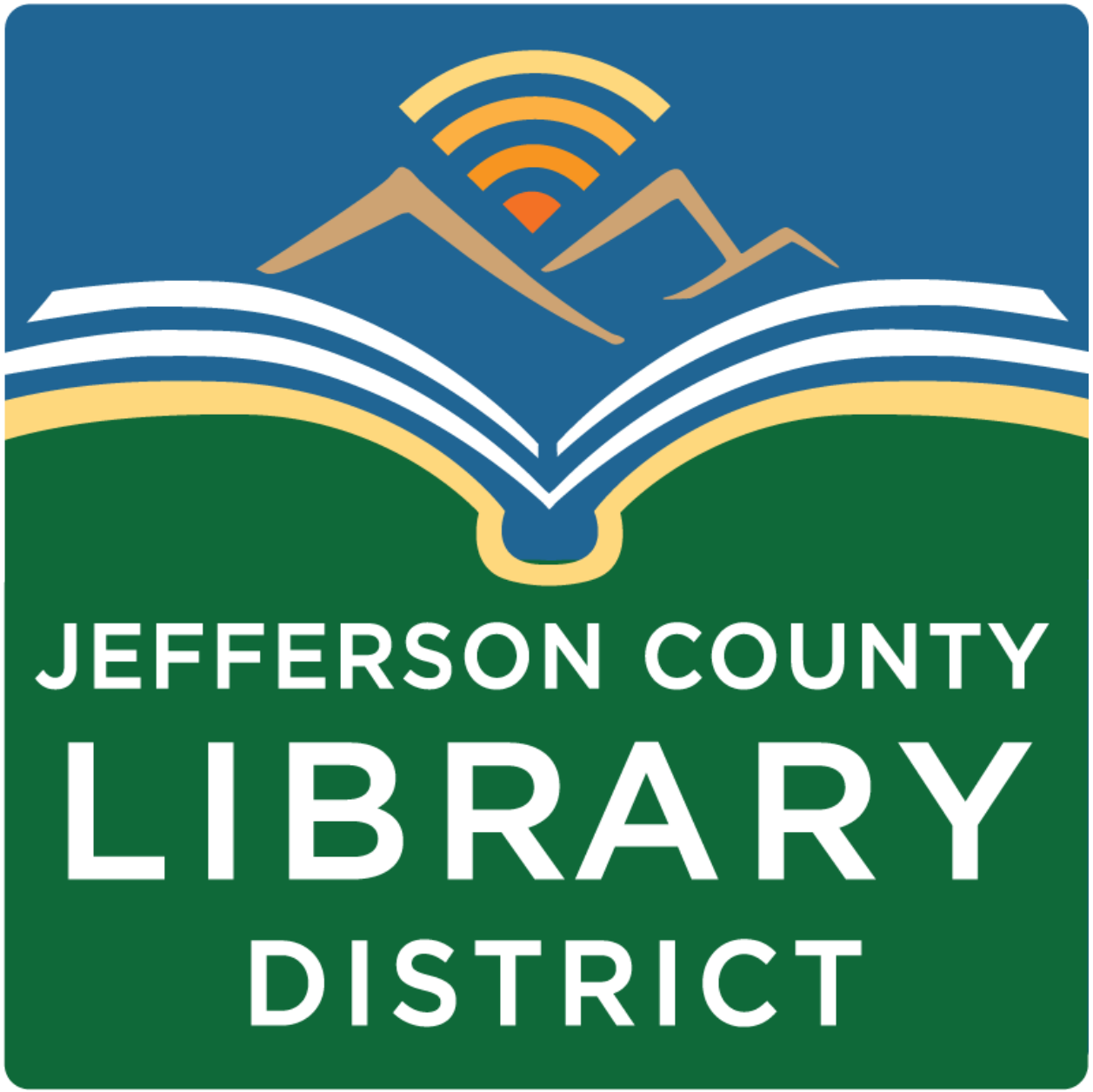
# Email Basics



# Tech Tuesdays

- **April 9** – Your Microsoft Account
- **Time:** 3:00 – 4:30 pm
- **Description:** Learn how to sign-up for a Microsoft account and services included.

# Intro to Excel

- **Date:** April 25
- **Time:** 4:00 – 5:30 pm
- **Description:** Learn how to create a basic budget spreadsheet in this introduction to Microsoft Excel class. Laptops available.

# Course Schedule

**Dates and Titles**

April 12 – File Management
April 19 – Staying Safe Online
April 26 - Settings

**Times**

Fridays,
2:00 – 3:30 pm

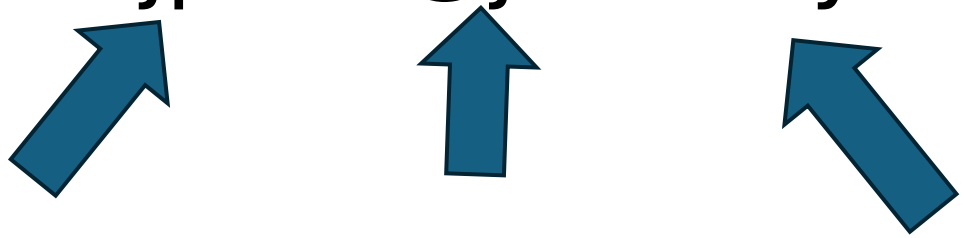
# Objectives

- Email address vs. Web addresses
- Inbox layout
- Composition etiquette
- Reply, Reply All, and Forward
- Attachments
- Organization

# Email addresses

An email address has 3 sections:

jpena@jclibrary.info

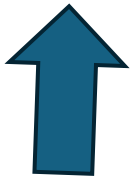


**Username** **@ Symbol** **Website**

# Email vs Web addresses

**Website:**

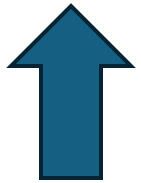
Jclibrary.info



**No @ Symbol**

**Email:**

jpena@jclibrary.info



**@ Symbol**

# Quiz

What is wrong with these email addresses?

