EMAIL & INTERNET

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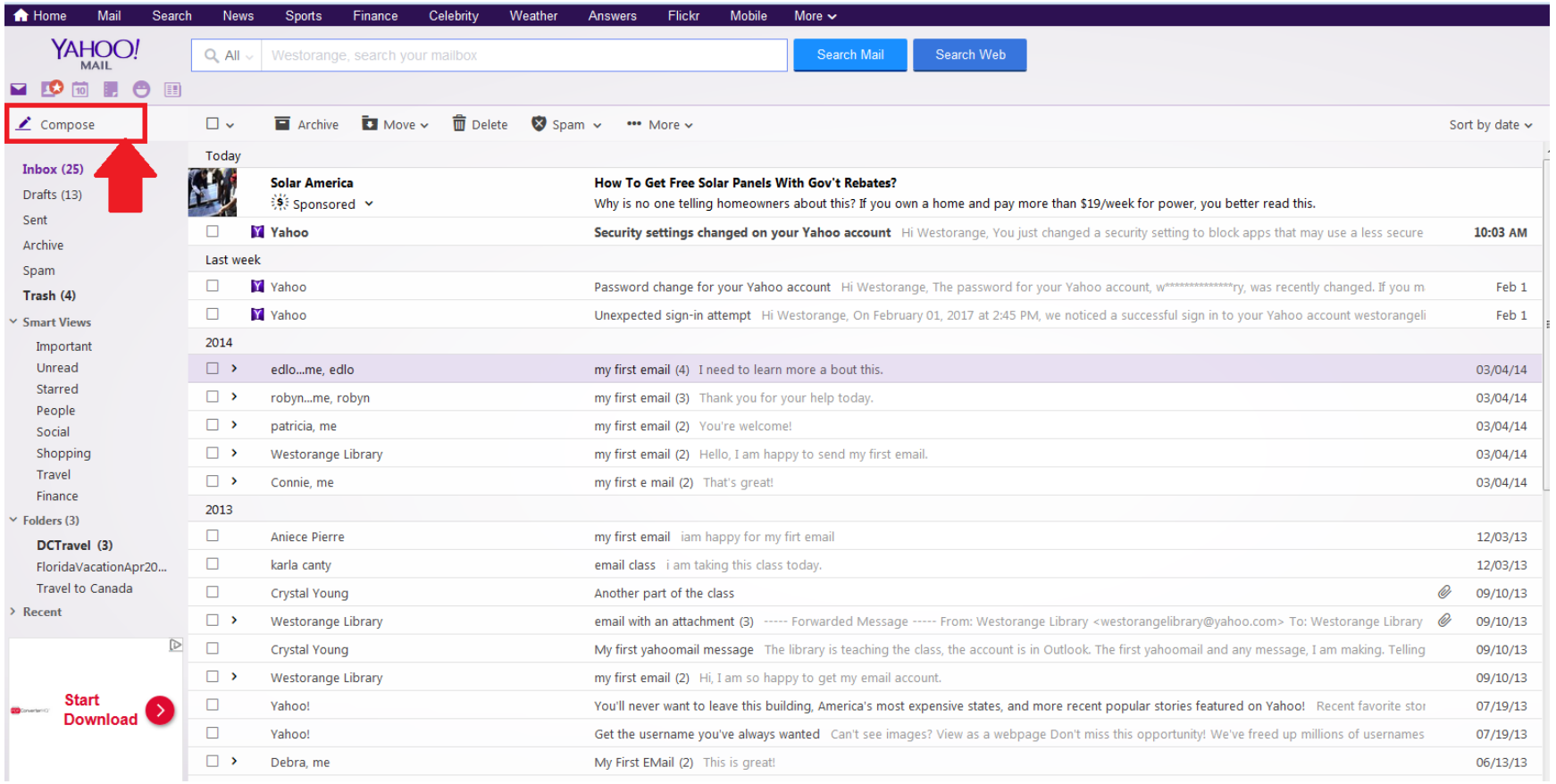
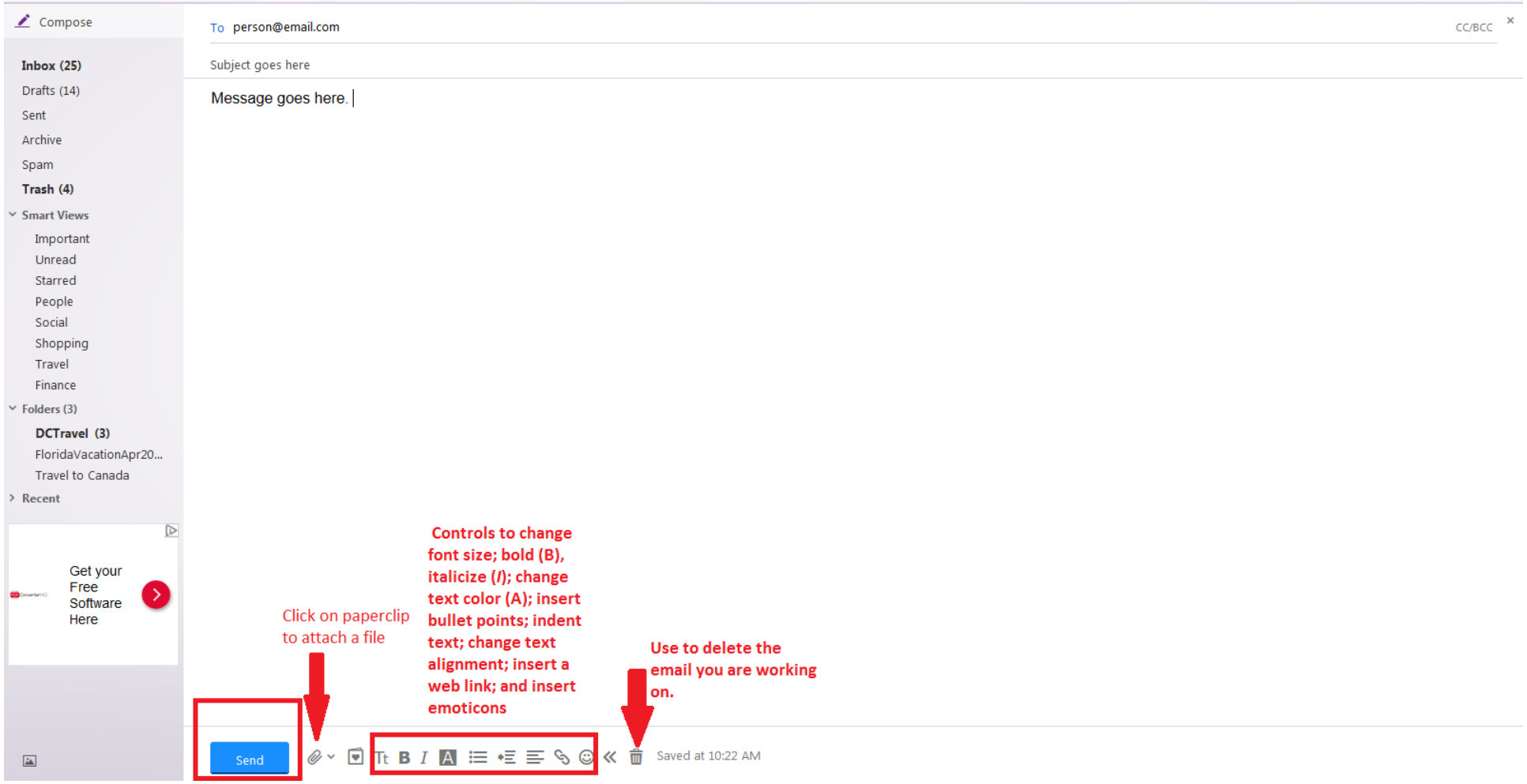
Written by Hebah Emara

