

Introduction to Email

Email: electronic mail transferred from one account to another via the Internet

Email address: the account to which electronic mail is sent or at which it can be received (An **Email address** is written: **username@emailprovider.extension**)

An example would be **westerlib@excite.com**)

There are numerous email providers. Some are free, some are subscription based, some are housed online, some are available through Internet service providers, others require configuration to personal settings. Here are a few screenshots of the possibilities....

The screenshot shows a web browser window with an email inbox. The inbox contains several messages, including one from 'Kari May' with the subject 'Hello Email Class!'. Below the inbox, there is a 'Safe-mail.net' advertisement. The ad features a blue background with a globe and the text 'Welcome to SAFE-mail'. It lists features such as 'Sign in for Existing Users', 'Sign Up now!', 'Quick mail', 'Safe-mail's Features', 'Symphony', 'Premium Services', and 'Support'. A small menu is visible next to the 'Introduction' link.

The screenshot shows the Yahoo! Mail sign-in page. It features a woman's face and the text 'Yahoo! Mail helps me stay in touch.' There are two main sections: 'New to Yahoo!' and 'Already have a Yahoo! ID?'. The 'New to Yahoo!' section offers a free Yahoo! Mail account and lists benefits like 1GB of email storage and powerful spam protection. The 'Already have a Yahoo! ID?' section has a sign-in form with fields for 'Yahoo! ID' and 'Password', and a 'Remember my ID on this computer' checkbox. A 'Sign In' button is present. There are also links for 'Sign Up Now', 'Learn more', 'Sign-in help', and 'Forgot your password?'.

The screenshot shows the Excite sign-in page. It has a dark blue header with the 'excite' logo and the text 'sign in'. Below the header, there is a paragraph explaining that to use personalized Excite home page, email, message boards, and/or portfolio, users must either sign in or register as an Excite member. Registration is 100% free and only takes a minute. There are two main sections: 'Already an Excite Member?' and 'Join Excite for Free!'. The 'Already an Excite Member?' section has a sign-in form with fields for 'Member Name' and 'Password', and a 'Sign In!' button. There is also a checkbox for 'Skip sign in: Remember my member name and password on this computer' and a 'Get help' link. The 'Join Excite for Free!' section has a 'Join Now!' button and a 'Return to the Excite Home Page' link.

The screenshot shows the Net@address sign-up page. It features the USA.NET logo and the text 'Net@address By USA.NET The Global eMessaging Service Provider'. There are two main sections: 'New User Sign Up' and 'Registered Users'. The 'New User Sign Up' section lists benefits such as '100MB storage standard, with the option to increase to 250MB and 500MB', 'Industry leading virus and spam protection', 'Advanced mail management tools, including filters and autoresponders', 'Toll-free telephone customer support', and 'Access your mail from anywhere on the Web or use your favorite desktop email program'. There is a 'Sign Me Up!' button and a 'Tell me more' link. The 'Registered Users' section has a 'Language Selection' dropdown (English, Spanish, Portuguese), a 'Login Name' field, a 'Password' field, and a 'Login' button. There are also checkboxes for 'Expire Page Views: Better security if you are on a public terminal' and 'Use Cookies For Security: Turn off Intrusion Detection Notices'. At the bottom, there are links for 'Frequently Asked Questions', 'Anti-spam Policy', 'Customer Service', and 'Terms and Conditions'.

The screenshot shows the AOL Mail sign-in page. It features the AOL logo and the text 'AOL Mail'. There is a 'ScreenName' field and a 'Sign On' button. To the right, there is a paragraph explaining that signing in is easy and that users should enter their AOL Screen Name or e-mail address and password. There is a 'Learn More' link. Below this, there is a section for 'You have a Screen Name if you use: AOL, AIM, CompuServe, Netscape'. At the bottom, there is a 'Screen Name Service' field and a 'Security Tip' link.

How to choose a provider...

Ask yourself:

- Will I keep messages for a long time?
If so, look for a provider that offers a large amount of space.

- Will I be conducting financial or private business with this address?
If so, look for a provider that is concerned about security.

- How angry will deleting junk mail make me?
The better the spam blocker your email provider has, the less junk mail you will have to delete.

- Will I need more than basic email access?
If so, look for a provider with the best price for your needs.

Get an inside look....