1. marya_mohamed.gmail.com
2. stevejohnson16@yahoo
3. kimeunju95@outlookcom

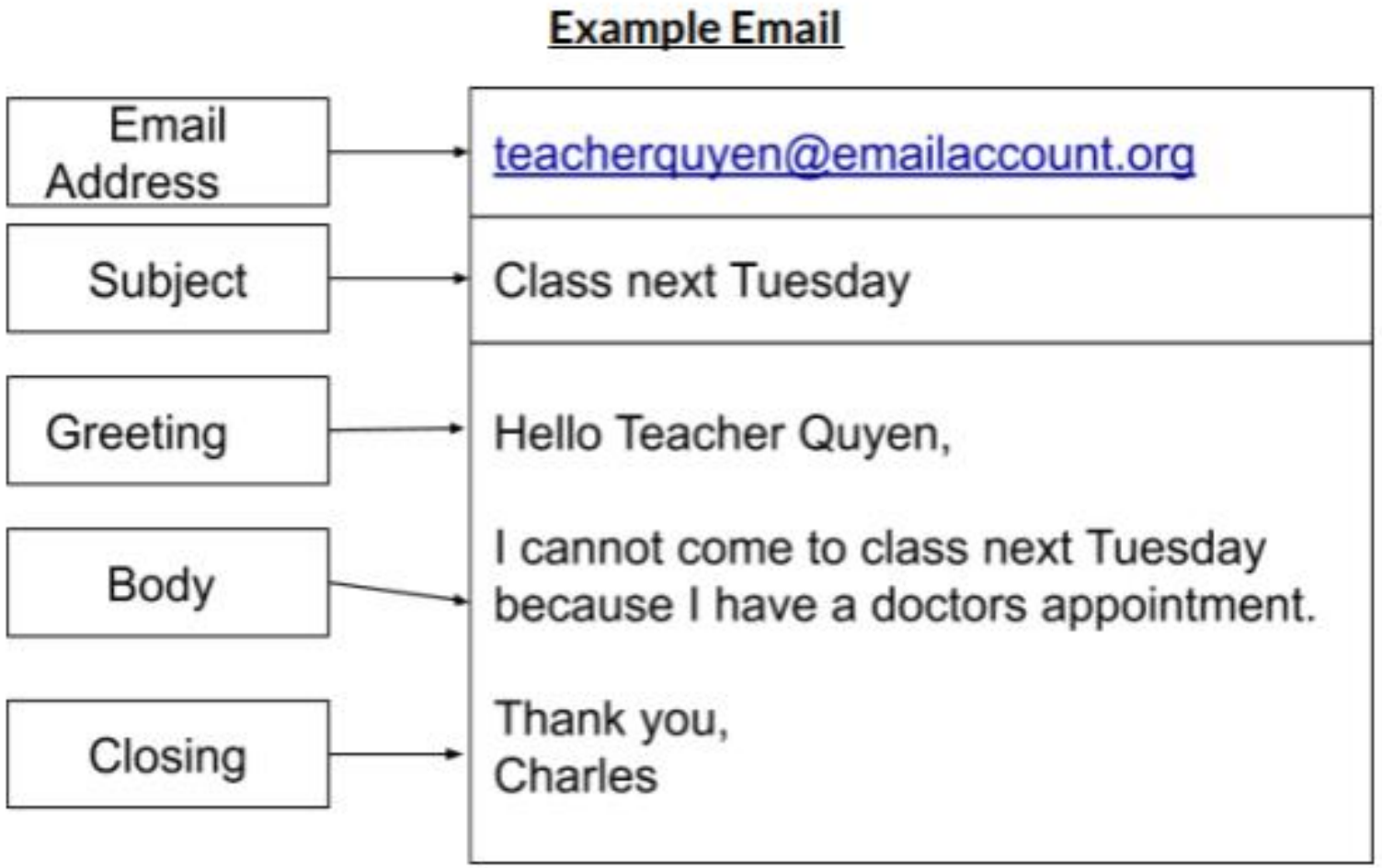
# Quiz

Email or web address?

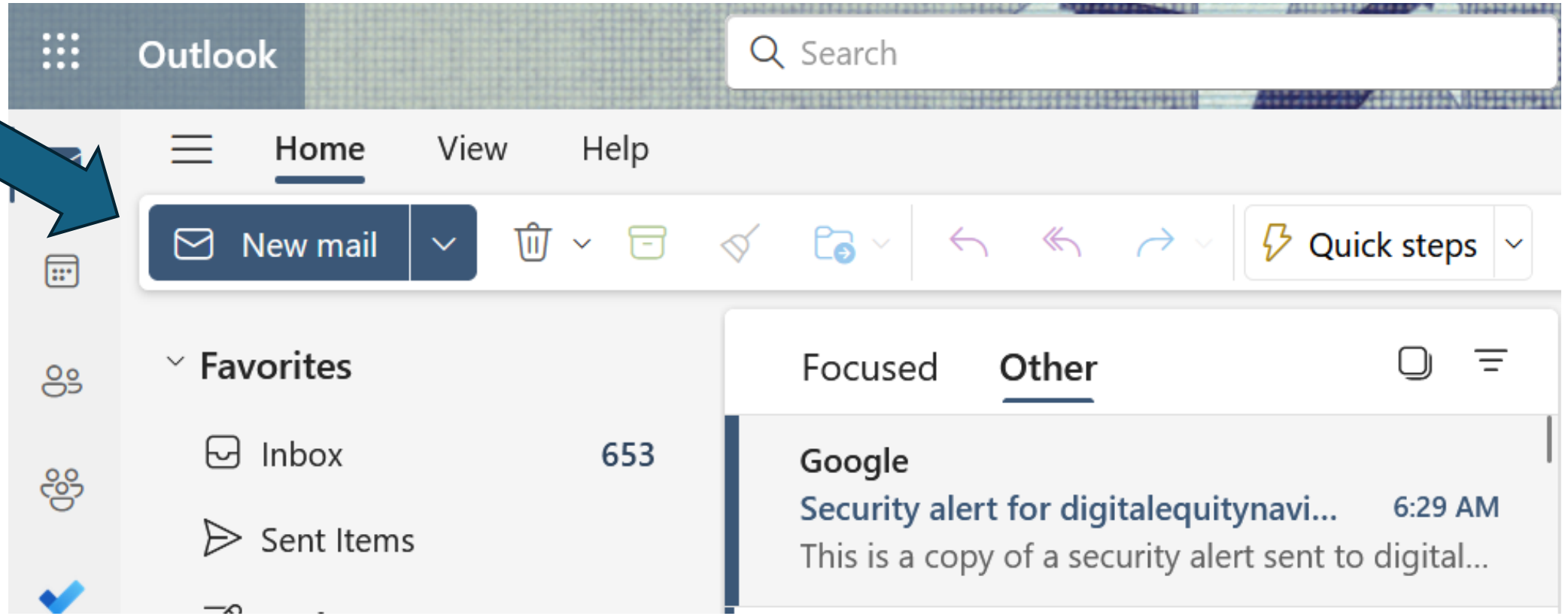
1. www.amazon.com
2. h.weston72@yahoo.com
3. support@amazon.com
4. ebay.com
5. www.gmail.com

