Mark Nicholls – ICT Lounge

# IGCSE ICT – SECTION 9 USING EMAIL

# USING EMAIL STEP BY STEP GUIDE



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**ICT Lounge** 

# <u>Using Email</u>

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### 9.1- Email Overview

- Email is short for Electronic Mail.
- It is a method of sending digital messages from one computer to another (Can also be done using mobile phones).
- Email is received instantly by the users Email Providerand mails sit in the Mailbox until accessed by the user.
- Mailboxes have storage limits (Limited amount of emails which they can hold) and once full you cannot receive anymore emails until you delete older messages.
- To use email you must have an Email Address.
- Email Addresses can be **Web Based** (Like Yahoo) or **Hosted Internally** (Like Outlook Express on the school computers).

# 9.2 - Opening/Creating Mailbox in Yahoo

Access the Yahoo Mail homepage at: <a href="https://login.yahoo.com/">https://login.yahoo.com/</a>

Sign in or create a new account (New accounts should follow my instructions)





Your email editor will look similar to the screenshot below:

# 9.3 - Organising your mail

#### Task A

At the moment your mailbox is empty but before long it will start to fill up with messages. These messages will need to be organised into sensible groups.

#### How to do it:

Find the Folders link and click the + symbol.

Name the new folder **"IGCSE"** then click OK.

Add a New Folour	×
Folder name: IGCSE	
	OK Cancel

Your new folder will appear underneath the Folders link.

WHAT'S NEW	IGC SE (0)	CONTACTS UPPATES
Compose Message	•	
Play hot game: Bejeweled 2		There are no emails in your IGCSE folder.
<ul> <li>Inbox</li> <li>Drafts</li> <li>Sent</li> <li>Spam</li> <li>Trash</li> <li>Folders</li> <li>IGCSE</li> <li>Online Contacts</li> </ul>	2 0	
<ul> <li>Facebook Friends</li> <li>Applications</li> <li>All My Purchases</li> </ul>	×	Activity 1 Create another folder in the Yahoo email editor called <b>"Friends"</b> .

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The email editor should now look like this:

[ 🧧 😑 Hi, Mark 🕶   Sign Out   Op	tions +   Help +	Preview Mail w/ Y! Toolbar	🖾 Mail   My Y!   🔥 Yahoo!
YAHOO! MAIL	-	Q Search	Search Mail Search Web
WHAT'S NEW Friends (0)	CONTACTS UPDATES		
Compose Message 👻			
Play hot game: Bejeweled 2	There are no emails in your Friends folder.		
Carl Inbox 2 C Drafts Sent			
🚺 Spam		الجرية مميزة	CILC CHART
Trash 1 🔳			
▼ Folders +			
Friends			
IGCSE			
Online Contacts			
Facebook Friends			
Applications			
All My Purchases			
Attach Large Files			
Automatic Organizer			
1 Calendar			
Edit Photos			
G Evite			
🐏 Flida			
My Cool Fonts			

# 9.4 - Email Etiquette

When using email there are several rules which you should follow to gain the respect of other email users.

- 4 Do not type using all capital letters this is read as shouting.
- 4 Do not leave the subject line blank (give reader an idea about the content).
- 4 Do not use coloured text and backgrounds. These can be hard to read.
- When sending to a number of users at the same time use bcc rather than cc as it helps protect their email addresses being passed on and reduces the chances of them getting junk mail.
- Do not forward chain letters and other types of junk email as these will soon use up valuable inbox space.
- Do not give out any personal information such as phone numbers, passwords, bank account details etc in emails.
- Keep email communications private. It is illegal to post the content of a private email in a public place (like online).
- Compress (zip) email attachments before sending them. This allows larger documents to be sent quickly and take up less inbox space.

# 9.5 - <u>Sending an email</u>

#### **Task B**

Send an email to me using the email address: mrnichollsigcse@yahoo.com

The content of the email should describe your **3 favourite things**. **Carbon Copy (Cc)** the message to <u>igcsecommunications@yahoo.com</u> and send a **Blind Carbon Copy (Bcc)** to <u>mrmarksigcse@yahoo.com</u>.

Make the subject for the email "IGCSE Email Test".

#### How to do it:

Open your email editor (Yahoo) and access your mailbox, using your email address and password.

Click on **Compose Message** to create a \_\_\_\_ new email message. This opens the New Message window.

