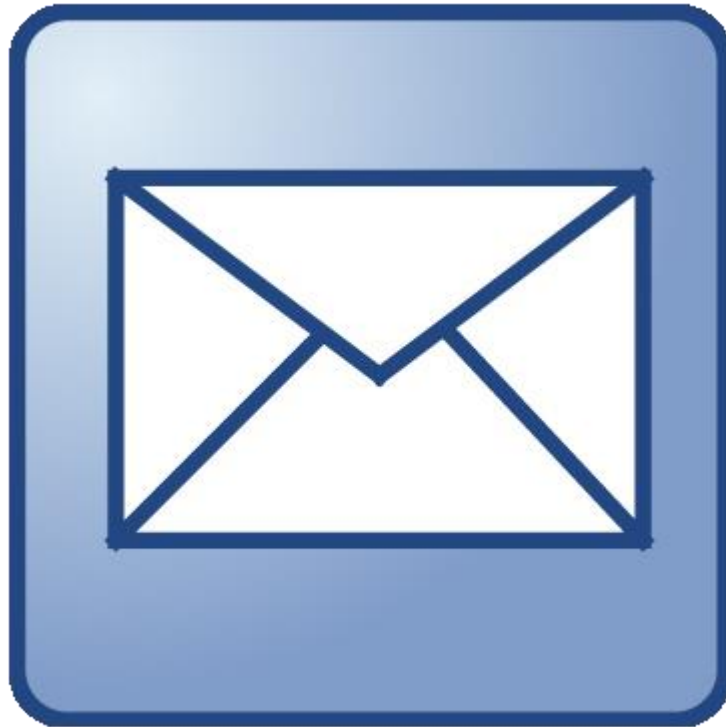




Spring 2014

**Session 4 – Email**

# Using email



# Email Topics

Webmail v. Email Client

CC v. BCC (carbon copy v. blind carbon copy)

Adding a signature

Contact groups (setting up and using)

Replying (single and multiple) and forwarding

Exporting and Importing contacts

Sending and downloading attachments

Sending Links

Using Photo re-sizing software

# Web Mail vs Email Clients

When new to the internet, the difference between web mail and email clients can be confusing.

Both web mail and email clients use the internet to read and send mail. What may be confusing is how each of these work.

When someone sends you an email it is stored on a email server. The email server can belong to a company that offers web based email accounts, your ISP provider or your web hosting provider.

How you “pick up” your email will depend on what type of email account you have.

# Web Mail

With web mail, you read or send email through your browser and the web mail interface.

Some examples of web mail are:

Yahoo! Mail

Gmail

Hotmail

The web mail service provided with your ISP (Internet Service Provider) account

The web mail service provided with your web hosting

# Email Client

An email client is a piece of software on your computer that you use to read and send emails from your computer.

There are various email client programs available. Some of the more common email clients are:

Outlook Express / Windows Mail – This comes with Windows for free.

Outlook – part of the Microsoft Office collection of programs

Thunderbird – comes with the Firefox browser

# Advantages and Disadvantages

One advantage of using an email client is that the emails are stored on your computer and are accessible faster than using a web based email interface.

Also, with an email client you can read the messages you have already received without being connected to the internet.

You can also compose email while offline. Once connected again to the Internet, the emails can be sent.

# Advantages and Disadvantages

If you spend a lot of time on the road, Webmail gives you really easy access to your email wherever you might be, even if you don't have your PC with you.

Client software will only work when you are connected to your own hub!