EMAIL BASICS – HOW TO COMPOSE AN EMAIL

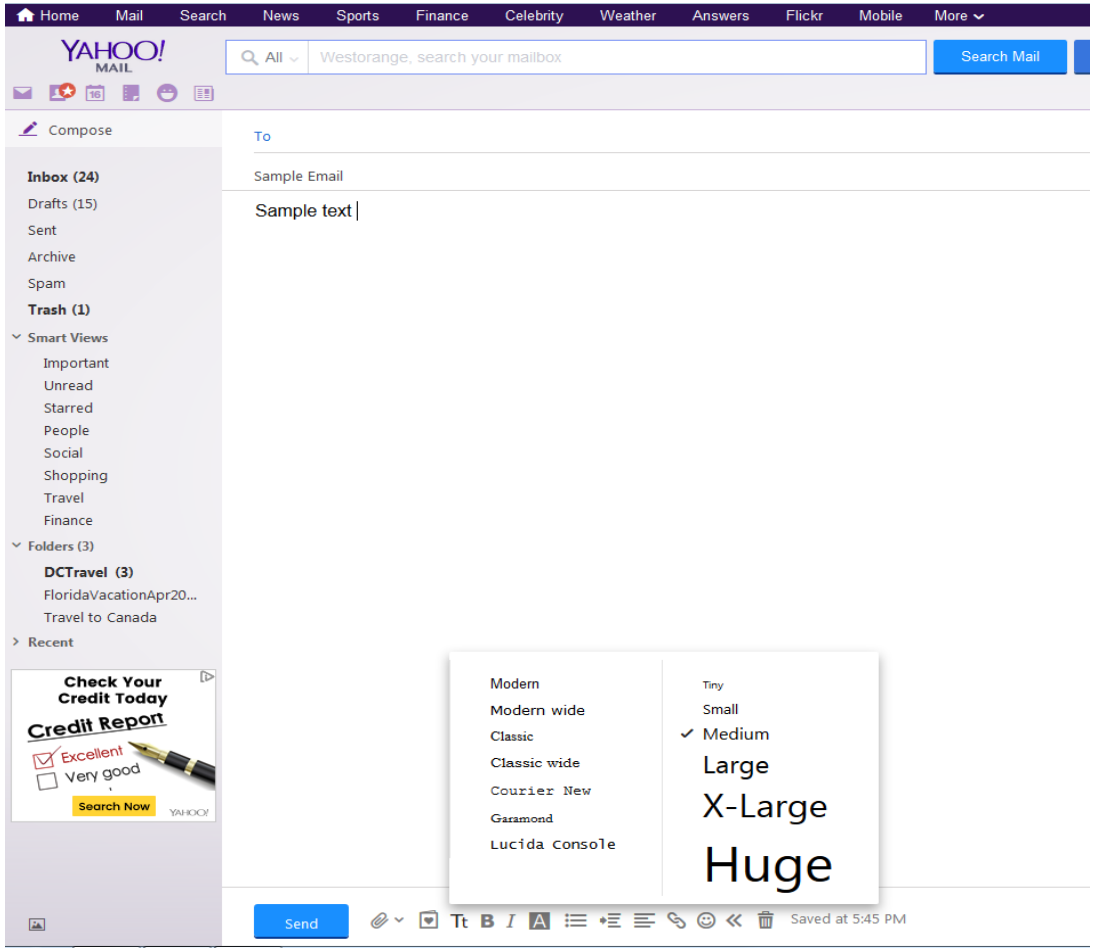
1. Sign in
2. Click “compose” button on top banner of page



COMPOSING AN EMAIL - CONTROLS



COMPOSING AN EMAIL – CHANGING FONT/FONT SIZE

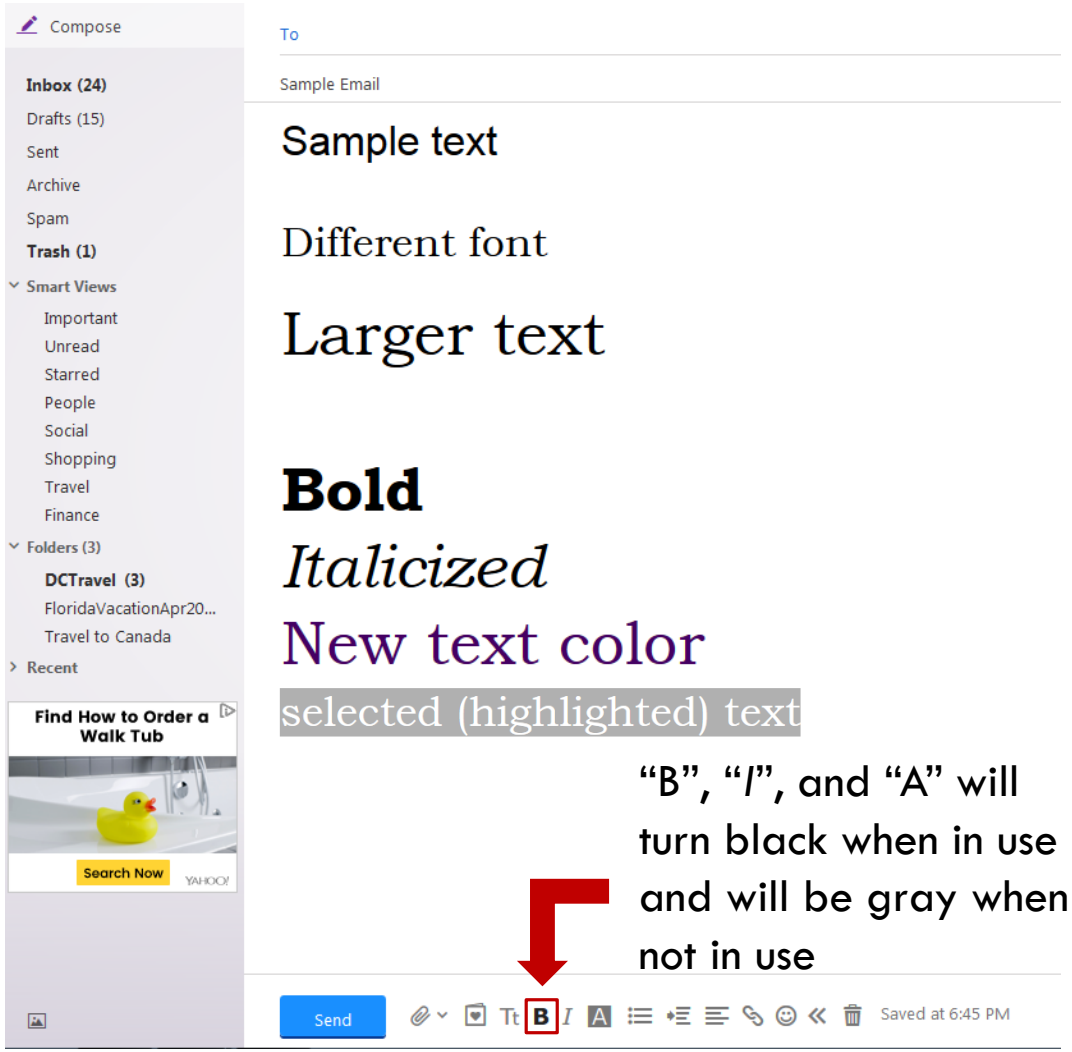


Use the "Tt" button to change the font and font size when composing an email.

To change the font, select one of the font names from the list.

To change the font size, select one of the font sizes from the list. The check mark on the left indicates your current selection.

COMPOSING AN EMAIL – CONTROLS II



Click on "B", "*I*", or "A" on the bottom control console to bold, italicize, or change text color—click on the button a second time to turn that function off.

These controls can be used in two ways:

- 1. After you have finished typing: highlight a portion of text (hold and press down the left button on your mouse and drag it across the text you want to highlight—you will see the text being highlighted in blue or gray, this means it has been selected and any changes will apply *only* to the selected text.
- 2. Before you have started typing: press the "Tt", "B", "*I*", or "A" button and tying with the bold, italicized, and/or colored text and then pressing the button again to turn that function off.

Tip: CTRL + B and CTRL + I are keyboard shortcuts for typing in bold and italicized text, respectively. (Press the CTRL button AND the "b" or "I" key simultaneously to turn the function on and repeat to turn the function off.)

