

9.

USING EMAIL.

9.1 WHAT IS EMAIL?

Email stands for electronic mail. You send rather than post an email. Sending an email is like posting an electronic version of a letter or a note. When you type your message and send it, it usually arrives at its destination in seconds. It is much cheaper than traditional post, and usually free.

An email account is like a PO Box in a post office but it's free. You register for an account with different internet service providers (for example eircom, Google, Hotmail, Yahoo) and this forms part of your email address.

An email address is your individual address for sending and receiving emails.

Here are some examples:

- gmurphy@dublin.ie
- johnsmith59@gmail.com
- maryjones@eircom.net

The way to speak these addresses is:

- G Murphy at Dublin dot ie
- John Smith at Gmail dot com
- Mary Jones at eircom dot net

The @eircom.net part of the last address shows that Mary Jones has her email account at the Eircom 'post office'.

John Smith uses the Gmail post office.

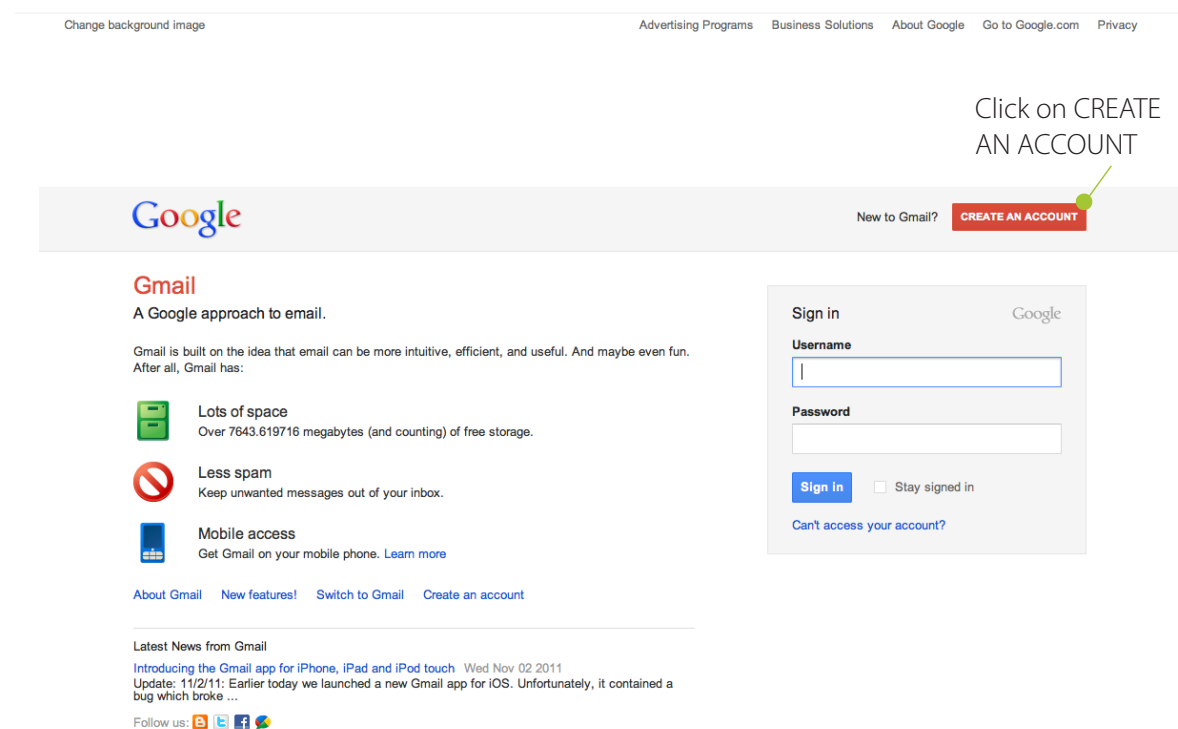
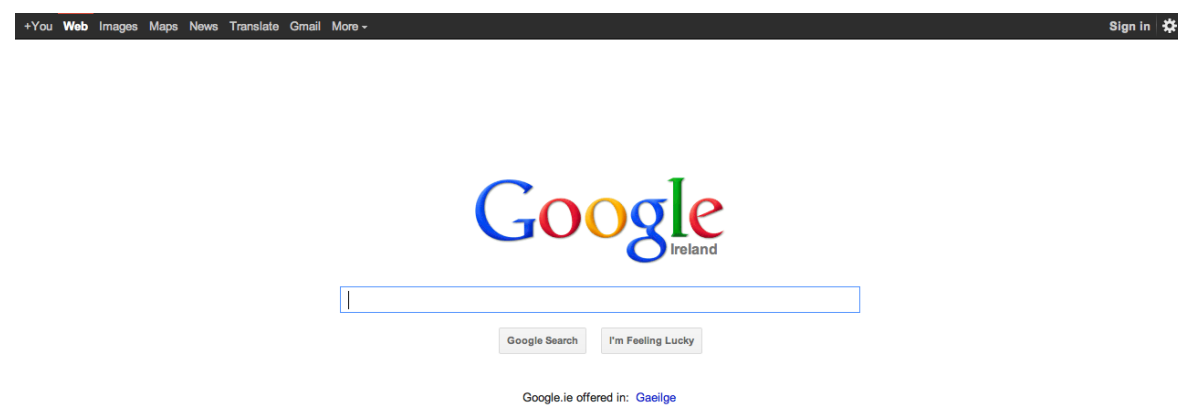
9.2 WHAT DO I NEED TO BE ABLE TO DO WITH EMAIL

