Module Two: Introduction to E-mail
Lesson Two: Using and Managing E-mail

Review of Lesson One

In lesson one, we learned that e-mail is **electronic mail** that can be sent quickly from computer to computer, and can be accessed anywhere as long as you have an internet connection. The **major e-mail providers** are Gmail, Yahoo! Mail, and Hotmail.

We also **compared e-mail to snail mail**, explained some of the **benefits of e-mail** (speed, ability to send attachments, no cost), the **disadvantages of e-mail** (junk mail, ads, and friendly spam), and we went over the things you shouldn’t use e-mail for.

Then we learned how to set up our own personal accounts!

*Can you remember some examples of what e-mail shouldn’t be used for?*

*Can you remember what friendly spam is?*

*Do you remember your Gmail username and password?*

In this lesson, we will learn how to use and manage the e-mail accounts that we set up last week. This will include composing and sending e-mail messages; receiving and reading e-mail messages, and deleting unwanted e-mails and marking junk mail.
Signing in to you Gmail account

Go to [www.gmail.com](http://www.gmail.com). Using the username and password that you created and wrote down last class, sign in to your e-mail. Remember to enter your username followed directly by @gmail.com.

Example: Carl.Smith@gmail.com

After entering your username and password, you will be taken to your inbox. As mentioned in the last lesson, the Gmail and Google team has sent you your first e-mails. Also notice that along the left hand side of the screen is a red “Compose” button, with the Inbox, Starred, Important, Sent Mail, and Drafts.

- **Compose**: this is the button you use to create a new message.
- **Inbox**: where all your receive messages are stored, whether they are read or unread. The number to the right of the inbox reflects how many unread (new) messages you have in your inbox.
- **Sent Mail**: this tab keeps track of all the messages you have sent and to whom they have been sent.
• **Drafts:** If you begin writing an e-mail and can’t finish it, you can save it in drafts to be completed later.

**Composing and Sending E-mails**

To begin, left click on the red compose button. A blank compose screen will appear.

**“New Message”**

Like internet browsers, this screen can be minimized, maximized, and closed using the symbols in the green box in the figure at left.

**To:** this is the box where you type the e-mail address of the person or organization who you want to receive your message. Remember to enter the full e-mail address. You can send a message to more than one person by putting multiple e-mail addresses in the “To” box and separating them with a comma and a space.

**Example:** janedoe@hotmail.com; olivertwist@uwec.edu

**Subject:** in this box, you may choose to enter a brief summary of the information you are enclosing in your message.

**Example:** “Pool party this Saturday!” or “history project.”

**Cc:** located in the red box in the image at left, Cc stands for carbon copy. After selecting Cc, you will then enter the e-mail address of the person you want “copied” in your message. Your message will be visible to this person, and the person that your e-mail message is addressed to will know who is Cc’ed.

**Bcc:** This stands for blind carbon copy. That means that whoever you Bcc will be able to read your message, but the person receiving the e-mail will
not know someone is Cc’ed. Cc and Bcc are not necessary and are often only used for formal communication.

Now that the primary and secondary recipients of the e-mail and the subject have been entered, you can begin compiling your e-mail. This message goes in the large box below the subject box.

**A good format to follow for writing e-mails is:**

*Greeting (“Hello,” “Hi,” or “To Whom It May Concern”)*

*Main message, broken up into paragraphs if necessary.*

*Closing*

*Your e-mail signature*

Along the bottom of the message screen is a tab with a variety of options. In the figure above, the text option is expanded. This allows you to bold, italicize, underline, or change the color of what you are typing, along with a variety of other options.

You can also use this tab to add attachments, share files within Google Drive, and add photos, links, and emoticons.

Here is an example of a completed e-mail.
When you have finished composing your message, all you need to do is left click “Send.” Your e-mail should arrive at its destination within a matter of seconds!