

E-mail 1

Introduction

This 2-hour class offers an introduction into the workings of e-mail accounts. You will learn how to send, receive, read and delete e-mail messages, as well as learn how to use other features.

There are many e-mail applications; i.e., Internet Explorer, Eudora, Outlook, Outlook Express, etc. which allow you to check your e-mail. In addition, there are many websites offering free browser based e-mail accounts such as EdMail, Excite, Hotmail, Lycos, RocketMail, WowMail, Yahoo! etc.

In this class, you will use Netscape Communicator to access the Yahoo! website and obtain a free email account and set it up so that you can also retrieve e-mail from your SUHSD account.

Prerequisites

Each participant should be familiar with the basics of the computer operating system. The following skills are assumed:

- Mouse operation and Menu usage
- File saving and retrieval
- Window operations (close, resize, scroll, etc.)

Objectives

In this two-hour session you will learn how to:

- Request an e-mail account from Yahoo!
- Compose, retrieve, read, reply to, and delete e-mail messages
- Configure Yahoo! to retrieve SUHSD e-mail
- Attach files to e-mail messages
- Use the Address Book
- Forward a message to another address
- Sign in and out of Yahoo!

How does E-mail Work?

What happens to an e-mail message when it is sent? The message you send travels over the Internet to the server where the recipient of the e-mail message has an account. The message sits on the server until the recipient logs on and retrieves the message. At that time, the person has the option of leaving the message on the server for later use, or deleting the message off the server.

Because your mail server is connected to the Internet, you can retrieve your mail from any Internet computer.

It is important to check your mail often. Some servers are configured so that e-mail messages are deleted after a certain length of time, or when too many messages are in one person's "e-mail box."

Obtaining a Yahoo! E-mail Account

In order for you to access your e-mail from any computer with an Internet connection without having to adjust the settings each time, we will use an email service from Yahoo!.

1. Type this URL <http://Yahoo!.com> into your web browser's location or address bar and hit enter/return.

2. Click on the Yahoo! Mail link to request a free e-mail account

Yahoo! Mail
free email for life

3. Click on the [Sign me up!](#) link. If you are already a registered Yahoo! user then just fill in your user name and password and click the button.

4. Complete the requested information to register.

5. Review the Terms of Service and Privacy Policy and then click on the button.

Note: You may find that you will need to try different name combinations before you find a name that isn't already taken. Write down your Yahoo! ID and password below if you think you might tend to forget it. For security reasons, do not to share your password with anyone.

Yahoo! ID _____ Password _____

Also, you may wish to uncheck the box in the Personal Account Information section, and limit the number of boxes you select in the Tell Us

About Your Interests section, unless you want to receive frequent e-mail offers.

Compose and Send E-mail

You will now practice sending messages:

1. Click on the [Compose](#) link
2. Enter the e-mail address of the person you are sending the message to in the space provided to the right of the words "To:". In the picture below, the new message is being sent to "eternally45"

To:

3. Enter what the e-mail message will be about after the words "Subject:".

Subject:

4. Type your message in the message area.

Hello,
This class is neat!

5. If you want to keep a copy of this message, point and click on the box so a checkmark appears. If you do not want a copy just click on it again to make the checkmark disappear.

Save copy of outgoing message to Sent folder


6. If you wanted to send this message to a second person, or blind carbon copy (bcc) to another person [this means to send to another person without the first person knowing] then you would type the e-mail address of the other person in the "cc" or the "bcc" area.


7. Click on the button to send your message.

Read and Reply to E-mail

Each message in your inbox is represented by a message header summary. A message header summary consists of information that can help you in identifying how to handle the message. (Sender, Date, Size and Subject).

| | Sender | <input type="checkbox"/> Date | Size | Subject |
|--------------------------|------------------------|---|----------------------|-------------------------|
| <input type="checkbox"/> | Yahoo! | Thu 05/11 | 400b | Yahoo! |

1. To select and view a message, click on the message you want to view under Subject.
2. To reply to the message, simply click on the  button. Notice that the sender 's address automatically appears, you do not need to type it in. The sender's message is also automatically quoted. If you do not want this to appear all the time, you can choose to remove it in Options; Mail Preferences.

Type in all other necessary information and click .

Configuring Yahoo! to Check Your SUHSD Mail

You can retrieve mail from your SUHSD or SDCOE accounts into your Yahoo! Mailbox.

