

Email Basics

This document will walk you through setting up an email account and checking and sending email. It focuses on Gmail but the steps are similar for any email service you would use. (Yahoo, AOL, etc.)

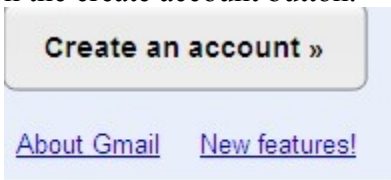
Signing up

The first thing you will need to do is sign up for an account.

- Go to <http://www.google.com>.
- You should see a series of links at the top of the page.



- Click on the Gmail one.
- When the page opens click on the create account button.



- The account creation page will open. You will be asked to give your name, location, and birthday. Next, you will need to choose a username and create a password. Lastly, you will need to choose a security question and enter an alternate email address if you have one. (That can be left blank if you don't.)
- Scroll down and look at the terms of service and click on the button to accept and create your account.

Checking mail

- Go to <http://www.google.com>
- There is a log in window on the right side of the page.

A screenshot of the Google Account sign-in form. The form is titled 'Sign in with your Google Account'. It contains the following fields and elements:

- Username: xgirl30@gmail.com (with an example: ex: pat@example.com)
- Password: [empty field]
- Stay signed in
- Sign in button
- [Can't access your account?](#)

- Enter your email address and password.
- Do not check the stay signed in box. (On your own computer that is fine. It is not a good idea on a shared computer though.)
- Click sign in.
- You will be taken to your inbox.



- To read a message just click on it and it will open.
- Scroll down and you will find links for replying and forwarding and for downloading any attachments that are there.

2 attachments — [Download all attachments](#)



March Sign-In.jpg
1046K [View](#) [Download](#)

March 2011 Board Minutes.doc
27K [View](#) [Download](#)

[Reply](#) [Reply to all](#) [Forward](#)

- At the top of the window are options for deleting or archiving the message and the link to return you to your inbox.

[« Back to Inbox](#) [Archive](#) [Report spam](#) [Delete](#) [Move to ▼](#) [Labels ▼](#) [More actions ▼](#)

Seal Hi-Rise Resident Council March Minutes & Sign-in Sheet [Inbox](#) | X

Sending an email

- At the left side of the window you will see a button labeled compose mail.
- This is available from the main inbox or any message screen.



- Click on that button and a new message window will open.

A screenshot of the Gmail 'Compose' screen. The 'From' field is filled with 'Melissa Pappas <xgirl30@gmail.com>'. The 'To:' field is empty. Below the 'To:' field are links for 'Add Cc' and 'Add Bcc'. The 'Subject:' field is empty. Below the subject field is a link for 'Attach a file' and an 'Insert:' menu with 'Invitation' selected. At the bottom is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, and text color. There is also a 'Check Spelling' dropdown menu.

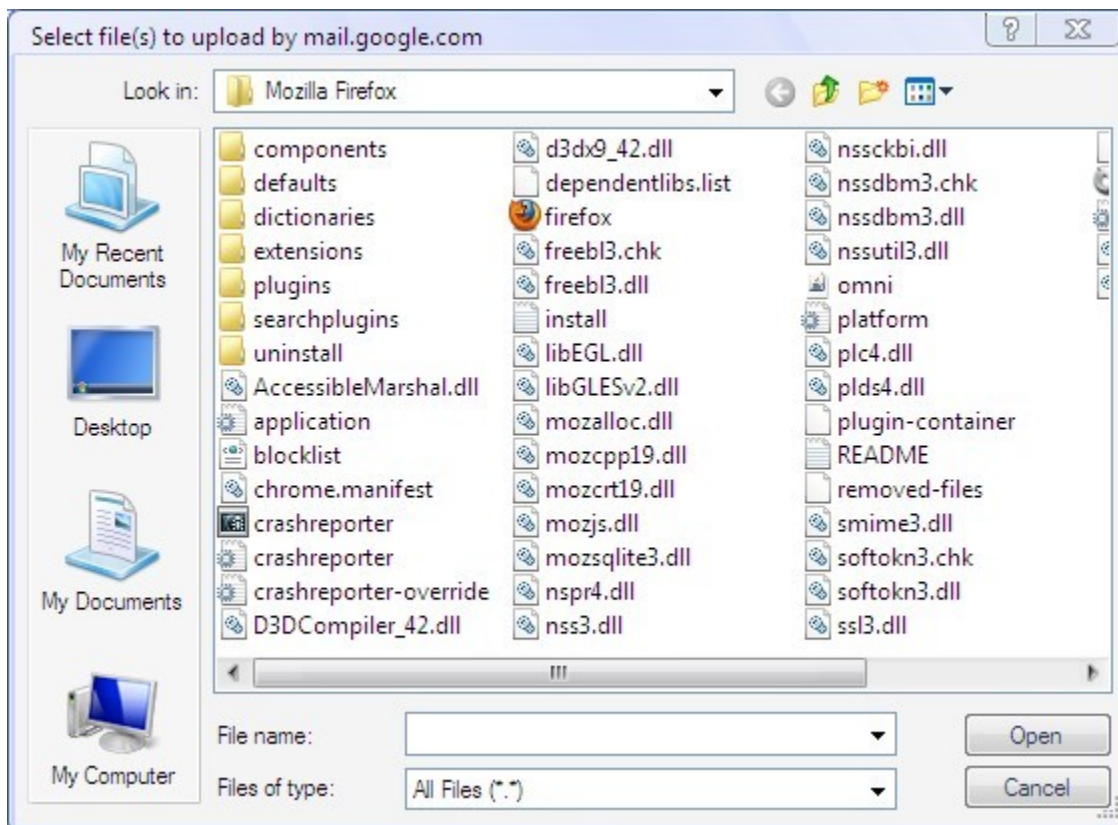
--
Faith manages.