COMPOSING AN EMAIL – CONTROLS III

You can use the buttons to order your text into bullet points or into a numbered list, change the indentation, or change your text alignment (left, center, or right). A menu will appear once you've clicked on the button allowing you to select which function you would like to use.

align text

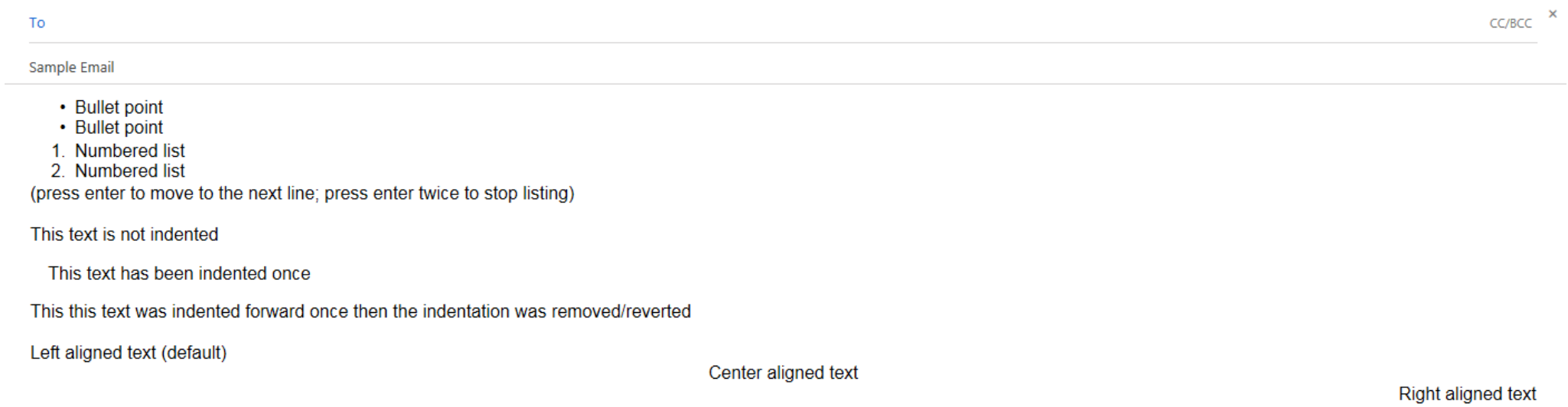
indent

List

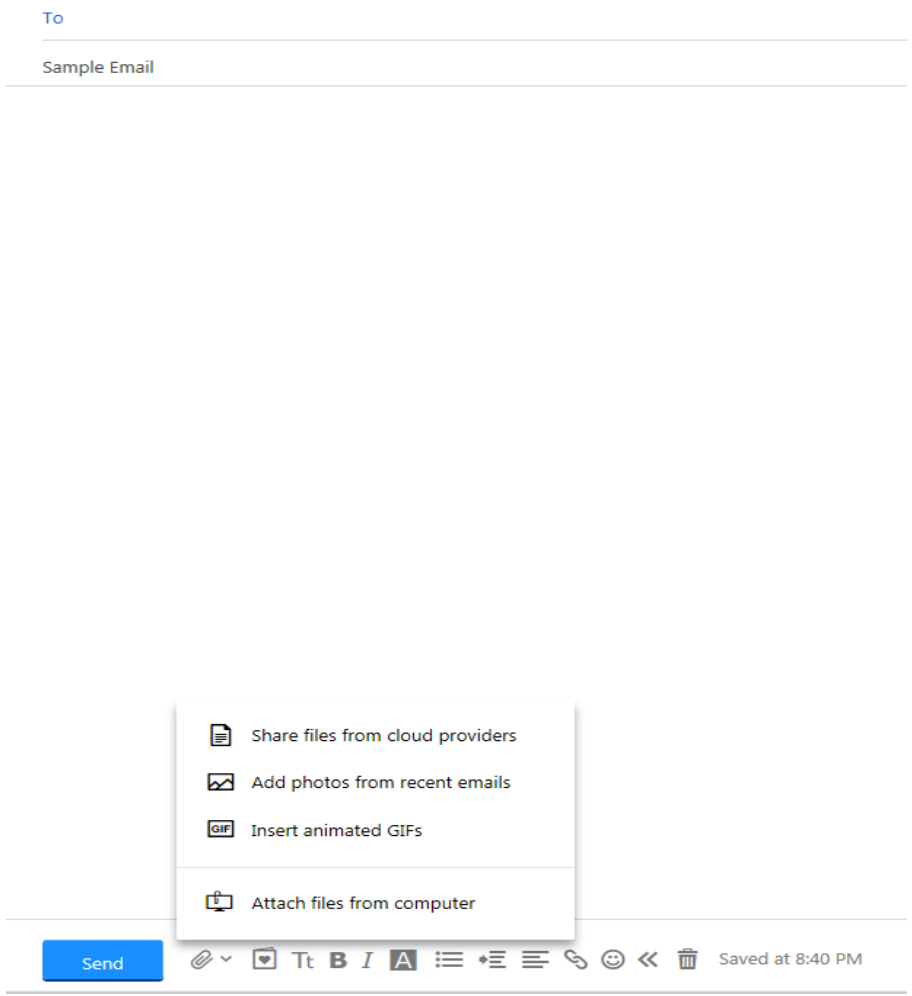
When using these functions be aware of where the blinking text cursor (black bar) is as your list, indentation, or text alignment will occur from that point.

Tip: You can also use the "Tab" key on your keyboard to indent text.

COMPOSE AN EMAIL –CONTROLS III CONTINUED



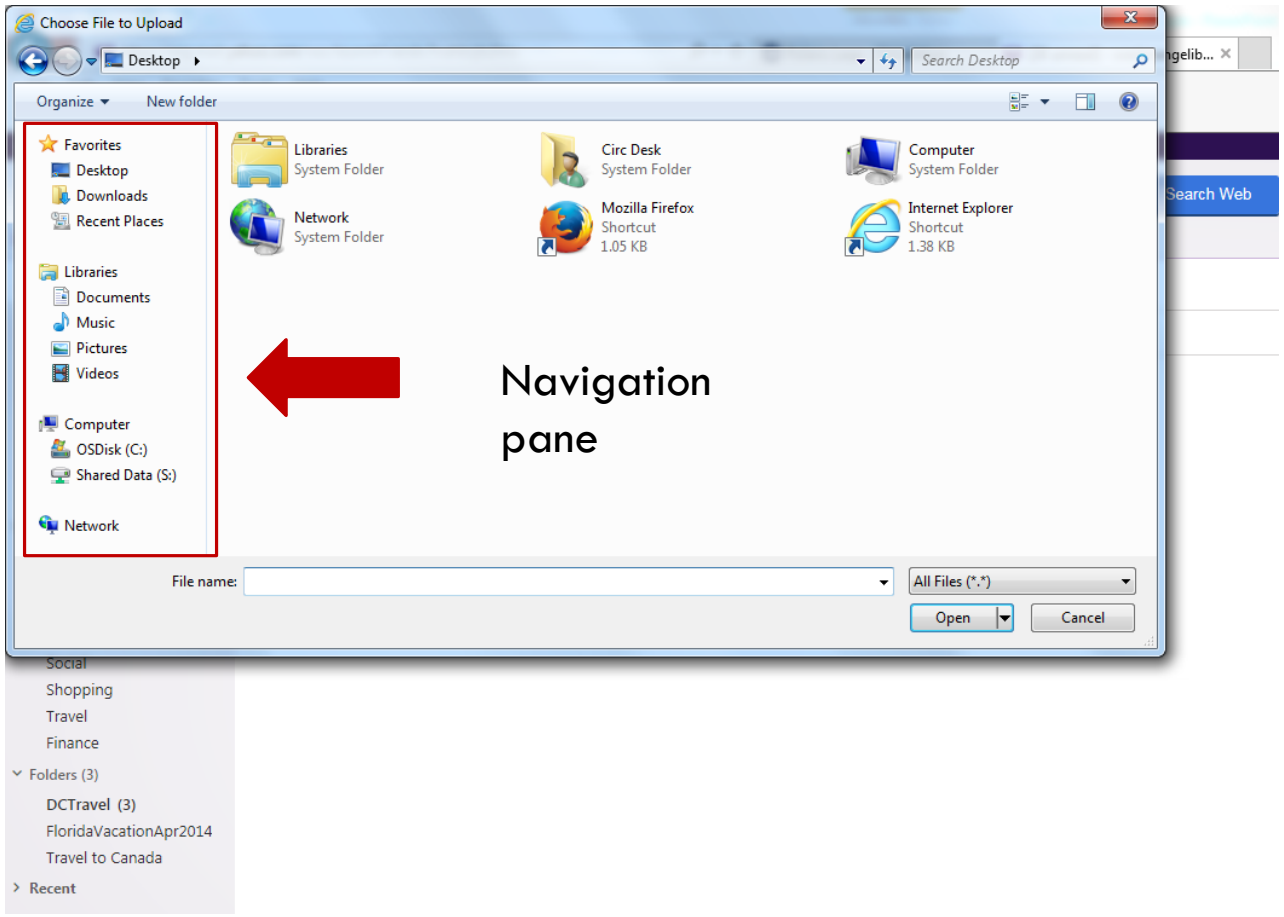
COMPOSE AN EMAIL –ADD AN ATTACHMENT



Use the paperclip button to add an attachment to your email. You can use this tool to attach files such as pictures, documents, or videos to your emails. You can attach multiple files as long as you do not exceed the file size (i.e. size taken up by your file(s)) limit.