WHAT'S NEW	INBOX (2)	CONTACTS	UPDATES		
Compose Message 👻					
See Today's To Music Videos	p	Weld	come to `	Yahoo! Mail	
🚐 Inbox	2 Č				
🕞 Drafts		1	Easy tips	to get you started	
📑 Sent			Import y	our Contacts from your oth	

Enter the email address of the person that you wish to send the email to in the **To**: box.

In this case the message will be sent to me at mrnichollsigcse@yahoo.com

Send Canoel Save as Draft	
TO: mrnichollsigcse@yahoo.com	+
cc:	+ Add BCC
SUBJECT:	
Attachments  Emoticons  Format	
Times New Roman 🔪 12 💌 B I U 🗆 🗸 🗉 🗸 🖅 🖅 😒	she i

Makesure that the email address is typed carefully and accurately with correct spelling and punctuation. One typing error will mean that the message will not be sent to the correct person.

#### 9.5a - Carbon Copy (Cc)

If you wish to send a copy of the message to another person (A carbon copy), add their names to the **Cc**: box. For this task you should send a carbon copy of your message to <u>igcsecommunications@yahoo.com</u>.



#### 9.5b - Blind Carbon Copy (Bcc)

You can also copy the message to another person using **Bcc** (Blind Carbon Copy).

Bcc means that none of the people receiving your message will be aware that a copy of it has been sent to anyone in the **Bcc**: box. This prevents the Bcc email addresses from being passed on to other people.For this task a blind carbon copy should be sent to <u>mrmarksigcse@yahoo.com</u>.

#### **NOTE:** You may have to click "ADD BCC" before you can enter your Bcc.

cc:	mmichollsigase@yahoo.com igcsecommunications@yahoo.com		+ Add BCC	[	Add BCC if you	cannot	
SUBJECT:					see the entry	box.	
	Attrachments D Emotions 7 Examt			L	•		
es New Rom			1907				
		Send Can	el Save as Draft Draf	t auto-saved at	9:06 AM		
		Send Can	el Save as Draft Draf	auto-saved at	9:06 AM	+	
		Send Can TO CC	el Save as Draft Draf mrnichollsigcse@yahoo	.com	9:06 AM	+	
	Adding a blind carbon	Send Can TO CC	el Save as Draft Draft mrnichollsigcse@yahoc	.com yahoo.com	9:08 AM	+	
	Adding a blind carbon	Send Can TO CC	el Save as Draft Draft mmichollsigsse@yahoo igosecommunications@ mmmarksigose@yahoo.co	auto-saved at : .com yahoo.com	9:08 AM	+	Hide B(
	Adding a blind carbon copy (Bcc:) of the email.	Send Can To CC BCC SUBJECT	el Save as Draft Draft mmichollsigcse@yahoc igcsecommunications@ mmarksigcse@yahoc.c	com yahoo.com	9:06 AM	*	Hide B
	Adding a blind carbon copy (Bcc:) of the email.	Send Can TO CC BCC SUBJECT	el     Save as Draft     Draft       mmichollsigcse@yahoo.cl     igcsecommunications@       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl       immarksigcse@yahoo.cl	com yahoo.com	9:06 AM	*	Hide BI
	Adding a blind carbon copy (Bcc:) of the email.	Send Can To CC BCC SUBJECT	el     Save as Draft     Draft       Immichollsigcse@yahoo.cl     igcsecommunications@       Immarksigcse@yahoo.cl       Immarksigcse@ya	auto-saved at auto-saved at auto-saved at auto-saved at at at auto-saved at at at auto-saved at at auto-saved at at at auto-saved at at at auto-saved at at at auto-saved at	9:06 AM	+	Hide B

#### 9.5c - Subject Line

The subject line of a message lets the person receiving the email know what the message is about. This allows them to read the most urgent messages first.

Add the subject line "IGCSE TEST EMAIL" in the Subject box.



#### 9.5d - Email Content

Enter the content of the message into the main box. Remember to use a **greeting** at the **start** of the message and a **salutation** at the end.

#### **NOTE:** Remember that your message should briefly describe your 3 favourite things.

When you have checked your email for spelling and grammar errors, click on Send.



The email will then be sent to the mailbox of each account in the To:,Cc: and Bcc: boxes.

#### Activity 2

Send another email to me (teacher) with the subject line "Success!"

Copy this email to 2 other people in the class (One Cc: and the other Bcc:). The content of the email should inform people that you are now able to send emails correctly.

I will reply to your email to let you know that I received it.

## 9.6 - Receiving and replying to an email

#### How to do it:

Click on the **Inbox** for your email account. Any emails received will appear in this window.

In the example below the new message has been received and can be clearly seen. New (unopened) messages appear in bold so that they stand out.