Below are the URLs for a few popular email providers. To find more, simply type "free email account" into your favorite search engine and browse. Most providers include a virtual tour or basic fact sheet about their service.

Yahoo Mail: <http://mail.yahoo.com>
MSN Hotmail: <http://login.passport.net>
SAFe-mail: <http://www.safe-mail.net>

Advancing technology...

No matter which email provider you choose, as technology advances, so will your email service. So, expect some changes....

Sorting Out Mail

inbox: folder within your account that holds received messages

reply: link or button that will open a blank message that is automatically addressed to the sender of the message for which a response is being sent

send: link or button that will send a message to the designated addresses

compose: link or button that will open a blank message

Your Inbox....

When you first register for a new email account, the provider will typically send you a welcoming message. To view new messages you will need to open your Inbox.

1% of 25MB
Get Hotmail Plus

Folders

- Inbox (2)
- Junk E-Mail
- Drafts
- Sent Messages
- Trash Can
- Manage Folders

From	Subject	Date	Size
Excite	Welcome Ginger!	Jun 30	9KB
Hotmail Staff	Smart Ways to Get the Most from MSN Hotma...	Jun 29	1KB

2 Message(s), 2 Unread

Show me mail from: Everyone

See what's in your Inbox by clicking the *Inbox* link. This can include new and old messages.

The messages available from the Inbox will be listed for you. Typically, **unread** messages will have darker links and **read** messages lighter links.

Viewing Messages....

An old or new message can be viewed by clicking its related link. When you click this link, the page will change to allow you to view the entire message.

To: and **From:** information is on top...

The full message is below...

msn Hotmail Today Mail Calendar Contacts

westerlib@hotmail.com Free Ne

From: Excite <excite@info.excite.com>
Reply-To: <blastdirect-reply-BLAST1-MID-524-623-6574923-1-993-20050630004624-mv14-blastdirect.com@replies.excite.com>
Sent: Thursday, June 30, 2005 1:46 AM
To: westerlib@hotmail.com
Subject: Welcome Ginger!

excite **Welcome**

Ginger, we'd like to take this opportunity to welcome you to Excite - the leading personalization portal on the web!

As an Excite member, you're entitled to a variety of free features - here's one we suggest you take advantage of right away.

Personalize the Excite start page to get everything you want, the way you want it - all on one page!

→ [click here](#) to add or remove content such as your stock portfolio, news, local weather, local sports scores, horoscope and more.

→ [click here](#) to arrange the page layout, so the content appears exactly how you want it.

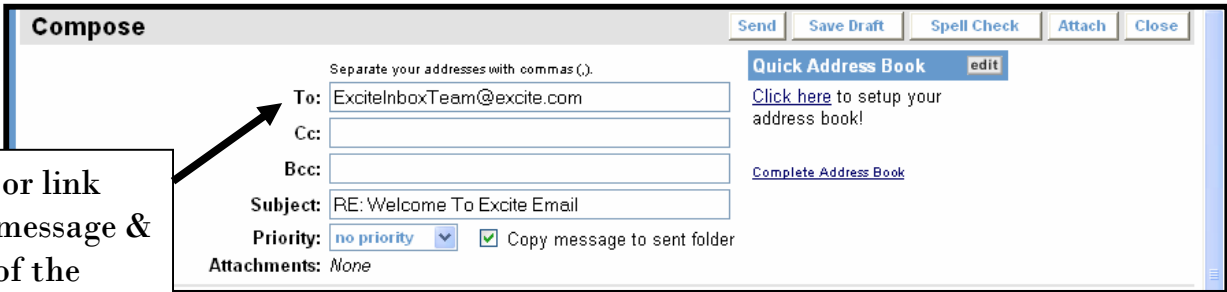
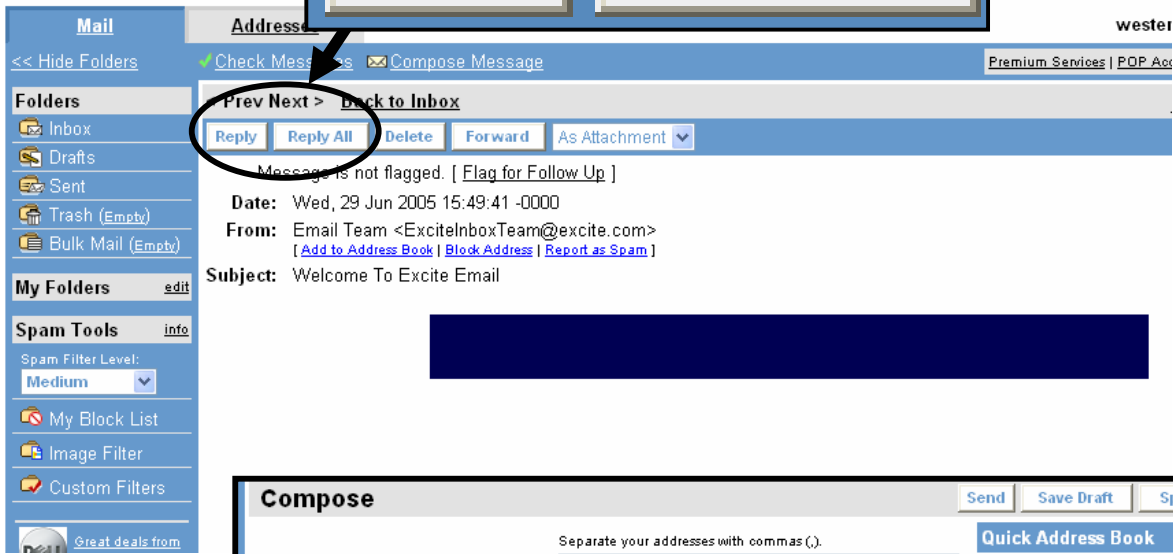
Personalize now!
[Click Here](#)