After clicking on the paperclip, a menu will appear. Select “attach files from computer” to choose files from your computer.

COMPOSE AN EMAIL –ADD AN ATTACHMENT II



Once you select "Attach files from computer" a window will appear asking you to choose a file to upload.

This window the files and icons present on your *desktop* (home screen). Use the left navigation pane to select the folder housing the file you would like to upload.

Documents will usually be in your "Documents" folders.

Once you have navigated to the correct folder, you can click on your desired file (you will see its name populate in the "file name" bar located at the bottom of the window then press "Open" (to the right of the bar) to attach that file to your email.

- You can repeat this process to attach additional files. Alternately, a shortcut exists if you are attaching multiple files from the same folder—hold down the CTRL key on your keyboard and click on the files you would like to attach, you will see the file names populate in the "file name" and they will be highlighted in blue. Once you have selected all of the files (make sure you keep the CTRL key pressed down to make multiple selections, otherwise, if the CTRL key is not being held down your selections will become unselected).

COMPOSE AN EMAIL –SEND, SAVE, OR DELETE

Yahoo, and most other email providers, will save your email as you compose it placing a copy of the draft in your "drafts" folder. The email will remain in that folder until it is either sent or deleted (manually).

Once you have finished composing an email (and attaching files, if necessary) simply click the "Send" button on the bottom left corner of your screen to send the email. You must have at least one recipient in order for the email to be sent.

If you want to work on your email later, simply exit out of the composition window and navigate to your draft later. Note: it is easier to find your drafts in your drafts folder if you enter a subject in the subject line of your email.

If you do not want to save or send the email you are working on, you may delete it by clicking on the trash bin button on the bottom center portion of the composition window near the previously mentioned controls. This will **permanently** delete the email, so only use it if you are certain you do not want to keep the email you are working on.

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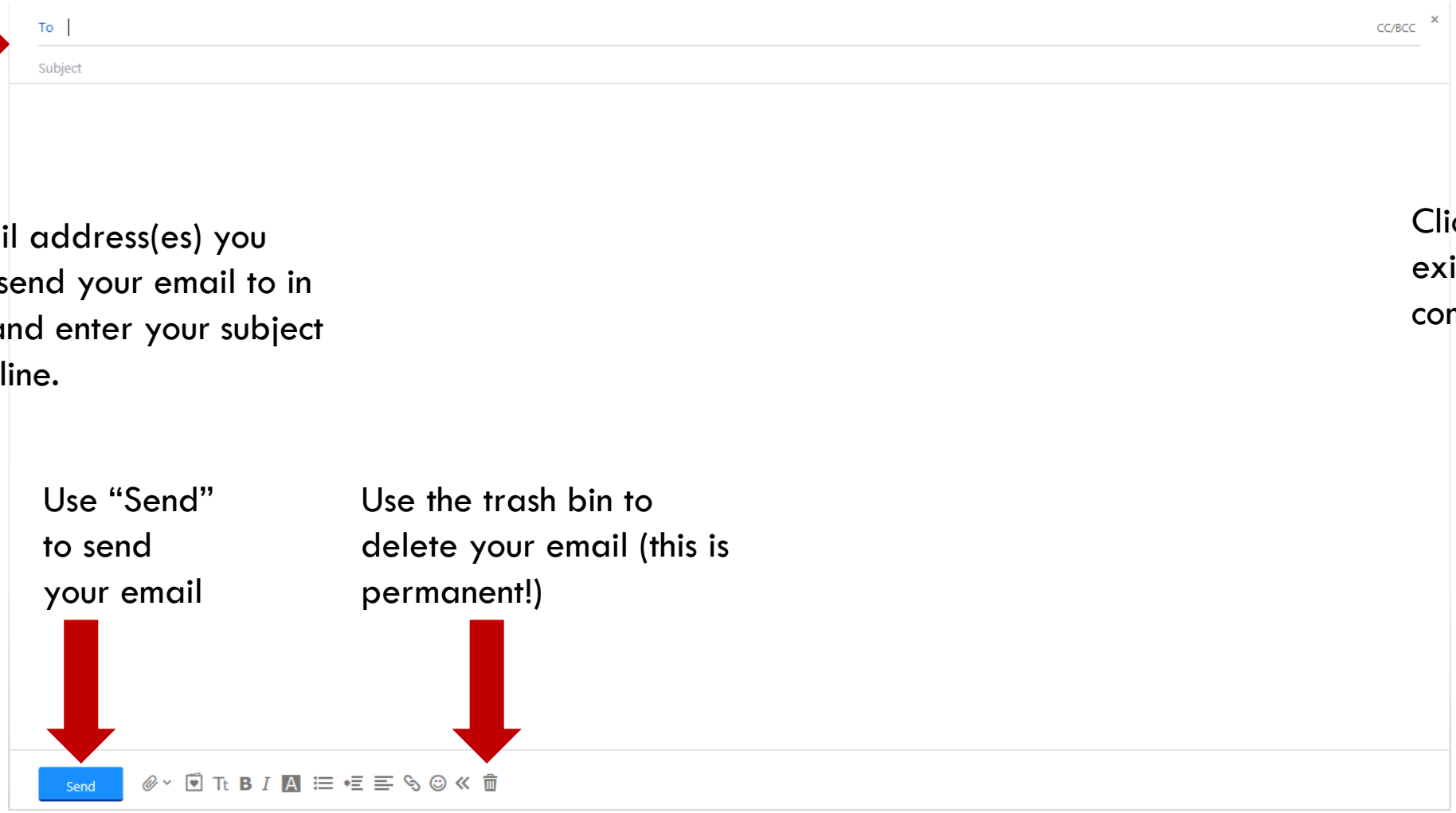
COMPOSE AN EMAIL—SEND, SAVE, OR DELETE



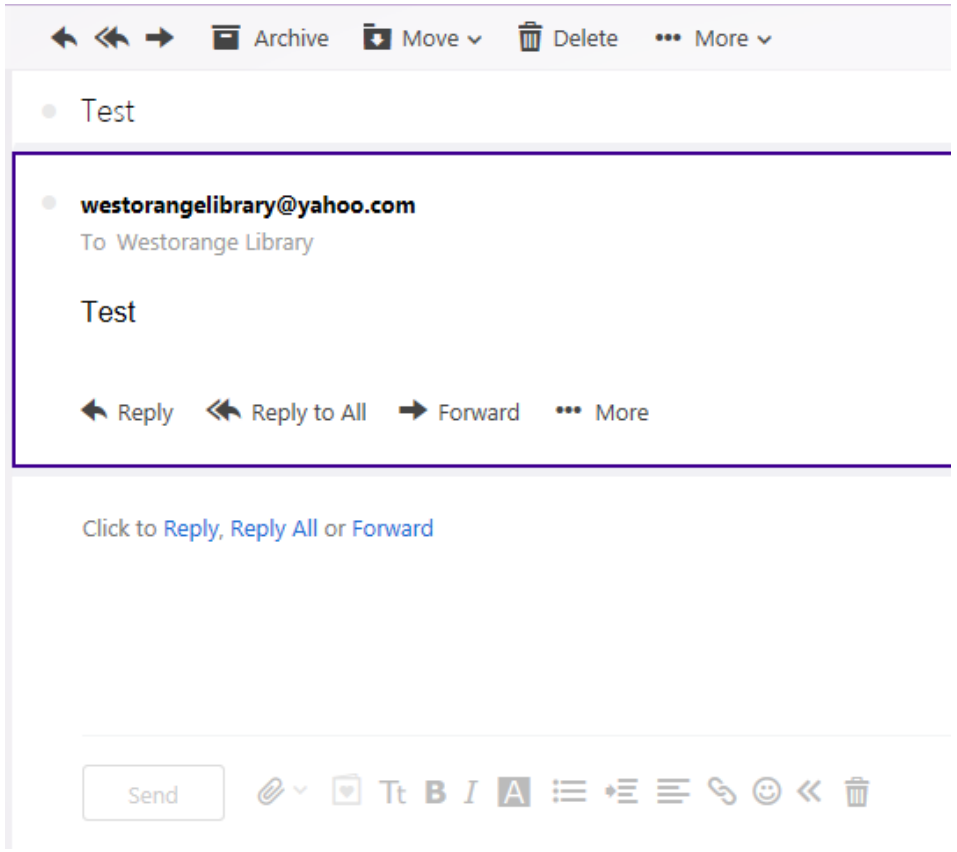
Enter the email address(es) you would like to send your email to in the "To" line and enter your subject in the subject line.