Clicking the message with the left mouse button will open it in a new window.



To reply to a message from the original sender click on **Reply**. If you want to reply so that all people placed in the **To:** box and **Cc:** box can see the reply click on **Reply all**.

	Reply		
WHAT'S NEW INBOX (1)	CONTACTS & DATES IGCSE Tex	Forward	
Compose Message  Play hot game: Cooking Academy	IGCSE Text B Reply to Sender Reply to All	Spam • Print • • •	•
☐ Inbox C     □ Drafts   1     □ Sent	Hi Mark	Reply	to all
Spam Trash Trash Trash Trash	I received the IGCSE text book Regards	which was ordered the other day.	
Friends	Mark Reply to Mark Nicholls		Send

If you wish to send the message to another person without adding the contents use **Forward**.

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# 9.7 - Managing your Contacts

You can add contacts to your Address Book which will contain all of the email addresses of people who you frequently communicate with.

#### How to do it

Click on "Contacts" and then select "New Contact".



Fill in as much of the personal information as you wish but you will need to complete the Name section and the Email Address section.

When you have completed the form, the person can be added to your list of contacts by clicking on **Save**.

		Save	
			Save Cancel
Aar	on K	ne	
Bas	sics		
	Nickname:		
	Email	akane@cesegypt.com	+
	Instant Message 📼		+
	Phone 💌		+
	Job:		
	Employer:		

Your list of contacts can be managed by selecting the **Contacts** link which will open the **Contacts Window**.

	L	Q. Search	Search I
WHAT'S NEW INBOX (1)	CONTACTS UPDATES		
New Contact New List	Q, Look for	Actions 👻	Privacy   Help
All Contacts Shortcuts Peleted Contacts	<ul> <li>Select All</li> <li>Aaron akane@cesegypt.com</li> </ul>	Edit Details Assign to Lists Delete	
> Lists +		Aaron Kane	m

From here contacts can be **Added**, **Edited** or **Deleted**.

#### 9.7a – Contact Lists/Groups

You can also organise your contacts into groups.

These groups can be used to send emails to all of the people in the group at the same time by selecting the group name rather than individual contact names.

**NOTE:** Individual contacts can belong to more than group.

#### How to do it

		IL	Q Search
	WHAT'S NEW INBOX (1)	CONTACTS UPDATES	
	New Contact New List	Q, Look for	Actions 👻
New List	All Contacts	Select All	Edit Details Assign to Lists Delete
	Shortcuts	Aaron akane@cesegypt.com	
	Peleted Contacts		
	Lists +	John jbenson@cesegypt.com	John Benson
			jbenson@œsegypt.com

Choose an appropriate name for your contact list (Friends for best friends etc).

Create a New List	×	
		Appropriate Name
List name: Friends		P.F P
	OK Cancel	

Next you need to add contacts to your friends list. To do this select your contacts and drag and drop them into your New List.



To compose an email to send to the contacts in the friends list you need to:

- Find your friends list (In Contacts section)
- Select the friends you wish to email
- Click Compose Email
- Write email and send

WHAT'S NEW Friends (0)		New Email New Email
New Contact New List	Q Look for	Actions 🕶
	Select All	Edit Details Assign to Lists Delete Remove from list
	Asron akane@cesegypt.com	
Lists     +	John jbenson@cesegypt.com	2 Contacts selected
<b>kai</b> Friends	1	Send a message to these selected contacts.
Selectir	g Friends	Compose Message Compose Email
		It's always a good idea to keep a clean contacts list! Delete Contacts

$Y_{A}$ HO		L					Q Search
WHAT'S NEW	Friends (0)	CONTACTS	UPDATES	New Email	New Email	New Email	
Compose Messa	je 🔫	Send Cano	el Save as	Draft Draft a	uto-saved at 1:37 F	PM	
Try Fashion S game for free	how	то	akane@ce	segypt.com jl	benson@œsegyp	t.com	+
🚑 Inbox	C	CC	:				Eview de la vita mattice llui
🍺 Drafts	4	BCC	:				Friends automatically
📑 Sent		ALLE LECT					added to the email <b>To:</b> box
🕖 Spam	T	SUBJECT.				[	
👕 Trash	2 🔟		@ Attachm	ients 🙂 Emo	ticons J Form	at	
▼ Folders	+	Times New R	oman 👻 12	► B I	<u> </u>	<b>∠</b> • E	• ≔• ⊟• ❷ ♥ •
Friends							
IGCSE		1					
▼ Online Contact	5 📈 📈						

Contact lists can be **edited** and **deleted** in much the same way as contacts. It should be noted that any contacts that are deleted out of lists will not be deleted from the main **Contacts Window**.