- The basic uses of email are the same whether you use Gmail, eircom mail or hotmail
For example, you need to learn how to do the following:
- Sign up for an email account
- Create and remember a User Name and Password
- Access your email account

- Open and read your emails
- Reply to an email
- Write and send an email to the email address of someone you know
- Check to see what messages you have sent

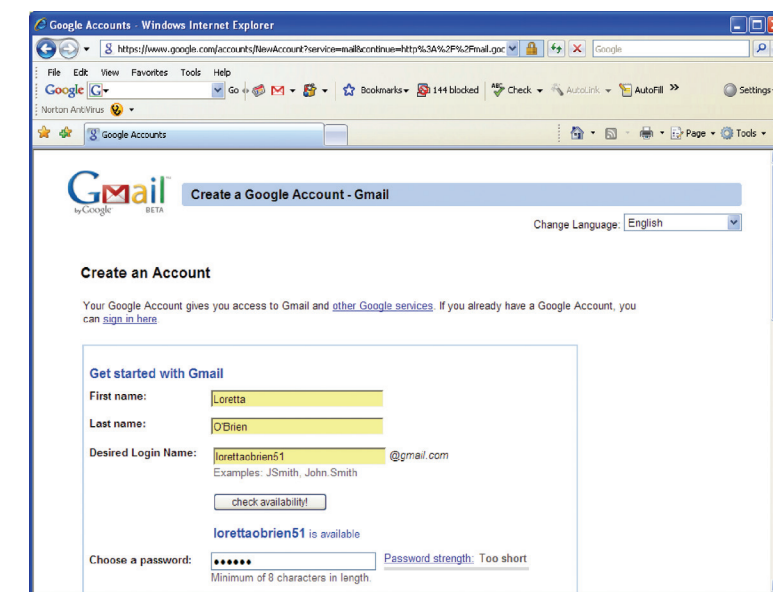
9.3 TO SET UP AN EMAIL ADDRESS USING GMAIL

Open up the internet and type in **www.google.ie** in the Internet Address Box.



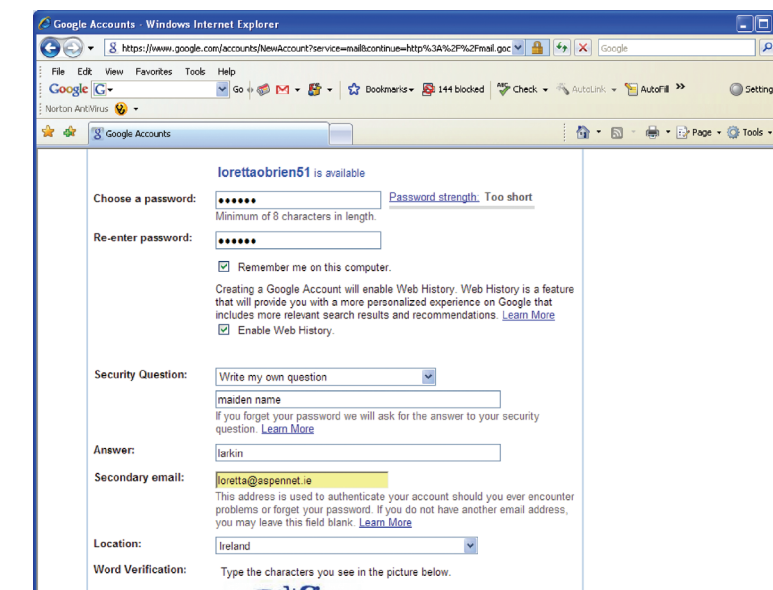
The Next three images are sections of the entire page.