Responding to a Message....

There are two ways to respond to a message you have received:

Reply: This button will allow you to send a reply to the address showing in the "From:" line of your message.

Reply All: This button will allow you to send a reply to the address in the "From:" line of your message, as well as any other addresses this same message was sent to.

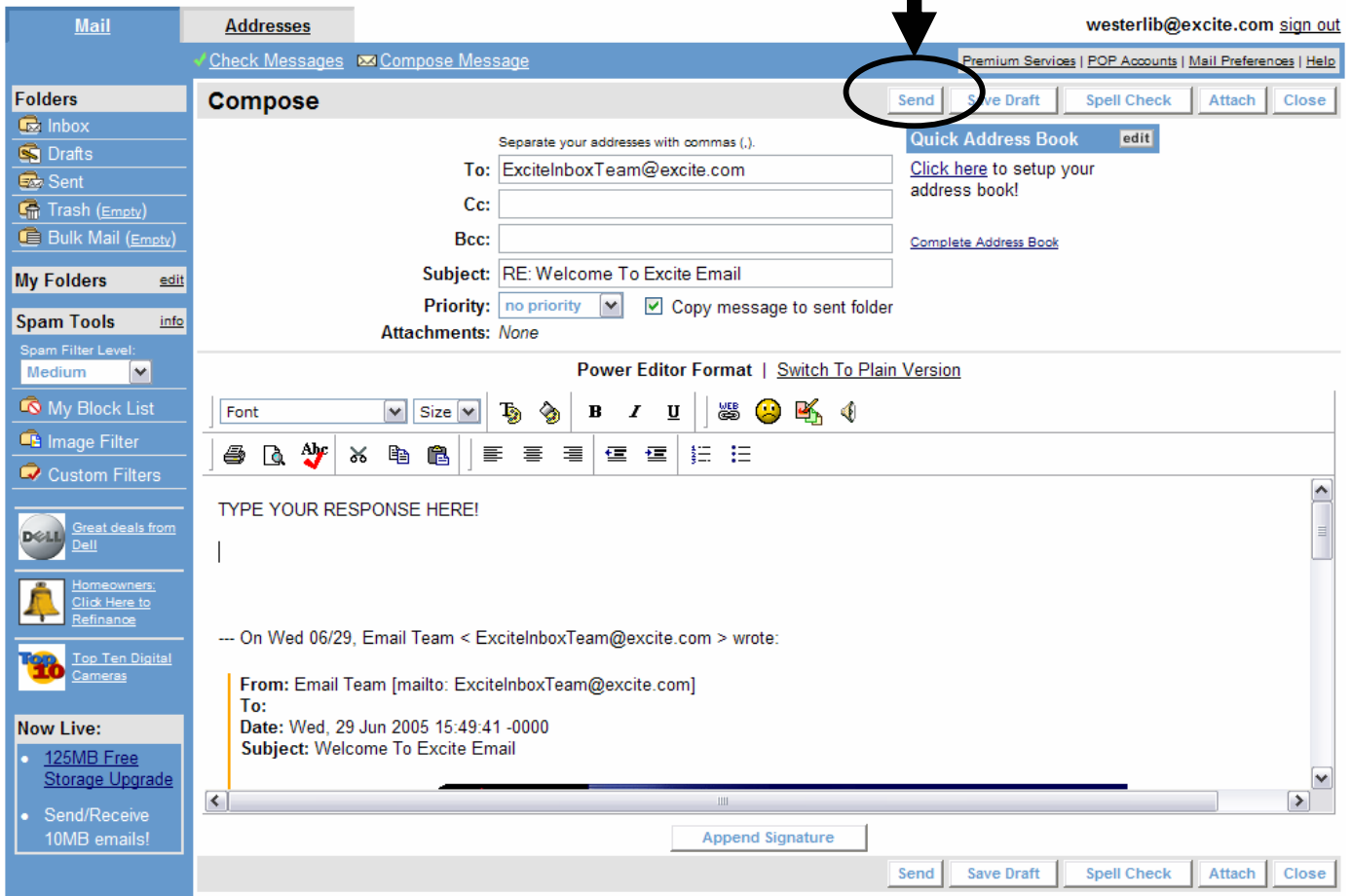


The **Reply** button or link will open a blank message & place the address of the sender of the original message in the **To:** line.

If the message had been sent to your address and others, the **ReplyAll** button will place the sender's address and the addresses of all other recipients in the **To:** line of your responding message.

Sending Your Reply....

Once you have completed your response, simply click the **Send** button to send your message to the individual(s) in the **To:** line of your message.



Mail | **Addresses** | westerlib@excite.com sign out

Check Messages | Compose Message | Premium Services | POP Accounts | Mail Preferences | Help

Compose

Separate your addresses with commas (,).

To: ExciteInboxTeam@excite.com

Cc:

Bcc:

Subject: RE: Welcome To Excite Email

Priority: no priority | Copy message to sent folder

Attachments: None

Quick Address Book edit

Click here to setup your address book!

Complete Address Book

Power Editor Format | Switch To Plain Version

Font | Size | B I U | [Icons]

TYPE YOUR RESPONSE HERE!

--- On Wed 06/29, Email Team <ExciteInboxTeam@excite.com> wrote:

From: Email Team [mailto:ExciteInboxTeam@excite.com]

To:

Date: Wed, 29 Jun 2005 15:49:41 -0000

Subject: Welcome To Excite Email

Append Signature

Send | Save Draft | Spell Check | Attach | Close

Typically, you will receive a message to let you know that your response has been sent without a problem.

Reply Sent

Mail Home | **Inbox** | Compose

Your email message was sent successfully.

Sent

Be certain that your message was sent by clicking the **Sent** folder link to view a list of messages sent from your account.

Sent (1 unread message)

1 message - Page 1 of 1

Delete		Move to Folder	
!	✉	0	0
	Recipient		Subject
✉	ExciteInboxTeam@excite.com		RE: Welcome To Excite Email
Delete		Move to Folder	

Creating a New Message....

Begin by clicking the **Compose** button or link.

[Compose Mail](#)