# Composition of an Email

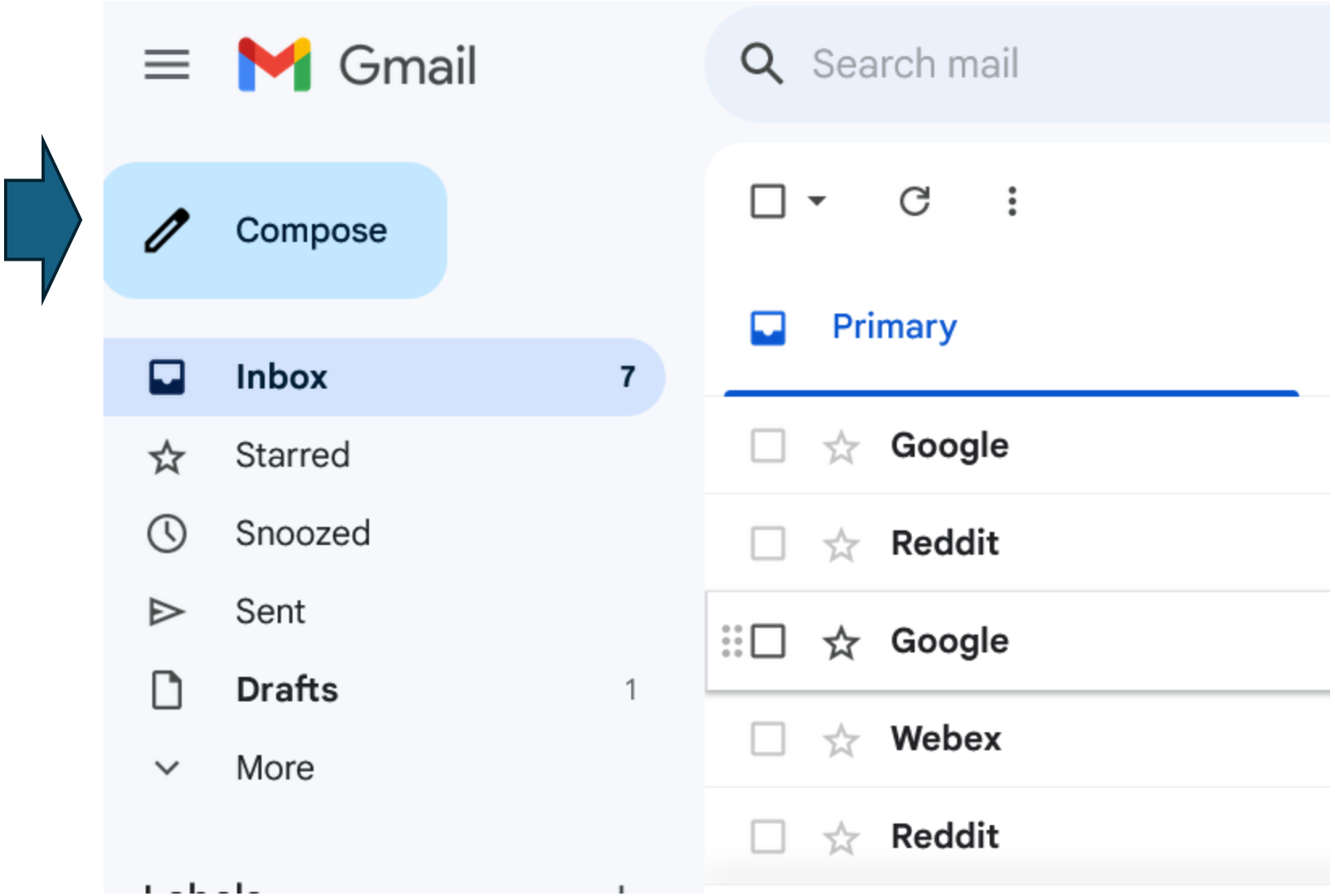
Reference A



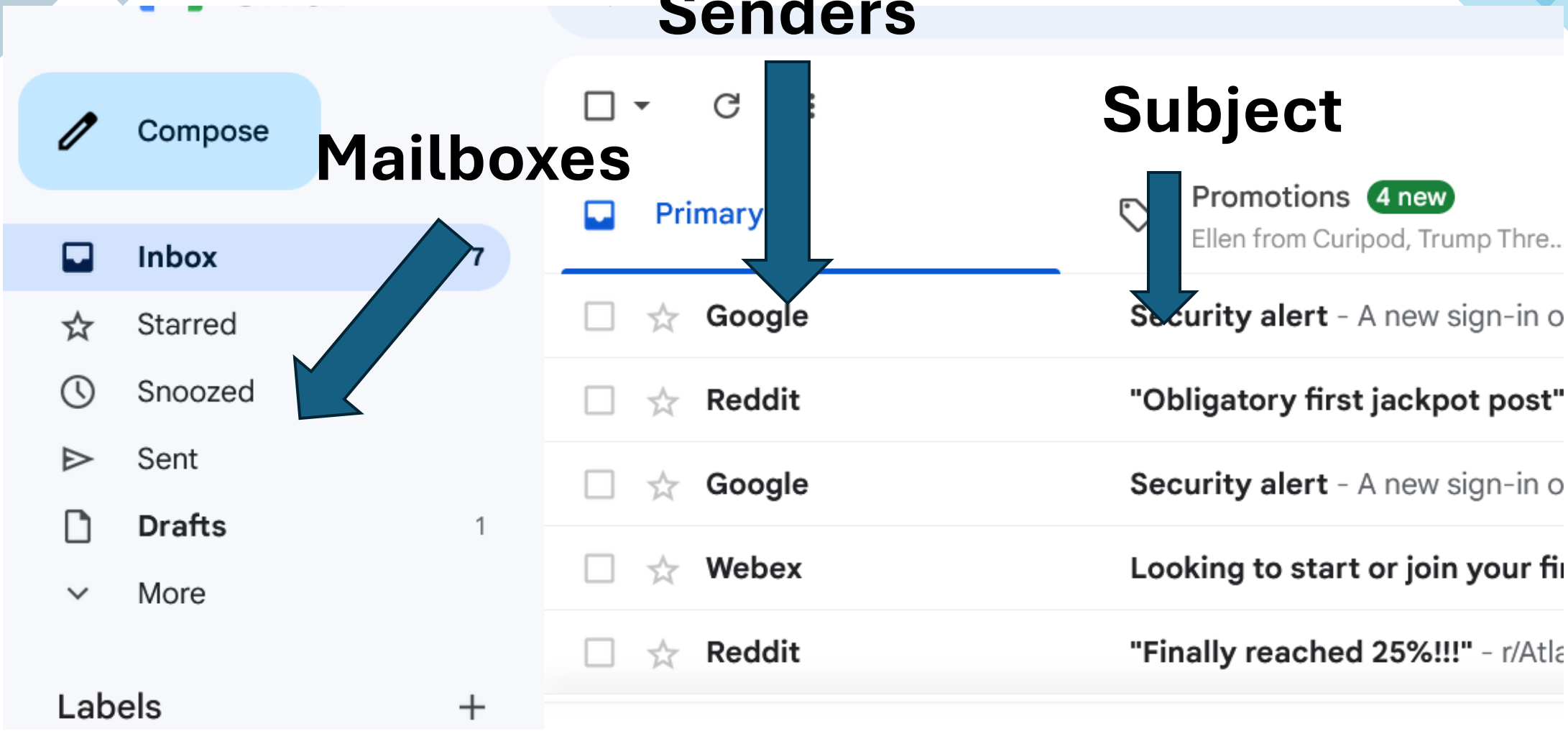
# Composing an Email



# Composing an Email



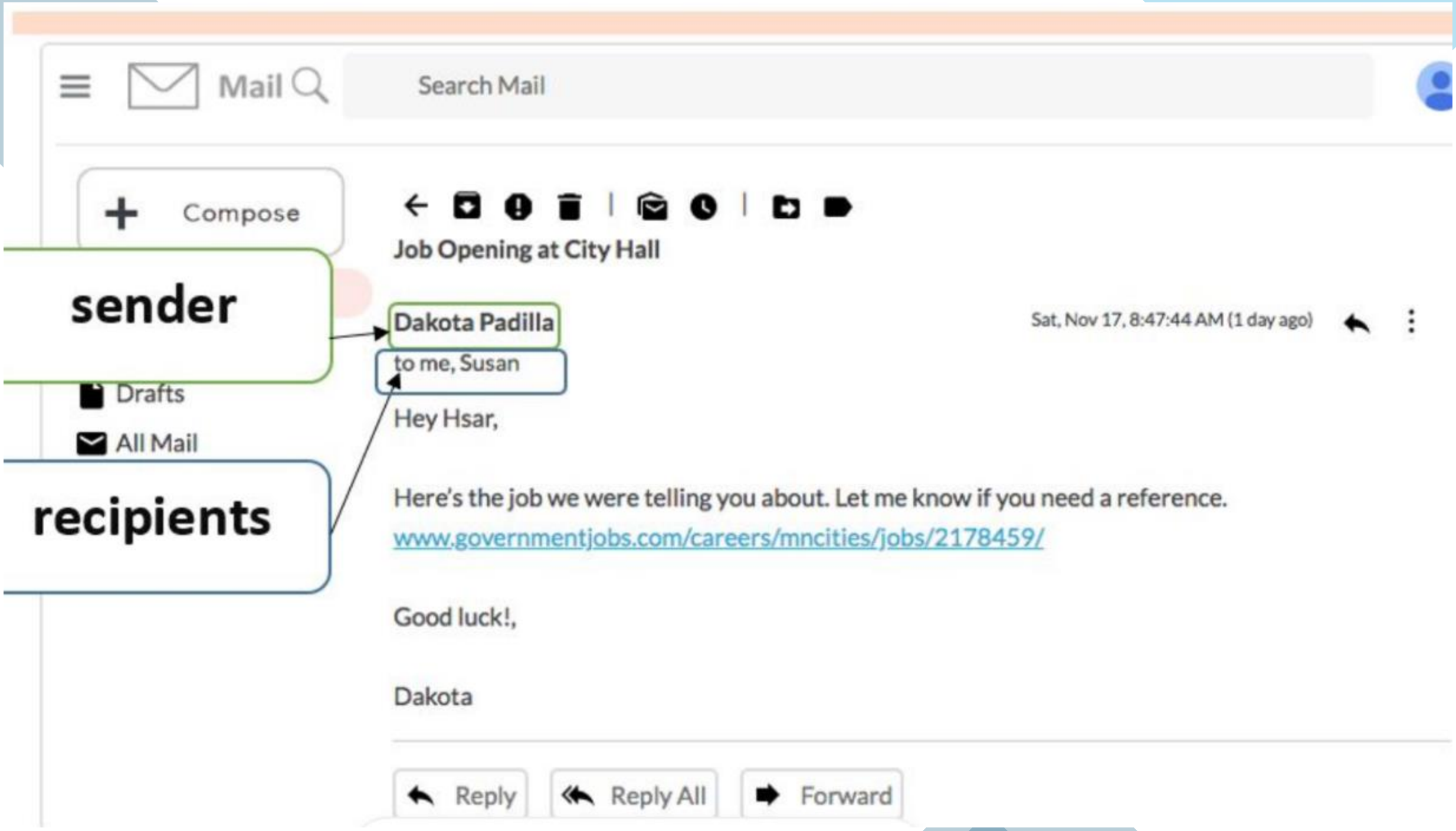
# Inbox




Senders

Mailboxes

Subject


Mail
Search Mail
Compose
sender
recipients
Drafts
All Mail
Job Opening at City Hall
Dakota Padilla
to me, Susan
Sat, Nov 17, 8:47:44 AM (1 day ago)
Hey Hsar,
Here's the job we were telling you about. Let me know if you need a reference.
www.governmentjobs.com/careers/mncities/jobs/2178459/
Good luck!,
Dakota
Reply
Reply All
Forward

# Reply, Reply All, Forward

Reply – begins a response to the sender.