Click on the "x" to exit out of the composition window

Use "Send" to send your email

Use the trash bin to delete your email (this is permanent!)

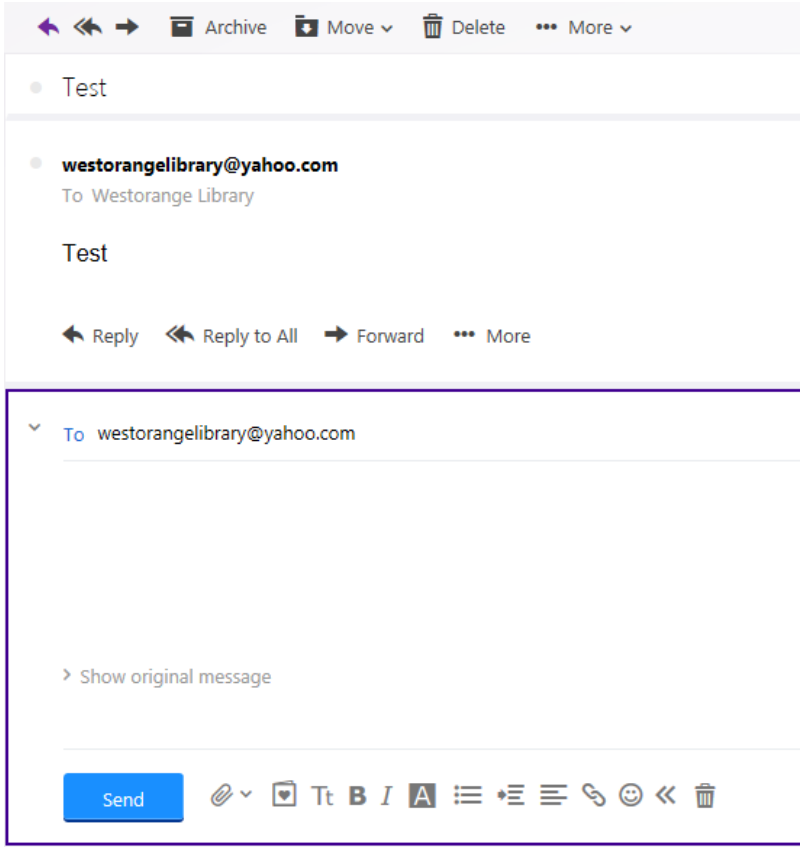
READING AN EMAIL – CONTROLS



When you receive an email it will appear in your inbox (there are instances where emails from certain senders are filtered into your spam folder; if you are expecting an email and have not seen it in your inbox, check your spam folder to ensure it has not been sent there instead—you may later move the email to your inbox if you decide it is not spam).

After clicking on the email you would like to open and read, you will see a control pane on the top of the email window that will allow you to reply, forward, archive, move, delete, mark as spam, and more.

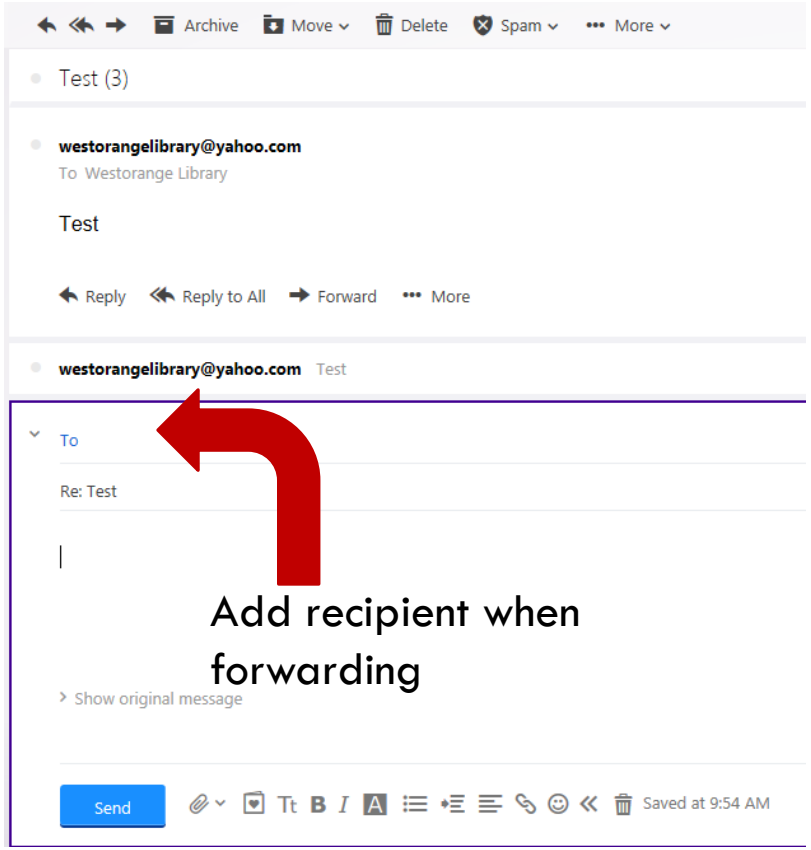
READING AN EMAIL – REPLYING



To reply, use the icon. This will open a composition window *below* the email you were reading and will allow you to compose a reply and send it all on the same page.

The icon allows you to "reply all". If you received an email that was sent to you and other senders, you can use this icon to respond to everyone at the same time. NOTE: If you only want to respond to the person who sent you the email, not to all of the recipients and the sender, use the reply icon.

READING AN EMAIL – FORWARDING

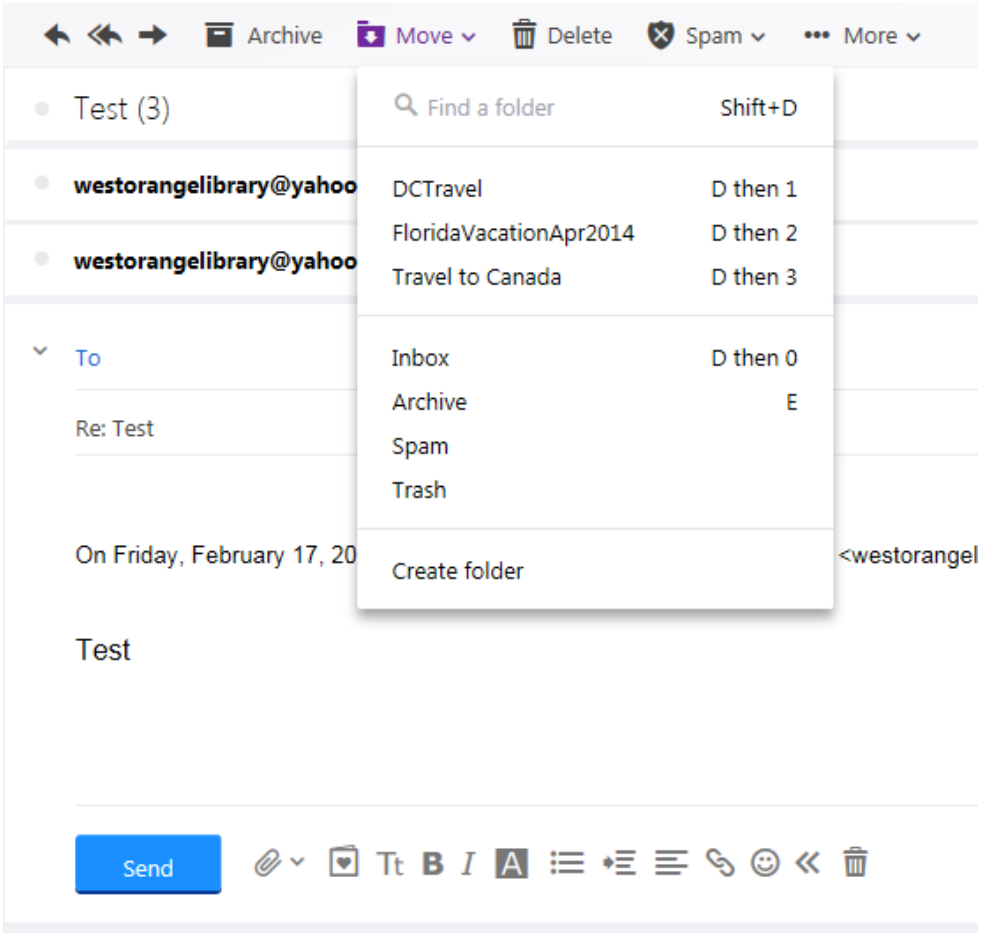


Forwarding allows you to send an email you have received verbatim to another recipient without having to copy and paste or retype the email yourself.

