



Presentation: Basics of Email

# Presentation Outline

- o Intro to Email
- o Creating an Email Account
- o Sending and Receiving an Email
- o Junk Mail
- o Spam
- o Questions?

# What is email?

- o Email is short for electronic mail.
- o Email allows two people to communicate over their computers through an exchange of messages.



# Advantages of Email

- o Emails can be sent in a matter of seconds.
- o Recipients of emails receive your emails immediately.
- o You can communicate with other people around the world without seeing them.



# How Email Works

- First, both the sender and recipient of the email must have an email account (similar to a bank account).
- The sender of the email types the message on his or her computer and clicks the “send” button.
- Immediately, an email is sent electronically to the intended recipient to his or her email account (known as their “inbox”).
- The recipient can then view the message and can even choose to reply and send a message back.

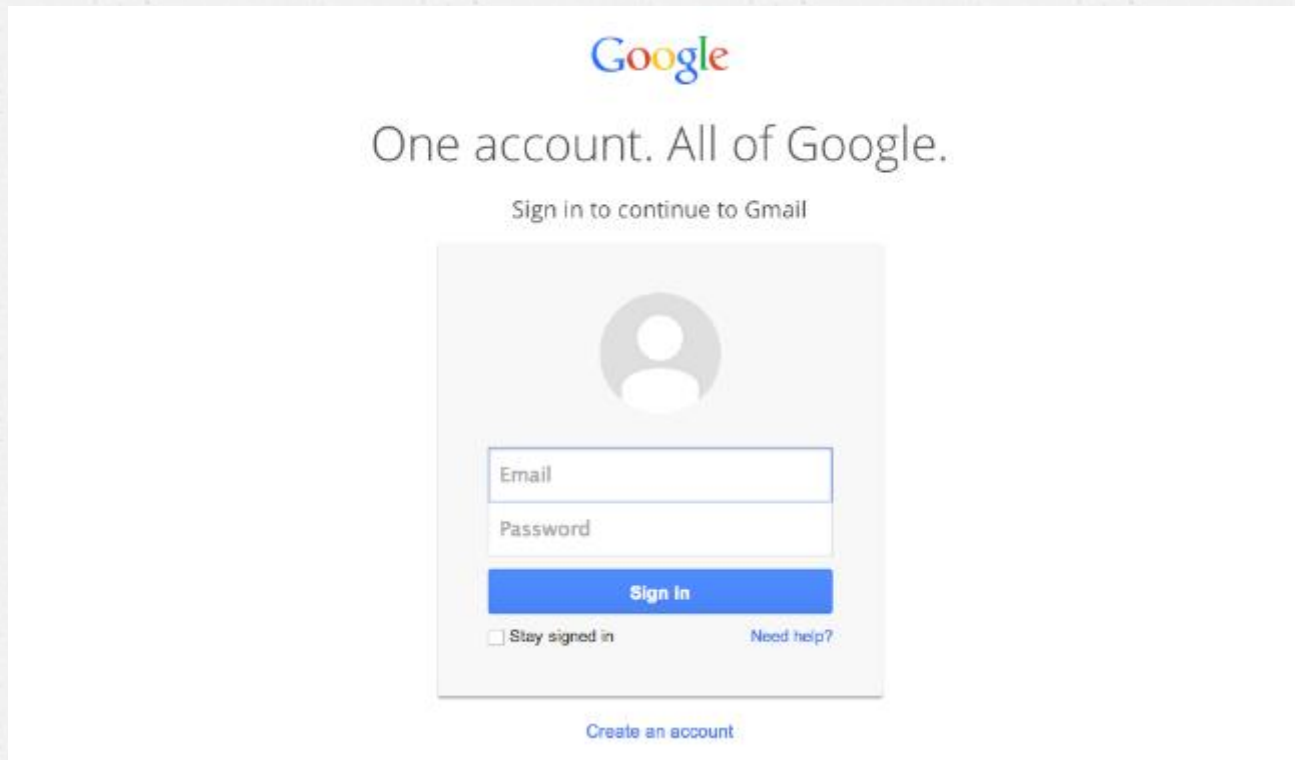
# How to Create an Email Account

- o Now, let's look at the "Creating an Email Account" tutorial.

