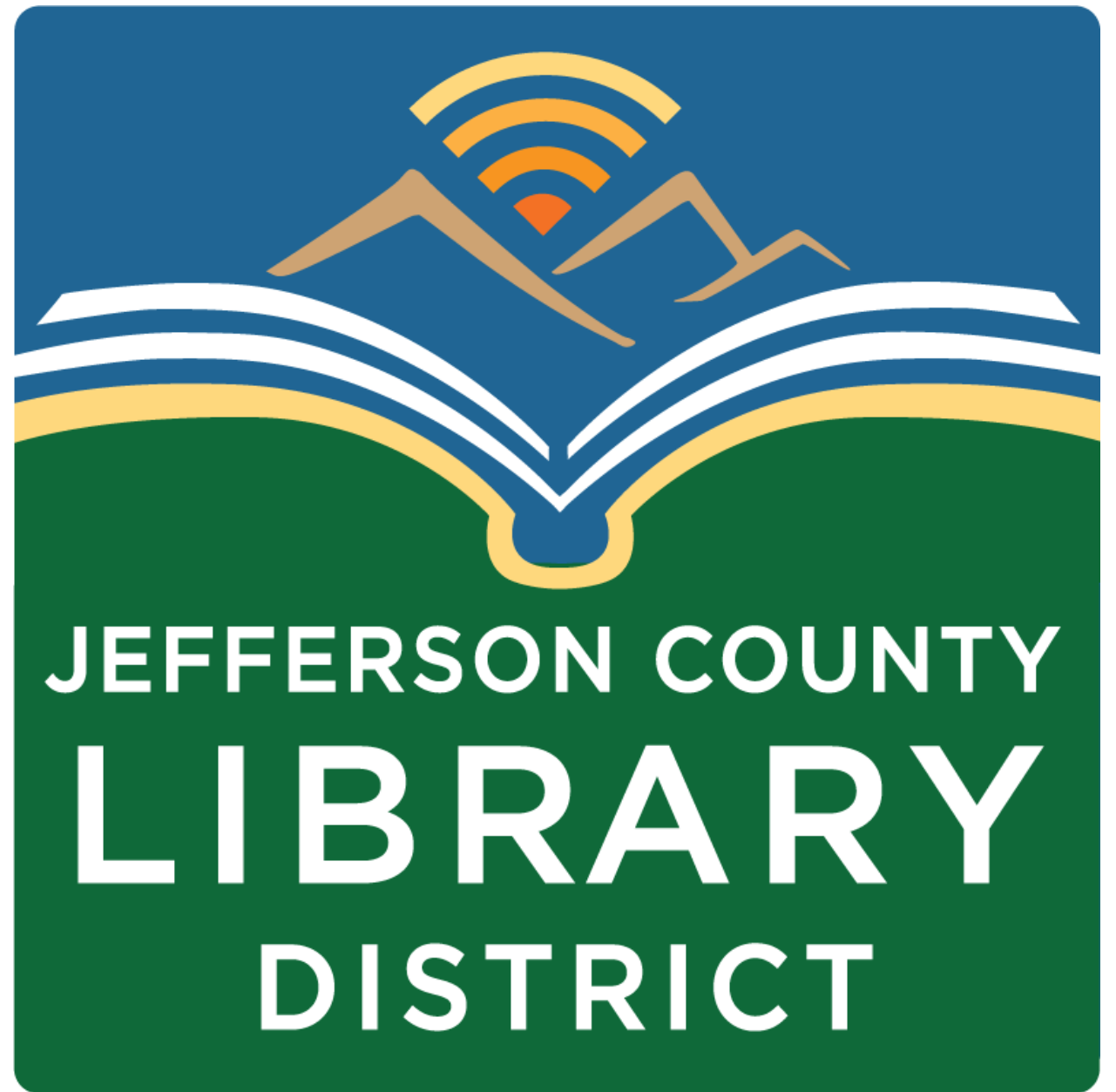


# Email Basics





# 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



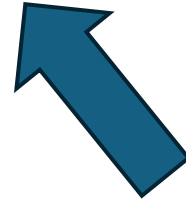
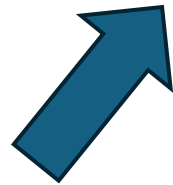
# Objectives

