

Tech Time Handout: Email Basics

Goal: Learn how email works and be able to perform basic daily functions with an email provider of choice.

Topics:

1. Email: electronic mail usually available through many service providers (Gmail, Yahoo, Comcast) for free.
2. Email access via: computer, smart phone, Apple or Android tablet.
3. Composing a new email – parts of an email
 - a. To:, cc:, and bcc:
 - b. Body of the email
 - c. Extras: attach files, font styles, attaching cloud files
4. Address book and contacts: adding, editing, and removing contacts
5. Tagging, sorting, and organizing emails into folders
6. Email security: being wary of spam emails, phishing emails, and junk mail.
 - a. Avoidance: not clicking links on emails from you don't know
 - b. Flagging emails as junk/spam

Homework: Check email once a day and create a folder to move some emails into. Send an email to a friend or reply to one you have received.