Just follow the instructions on the page (but use you own name).

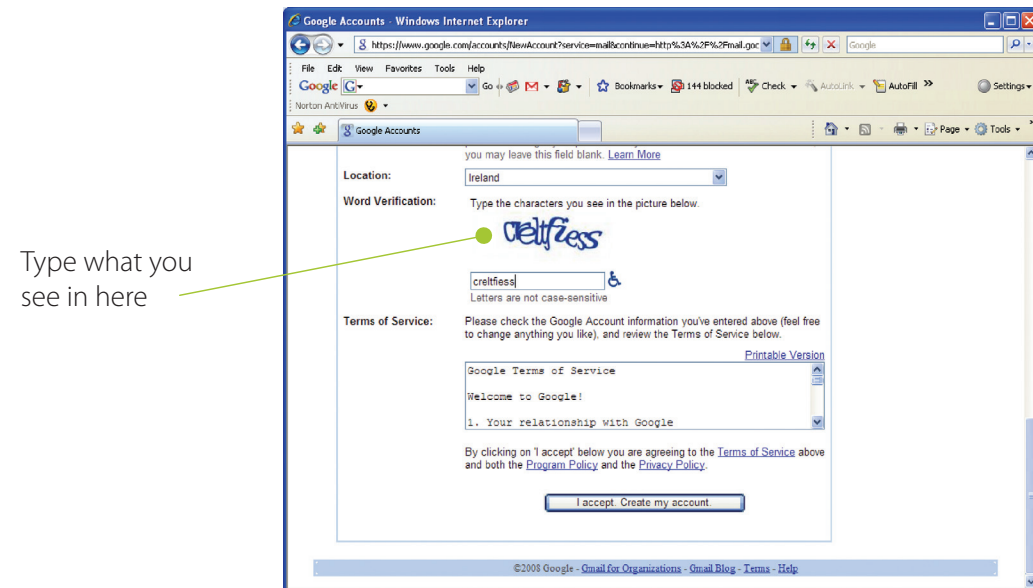


You may have to try several user/log in names and passwords if you have a fairly common name.

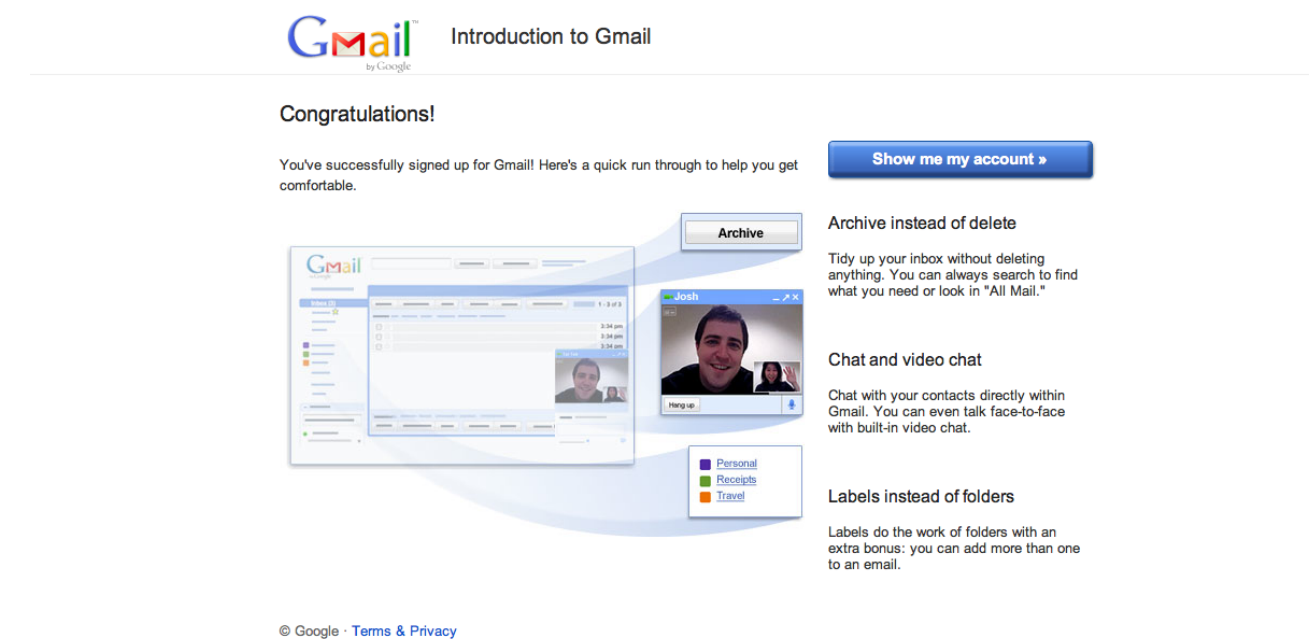
When you choose a user name and password and it is accepted for your account – WRITE IT DOWN somewhere safe.



