

Email Help

Avon Lake Public Library

Address

Traditional mail is addressed with the recipient's name, street address, city, state or province, and zip code.

For example, it will usually look something like this:

Elena M. Casarosa
202 Cedar Lane
Raleigh, NC 27601



Email addresses are always written in a standard format, but they look quite different from traditional mail.

An email address includes a username, the @ (at) symbol, and the email provider's domain. Usernames often include numbers and shortened versions of a name to create a unique email address, and will usually look something like this:

emcasarosa82@gmail.com

Delivery

Traditional mail in a sealed envelope or package is delivered to a home or post office box by a mail carrier.



Email is delivered electronically across the Internet. It is received by the inbox of an email service provider like Gmail, Yahoo, or Outlook.

Time

Traditional mail delivery could take anywhere between a couple of days, to a couple of weeks, depending on where it's being sent.

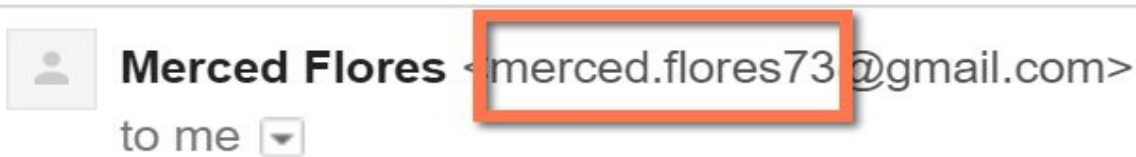


Email is delivered instantly, or usually within a few minutes.

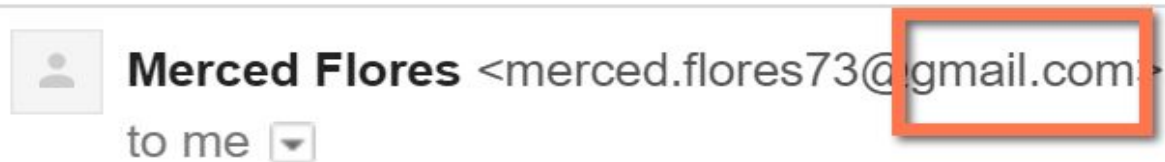
Email Advantages

- **Productivity tool**
 - Email is usually packaged with a calendar, address book, instant messaging, and more for convenience and productivity.
- **Access to web services**
 - If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.
- **Easy mail management**
 - Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management. You can even easily control spam, or junk email.
- **Privacy**
 - Your email is delivered to your own personal and private account with a password required to access and view emails.
- **Communication with multiple people**
 - You can send an email to multiple people at once, giving you the option to include as few as or as many people as you want in a conversation.
- **Accessible anywhere at any time**
 - You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.

The **user name** chosen to identify the owner.



The **email provider** is the website that hosts the email account.



Some **business and organizations** use email addresses with their own website email host.



Common Email Terms and Actions Handout

This screenshot shows the Gmail interface. At the top is the Google logo and a search bar. Below it is the Gmail logo and a row of icons for composing, undo, redo, delete, archive, and more. The left sidebar contains a 'COMPOSE' button and a list of categories: 'Inbox (2)', 'Starred', 'Sent Mail', 'Drafts (4)', 'Family & Friends', 'Music', 'Notes', 'Personal', 'Photography', 'Less', 'Important', 'Chats', 'All Mail', 'Spam', and 'Trash'. The main area shows an email titled 'Cookout this Saturday' in the 'Inbox'. The email is from Elena Casarosa and contains a message about a cookout. Below the email is a reply box with a placeholder text: 'Click here to Reply, Reply to all, or Forward'.

Google

Gmail

COMPOSE

Inbox (2)

Starred

Sent Mail

Drafts (4)

Family & Friends

Music

Notes

Personal

Photography

Less

Important

Chats

All Mail

Spam

Trash

Categories

Manage labels

Create new label

Cookout this Saturday

Inbox

Elena Casarosa

Hi all! I'm thinking about having a cookout this Satu Jun 22

Julia Fillory

Sounds great, Elena! I'll definitely be there! What time s Jun 22

Elena Casarosa <emcasarosa82@gmail.com>

Jun 22

to Julia, Olenna, Barry

I'll be there too! And of course I'll bring the potato salad!

Elena, let me know if I can bring anything else. :)

Can't wait for Saturday!