- 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

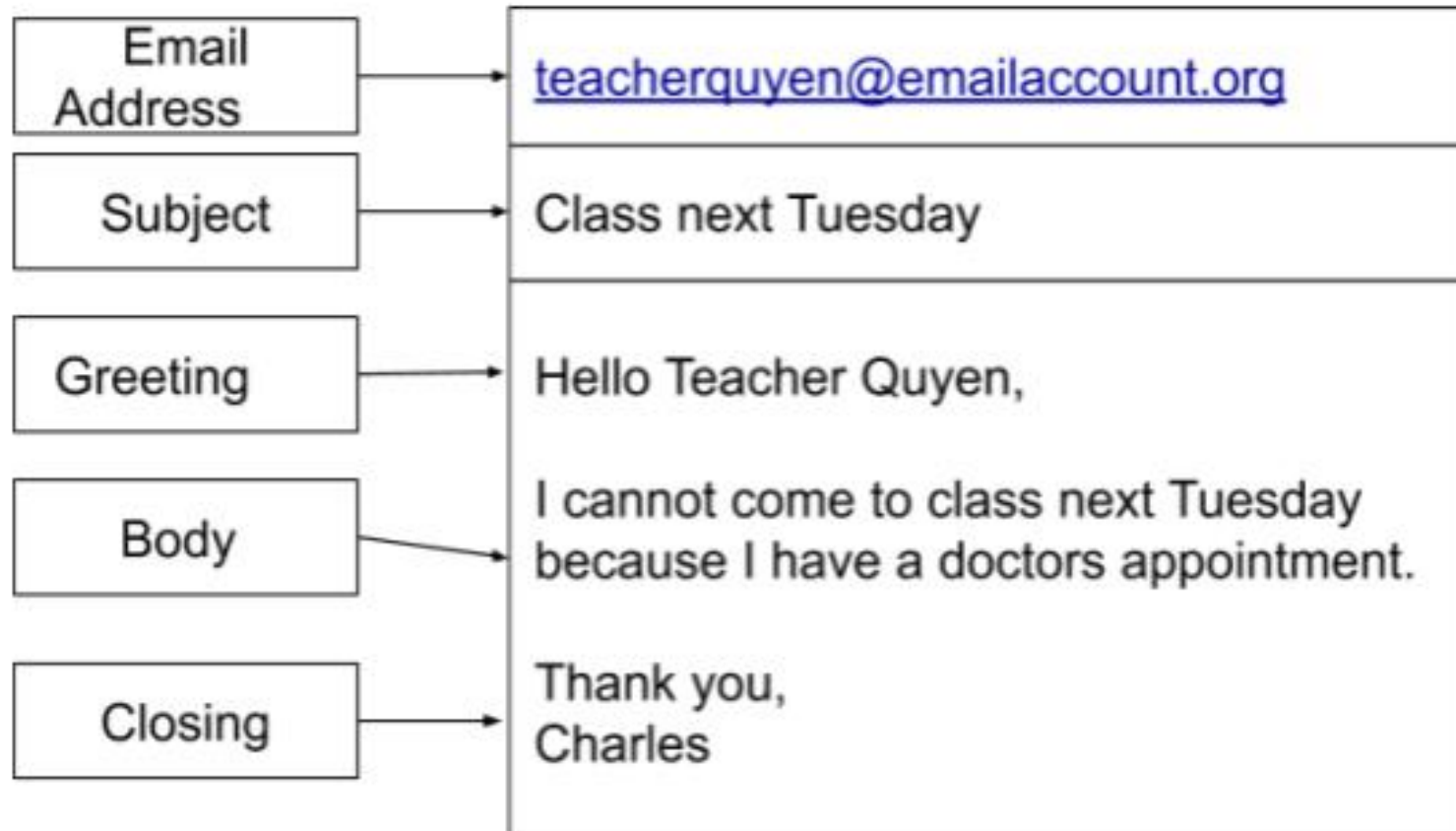
Email or web address?

1. [www.amazon.com](http://www.amazon.com)
2. [h.weston72@yahoo.com](mailto:h.weston72@yahoo.com)
3. [support@amazon.com](mailto:support@amazon.com)
4. [ebay.com](http://ebay.com)
5. [www.gmail.com](http://www.gmail.com)