Use the icon to forward an email. Similar to the reply function, you will see an composition window appear below the email you were viewing allowing you to add any text before sending.

Note: When forwarding an email, you need to specify the sender in the "To" field— forwarding is not a reply to the sender but sends the email to a new recipient.

READING AN EMAIL –ARCHIVE, MOVE, DELETE

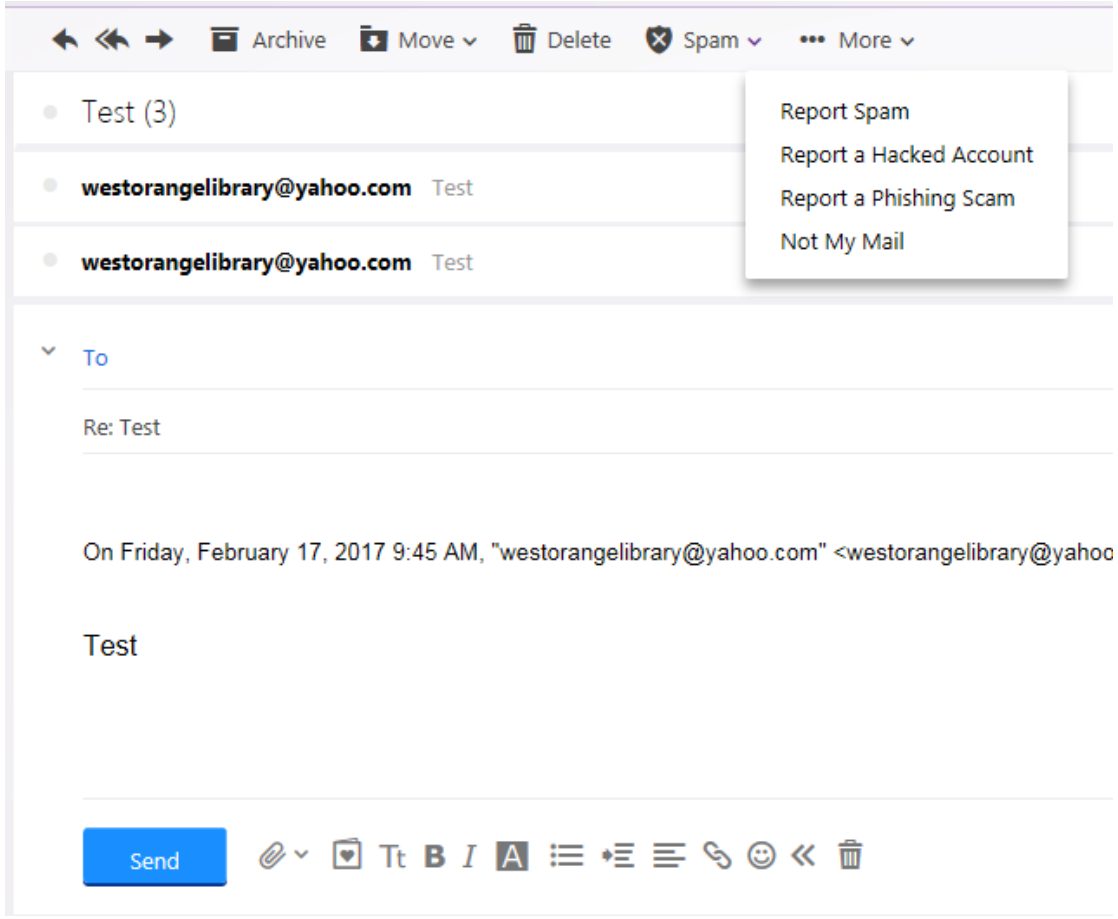


Archiving an email moves it to the archive folder. This will remove the email from your inbox.

Using "Move" will allow you to move the email you are viewing to another folder, which you may select from the drop-down menu that appears after clicking on the "Move" icon.

Deleting an email will send it to your trash folder. You can then go to your trash folder to permanently delete emails you no longer need, if you do not do this they will remain in your trash folder. Note: some email providers automatically clear the trash folder, only place unwanted emails in that folder to avoid data loss.

READING AN EMAIL – SPAM & SECURITY



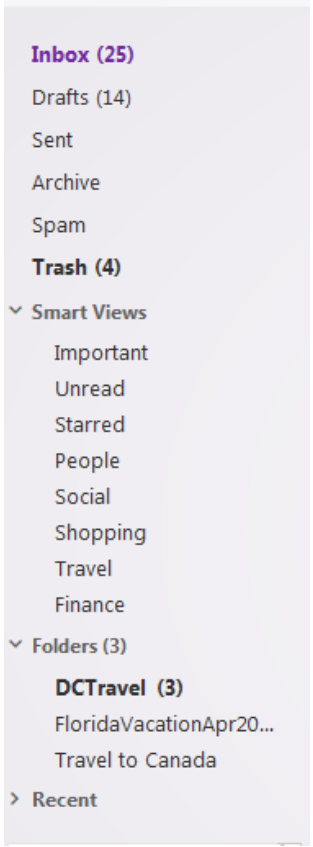
Marking an email as spam will send it to your spam folder. Spam consists of any email that looks like an advertisement that you did not want to receive or appears malicious.

Phishing is a type of email that attempts to lure readers into sending sensitive, compromising information (such as a social security number) with malicious intent.

Never reply to unfamiliar emails and NEVER open attachments from unfamiliar emails—they may contain viruses which can compromise the security of your PC.

Hacked email accounts send emails from familiar senders often times with no text and simply a link or a strange attachment—this occurs when a malicious individual has been able to access someone else's email account and attempts to use that familiar account into luring others to click on a link or open an attachment that likely contains a virus which will compromise the security of your PC.

EMAIL FOLDERS



- **Inbox:** contains all messages that were sent to you
- **Drafts:** contains any message you were composing and did not complete (send) or delete
- **Sent:** contains all messages you have sent
- **Archive:** stores an archive of messages you previously received but do not want in your inbox (emails are not automatically sent here)
- **Spam:** contains any potentially harmful or unwanted email—be sure to check here if you are receiving an email from someone new as emails may sometimes end up in your spam folder despite not actually being spam
- **Trash:** contains all emails you have deleted (emails are not automatically sent here)
- **Smart Views:** pre-set views that allow you to organize your emails based on a particular criteria (ex, unread); to exit a smart view, click on inbox.
- **Folders:** you can create and name your own folders to sort and organize your emails