Click here to Reply, Reply to all, or Forward

This screenshot shows an email composition window titled 'Photography Studio Grand Opening!'. The 'To' field contains 'stancoop@gmail.com', 'Juanita Casarosa', and 'George Casarosa'. The 'Cc' and 'Bcc' fields are empty. The email body contains the following text: 'Hi Everyone, I have very exciting news for you! This Saturday will be the grand opening of my new studio, EC Photography! I'd love it if you guys could come. It will be from 10:00 to 4:00. There will be entertainment and lots of food, so come out and enjoy the festivities! Hope to see you there! Elena Casarosa EC Photography Studio 555-919-4889 emcasarosa82@gmail.com'. The bottom of the window shows a rich text editor with various formatting options and a 'Send' button.

Photography Studio Grand Opening!

To stancoop@gmail.com Juanita Casarosa George Casarosa

Cc Bcc

Photography Studio Grand Opening!

Hi Everyone,

I have very exciting news for you! This **Saturday** will be the grand opening of my new studio, **EC Photography**! I'd love it if you guys could come. It will be from **10:00 to 4:00**. There will be entertainment and lots of food, so come out and enjoy the festivities!

Hope to see you there!

Elena Casarosa











EC Photography Studio
555-919-4889
emcasarosa82@gmail.com

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Send A | | | | | Saved

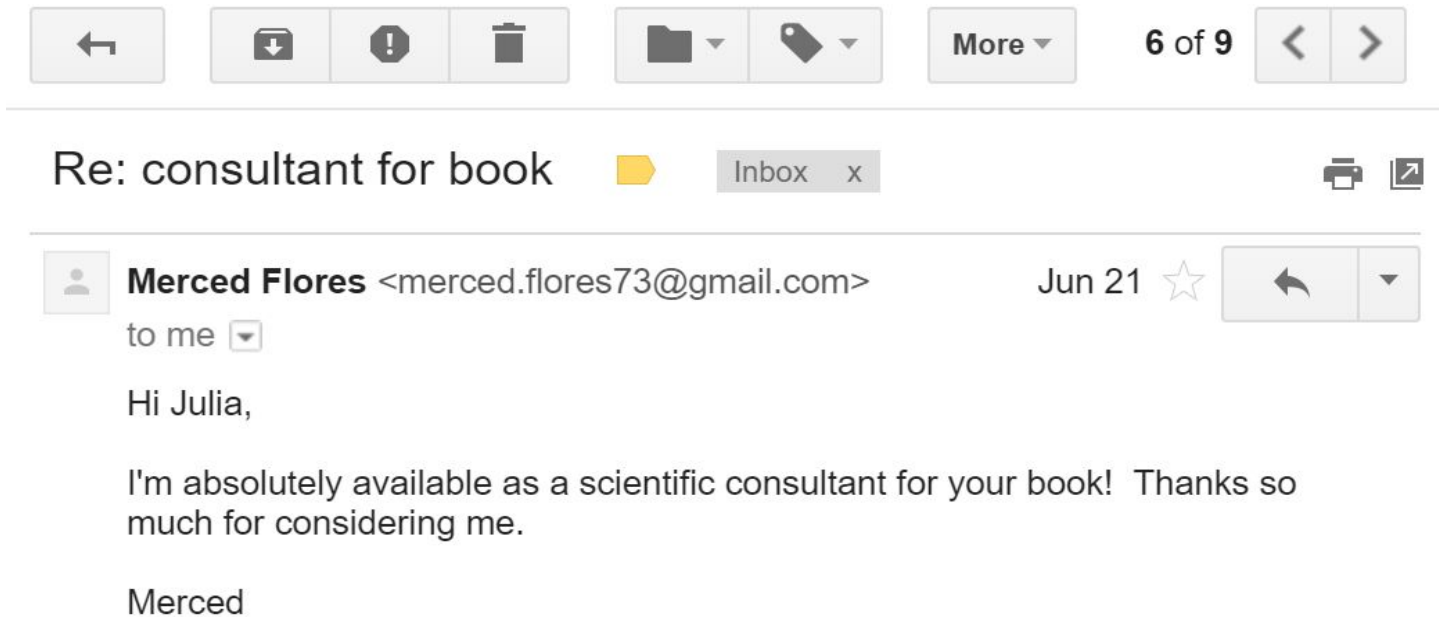
Inbox

The inbox is where you'll view and manage emails you receive. Emails are listed with the name of the sender, the subject of the message, and the date received.