Reply All – begins a response to everyone who received the email.

Forward – use this when you want to forward an email to someone who didn't receive the email.

# Reply, Reply All, Forward

**Reply** – send an email to one you received.

**Reply All** – send an email to everyone who received an email.

**Forward** – forward an email to someone who didn't receive an email.

# Examples

**Email One**

Dear Class,
Someone left a large red coat in the lunchroom. If the coat is yours, please respond to this email so we can give it back to you.
Thank you,
Principal

**REPLY or REPLY ALL?**

# Examples

**Email Two**

Hello Javier, Mai, and Tom,
We need to meet to work on our project. Can you meet this weekend? What time can you meet?
Thanks,
Hsar

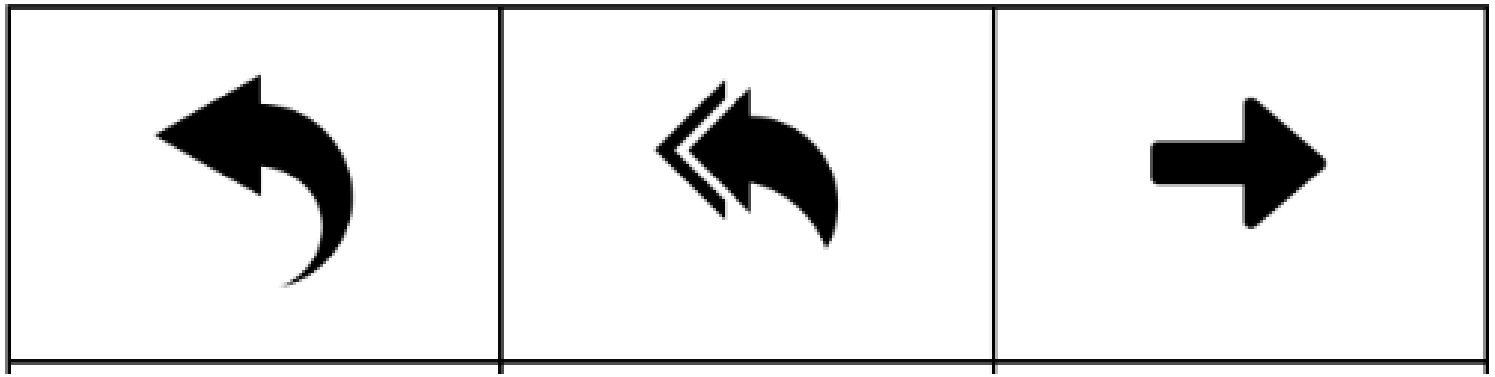
**REPLY or REPLY ALL?**

# Examples

Hello Class,
We will have a test next week. Please email me if you need help studying.
Sincerely,
Teacher

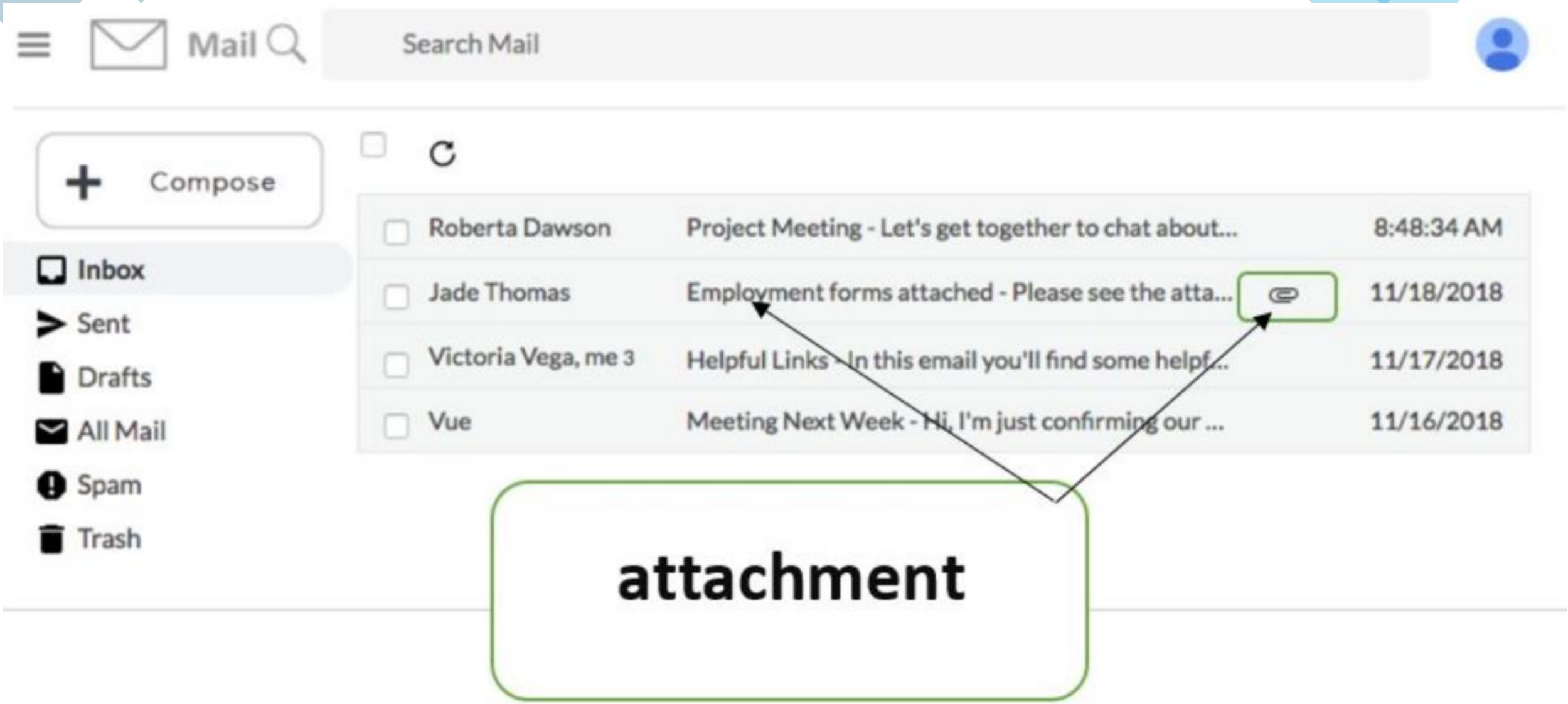
**REPLY or REPLY ALL?**

# Quiz



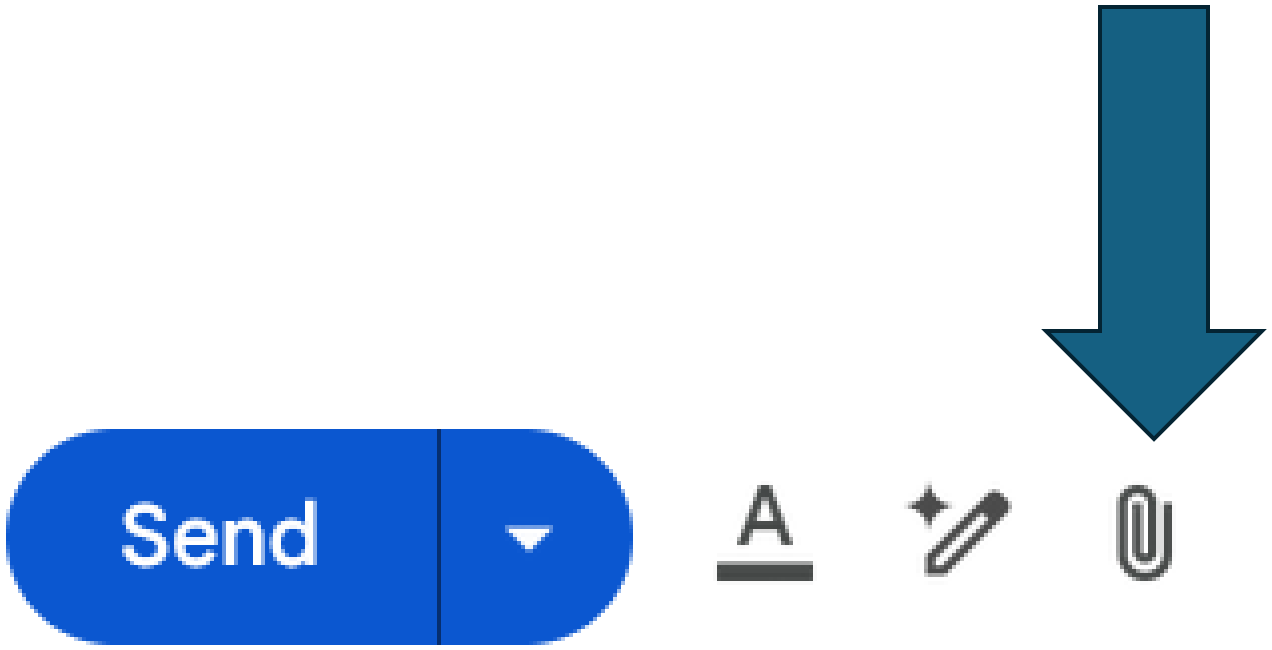
What does each of these arrows mean?