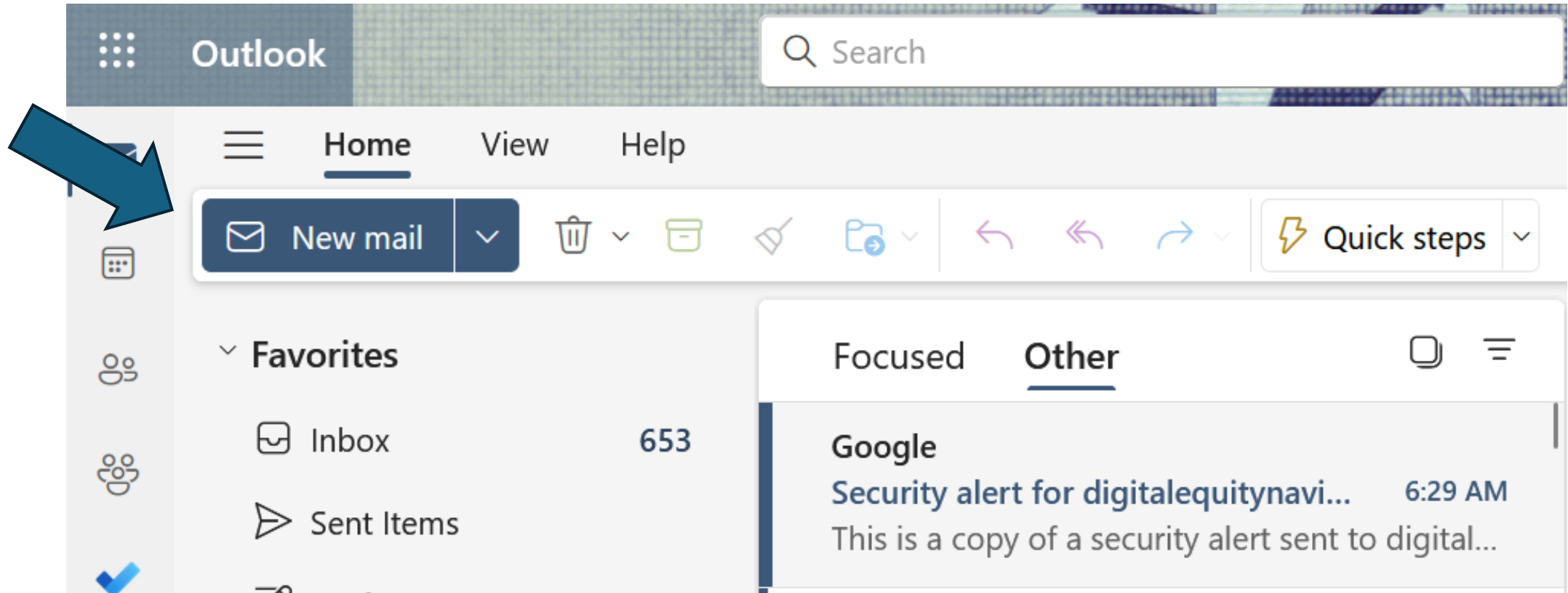
# Composition of an Email

Reference A

Example Email



# Composing an Email



# Composing an Email



The screenshot displays the Gmail web interface. On the left sidebar, the 'Compose' button is highlighted with a light blue background. Below it are the 'Inbox' (7), 'Starred', 'Snoozed', 'Sent', 'Drafts' (1), and 'More' options. The main content area shows the 'Primary' inbox with a search bar at the top and a list of emails from Google, Reddit, and Webex. The 'Compose' button is the primary focus of the image.

# Inbox

## Senders

## Subject

**Mailboxes**

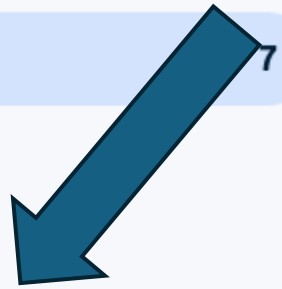
- Compose
- Inbox** 7
- Starred
- Snoozed
- Sent
- Drafts 1
- More

Labels +

Primary

<input type="checkbox"/>	Google	Security alert - A new sign-in o
<input type="checkbox"/>	Reddit	"Obligatory first jackpot post"
<input type="checkbox"/>	Google	Security alert - A new sign-in o
<input type="checkbox"/>	Webex	Looking to start or join your fi
<input type="checkbox"/>	Reddit	"Finally reached 25%!!!" - r/Atla

Promotions **4 new**  
Ellen from Curipod, Trump Thre..





+ Compose



### Job Opening at City Hall

Sat, Nov 17, 8:47:44 AM (1 day ago)



**sender**

Dakota Padilla

to me, Susan

Drafts

All Mail

**recipients**

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/](http://www.governmentjobs.com/careers/mncities/jobs/2178459/)

Good luck!,

Dakota

↩ Reply

↩↩ Reply All

➡ Forward

# Reply, Reply All, Forward

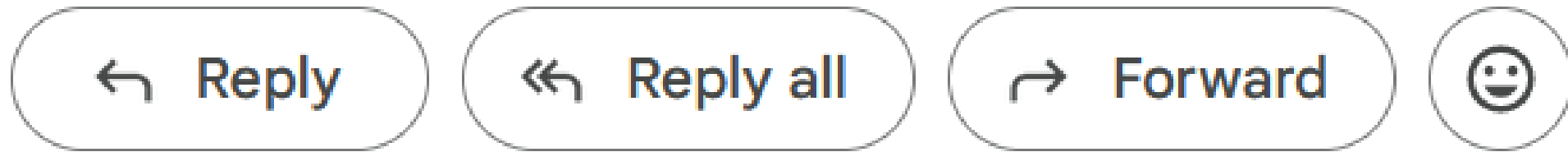


Reply – begins a response to the sender.