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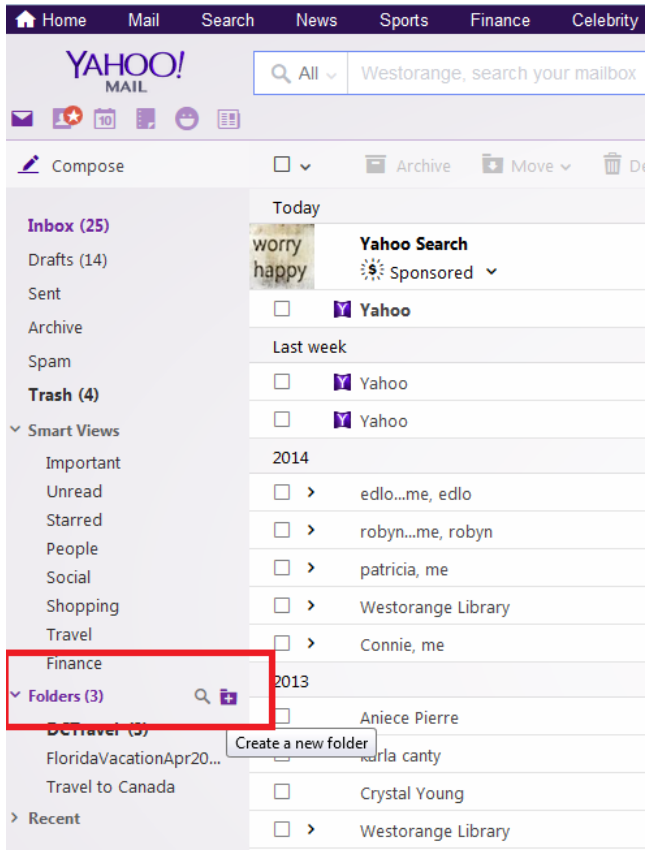
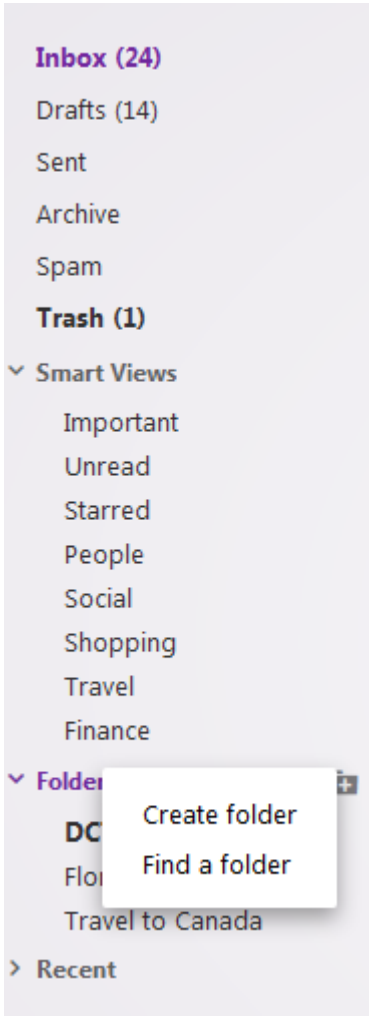
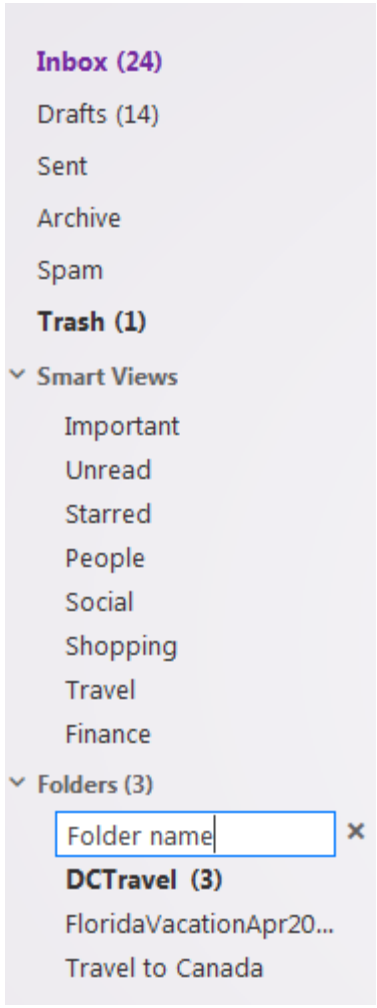
HOW TO CREATE YOUR OWN FOLDER







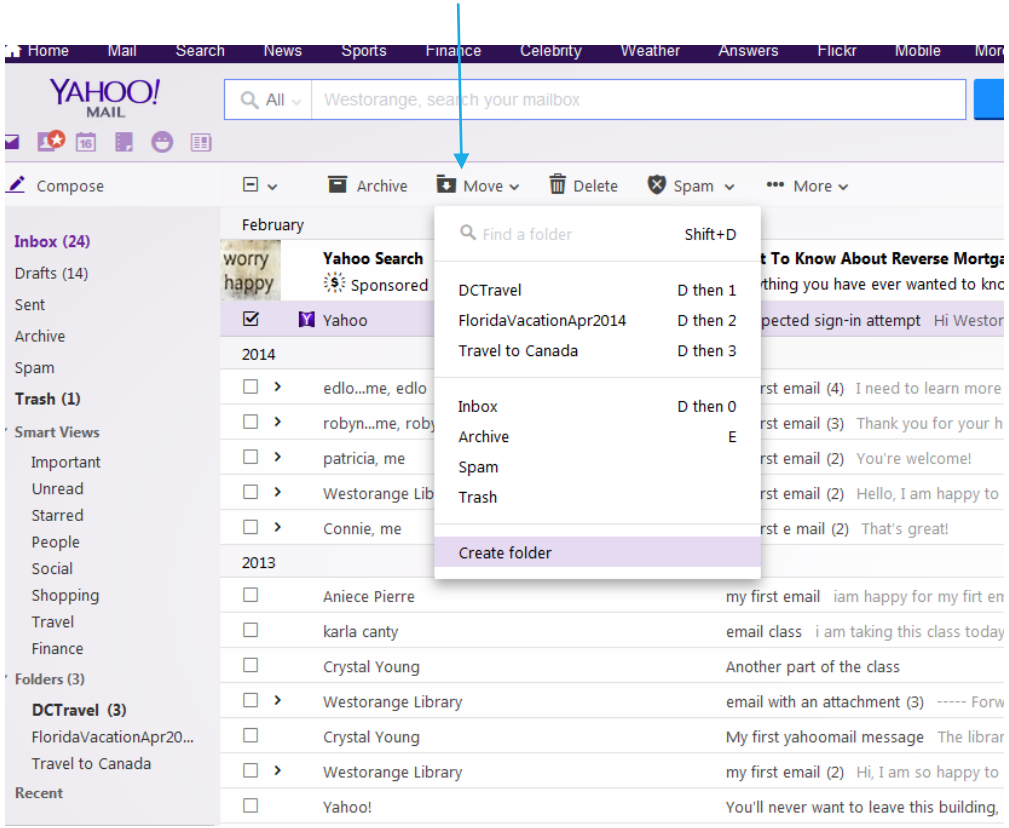
Hover your cursor near "Folders" to reveal the "create a new folder" icon. Alternately, you can also right-click on "Folders" or use the "Move" menu and select "create a new folder".

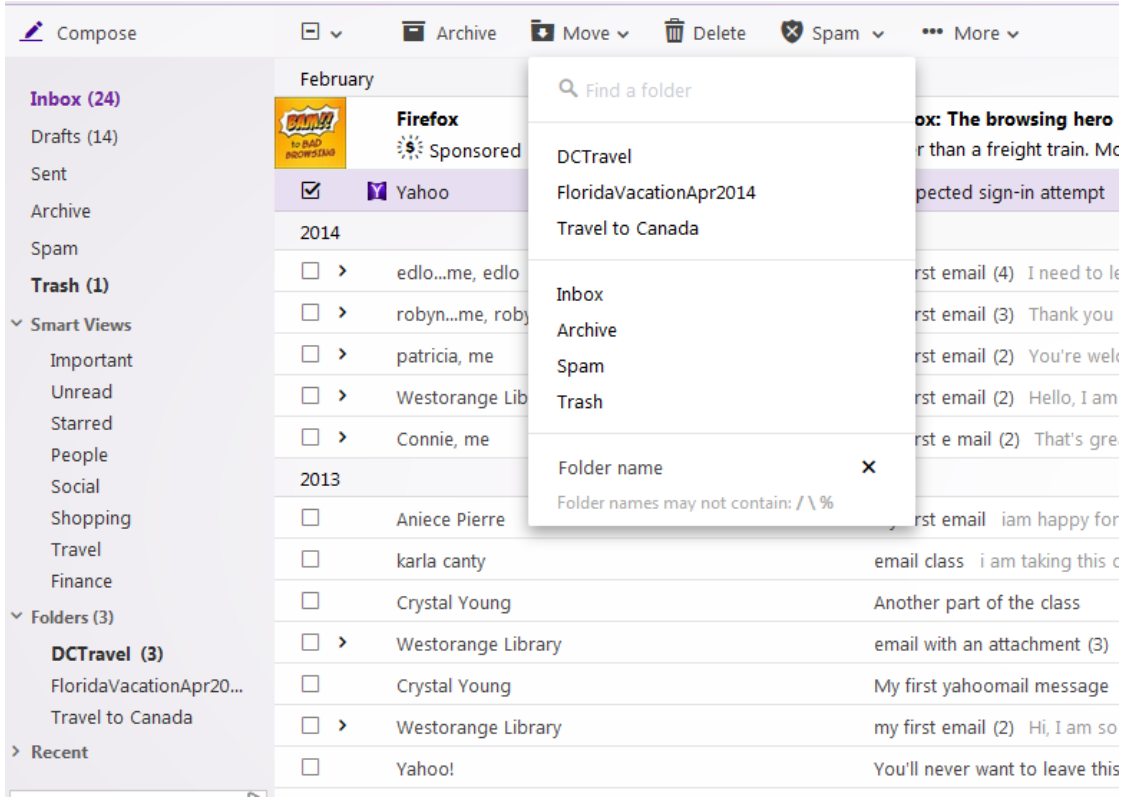
Once you click "create a new folder" a box will appear where you may enter the name of your folder.