# Attachments



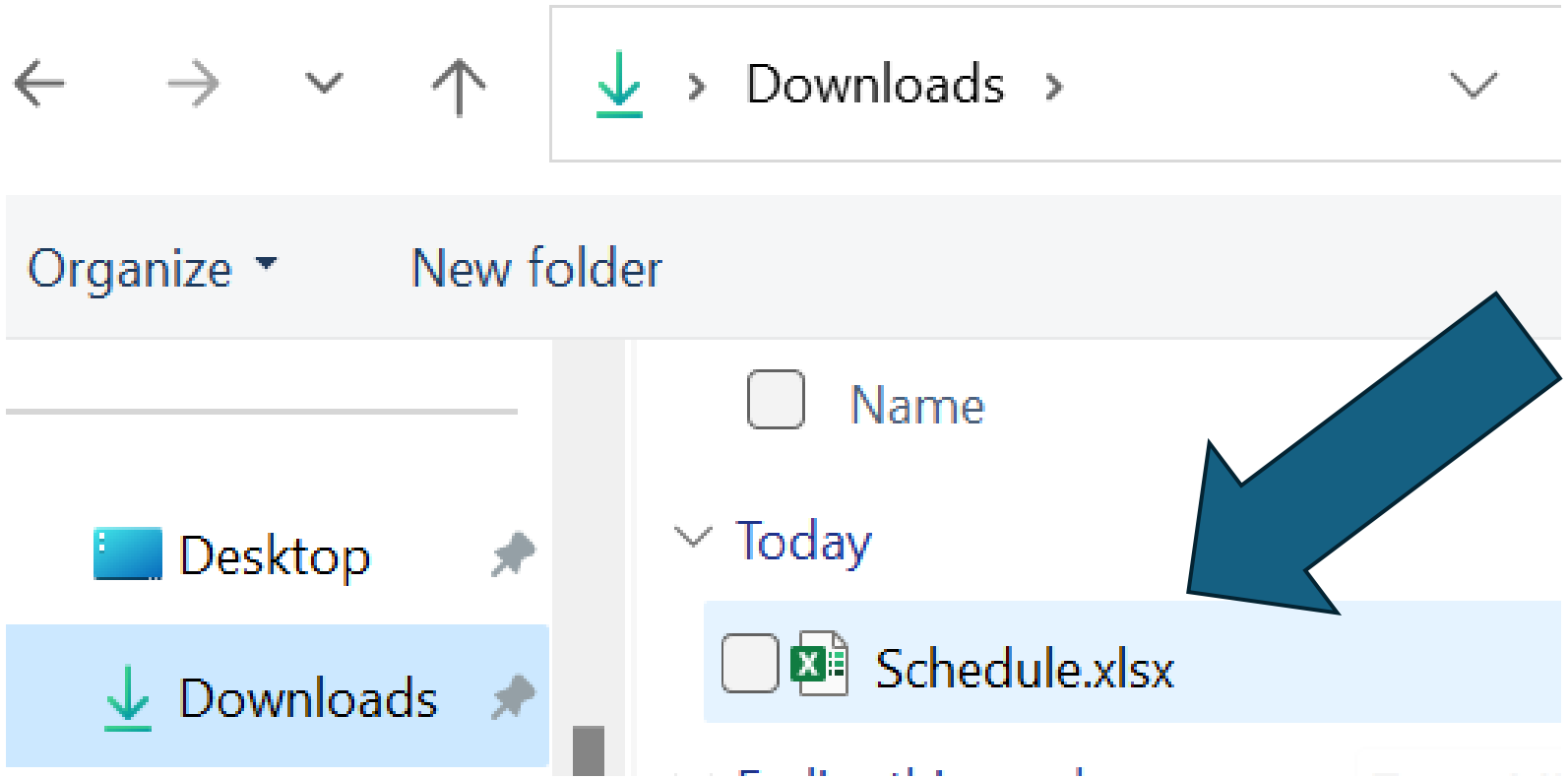
# Attachments

To attach a file, click on the paperclip icon.



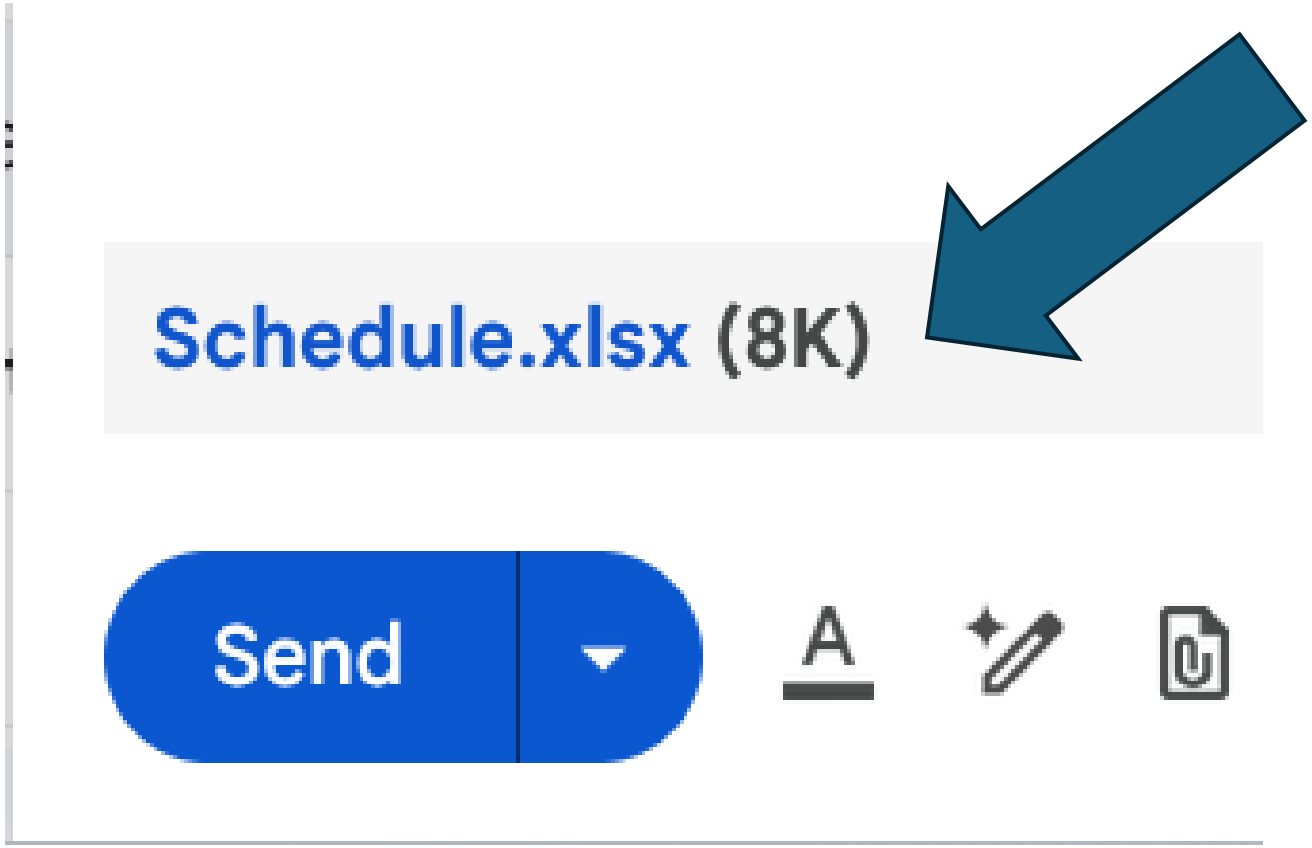
# Attachments

Select the file to attach.