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?**

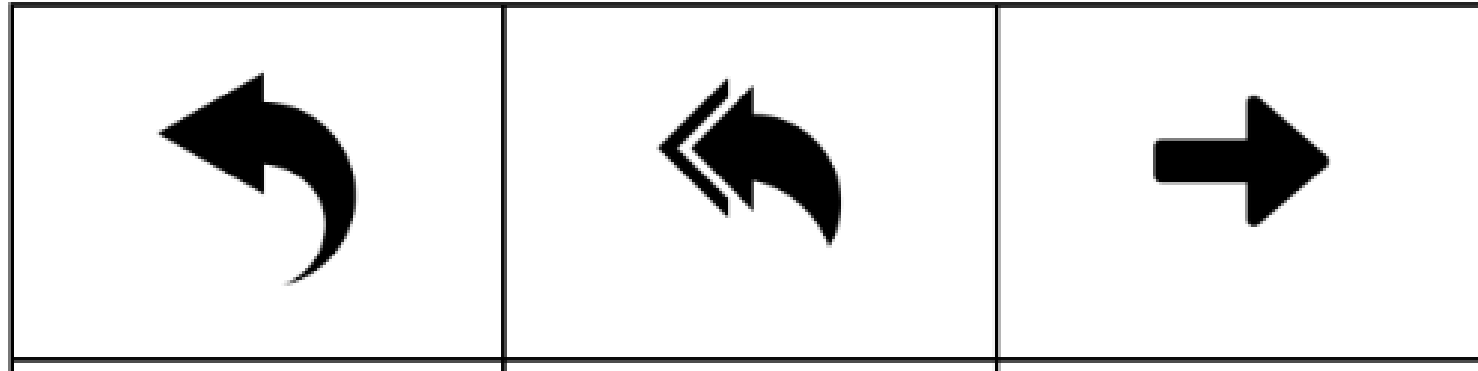
# Examples

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

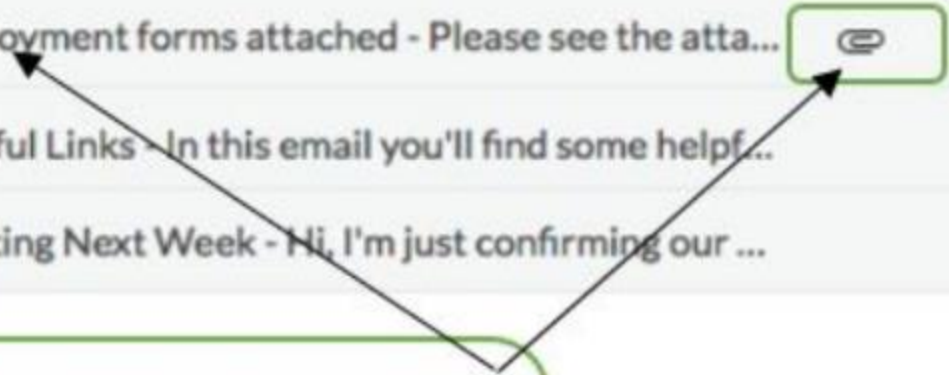
☰ Mail  

**+** Compose

- Inbox
- Sent
- Drafts
- All Mail
- Spam
- Trash

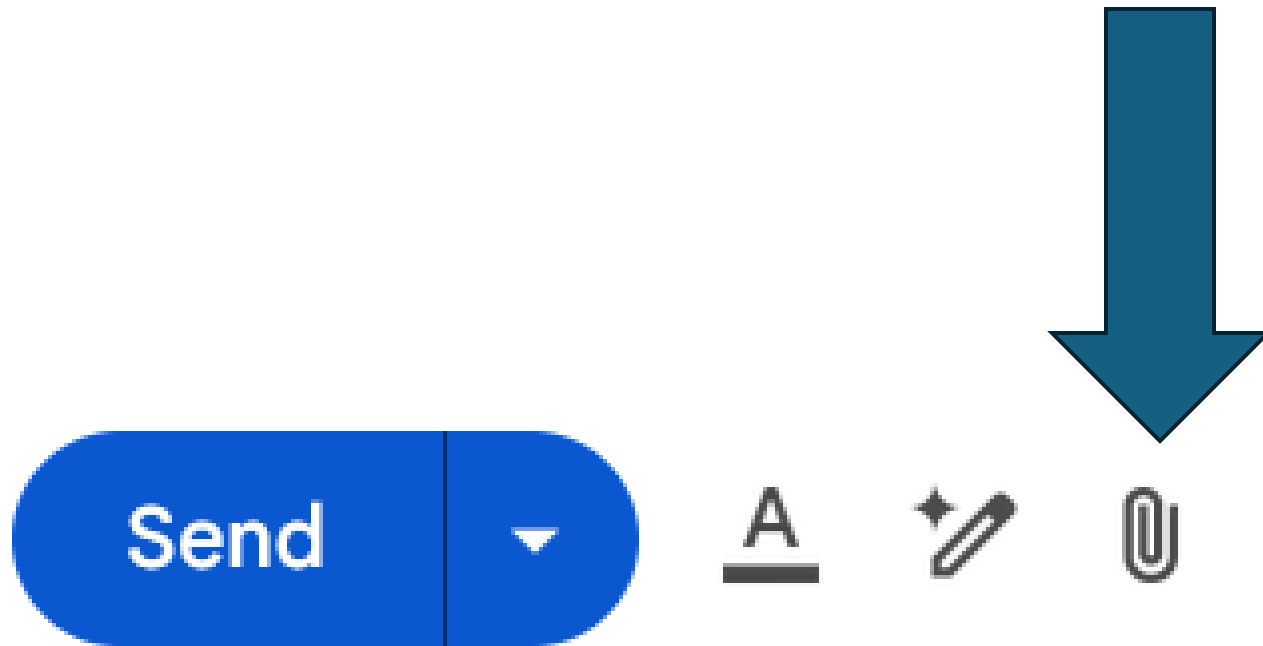
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Roberta Dawson	Project Meeting - Let's get together to chat about...	8:48:34 AM
<input type="checkbox"/>	Jade Thomas	Employment forms attached - Please see the atta...	11/18/2018
<input type="checkbox"/>	Victoria Vega, me 3	Helpful Links - In this email you'll find some helpf...	11/17/2018
<input type="checkbox"/>	Vue	Meeting Next Week - Hi, I'm just confirming our ...	11/16/2018