# Logging In

- o Now that you have created an account, you will want to be able to access it anytime, anywhere.
- o To do so, go to [www.gmail.com](http://www.gmail.com) in your web browser.
- o In the box “Email Address,” type your full email address.
- o In the box “Password,” type your password.

# Logging In – Picture of Log In



The image shows a screenshot of the Google login interface. At the top center is the Google logo. Below it is the text "One account. All of Google." followed by "Sign in to continue to Gmail". The main login area is a light gray box containing a circular profile picture placeholder, an "Email" input field, a "Password" input field, and a blue "Sign in" button. Below the button are two links: "Stay signed in" with an unchecked checkbox and "Need help?". At the bottom of the page is a link for "Create an account".

Google

One account. All of Google.

Sign in to continue to Gmail

[Sign in](#)

Stay signed in [Need help?](#)

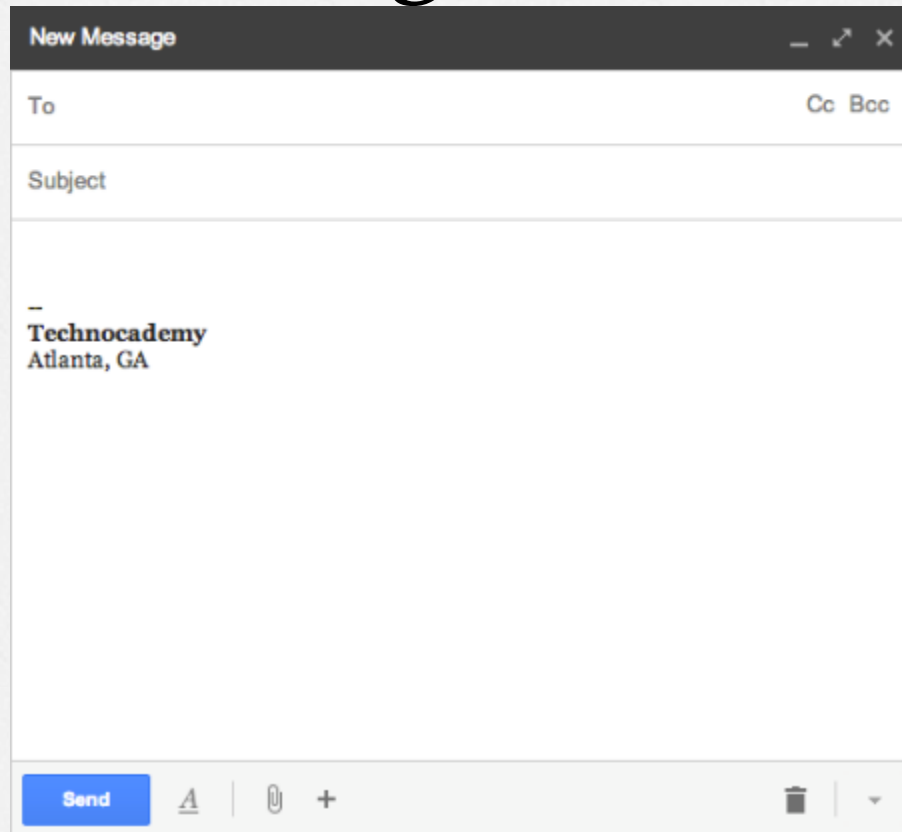
[Create an account](#)



# Sending and Receiving an Email

- o Now, let's look at the "Sending and Receiving an Email" tutorial.

