

UNDERSTANDING *Email*



Email stands for Electronic Mail. This is another form of communication, like writing letters but a lot faster from one computer to another. Emails allow you to send documents and pictures as attachments.

Attachments are very useful but you need to be careful as large files take a long time to send and receive.

As with all new technology there are always dangers that you need to be aware of. Viruses are programs that maybe sent via email. These can cause a lot of damage to your computer even a total break down of your computer.

You can protect your computer by taking basic precautions:

1. Never open emails from people you don't know
2. If you receive an attachment from someone you know, but were not expecting the attachment be wary. Emails can be sent without the sender even knowing about them

An email address is like a postal address. For example: **gowoman@go-woman.com**

The above email address can be broken down into four segments.

gowoman	@	go-woman	.com
Name of person	at	Organisation name	Domain name

Email addresses can contain letters, numbers, underscores and dots.

Most email applications share some common features. Below is an explanation of some of them.

Compose You select this button to open up a screen to create a new email.

Inbox This is where all the new messages are received.

Sent This folder holds all the messages sent from your computer.

Address Book This folder contains email addresses you have developed.



Creating a New Email

For this exercise we will use yahoo mail as an example.

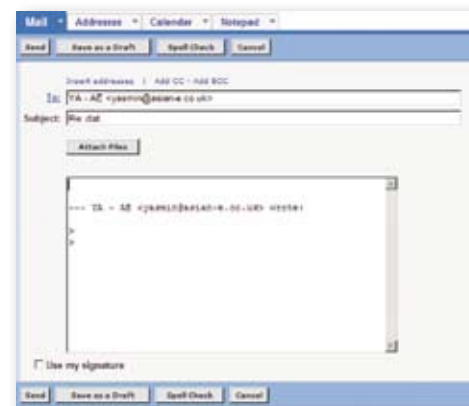
Logon to your yahoo email via www.yahoo.co.uk. To write a new email, click on the Compose button. Following screen appears.

Type in the email address in the To box or click on To. This will bring up the address book. You can select the email address from there.

Subject: write a few words in the subject box to explain your email.

Message Box: in the large text area, type in your message.

When you are ready – click on send.



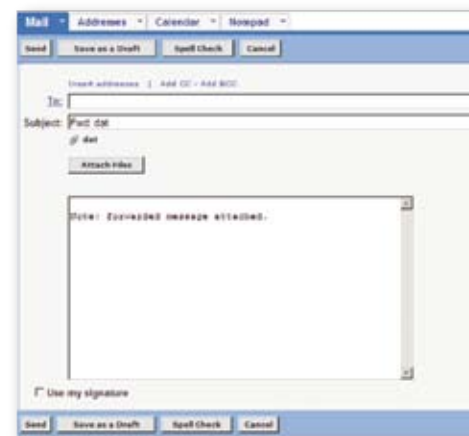
Replying to Emails

When you receive a message that you want to reply back to, rather than creating a new message, you can click on the Reply button to reply back to the sender.

This brings up a screen and you will see that the email address field is already filled in.

The Subject field has RE: followed by the original text in the subject field that appeared in your email that you originally received.

Type in your reply and click Send.



Forwarding an Emails

Sometimes when you receive an email, you may wish to forward the email to someone else. Here you can use the Forward button.

Whilst email is open, click on the Forward button.

When a new window is opened, the To field is blank, ready for you to enter the new email address.

This time the Subject field has FWD: followed by the original subject text.

As with sending a new email or replying to an existing email, type in your message and click on Send.