**attachment**



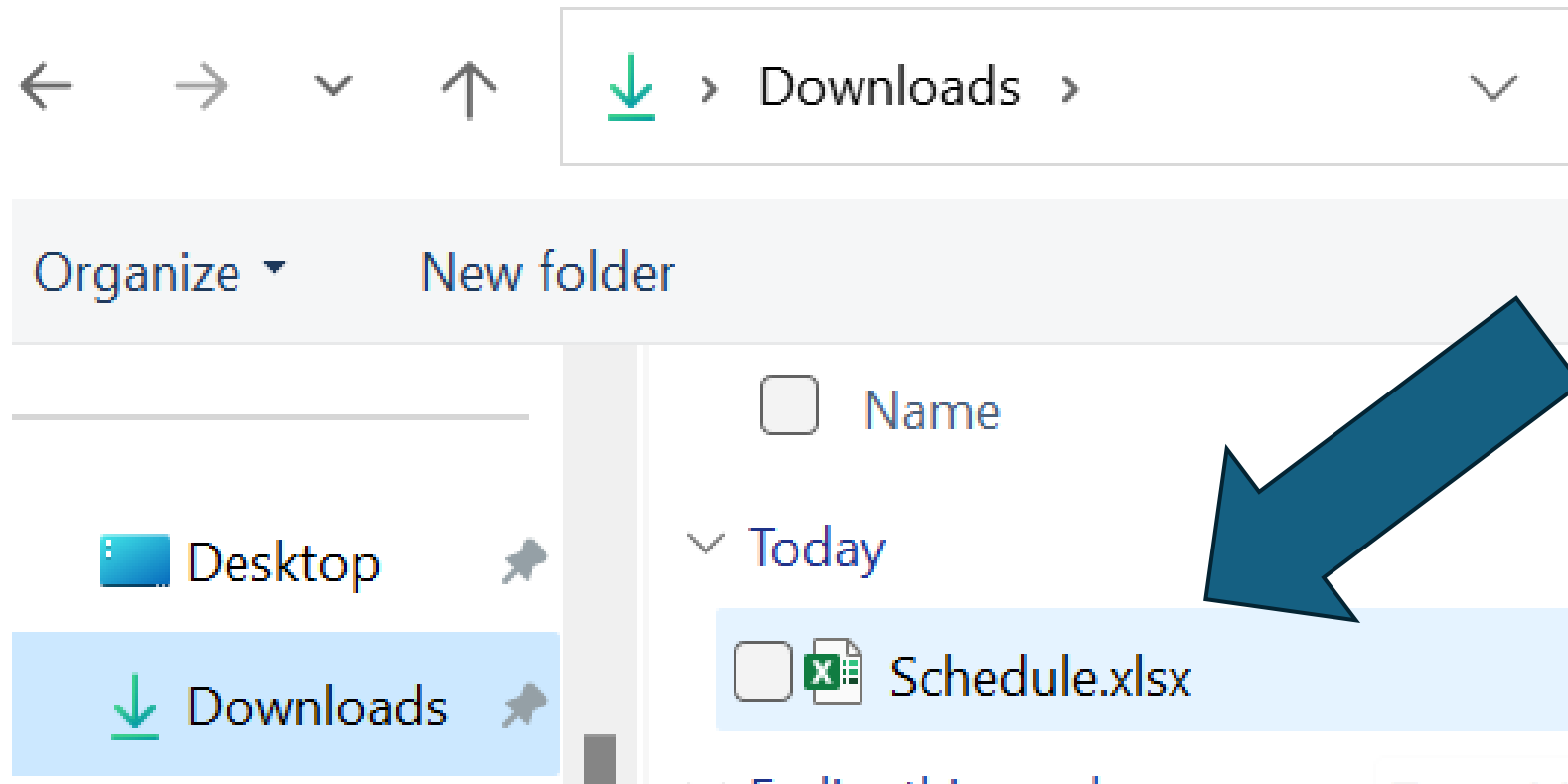
# Attachments

To attach a file, click on the paperclip icon.



# Attachments

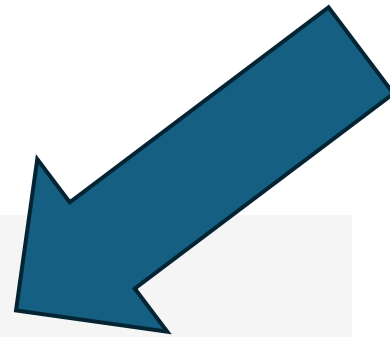
Select the file to attach.