<input type="checkbox"/>			Facebook	Getting back onto Facebook	Jun 29
<input type="checkbox"/>			Google	New sign-in from Samsung	Jun 28
<input type="checkbox"/>			Olenna Mason	Hey girl!	Jun 24
<input type="checkbox"/>			Grace Ellington	Volunteer Opportunity - I w	Jun 21
<input type="checkbox"/>			Olenna Mason	Lakestone student art exhi	Jun 21

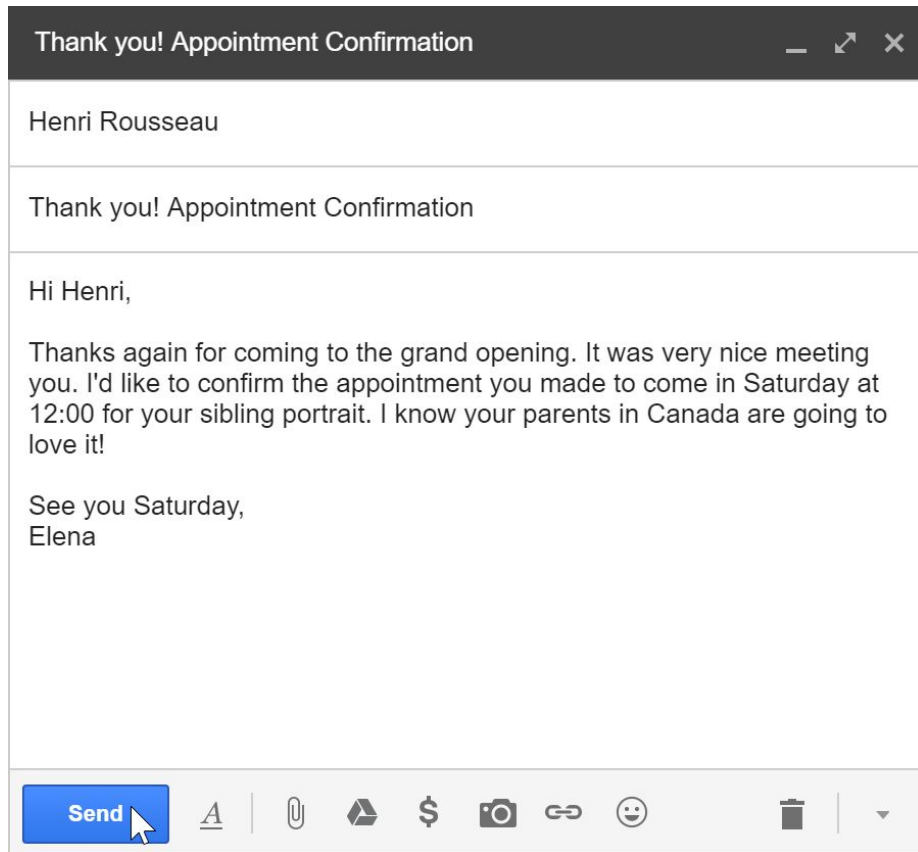
Message Pane

When you select an email in the inbox, it will open in the Message pane. From here, you can read the message and choose how to respond with a variety of commands.



Compose Pane

You can click the Compose or New button from your inbox to open the Compose pane to create your own email message. From here, you'll need to enter the recipient's email address and a subject. You'll also have the option to upload files (photos, documents, etc.) as attachments and add formatting to the message.



INCLUDE A GREETING

New Message — ↗ ✕

Amelia Jones

Museum Planning

Dear Amelia,

I was wondering if you still had those passes for the museum? Maybe we could go together some time soon!

Thanks! -Henri

Send

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🗑️ | ▾

Just like a written letter, it's nice to add a greeting such as "Dear Amelia," and a closing line such as "Thanks," then your name.

BE CLEAR AND CONCISE

New Message— ↗ ✕

Amelia Jones, Bryan Durand

Want to See a Movie on Saturday?

Hey Guys,

Just wondering if anyone would be interested in headed to the Rialto this weekend?