1. Click on the [Options](#) link.
2. Click on the  link.

You will see a window like the one below.

3. In the Mail Account Server textbox, type **mail.suhsd.k12.ca.us** (for SDCOE mail, just substitute SUHSD with SDCOE).

Mail Account Server

4. In the Mail Account Username textbox, type your firstname, a dot(period), and your last name, i.e. firstname.lastname

Mail Account Username



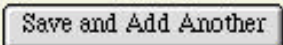
5. In the Mail Account Password textbox, type in your password. (Unless you have requested a change, it should be the last four digits of your social security number plus the first four letters of your last name, i.e. 1234ABCD. For security reasons, the password will not be displayed.

Mail Account Password


6. Click the  button.

Using the Address Book

Use your Yahoo! address book to create, store and edit or delete e-mail addresses, phone numbers, and other information about contacts. You can also use an address book to associate e-mail addresses with a mailing list.

1. Click the  button.
2. Type in any desired information and then click  or .

Note: You can also use the Quick Add feature to easily add someone to your address book.

Fill in the contact's name and e-mail address and click .

| Last, First | Email | Phone |
|-------------------|-----------------------|------------------|
| Gotierrez, Ofelia | eternally45@yahoo.com | Work 585-7913 |


3. Add at least five names to your address book.
4. To edit or delete a contact from your address book, simply click on the contact's name and choose the desired option from the window. You can also select a name or names to send a message to.

Deleting Messages

You may get rid of any messages you don't want.

1. In the message list, select the messages you want to delete by clicking in the box next to each one.

| | | |
|-------------------------------------|------------|-----------|
| <input checked="" type="checkbox"/> | Ofelia Gtz | Wed 06/21 |
|-------------------------------------|------------|-----------|

2. Click the  button.

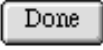
Attaching Files to Messages

Attachments are files that are sent along with e-mail messages, but are not part of the e-mail message. You can attach text documents, web pages, image files and sound files.

1. Compose a new message just like you did before.
2. Before sending it, click on the [Edit Attachments](#) link.

You will see a window like the one below.



3. Click on the Browse button and navigate through your computer until you find the file you wish to attach. For today, select the file the presenter designates.
4. The name of the file will appear in the text box as shown below.
5. Click on the Attach File button. If you want to attach more files, simply repeat the steps above.
6. Click on the  button.

Signing Out of Yahoo!

It is very important to sign out of Yahoo! whenever you are done checking your mail, especially if you are not at your personal computer.

1. Click on the [Sign Out](#)
 2. In the next window click on [SIGN OUT COMPLETELY](#)
- Close the Yahoo! window.

Signing In to Yahoo!

Before you sign back in to Yahoo!, move to another computer.

1. Open your browser if necessary and go to the Yahoo! website.



2. Click on the [Check Email](#) link.
3. Type in your Yahoo! ID and Password.

| | |
|------------|--|
| Yahoo! ID: | <input type="text" value="eternally45"/> |
| Password: | <input type="password" value="••••••"/> |

E-mail Activity

You will now practice everything you have learned! If you have not done so already, move to another computer and sign in to your Yahoo! account.

1. Send an e-mail message to at least two other participants. You may send messages to their Yahoo! or SUHSD account.
2. Reply to any messages you receive and add an attachment
3. Add all sender(s) to your address book if they aren't already there
4. Send a message to your group list.
5. If time permits, try sending a Yahoo! Greeting to someone.

Workshop Evaluation

Your feedback is very important in determining the need for and effectiveness of workshops. Please complete the online evaluation. Thank you.

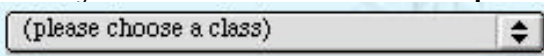
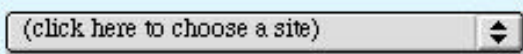
1. Return to the *ACT Now!* Staff Development page by selecting it from bookmarks or by typing the following URL in your web browser

<http://www.suhsd.k12.ca.us/actnow/staffDEV/staffdev.htm>

2. Click on the  link.

3. Click on the  link.

4. Select today's' class and site from the pull-down menus

| | |
|---|------------------|
|  | Class = E-mail 1 |
|  | Site = _____ |

5. Respond to each question by clicking on the radio button that best describes your feelings.
6. For questions #11-13, type your response in the text boxes below each question.

7. Click only one time on the  button.

End of Workshop

Please complete the following before leaving:

1. Close all windows
2. Quit or Exit all applications