

E-mail 2

Introduction

In this 2-hour class you will learn advanced features of e-mail. Although you will be using Yahoo!, the skills you learn may be applied to other e-mail applications; i.e., Netscape Messenger, Internet Explorer, Eudora, Outlook, Outlook Express, etc. In addition, there are many other 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! account you obtained in E-mail 1. If you do not have a Yahoo! account, you will learn how to get one and set it up so that you can also retrieve e-mail from your SUHSD account. Using a program such as Yahoo! allows you to check your mail from any computer with Internet access without having to set up or change the e-mail preferences for each computer you use.

Prerequisites

Each participant should be familiar with the basics of the computer operating system, as well as e-mail basics. The following skills are assumed:

- Mouse operation and Menu usage
- File saving and retrieval
- Window operations (close, resize, scroll, etc.)
- Reading, replying to, deleting, and attaching files to messages

Objectives

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

- Request an e-mail account from Yahoo! if necessary
- Configure Yahoo! to retrieve e-mail from your SUHSD account
- Manage your mail by creating folders and moving messages
- Use the address book
- Create a group list (aka distribution list)

- Differentiate between a CC and BCC message
- Create a signature file

If time permits the calendar, reminder, and briefcase features may be covered.

Signing In to Yahoo!

Go to the Yahoo! website and sign in to your account. If you do not have a Yahoo! e-mail account, follow the instructions in “Obtaining a Yahoo! E-mail Account.”

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="••••••"/>

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



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 tend to forget things. 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.

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 [Check Other \(POP\) Mail](#) 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

Click the button.

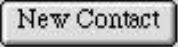

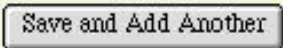
Managing your e-mail

Insert here...

1. insert

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.


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

Last, First	Email	Phone
Gottierrez, Ofelia	eteverdally45@yahoo.com	Work 585-7913



4. Add at least five names to your address book.
5. 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.

Creating a group List

There are times when you will want to send e-mail messages to a group and will not want to type the e-mail addresses for each individual. At times like this, it is possible to set up a group account. Instead of typing everyone's name in the "To:" section, you simply type the group name.

1. Click on .
2. Type a name for your group. For this lesson we will call it E-mail Class.

Name of List:

3. Select a contact from the box on the left and click .
4. Add at least three contacts to your list and click  when done.
5. To send a message to the list just insert the group name from your address book in the To: section instead of an individual contact.

Creating a signature file

- 1.

CC and BCC messages

Insert here...

- 1.
- 2.

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](#)
4. Close the Yahoo! window.

E-mail Activity

You will now practice everything you have learned! If you have not yet done so, sign out of Yahoo! and move to another computer and sign in again.


1. Send an e-mail message to at least two other participants with an addressee in the CC and BCC section. Practice sending messages to both their Yahoo! and SUHSD account.
2. Reply to at least one message and include a signature file
3. Add at least five names to your address book
4. Create a group titled "Class" with at least three participants of this workshop and send a message to them
5. Create a folder titled "workshops" and move at least one message to it
6. 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.

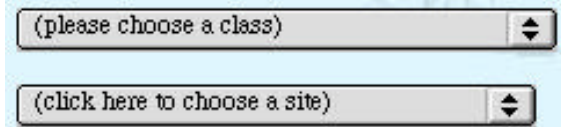
- Return to the *ACT Now!* Staff Development page by selecting it from bookmarks or by typing the following URL in your web browser

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

- Click on the  link.

- Click on the  link.

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



Class = E-mail2
Site = HH

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

- Click only one time on the  button.

End of Workshop

Please complete the following before leaving:

- Close all windows
- Quit or Exit all applications