# Attachments

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

**Schedule.xlsx** (8K)



Send

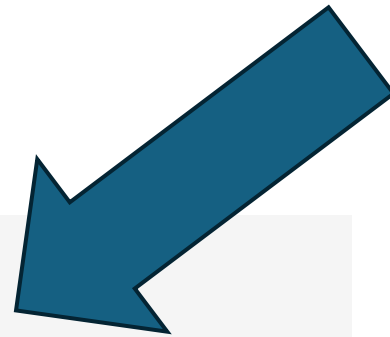




# Attachments

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

**Schedule.xlsx** (8K)

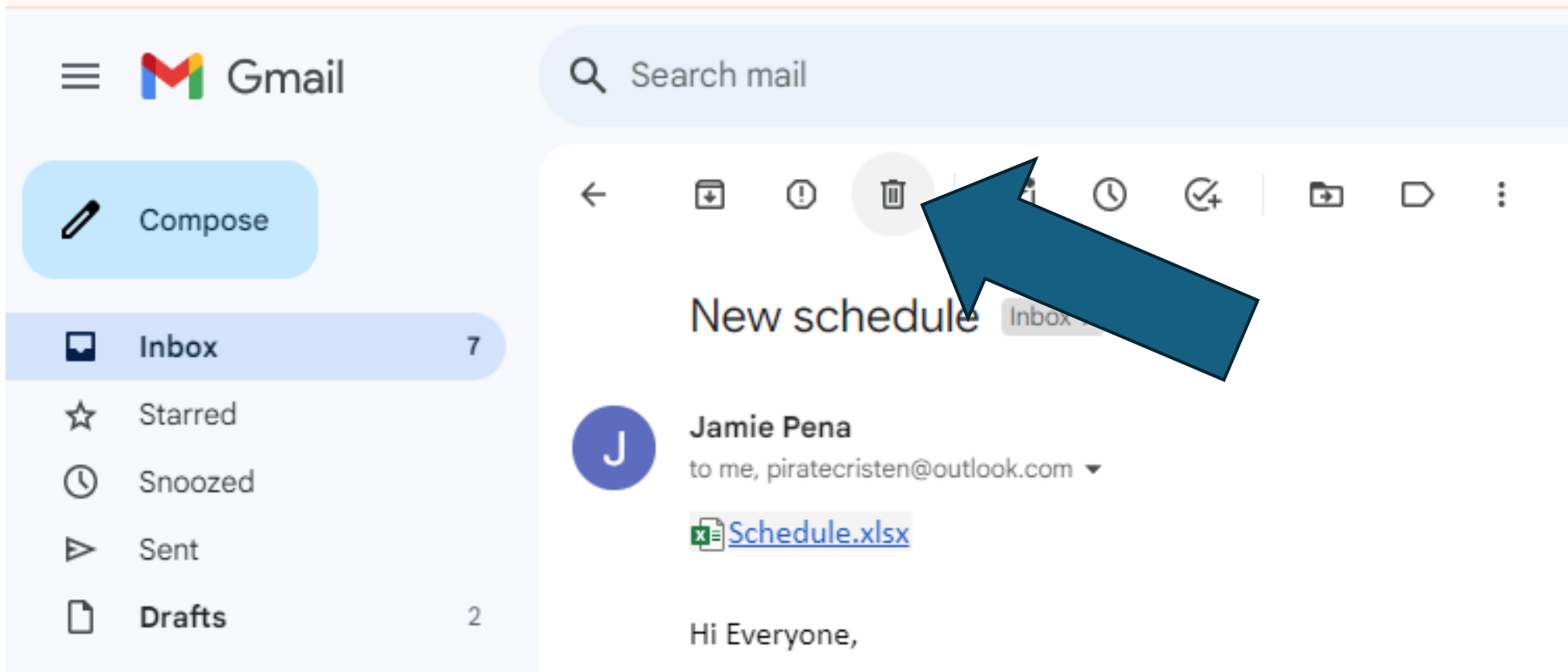


Send



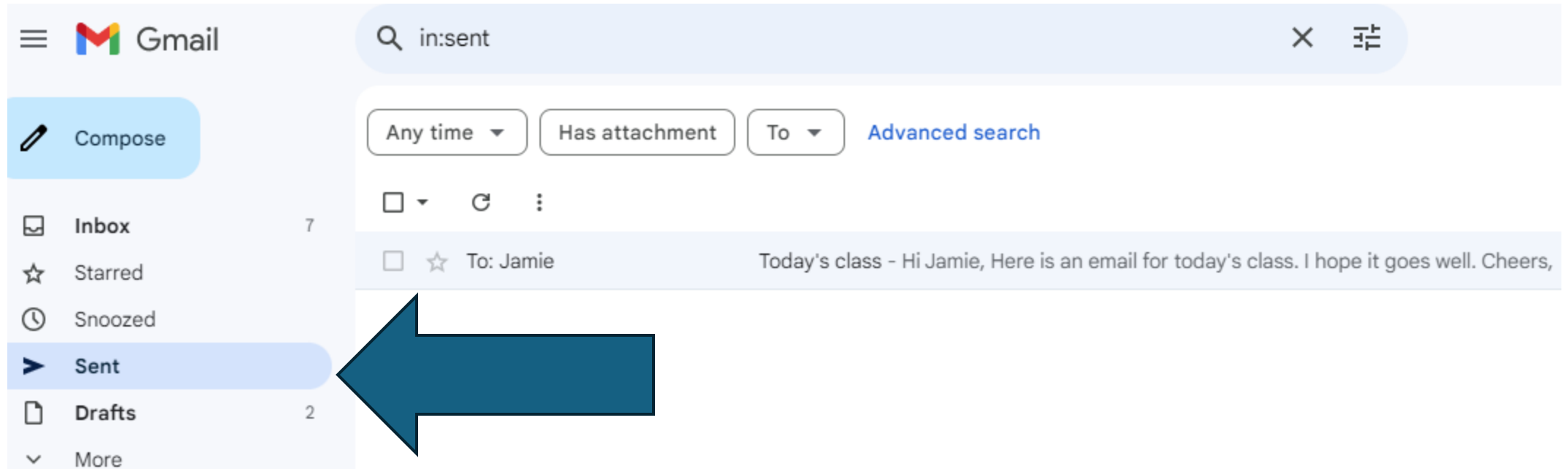
# Delete

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