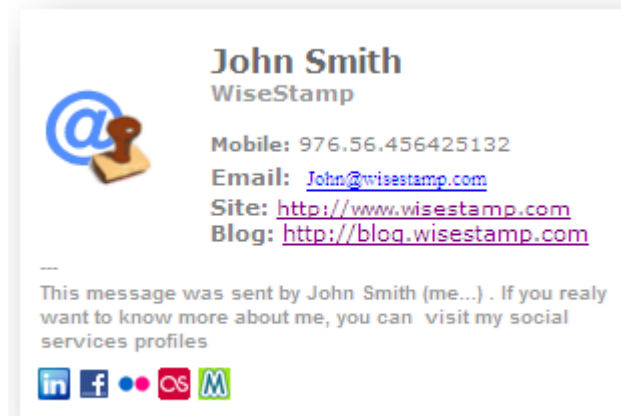
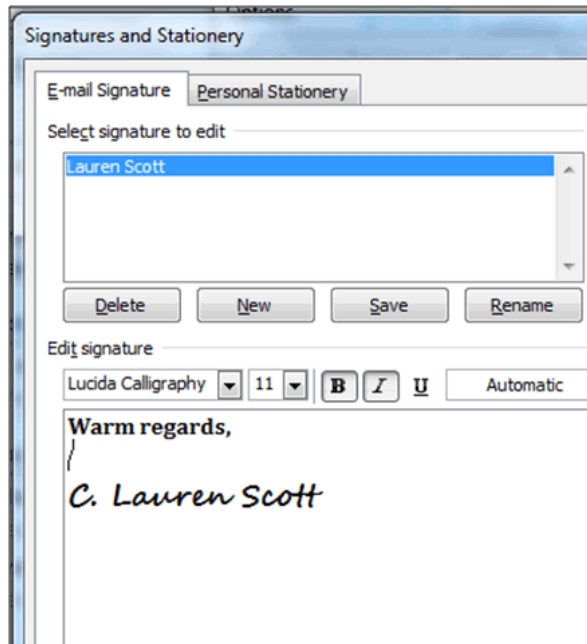


# Advantages and Disadvantages

With webmail you will need to login. This requires your user name and password.

If there is an option to remember your login information, try to avoid this, particularly if you are using a public computer. The login information is saved to a cookie on the machine. The next person who uses the computer will have access to your web based email account if you use the Remember me feature.

# Adding a signature:



**Ashley N. Robinson**  
*Creative Services Intern,  
Trifecta Communications*  
Tel: 405-793-3338  
Cell: 405-694-5519



## **Sierra Rein**

*Actress - Singer - Director - Puppeteer*  
Tel: (646) 961-3942  
[www.sierrarein.com](http://www.sierrarein.com)  
[sirein@sierrarein.com](mailto:sirein@sierrarein.com)  
*Alto - Marquee Five at M5 Prods., LLC*  
[www.marqueefive.com](http://www.marqueefive.com)

"I don't sing because I'm happy,  
I'm happy because I sing."  
-William James



View my profile on **LinkedIn**

# Adding a signature:

A signature is a small piece of text that's added automatically to the end of each message you send.

Signatures typically include contact details, such as office address and telephone numbers, but are also used to add a personal touch to your emails by way of a favourite quote or a link to your website.

The instructions vary from provider to provider so please use the handout sheet provided:-

### Adding a Signature – Orange / Wanadoo

A signature is a small piece of text that's added automatically to the end of each message you send. Signatures typically include contact details, such as office address and telephone numbers, but are also used to add a personal touch to your emails by way of a favourite quote or a link to your website.

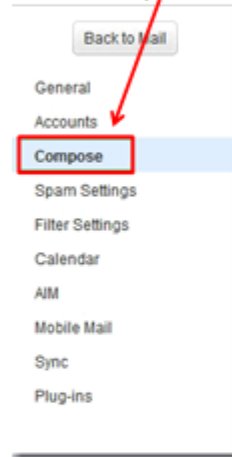
1. Click my Settings and click Set up a Signature
2. Click the Signature checkbox
3. Type the text of your signature in the box below the checkbox
4. Click the OK button to confirm your signature. It will now be added to every email you send

### Create or modify email signatures on TalkTalk Mail

You can set up email signatures. The signature that you create will be automatically added to your emails sent using TalkTalk Mail. Your signature will be added to the bottom of every message you write using TalkTalk Mail.