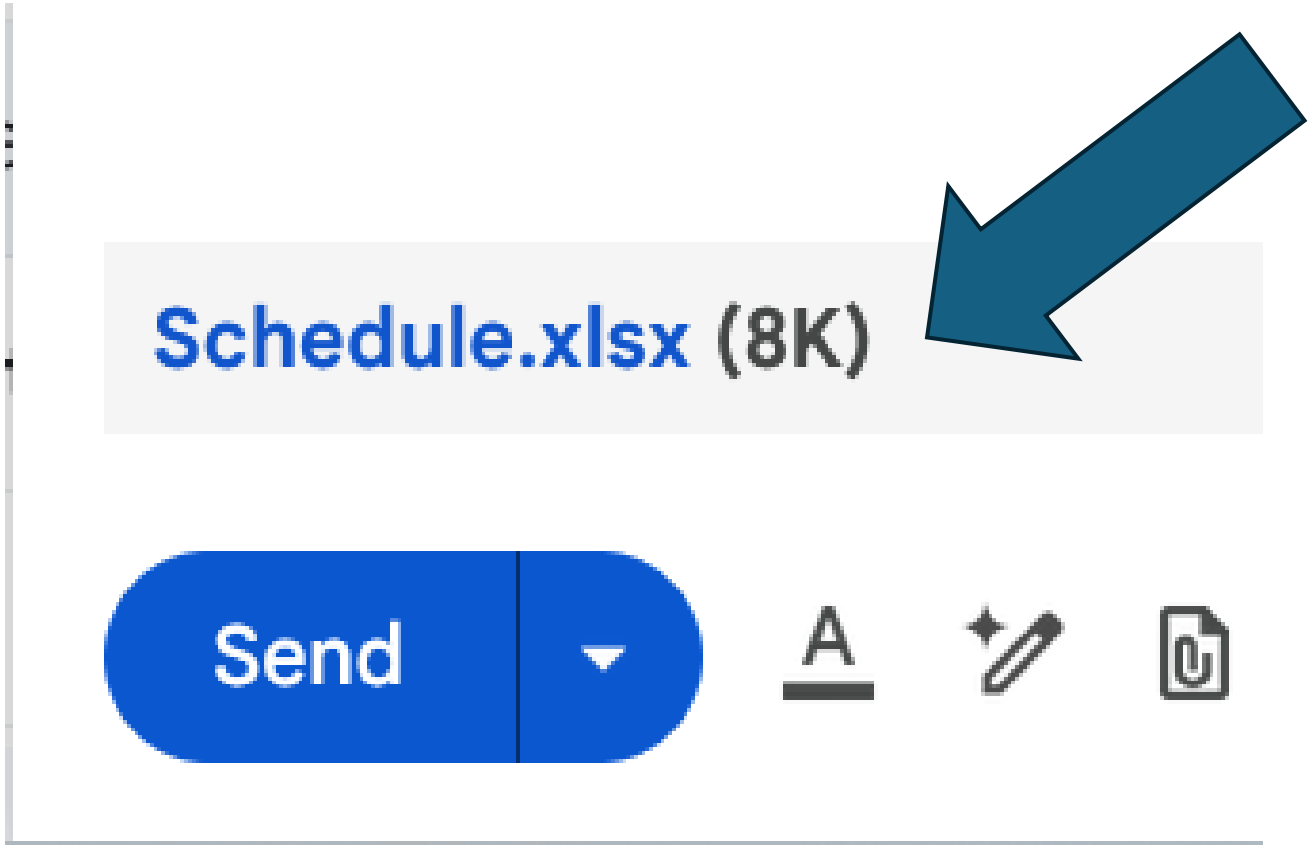
# Attachments

The file is now attached to the email and ready to be sent.



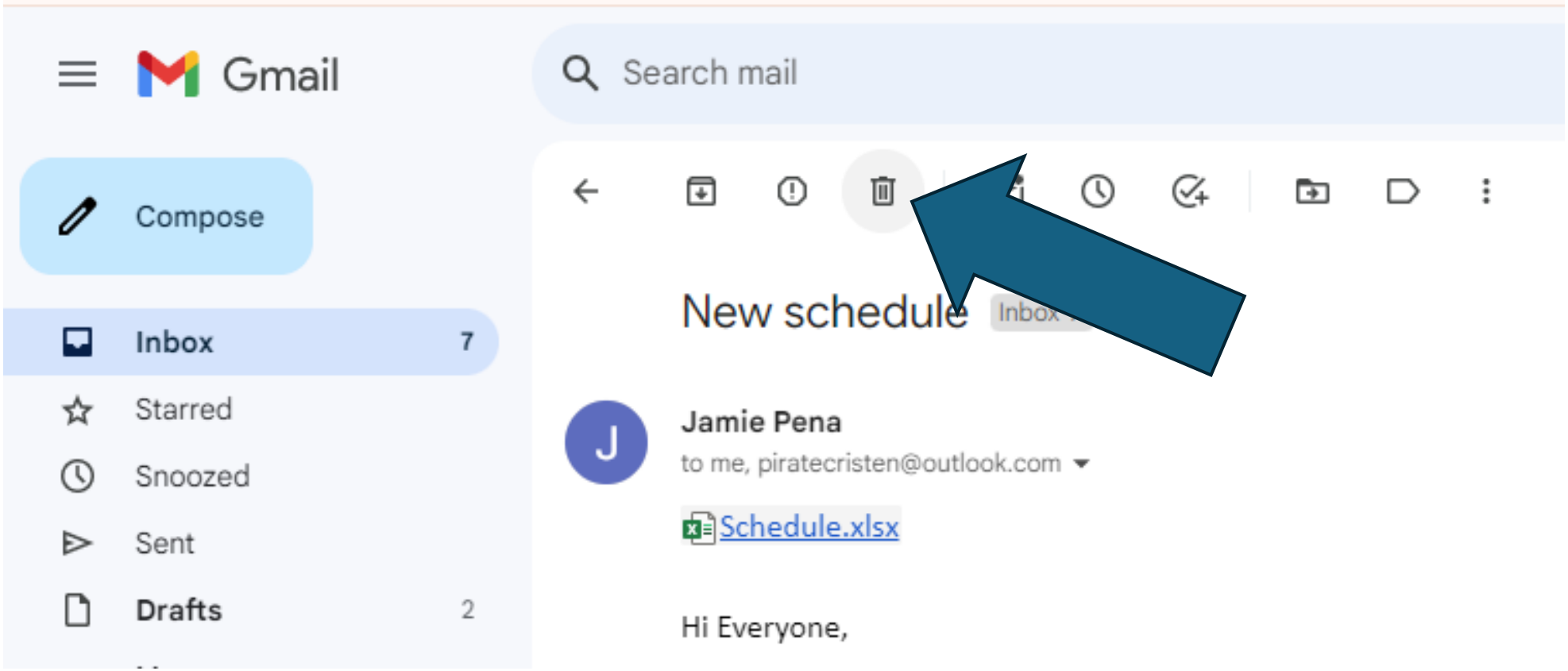
# Attachments

The file is now attached to the email and ready to be sent.



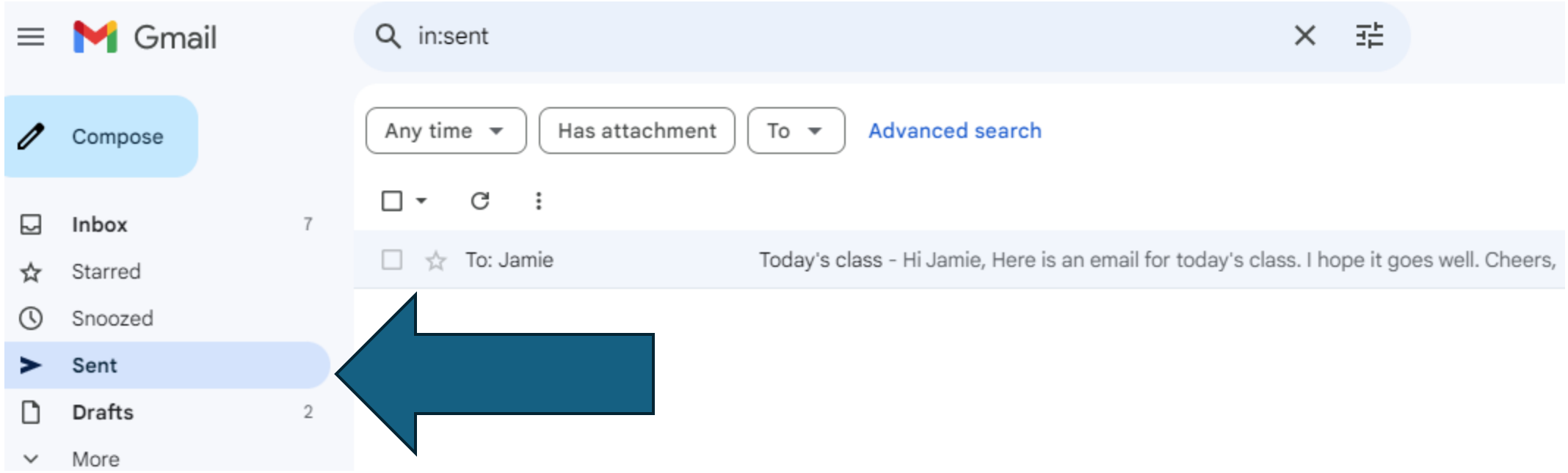
# Delete

To delete an email, look for the trash can icon.



