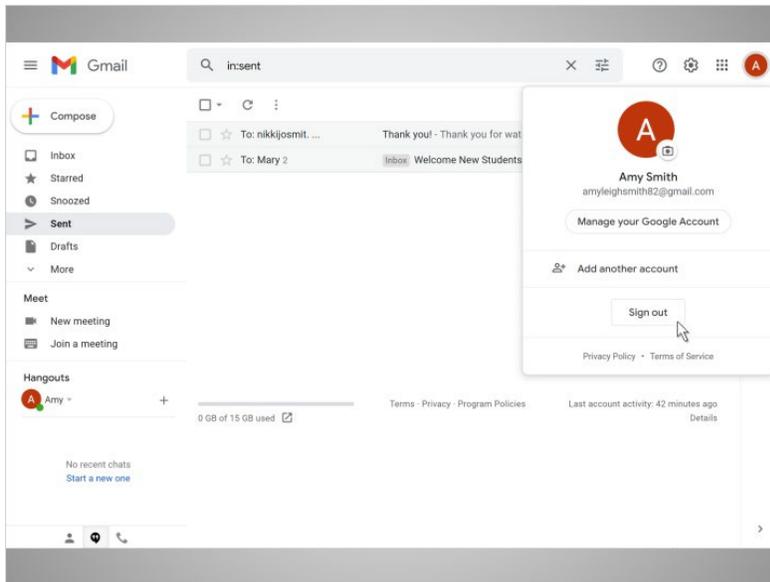
She then clicks Sign Out.
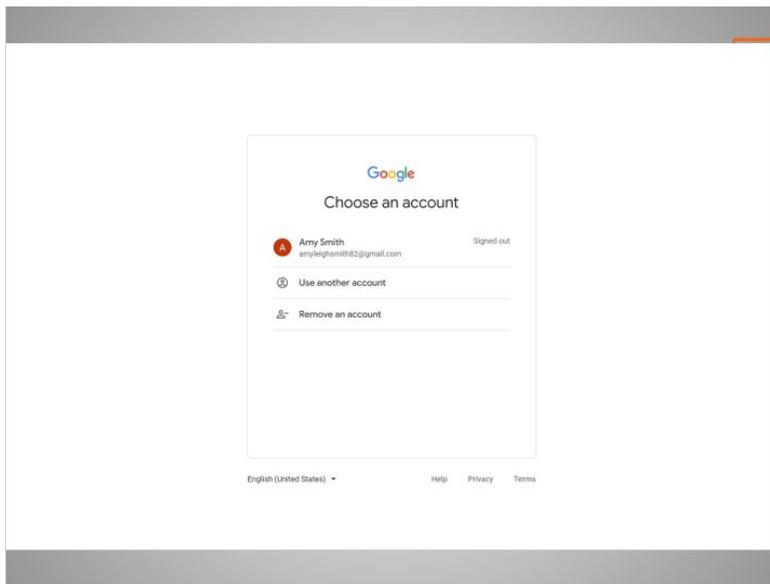
This safely exits her email account, so her messages will not be seen by the next person using the computer.

Practice
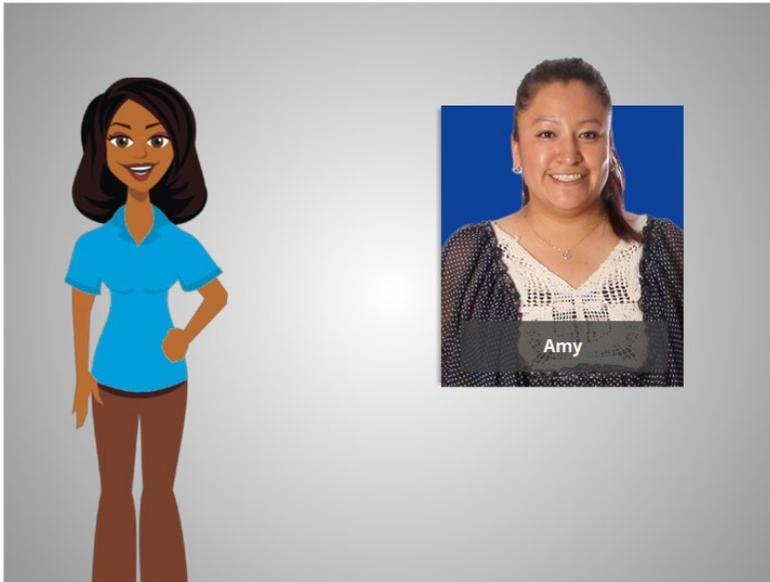
In this course, we've learned a lot about email as we followed along with Amy. Let's see what you remember.