1. Click the Settings link, located at the top right of your TalkTalk Mail box.

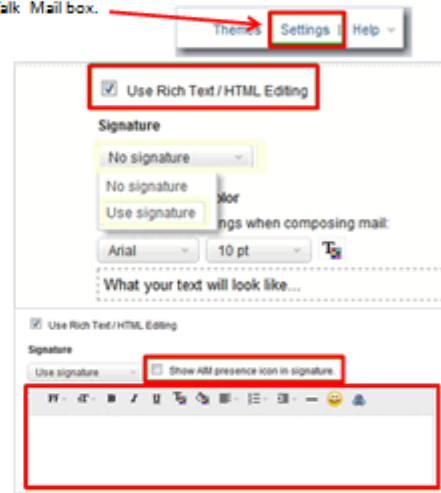
2. Select the Compose section, in the left panel.



3. The rich text mode is enabled by default in TalkTalk Mail. If you want your signature to appear in plain text, ensure that you clear the Use Rich Text / HTML Editing check box. Otherwise, leave the option checked.

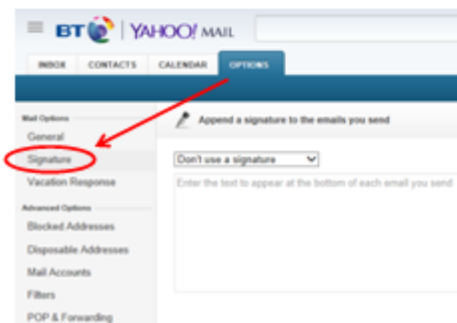
4. Edit your signature's text and formatting in the text box that appears under Signature. Ensure that you select the check box next to Show AIM presence icon in signature if you want your buddy icon to appear in your signature.

5. Click Save.

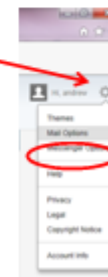


### BT Yahoo Adding a Signature

1. Select Mail Options from gear wheel icon top right of window
2. Under the Options tab select Signature



3. Use either plain text or rich text as required
4. Click the Save button when finished



# Now add the following contacts :

<u>Name</u>	<u>Email</u>
Alexia Corkery	nethercleave@yahoo.co.uk
Andrew Tregoning	andrewtregoning@btinternet.com
Colin Stocks	colin.stocks3@btinternet.com
Dave Lee	tanzy.lee@tiscali.co.uk
Margaret Jennings	margaret@jennings13.wanadoo.co.uk
Margaret Kivell	peter.kivell@btinternet.com
Marilyn Clarke	marilynjclarke@hotmail.co.uk
Marilyn Peterson	maz3@tinyworld.co.uk
Marion Brangwin	marionbrangwin@tiscali.co.uk
Mick Burke	mickthebook@gmail.com
Patricia Harvey	patricia.harvey676@btinternet.com

# Send an email with a signature:

Check your signature works by sending an email to one or two of the new contacts!

Please send at least one to me so I can display it on the screen as proof!!

-message-

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Vince Underwood  
President, 5 Star Support  
Microsoft MVP Windows Shell/User  
<http://www.5starsupport.com/phpBB2/index.php>  
<http://www.5starsupport.com>  
[admin@5starsupport.com](mailto:admin@5starsupport.com)  
A Computer Learning Environment

# Making a Group

Sometimes referred to as:-

**Groups**

**Mailing Lists**

**Contact Lists**

**Distribution Lists**

Once again the instructions are different for each provider so please use the handout: -

### Talk Talk / Tiscali Creating groups

To add a group:

1. Right click the mail message that has the sender and/or recipients that you want to use to create a group.
2. Click Add sender to contacts then add contacts to your contacts list.
3. Click on the contacts link to navigate to Contacts then click on Add Group.
4. Specify a name for the group.
5. Select the contacts that you want to add to the group.
6. Click Save when finished.

### BT / Yahoo Creating Contact Lists

To create a new list:

1. Go to BT Yahoo Contacts. (If you are in BT Yahoo Mail, click on the Contacts tab above your inbox.)
2. Click on the New List button above the lists.
3. Type a name you'd like for your new list.
4. Click the OK button.
5. You can then create new contacts and assign them to a list, or copy contacts from the "All Contacts" section to your new list.

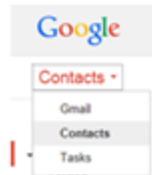
Please Note: List names cannot exceed 15 characters.