# Sent Mail

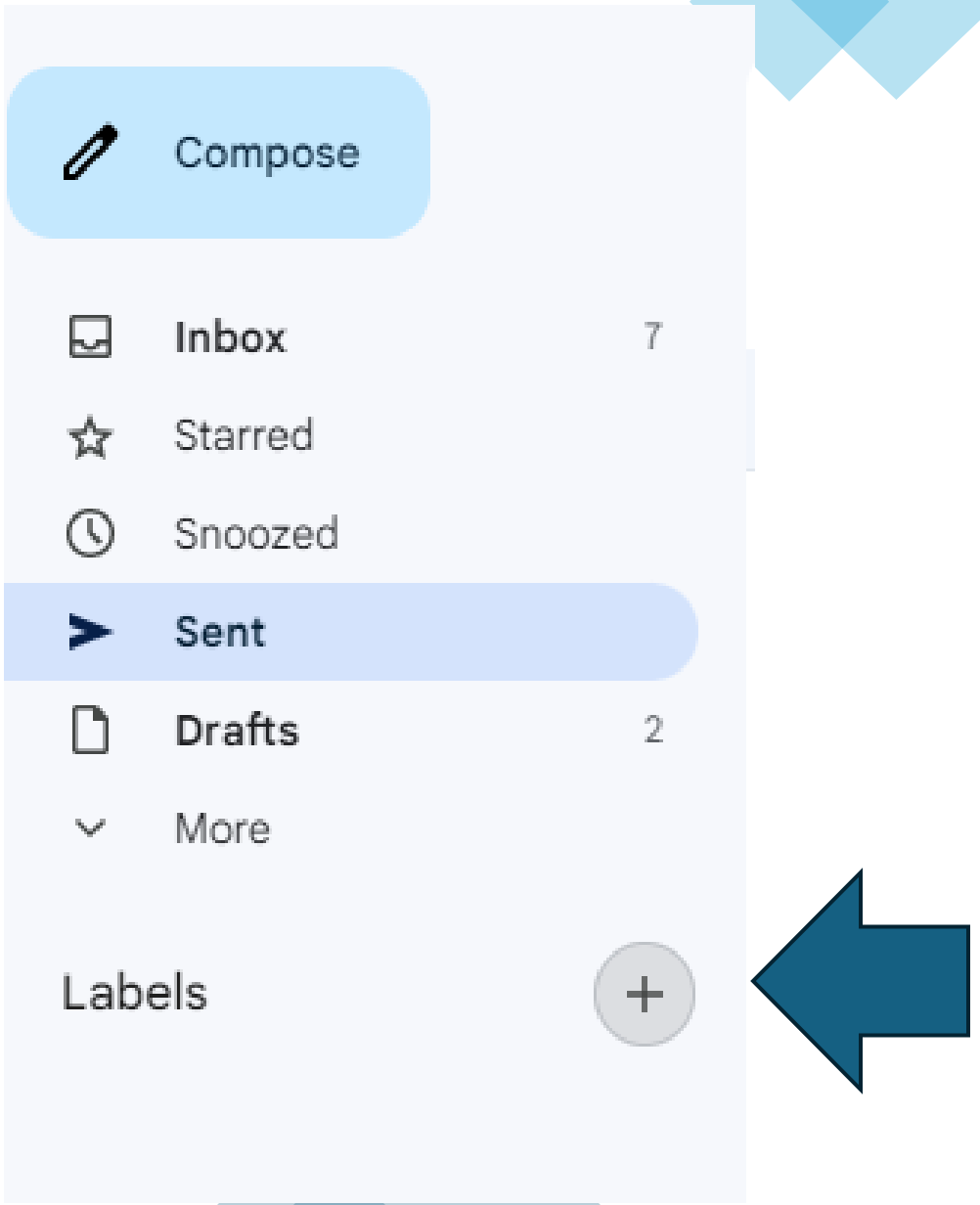
Use the Sent mailbox to find emails you have sent.



# Labels

Create folders to organize your email.

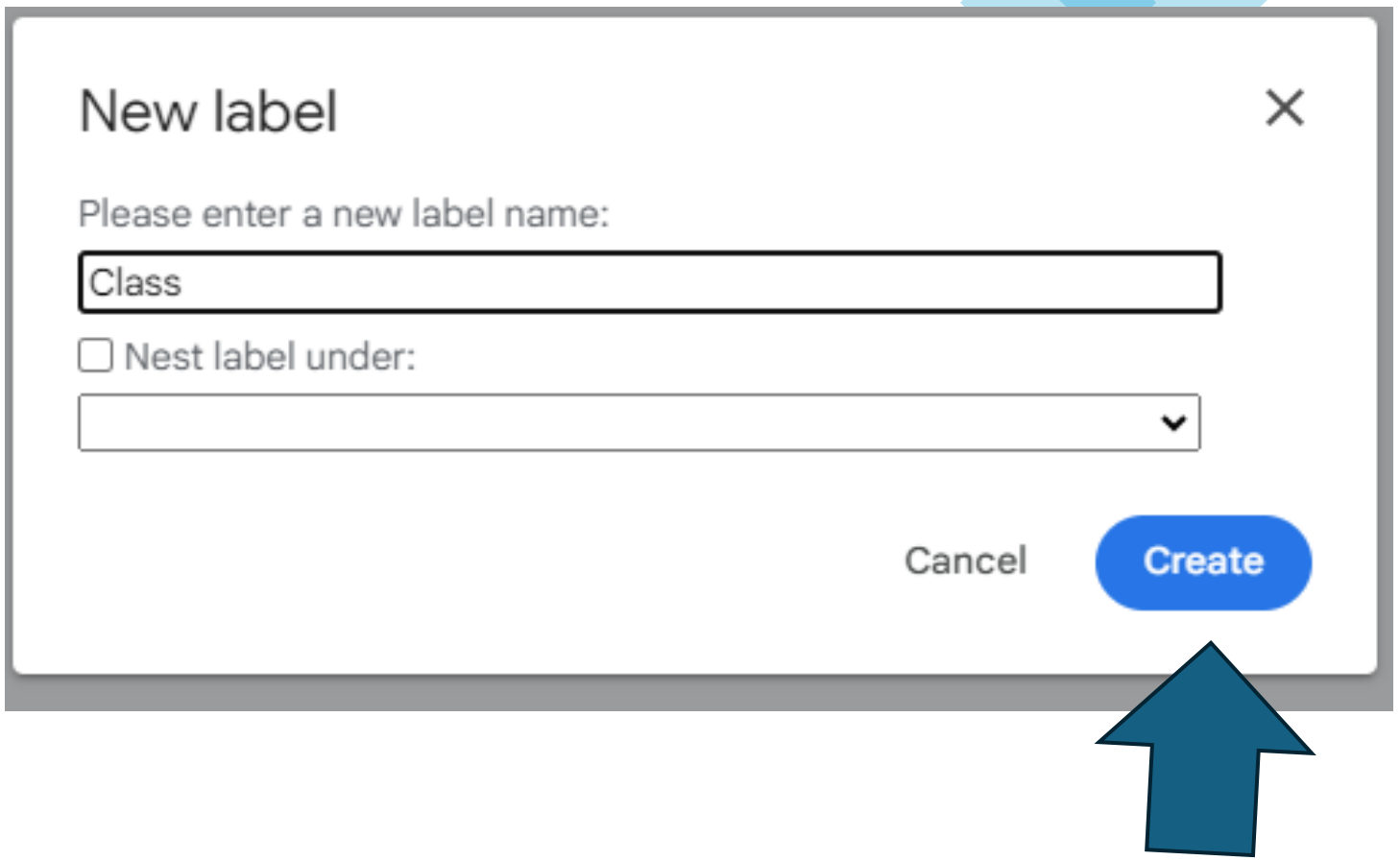
These are sometimes called labels, or mailboxes.