# Sending an Email – Picture of Message Screen





The image shows a screenshot of an email composition window titled "New Message". The window has a dark header bar with the title and standard window controls (minimize, maximize, close). Below the header, there are three main sections: a "To" field with "Cc" and "Bcc" options to its right, a "Subject" field, and a large text area. The text area contains the following text: a hyphen, "Technocademy", and "Atlanta, GA". At the bottom of the window, there is a toolbar with a blue "Send" button, a link icon, an attachment icon, a plus sign, a trash icon, and a dropdown arrow.

New Message

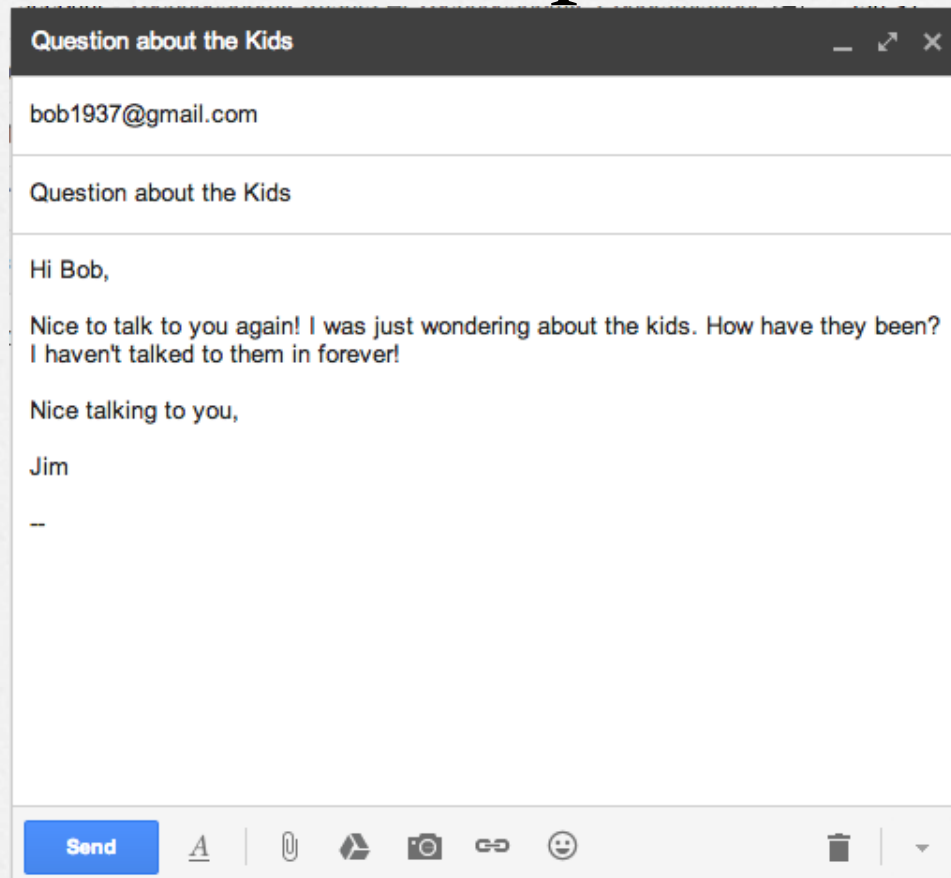
To Cc Bcc

Subject

–  
Technocademy  
Atlanta, GA

Send [A](#) |  +  | ▼

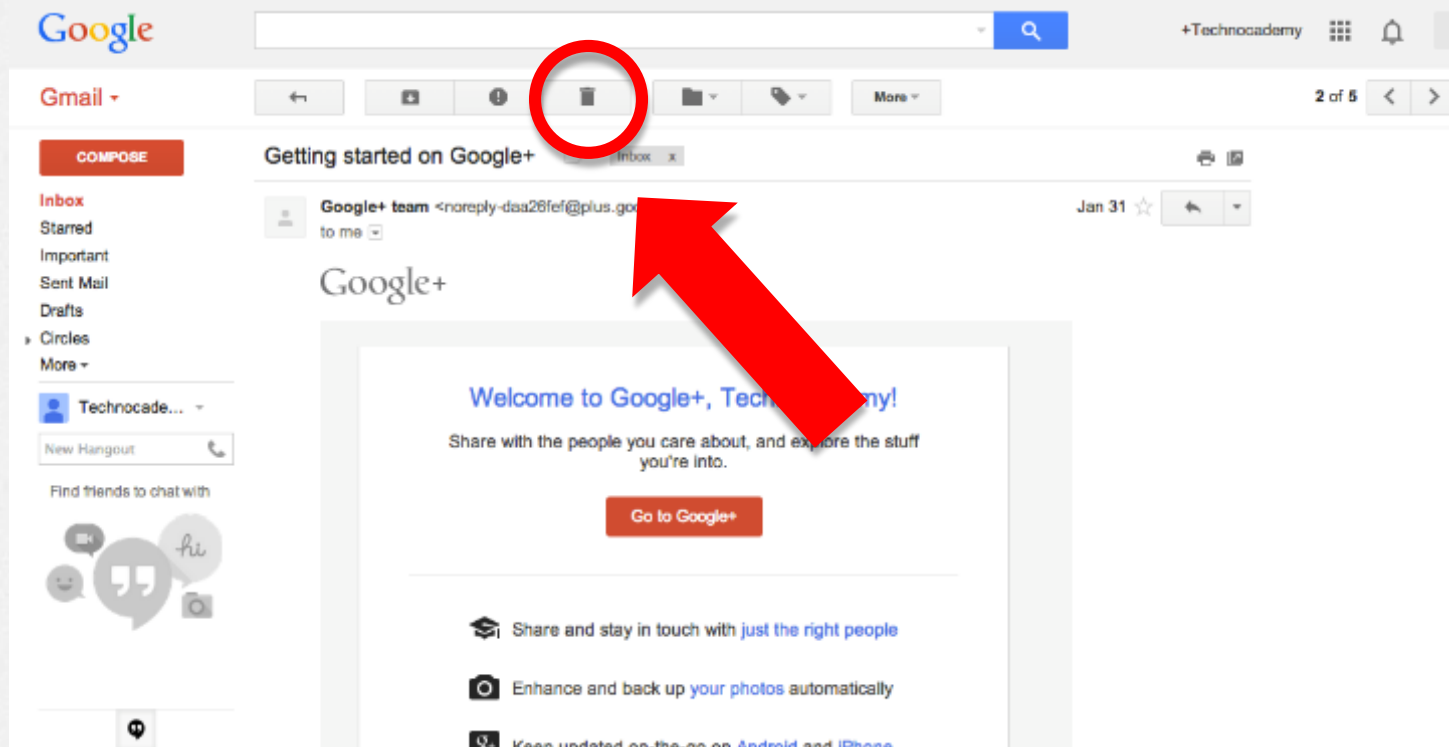
# Sending an Email – Picture of Example



# Junk Mail

- Sometimes, you will receive mail from some people who you do not want to look at, such as a company advertising to you.
- In these cases, open the message and then on the top, click on the box that looks like a trash can.
- This will remove the message from your inbox.

# Junk Mail – Picture of Deleting an Email



# Spam

- o Other times, you will receive mail from a person you do not know asking something from you.
  - o Example: “I need you to please give me your credit card number so I can save your bank account.”
- o **Never respond to these messages.**
- o These are people trying to lie to you and steal your money.
- o If you see one of these messages, delete it immediately.
- o A general rule of thumb: if you do not personally know the sender of the email, do not read it and delete it automatically.

# Questions?

- Any other questions about email?

# Thank you!

- If you ever have any questions regarding email or any other topics, please feel free to send an email to:

[technocademy@gmail.com](mailto:technocademy@gmail.com)



A presentation by...



# Image Sources (ordered by appearance)

- o <http://blog.spokeo.com/wp-content/uploads/2013/05/email-sticker.jpg>
- o <http://www.spontanea.com/wp-content/uploads/2011/10/email-advertising.jpg>