-Henri

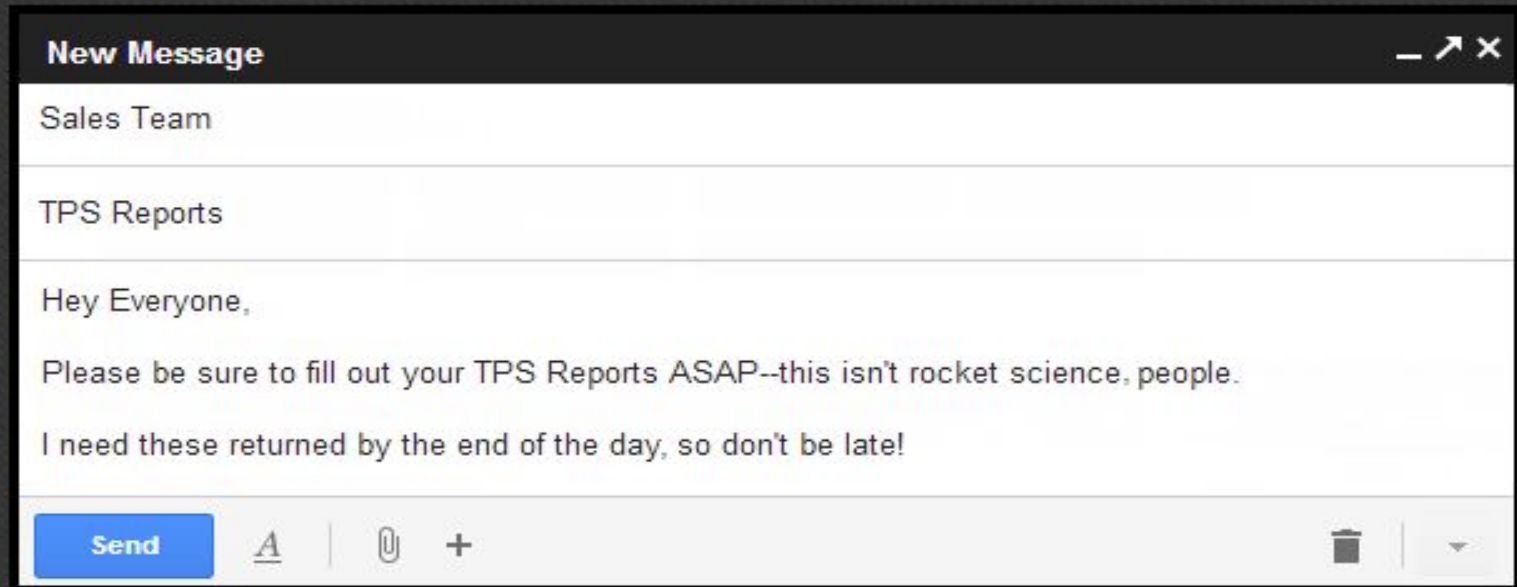
Send

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🗑️ | ▼

People are more likely to read an email if they know what it's about, so be sure to include a relevant subject line. Avoid long or rambling messages, but provide enough detail to make the email clear.

CHECK YOUR TONE



Your recipients may not be able to recognize irony or sarcasm in email, as in the example above, which can lead to misinterpretation or confusion. It's best to phrase things in the clearest way possible.

REPLY CAREFULLY

New Message — ↗ ✕

To

Barry T. Hubbard ✕

Cc

Desmond Taylor ✕

Bryan Durand ✕

Amelia Jones ✕

Grace Ellington ✕

Elena Casarosa ✕

Gregory Mays ✕

flores.merced@yahoo.com ✕


Bcc

RE: RE: Meeting on Thursday


I'll see you then, Barry.

Send

A



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▼

Double-check the Cc and Bcc fields when replying to a message. It's easy to include recipients by accident. In the example above, the email was meant for the original sender, but includes extra recipients.

REVIEW BEFORE SENDING

New Message — ↗ ✕

To


Thanks agan



Hye Brian,

I just want to say that I had a really great time catching up last week.

Hope you and me can do it agian soon.

Send

A |  +

Saved  | 

Be sure to check that your message is free from spelling and grammatical errors and that you've correctly entered your recipient's email address. Remember, emails can't be unsent!

AVOID CAPS LOCK

New Message — ↗ ✕

info@wral.com

VIEWER COMPLAINT

DEAR SIR OR MADAM

I WISH TO VOICE MY COMPLAINTS OVER SEVERAL PROGRAMMING CHANGES THAT HAVE RECENTLY BEEN MADE TO YOUR NETWORK. FIRST OF ALL, I CAN'T PRETEND I'M PLEASED THAT JEOPARDY HAS BEEN MOVED FROM ITS ORIGINAL 7:00 PM TIME TO 7:30!!!!!!!!!!!!!!!!!!!!