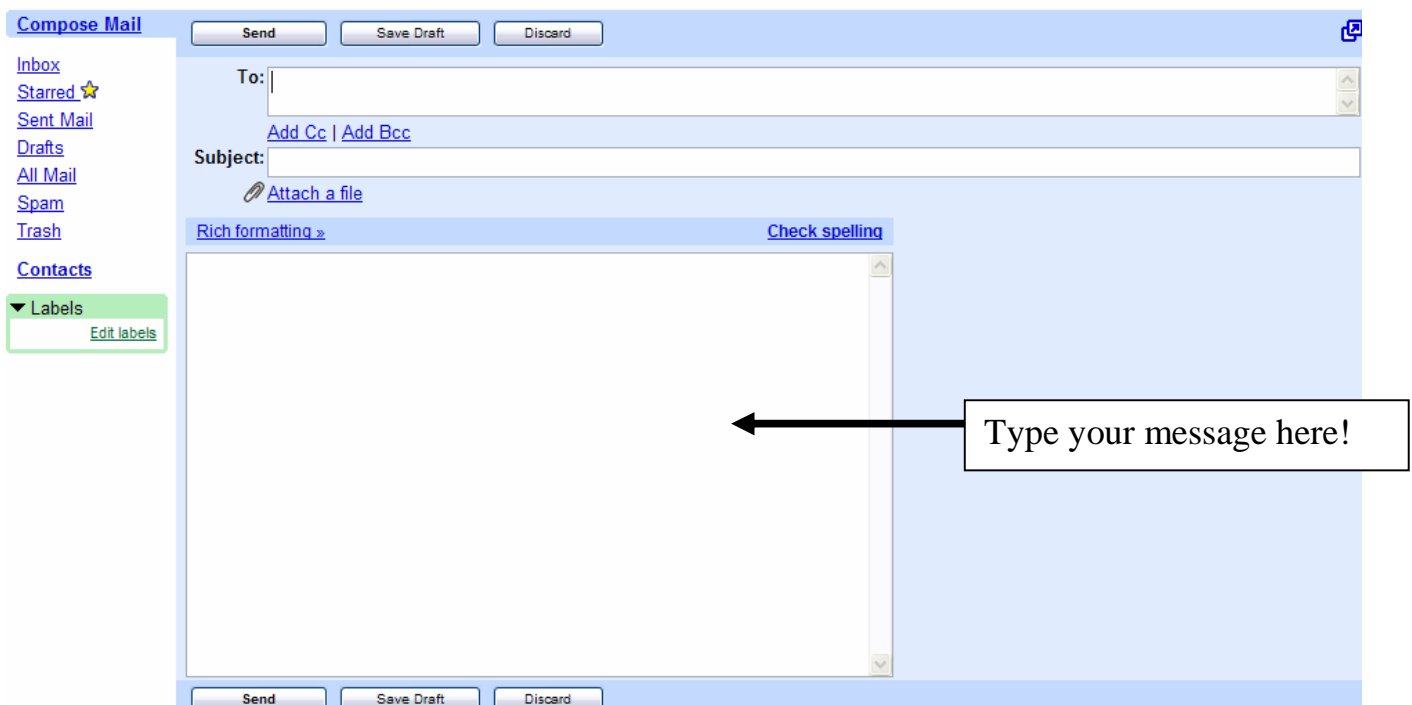
New Message....

When you click **Compose** you will receive a blank message.

To: insert the email address you wish to send your message to

Subject: type a short phrase here to let the receiver know what your message is about

You must fill in the **To:** line to send a message. The **Subject:** is optional.



Sending Your Message....

When you have finished typing out your message, click the **Send** button or link.

[Send](#)

Your message has been sent.

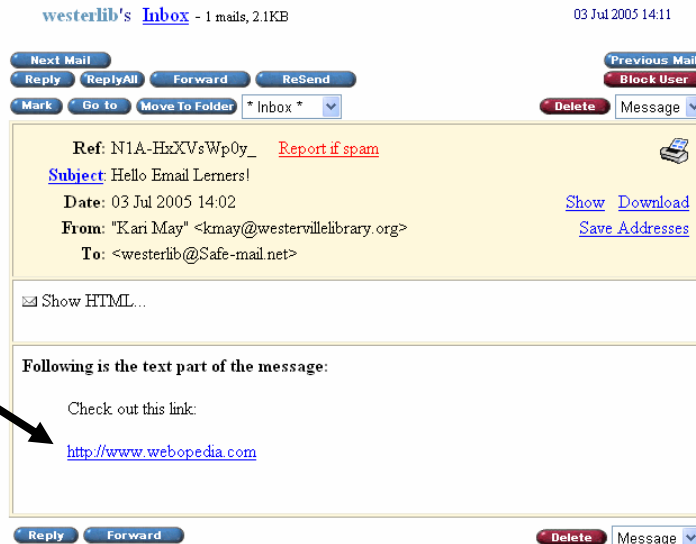
**If the receiving address is misspelled
or the receiver has changed his/her address,
your message will not reach him/her.**

Viewing Links or Attachments....