# Sent Mail

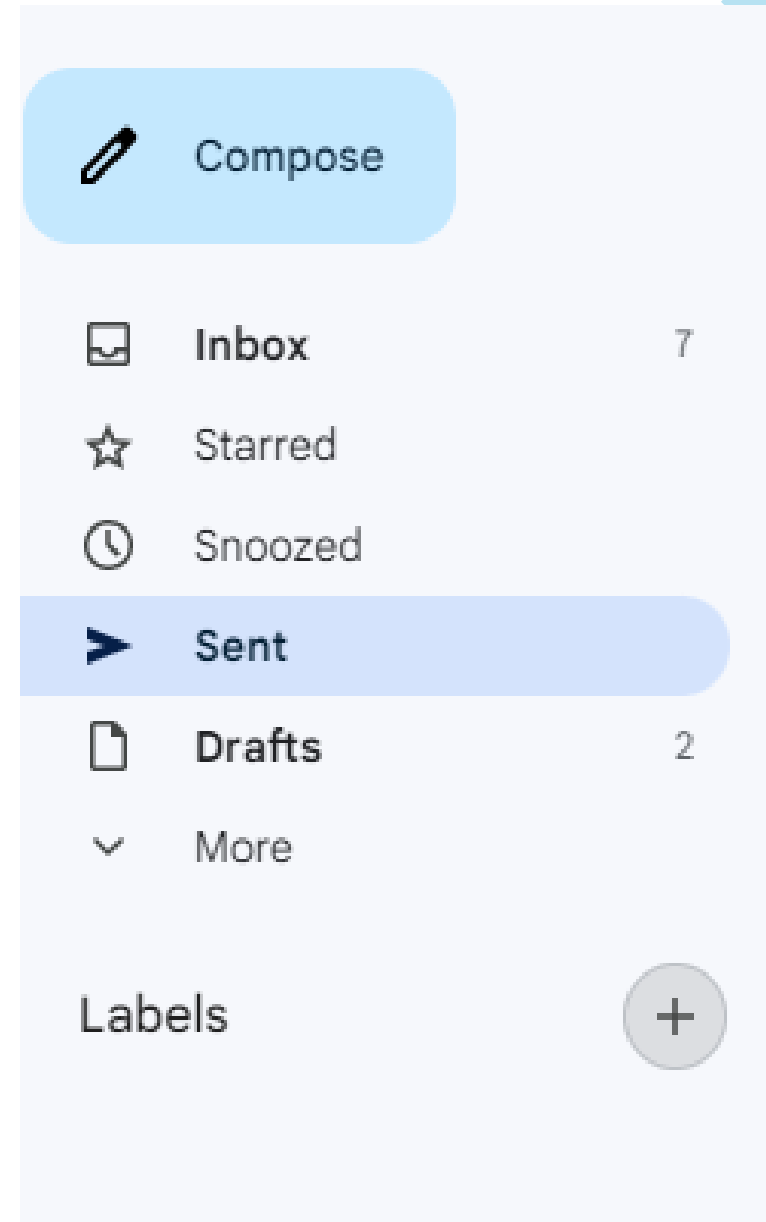
Use the Sent mailbox to find emails you have sent.



# Labels

Create folders to organize your email.

These are sometimes called labels, or mailboxes.



# Labels

Give your label a name, "Class",

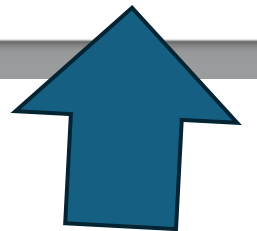
Click create.

New label ×

Please enter a new label name:

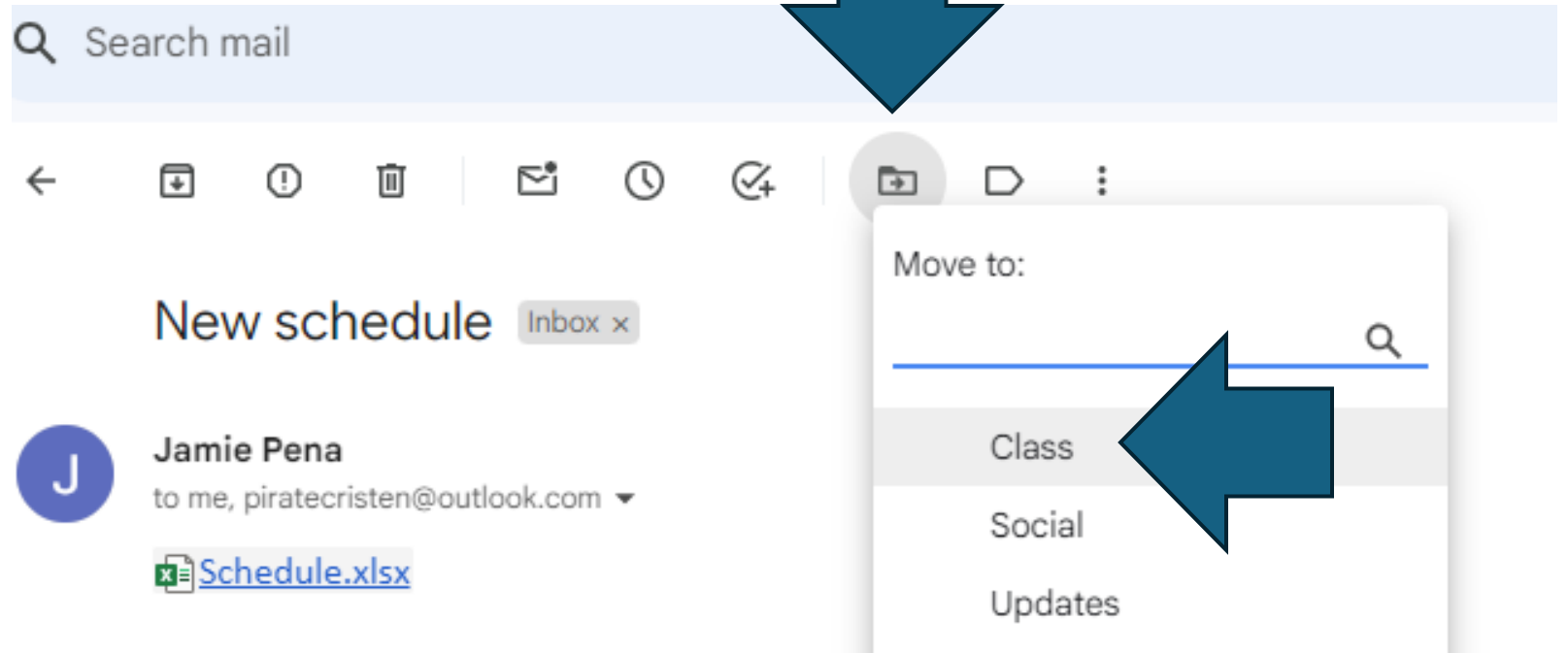
Nest label under:

Cancel **Create**

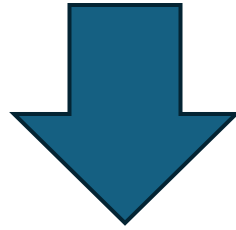


# Labels

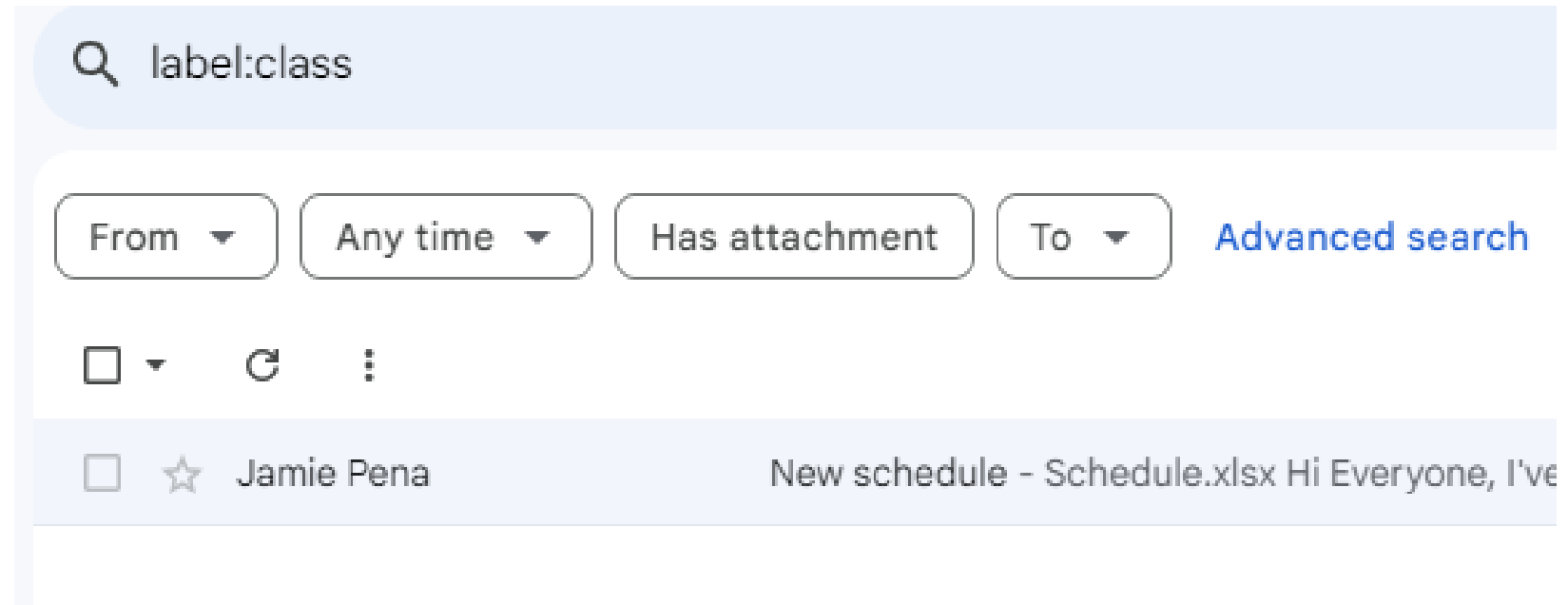
Find the Move To icon and choose the label you want to move the email to.



# 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



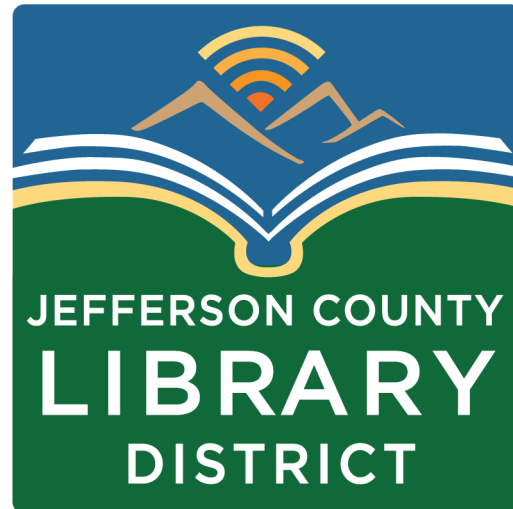
# Next Class

## File Management

**Date: Friday, April 12**

**Time: 2:00 – 3:00 pm**

- Creating folders
- Moving files
- Using USB drives



# 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](mailto:information@jclibrary.info)**