If Amy wants to set up an email account so she can communicate with her child's teacher or contact potential employers, what would be the most appropriate username?

That's right! Amy wants to choose an email username that looks professional, that doesn't include personal information that might be inappropriate for a potential employer to see.

If Amy wants to send the same email to six different people, what's the best way to do it? Should she send a separate email to each person one at a time, or, send one email to multiple people at once?
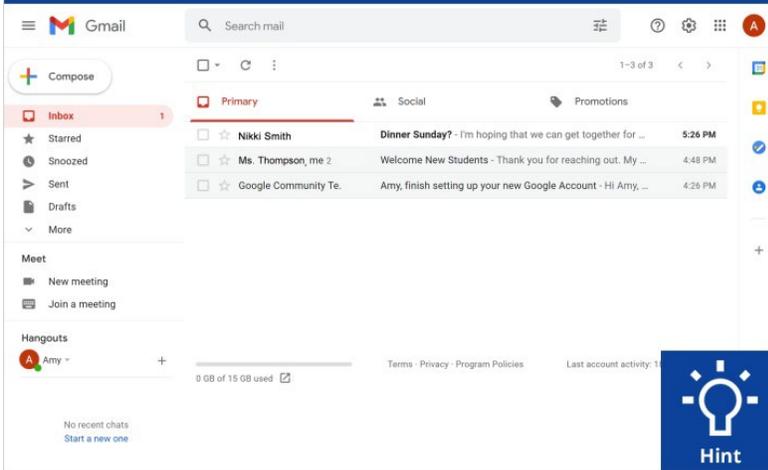

That's right! You can put more than one email address in the "to" field when composing an email message.
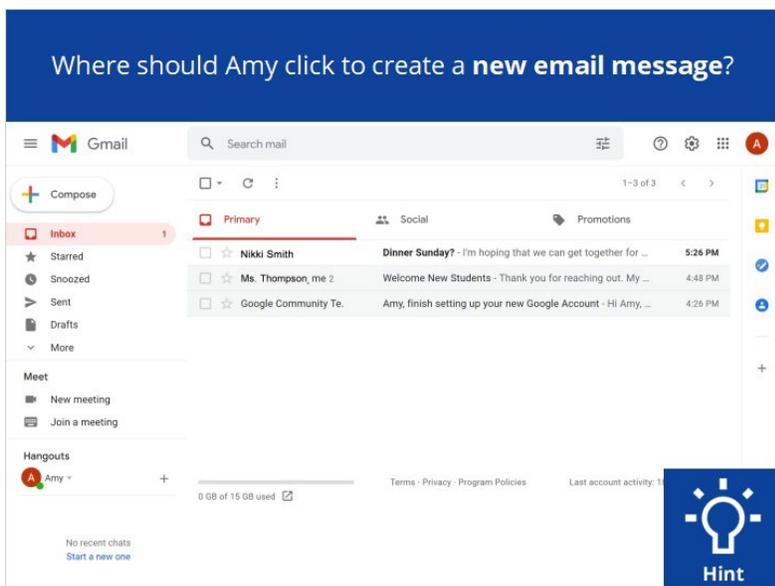
Let's take a look at Amy's inbox. If Amy wants to send an email to her daughter's teacher, Ms. Thompson, what does she click on to create a new email message? Click on the button in the correct place. Click on the Hint button if you need help.