#### **Activity 3**

Add the email addresses of 2 of your friends to a contact list. Check that these contact details work by sending them a test email. Reply to messages from your friends letting them know that their details are correct.

# 9.8 - Sending a File using Email

#### Task C

Send an email to me: <u>mrnichollsigcse@yahoo.com</u> and a **Carbon Copy (Cc)** to: <u>igcsecommunications@yahoo.com</u> with the file **"STYLE1.CSS"** (Avaliable on the PowerPoint Menu) attached to the message.

Make the subject line for the email "First Stylesheet".

Body of message should say "Please find the first stylesheet attached to email".

#### How to do it

Compose a new message and enter the **email address**, **subject line** and the **body** of the email.

Ensure that you are sending **the original email** to <u>mrnichollsigcse@yahoo.com</u> and **Cc**: to <u>igcsecommunications@yahoo.com</u>.

Click on **Attachments** to start the process of attaching a file to the message.



#### Click Attach Files.

Browse to and select the file to be attached then click Open.



This will add the file as an attachment to the message (You can attach more files to the same email by simply repeating the attachment steps).

	Send Cancel Save as Dr	aft Draft auto-saved at 10:30 AM	
Send	TO: mrnichollsigc	se@yahoo.com	+
	CC: igcsecommu	nications@yahoo.com	+ Add BCC
	SUBJECT: First Styleshee	et	
	Ø Attachmen	ts 🙂 Emoticons ${\mathscr T}$ Format	
	Attach Files Remove		
	STYLE1.css ×	STYLE1.css attached	
	Hi Mr Nicholls	to the email	
	Please find the first style	esheet attached to email.	
	Regards		
	Mark Nicholls		

**NOTE:** Attachments can be deleted by clicking the X symbol next to their name.

When you have checked that the message is error free press **Send**.

#### **Activity 4**

1. Send an email to the following address: <a href="https://www.louine.com">louie1066@gmail.com</a>

The emails subject should be: **Activity 4** The body of the email should be: **Please send the instructions for activity 4.** 

- You will receive a response with the subject title of "Activity 4 Instructions". You need to read the instructions given in that email and send me the file requested to: <u>mrnichollsigcse@yahoo.com</u>.
- 3. You should Cc: one of your friends the file as well.

# 9.9 – <u>Receiving and Saving a File using Email</u>

#### How to do it

Access the **Inbox** for your email account. All messages that you have received will appear in the window. In the example below, a new email message has been received.

The **Paperclip** shows that the email has a **File Attachment**.

WHAT'S NEW INBOX (1)	CONTACTS UPDATES	Re: First Stylesheet	
Compose Message 🔻	Delete Reply 👻	Forward Spam 📴 🕶 🔚 🕶 🛟 🕶	+ + 1 +
Try Sally@s Salon	FROM	SUBJECT	DATE 🔻 🖉
game for free	Mark Nicholls	First Stylesheet	11:45 AM 🧷
🚍 Inbox 1 🕑	Delete Reply -	Forward Spam 🔄 🗸 📔 🗸 🔅 🗸	<b> + + 1 +</b>
Drafts			
Sent			
① Spam 🛛 🔳			
Trash			

Open the message by clicking on the sender's name. The message will look similar to this one:

To open the attachment, either click the button next to the attached file which is named **"Download"** or just click the file.





Press "Continue" to download the attachment then choose "Save File".

Choose the folder you wish to save the file to and then click **OK**.

**NOTE:** The save menu will differ depending on which Internet Browser you use.

You have chosen to open STYLEL.css which is a: CSS Document from: http://98.138.82.27	
STYLEL.css which is a: CSS Document from: http://98.138.82.27	
which is a: CSS Document from: http://98.138.82.27	
from: http://98.138.82.27	
What should Firefox do with this file?	
Open with Dreamweaver MX (default)	•
OwnThemAll!	
🗇 dTa OneClick! 🕴 C:\Users\Mark Nicholls\Download	is\ 🝷
Save File	
Do this automatically for files like this from now on	

#### **Activity 5**

1. Send an email to the following address: <a href="https://www.louine.com">louie1066@gmail.com</a>

The emails subject should be: **Activity 5** The body of the email should be: **Please send the attachment for activity 5.** 

You should receive an email with the subject title of "Activity 5 Attachment". You need to download the file attachment included in the email to your "Communications Folder".

When you have done this you should call me over to show me that you were successful.