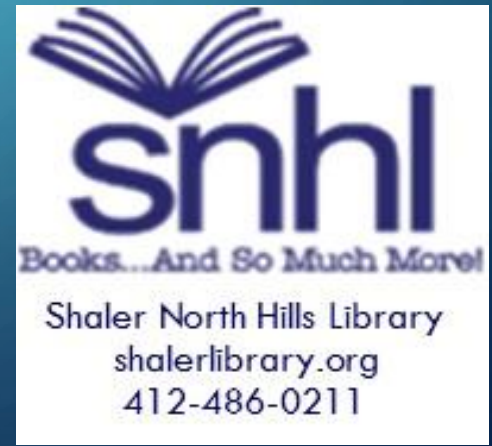


# INTRODUCTION TO COMPUTERS

## SHALER NORTH HILLS LIBRARY

EMAIL

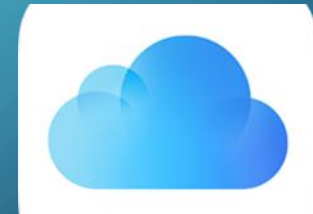
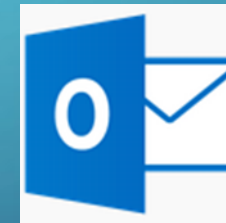
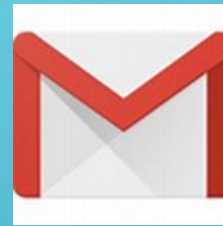


# EMAIL PROVIDERS

- Email may be provided through free services for personal use or through employers, companies, universities, etc.
- You can often tell where an email is coming from by the extension: @ symbol & the period.
- @xyzcompany (gmail, yahoo, Hotmail, etc.)
- .com/ .edu/ .org (business, academic, nonprofit)
- Examples: [harrypotter@Hogwarts.edu](#)  
[Hpotter@gmail.com](#)  
[JoeSmith2464@comcast.net](#)

## FREE EMAIL PROVIDERS

- Gmail (Google)
- Yahoo Mail
- Outlook/Hotmail (Microsoft—MSN)
- AOL (American Online)
- iCloud (Apple)
- Comcast/Xfinity



# MAILBOXES

Your email gives you several tools including a contact list and a calendar.

- Mail
- Contacts (people)
- Calendar

Your email has different 'mailboxes' to help organize your email. These are key ones:

- Inbox
- Sent Box
- Deleted Box (Trash)

# MANAGING YOUR MAILBOX

- Your Inbox is where you receive new emails from people, organizations, or businesses.
- Your Sent Box keeps all the emails that you send out to others.
- Your Deleted or Trash Box is where emails go when you 'delete' them. They remain on file for you (unless you have a system that automatically empties your trash on a schedule). It's a good idea to empty your trash periodically to keep your email space from filling up.
- You can create your own folders to organize your emails (say one for job searching, one for family, etc.)

# COMPOSING A BASIC EMAIL

Every email should have these three components:

- To (email address-- name@provider.extension)
- Subject (what is this email about?)
- Message (what you want to say)

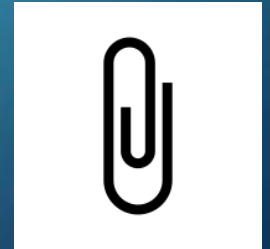


# ATTACHMENTS

An attachment is taking a DIFFERENT file (for example a document or photo) and ‘attaching’ it to the email to send.

There are TWO parts—the actual email message and the attachment.

Attachments are usually indicated by a paperclip symbol.



You use this symbol to ‘attach’ your item and you can usually see this symbol somewhere in the email line if someone sent you one.

# ATTACHMENTS

These are common types of attachments. You can tell what kind they are by the extension (the information after the period):

- .doc— DOCUMENT (WORD)
- .pdf—DOCUMENT (ADOBE)
- .jpg —PHOTO FILE
- .png—PHOTO FILE
- .tif—PHOTO FILE



# SEARCHING EMAILS

If you cannot find an email you want, you can use the 'search' box usually located at the top of your screen to search by a keyword or a contact's name. The computer will search through your emails to find all emails that meet your search request.

# DOWNLOADING & PRINTING

When you receive an attachment that you want to print, you will usually have to fully **DOWNLOAD** it first. This opens it in the program it was created in. This is often shown as a down arrow. For example--

- .doc document will open in Word

- .pdf document will open in Adobe

- .jpeg photo will open with a photo program

Once it is downloaded, then you can determine how to print.

# HOMEWORK

- Ask a family member or friend for their email address. Send them a test email.
- Attach a document or photo to an email and send it.
- Search for all emails from one person/business.
- Check your “Deleted Box/Trash” and empty it.

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412-486-0211  
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May 2020