# Labels

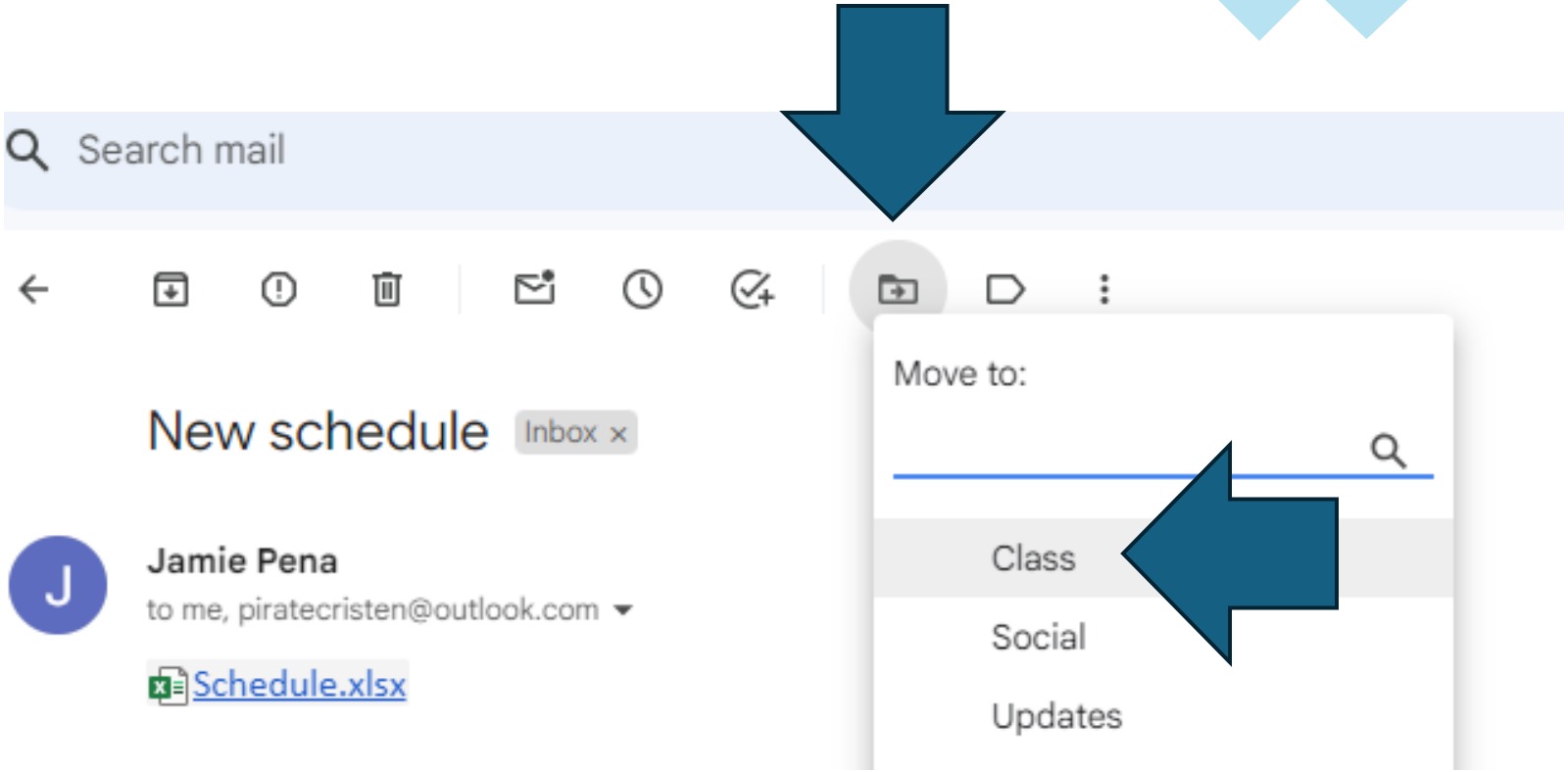
Give your label a name, "Class",

Click create.



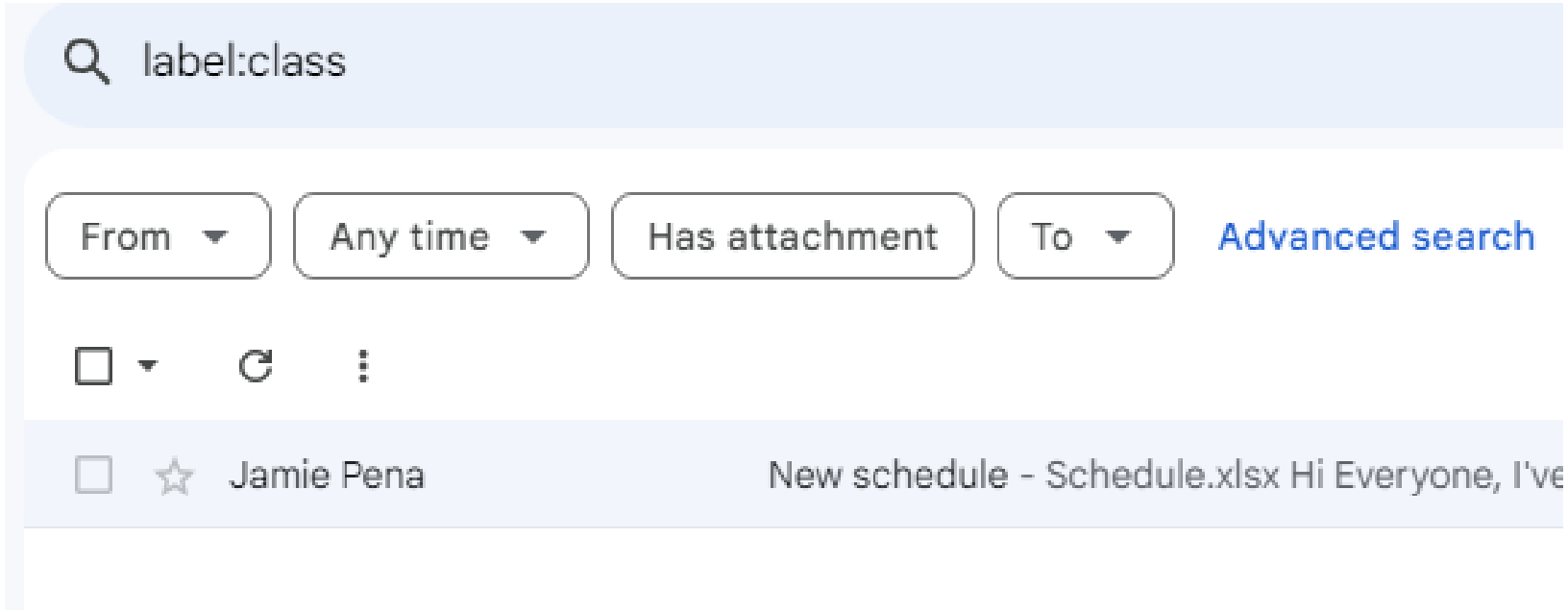
# Labels

Find the Move To icon and choose the label you want to move the email to.



# Labels

The email has been moved to the **Class** label and is no longer in the inbox.



# Northstar Digital Literacy

### Essential Computer Skills

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows
- Mac OS

### Essential Software Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

### Using Technology in Daily Life

- Social Media
- Information Literacy
- Career Search Skills
- Accessing Telehealth Appointments
- Your Digital Footprint
- Supporting K-12 Distance Learning

# Next Class

**File Management**
**Date: Friday, April 12**
**Time: 2:00 – 3:00 pm**

- Creating folders
- Moving files
- Using USB drives

JEFFERSON COUNTY LIBRARY DISTRICT

# Questions?

If you have questions about the topics covered in this presentation contact the Jefferson County Library District to schedule a One-on-One tech help appointment.

**360-385-6544**

information@jclibrary.info