- Enter the email address of the recipient in the to box.
- Enter the subject in the box below it.
- Type your message in the provided space.
- There are also links for attachments and for adding addresses to CC or BCC lists.
- Once your message is ready click the send button at the bottom of the window.

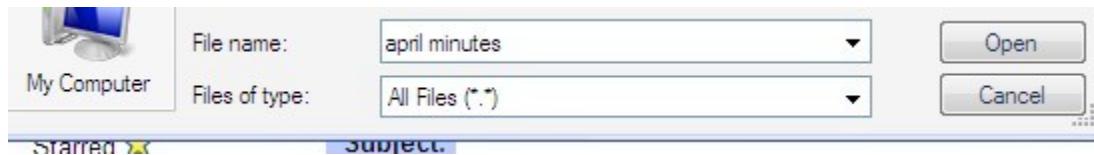
A screenshot of the Gmail 'Compose' screen showing the bottom bar. The bar contains four buttons: 'Send', 'Saved', and 'Discard'. To the right of these buttons is the text 'Draft autosaved at 11:02 AM (3 minutes ago)'. Below the bar is a link that says 'Now you can use Gmail in more languages! Learn more'.

Attaching a file

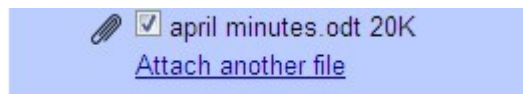
- To attach a file to an email click on the attach a file link below the subject box.
- A box will pop up.



- Use the drop down menu at the top to choose the location and then choose the file you want to attach to the email.



- Click on it and then click open.
- The file will be uploaded and attached to your message.



- Click on the attach another file link if you have more files to add.

Safety reminders

- Be wary of opening any spam emails.
- If you do look at messages from people you don't know do not open any attachments or click on any links. (They may be fine. They may also be infected with a virus or worm.)
- Be careful with unexpected attachments from people you do know. Some viruses and Trojan horses replicate themselves by sending emails to everyone in the address book on the infected computer. It's a good idea to contact the sender and ask if they meant to send you that file. (This is only for people you know, not for spam emails.)
- You should never give out password or account information in an email. Banks, credit card

companies, and legitimate websites will not ask for that kind of thing in an email.

- If you do get a legitimate looking email from your bank or a site like Paypal saying your account needs updating or there is a problem you should go to the site directly (not through a link from the email) and check it out. In the case of companies like banks you can also call and ask about it.
- These emails are often part of what is called a phishing scam.
- Scammers will create a copy of a site like Paypal and then send emails saying your account information needs updating or there is a problem with something. When you log into the fake site your account information (login and anything you enter) is collected and can be used to steal your identity.
- Beware of .exe files received attached to emails. They are a common way to spread viruses. (Most email providers won't allow them to be sent because of that. You can usually upload them but you will get an error message when you go to send the email.)
- No one is giving out free money. Emails claiming to be from foreign royalty who need to get money out of their country or saying you won a sweepstakes or prize are almost always scams. (Publishers Clearing House is an exception to this. The chances of winning are about as good as the lottery but it is legitimate.)