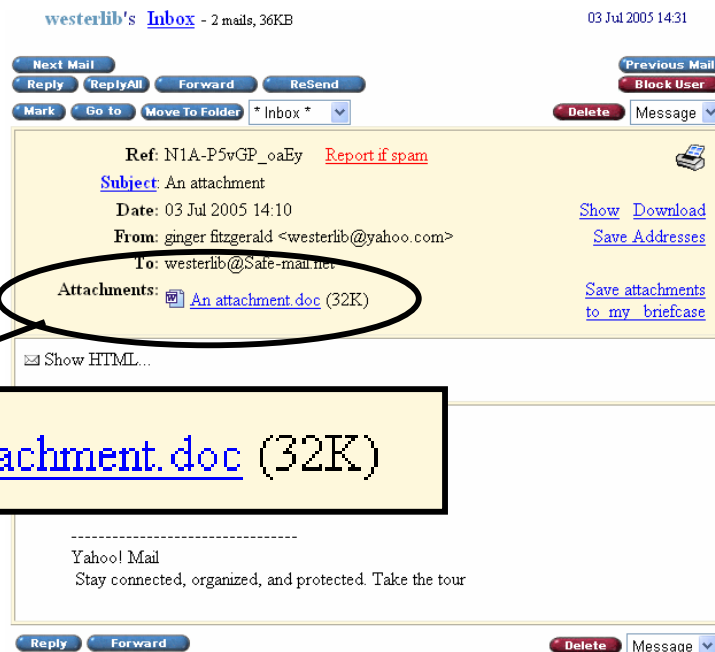
Link: a hypertext version of a URL that will open a new online web page


Attachment: a separate file that has been attached to an email message

Should you receive a message that includes a **Link**, single click on that link with your left mouse button to open the web page to which the link refers.



Should you receive a message that includes an **Attachment** simply single click on that link with your left mouse button to open the attached item.



Attachments:  [An attachment.doc](#) (32K)

WARNING: Do not open links or attachments from email addresses you do not recognize! They could contain a virus!

Adding Links or Attachments....

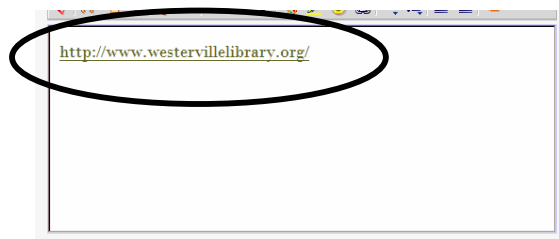
To add a link:

1. When you are on the page you want a recipient to view, click in the address bar to highlight the full address.



2. Open the **Edit** menu and choose **Copy**.
3. Now, click in the text area of the message you want to send.
4. Open the **Edit** menu and choose **Paste**.

A live copy of the link will be added to your message.



To add an Attachment:

#1. You will need a copy of the file you wish to attach saved to your computer or some other saving media.

2. Click the **Attach Files** button.

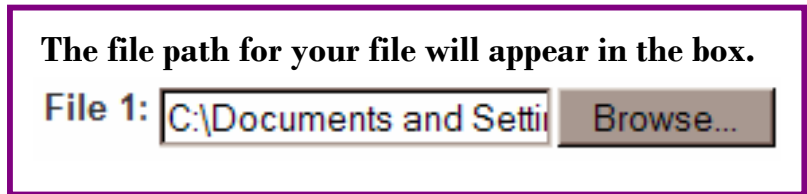
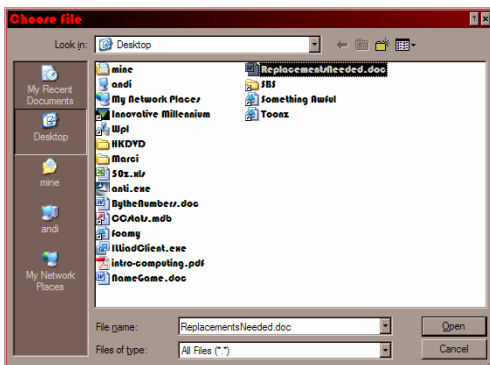


3. Click the **Browse** button.

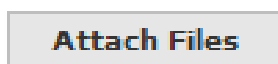


4. Use the **Choose File** dialog box to find the file you wish to attach.

Single click the file to select it.
Then click the **Open** button.