Send

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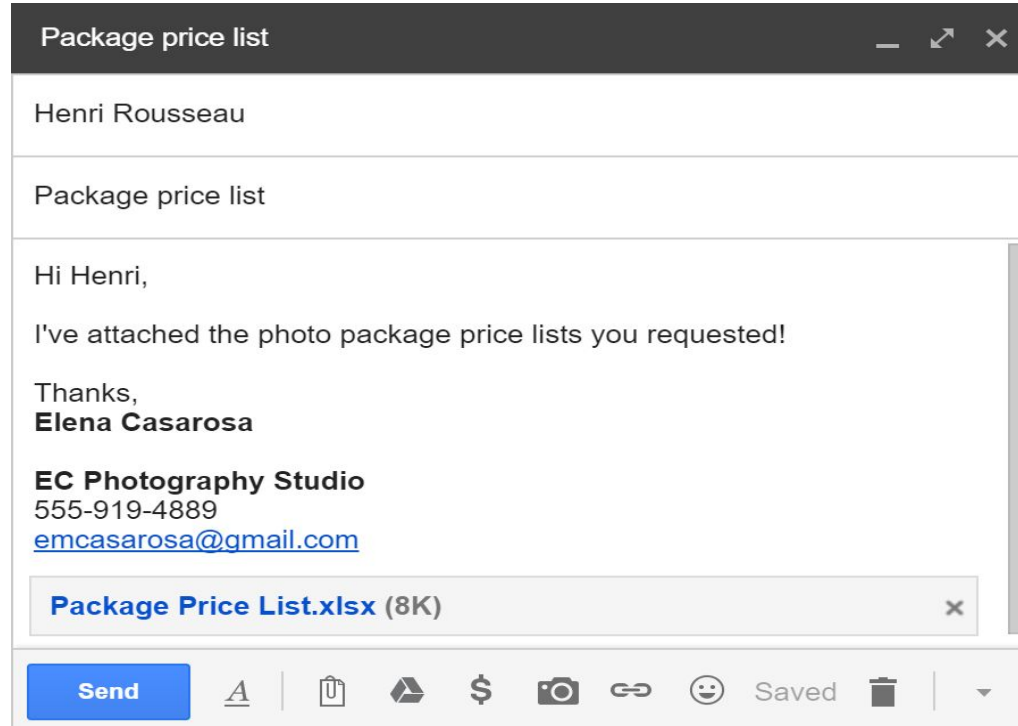
🗑️ | ▾

Writing in all capitals is equivalent to shouting online. Your recipient may mistakenly think that you're angry or upset. Also, emails written in all caps are much more difficult to read.

Mention included attachments













Never attach a file without mentioning it in the body of your email. Something as simple as I've attached a few photos to this email will help your recipients know what to expect.

Recommended to attach any files before you start writing.



Email safety

Email is not totally secure, so you should avoid sending sensitive information like credit card numbers, passwords, and your Social Security Number. In addition, you may receive emails from scammers and cybercriminals. The first step in dealing with email safety concerns is understanding them so you know what to look for.

<input type="checkbox"/>		<input type="checkbox"/>	Your Insurance Quote Fin.	We Have New Rates for Yo
<input type="checkbox"/>		<input type="checkbox"/>	Cashplay	You playing in the \$150 Nil
<input type="checkbox"/>		<input type="checkbox"/>	Emergencyemail.ORG Alert	EmergencyEmail.org Weat
<input type="checkbox"/>		<input type="checkbox"/>	Upma	[New Message] You Got a '
<input type="checkbox"/>		<input type="checkbox"/>	Christmas Tree Shops	Relax!...Summer Patio Ess
<input type="checkbox"/>		<input type="checkbox"/>	Alice Scott	iPhone 6S could be availal
<input type="checkbox"/>		<input type="checkbox"/>	Jay Jays	Friday treat time,    
<input type="checkbox"/>		<input type="checkbox"/>	(unknown sender)	Unpaid Beneficiary!!!!!! - F

Spam

Spam is another term for junk email or unwanted email advertisements. It's best to ignore or delete these messages. Luckily, most email services offer some protection, including spam filtering.

Phishing

Certain emails pretend to be from a bank or trusted source in order to steal your personal information. It's easy for someone to create an email that looks like it's from a specific business. Be especially cautious of any emails requesting an urgent response.

Attachments

Some email attachments can contain viruses and other malware. It's generally safest not to open any attachment you weren't expecting. If a friend sends you an attachment, you may want to ask if he or she meant to send it before downloading.

Gmail Support

<https://support.google.com/mail/?hl=en#topic=>

Yahoo Support

<https://help.yahoo.com/kb/new-mail-for-desktop>

General Email

<https://edu.gcfglobal.org/en/email101/>

Beyond Email

<https://edu.gcfglobal.org/en/beyondemail/>