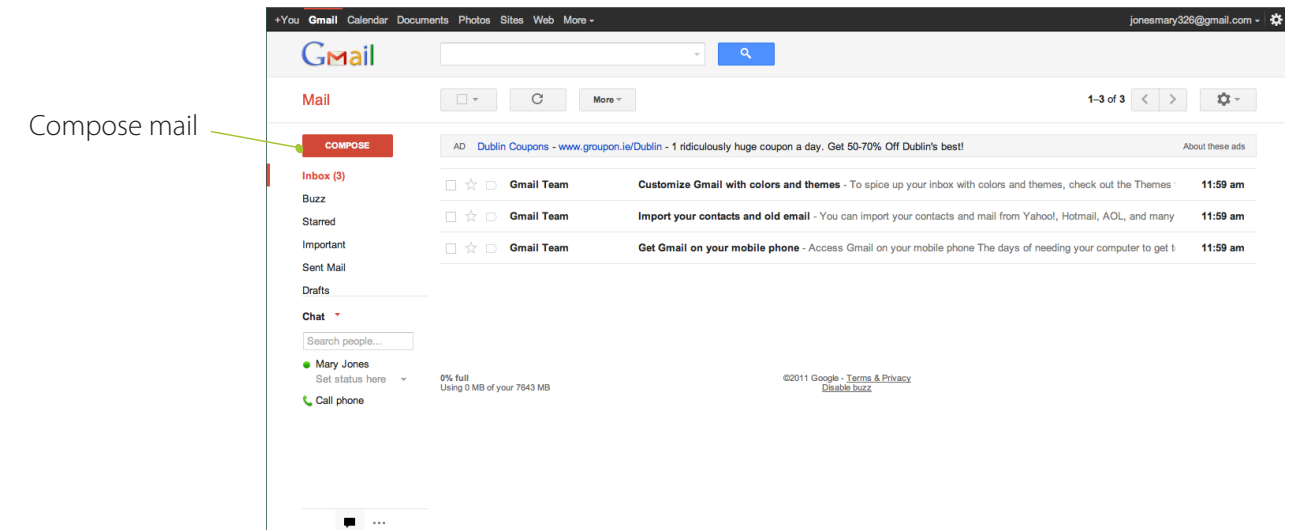
If you make a mistake you will be asked to write these in again.



This is the screen that will appear to show that you have created a new account.