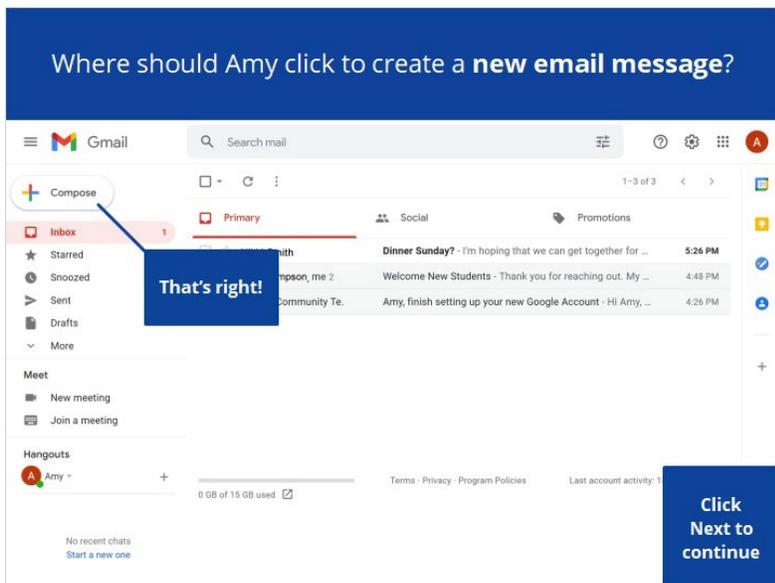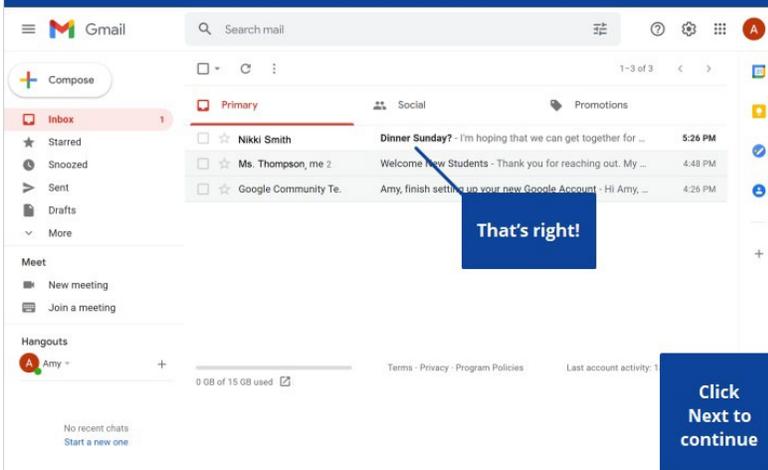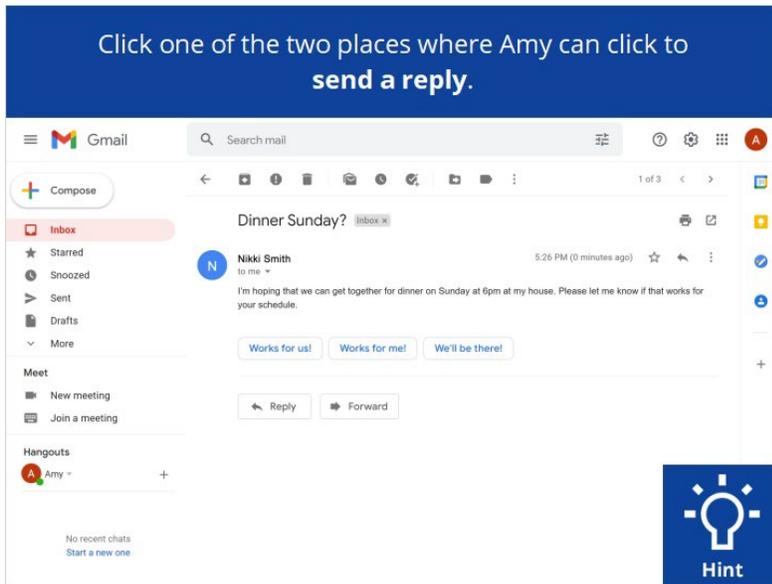
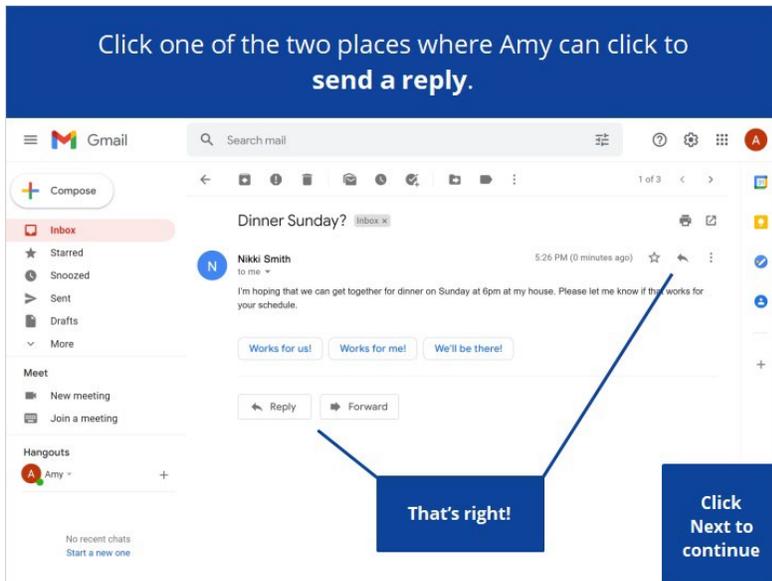Amy has a new email from her sister Nikki. Click on the correct part of the screen to open Nikki's message.
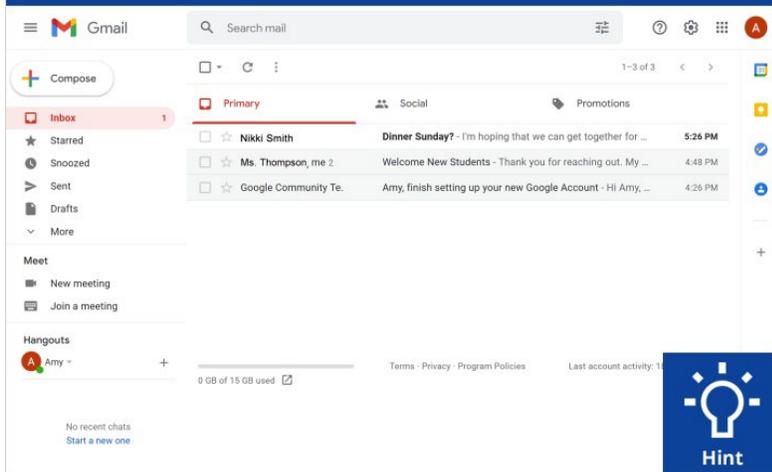
Amy has just read this email from her sister NIkki. If she wants to reply, there are two places she