### Create a Mailing List with Windows Live Hotmail

To set up a group of recipients in Windows Live Hotmail:

1. Select Contact list from Windows Live Hotmail's left-hand navigation bar.
2. Now select Manage categories under Categories in the left-hand navigation bar.
3. Click New.
4. Type the desired group name under Name: This name acts as a nickname when addressing messages.
5. The nickname must be unique in your address book (a group cannot have the same name as another group or another address book entry's nickname).
6. Press Enter.
7. Type email addressees or existing address book contacts' names under Members: to add them.
8. Click Save.

### Create a Group in Gmail



1. Select Contacts from the Gmail drop down list (top left)
2. Select New Group from the menu below
3. Give the group a name
4. Tick contacts to add
5. Click the groups icon
6. Add them to the correct group



# Try it out!

Set up a group called “Obedience”

Allocate some members to the group

Send an email to “Obedience”

Check that everybody gets a copy!

## Cc vs. Bcc

In e-mail terminology, **Cc** stands for "carbon copy" and **Bcc** stands for "Blind carbon copy".

The difference between **Cc** and **Bcc** is that carbon copy (CC) recipients are visible to all other recipients whereas those who are **BCCed** are not visible to anyone.

To specify the recipients, an e-mail message can contain addresses in any of the 3 following fields:

**To: field recipients** are the audience of the message

**CC: field recipients** are others whom the author wishes to publicly inform of the message

**BCC: field recipients** are those being discreetly informed of the communication and cannot be seen by any of the other addressees.

It is common practice to use the **BCC: field** when addressing a very long list of recipients, or a list of recipients that should not (necessarily) know each other, e.g. in mailing lists.

# Try it out!

Send an email to me.

Allocate some members to CC field

Allocate others to the BCC field

Check what each recipient can see!

# Importing and Exporting Contacts

You needn't lose your address book when you move from one email provider to another

Firstly **EXPORT** your address book contacts to a **CSV** file and save the file somewhere sensible (say your desktop)

Now open the new email program and find **IMPORT** contacts.

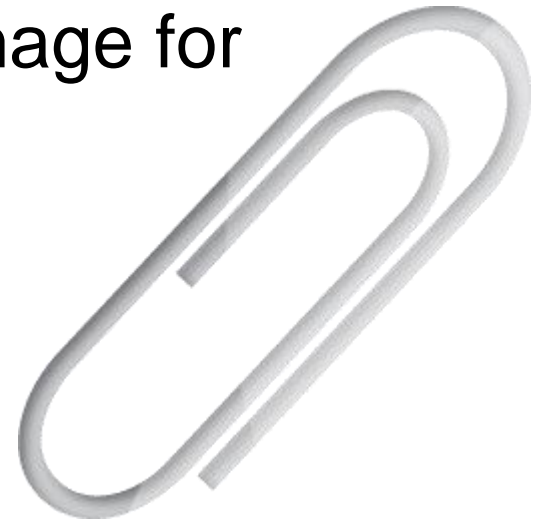
Select the file you saved above.

# Sending Attachments

One of the fundamental uses of email is to share photos and other files with friends, family, or colleagues.

In all of these options—Gmail, Yahoo! Mail, Hotmail, Outlook, and Mail—you'll want to keep an eye out for a paperclip icon, the universal image for attachments in email programs.

The process is pretty much the same for all email programs: -



# Sending Attachments

Open a new email message window, usually by clicking the "New Message" or "Compose Email" icon or the **CTRL + N** keyboard shortcut.

Click on the menu item with a paperclip icon that says "Attach a file" or something similar

Browse through your computer's folders and click to select the files you want to attach. In most cases, you can select multiple files by holding down the **CTRL** key while clicking on each file.

Click the "Open" or "Choose File" or another similar button to attach the file to your email.

Then continue composing your email and hit Send.

# Try it out!

Send an email to someone in the room.

Add a picture as an attachment

Add a document as an attachment

Check what each recipient can see!



That's it folks!



You can all go for a lie down in a darkened room now!