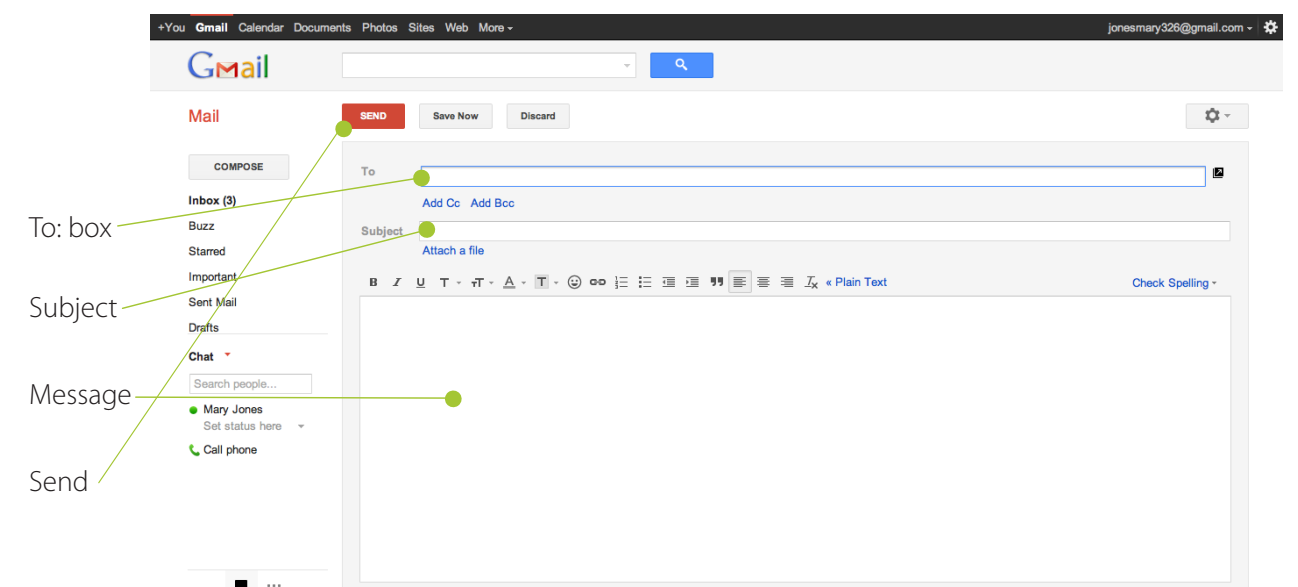


To write an email, click on **Compose Mail**.



To write an email:

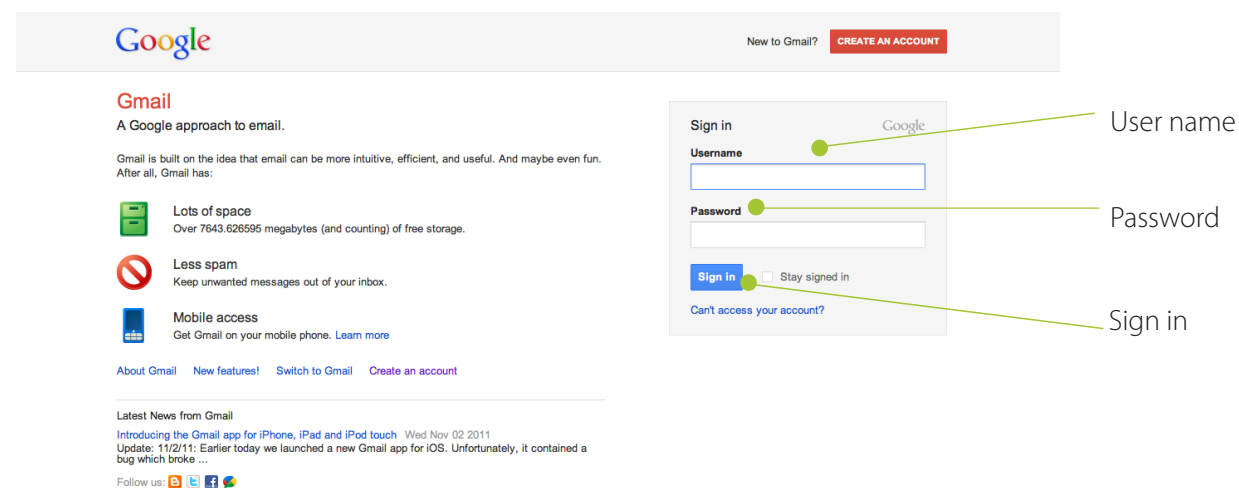
- Type the email address of the person you are sending the message to in the To: box
(This will look like something like this jblogs@eircom.net)
- Type the subject of your message in the Subject: box
- Type your message in the details (biggest) box
- Click on the Send button



It is important to Log Out of your Gmail account when you are finished. To do this click **Sign Out** at the top right hand corner of the Gmail window, this will bring you back to the Sign In page.