can do that. Click one of the two places where Amy can click to send a reply.
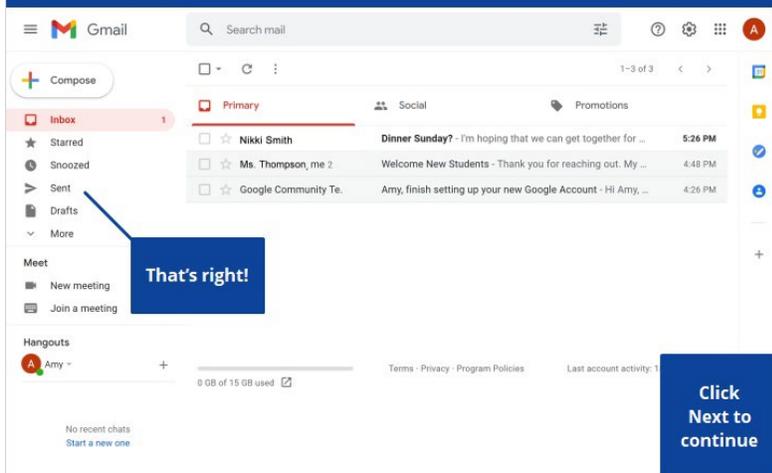
Amy wants to see an email she sent. Click on the correct part of the screen to open the sent mail folder.

Great job! In this class, we learned what an email is, and followed along with Amy as she set up her email account and started to send and receive messages. Now why don't you give it try?