5. Click the **Attach Files** button.



When the file has been attached you will receive a message and see a small paperclip on your message.

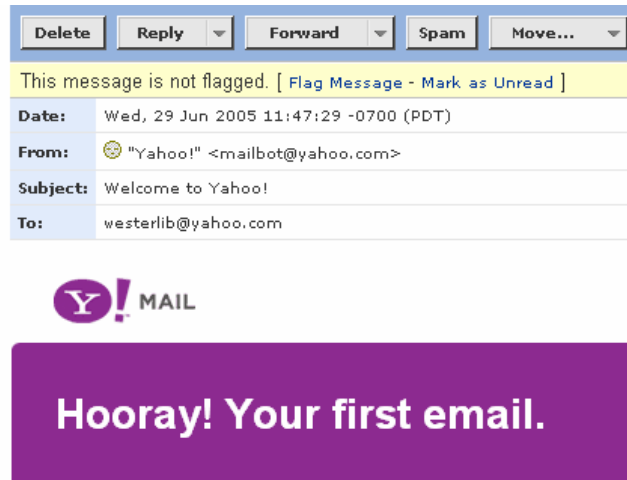


Your file is attached!

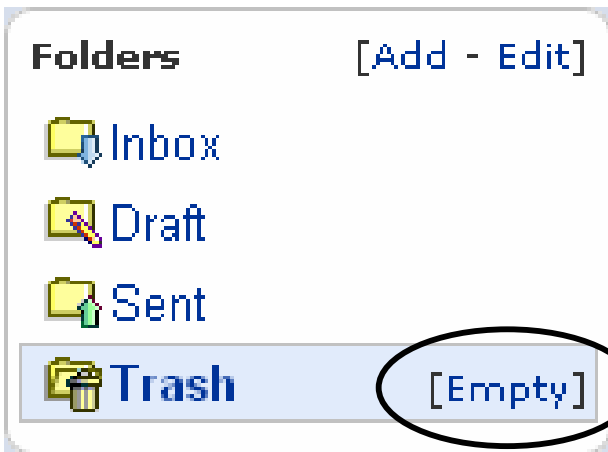
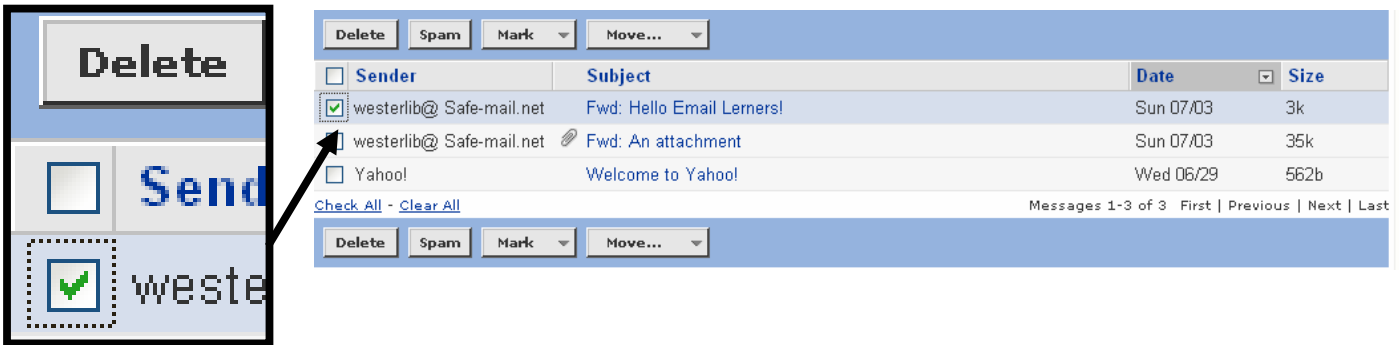
Deleting Messages....

Delete: removing a message from your **Inbox** and sending it to the **Trash** folder

Typically, you will be given a **Delete** button or link while viewing your message. Simply click on the button or link to move a message you do not want to keep to your **Trash** folder.



You may also be given a **Delete** button or link while viewing your **Inbox**. Select the message(s) you wish to move to your **Trash** folder and click the **Delete** button or link.



To **permanently remove** messages from your account, click the **Empty** button or link located near your **Trash** folder.