Now start again.

- Open the internet
- Type in **www.google.ie**
- Select Gmail on this page and this page will appear
- Type in your user name and password (Did you remember these?)
- Click the Sign in page



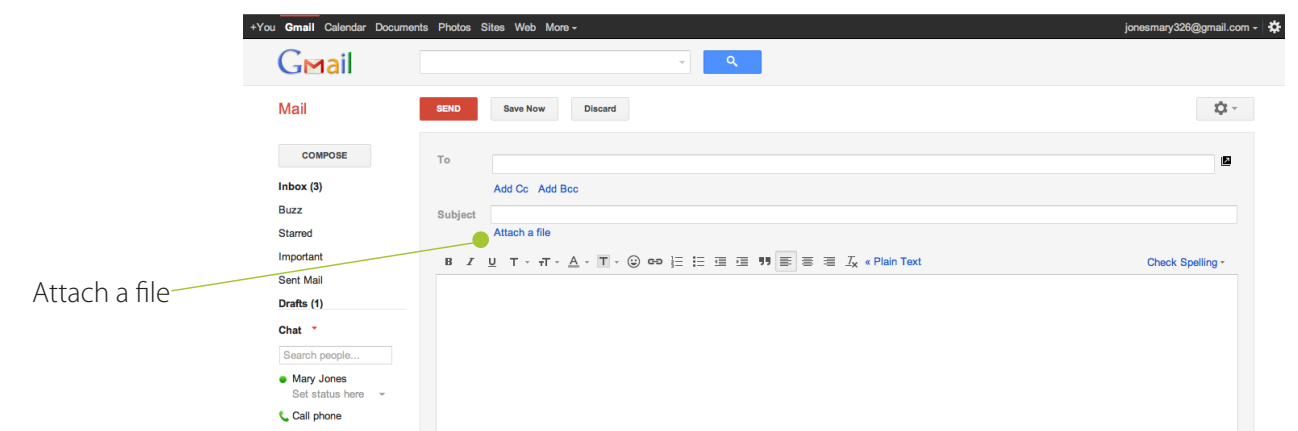
Your account will take a while to load but it will be the same image as you had when we were first setting up the account.

If you would like to sign up for Age Action's e-mail newsletter, go to Age Action's Home Page: **www.ageaction.ie**

9.4 SENDING AN ATTACHMENT WITH GMAIL

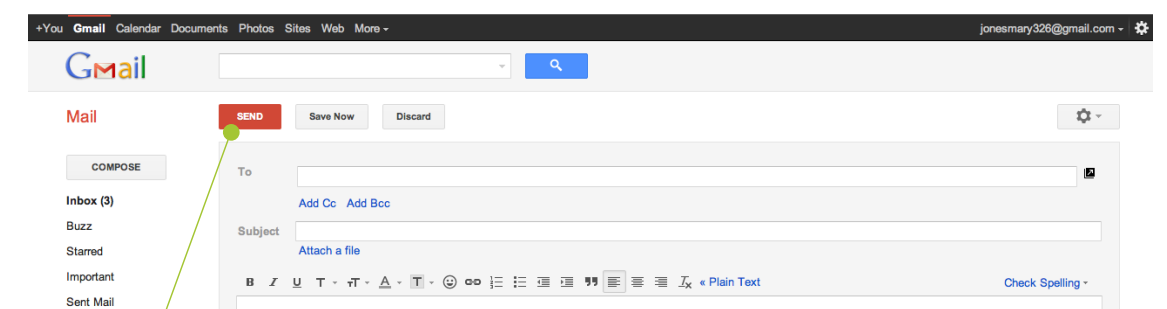
As well as sending an email message, which is typed into the email text box, you can send photographs or other documents.

These are called **attachments**, because they are usually attached and opened by clicking on an icon that is shaped like a paper clip.



Attach a File

- Click on Compose Mail at top left of screen
- Enter the email address in the To: box of the person you want to send the message and attachment to
- Type message and click 'Attach a File', which is under the Subject box beside the paper clip
- The document or photograph you want to attach needs to be saved on your computer before you can attach it to an email.
- Select the file you want to attach and click open
- If the file is attached to the email you will see a tick box beside the paper clip
- Click the Send button



Click the send button