Once you have created your folder you can drag and drop emails (one at a time) to move them from your inbox to a different folder or select multiple emails using the check box and clicking on "Move" to move emails to a folder.

USING "MOVE" TO CREATE A FOLDER

*NOTE, YOU MUST HAVE AN EMAIL SELECTED (USING THE CHECK BOX TO THE LEFT OF THE EMAIL) IN ORDER FOR THE "MOVE" MENU TO BECOME ACTIVE/CLICKABLE



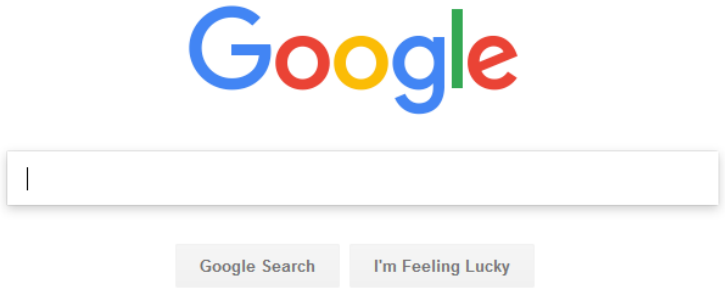


BASIC INTERNET SKILLS—BROWSERS

Web browsers are used to access the internet. Common browsers include: Internet Explorer (called Microsoft Edge on Windows 10), Chrome (offered by Google), Safari (on Mac/Apple devices), and Firefox.

You can use any of these browsers to access the internet. To open a browser simply double click on its icon on your desktop screen or taskbar (located on the bottom of your screen).

BASIC INTERNET SKILLS – SEARCH ENGINES



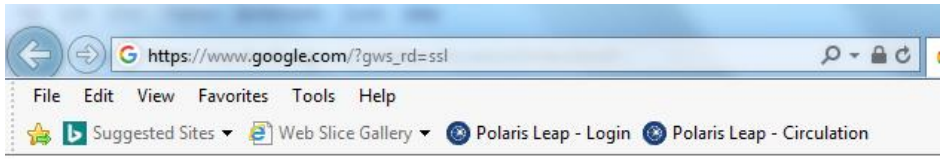
Search engines are extremely useful tools that allow you to search for websites based on your search criteria.

To use a search engine, navigate to the website and enter your query in the search field.

Common search engines include:

- www.google.com
- www.yahoo.com
- www.bing.com
- www.duckduckgo.com

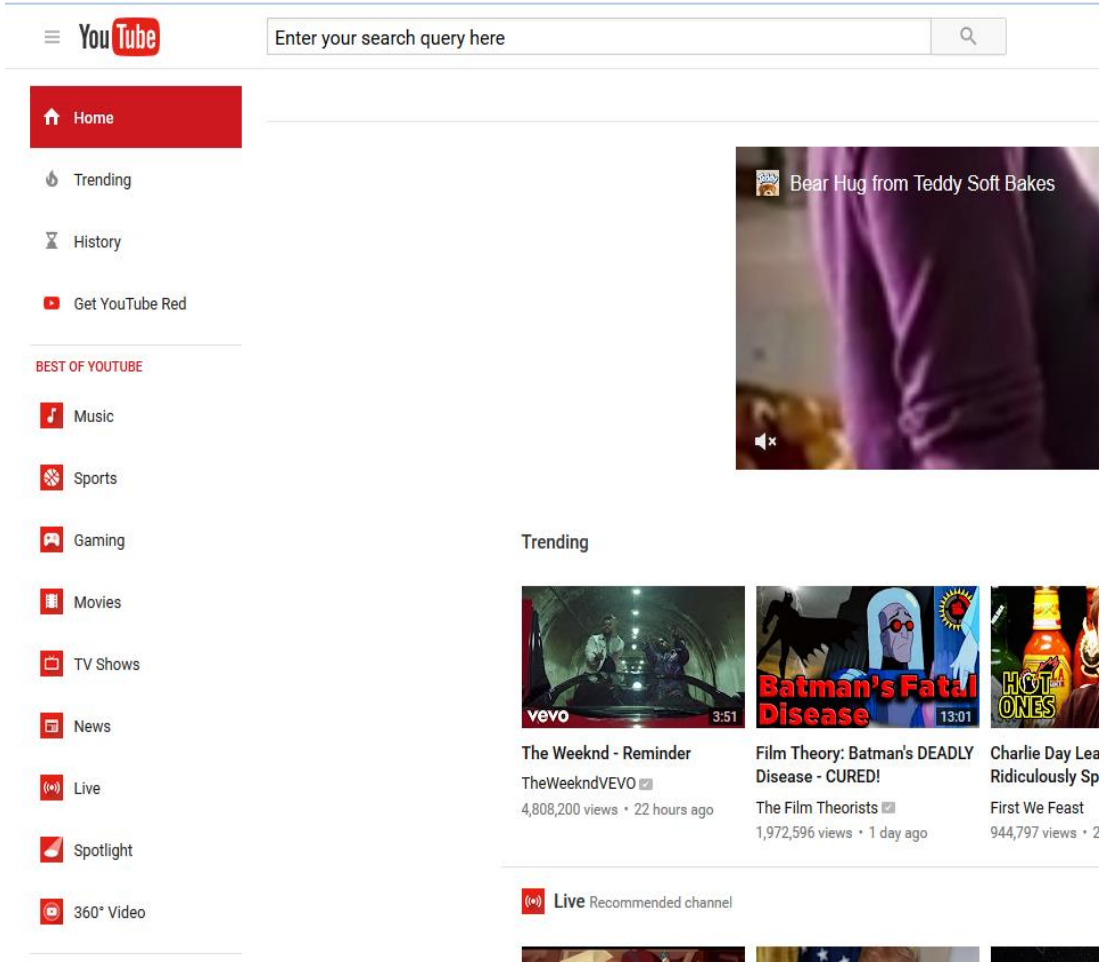
BASIC INTERNET SKILLS –ACCESSING A SITE



To navigate to a website, enter the website name in the address bar on the top left hand side of your browser window. All browsers will have the address bar in a similar location.

When you open your browser, you will notice it usually loads to the same page—this is your home page and it is often set to a default page by the browser itself.

BASIC INTERNET SKILLS—USEFUL WEBSITES



There are a plethora of different websites on the internet.

Some useful websites include:

- www.youtube.com

YouTube contains a variety of videos on almost any topic imaginable. To search for videos on YouTube, simply enter what you are looking for on the top search bar and hit enter. The list of videos that populate the page are the most related videos to your search query.

BASIC INTERNET SKILLS—USEFUL WEBSITES II

Several universities and other academic organizations have also created websites that house online versions of courses taught at those institutions. Here are a few such websites:

- www.udemy.com
- https://ocw.mit.edu/index.htm
- https://www.coursera.org/
- https://www.extension.harvard.edu/open-learning-initiative

Wikipedia is also a useful open-source, online encyclopedia with entries created by a variety of contributors.

www.wikipedia.org

BASIC INTERNET SKILLS—WEBSITE EXTENSIONS

You may have noticed that websites have a variety of different endings other than ".com". Common website extensions include:

- .org: specifies that the website is for a non-profit organization (ex, Wikipedia, West Orange Public Library).
- .gov: any website ending in this extension is a government website (ex, usajobs.gov)
- .edu: any website ending in this extension is an academic institution (ex, mit.edu, rutgers.edu)

There are other website extensions other than the ones listed above, see if you can use a search engine to figure out what they are used for!

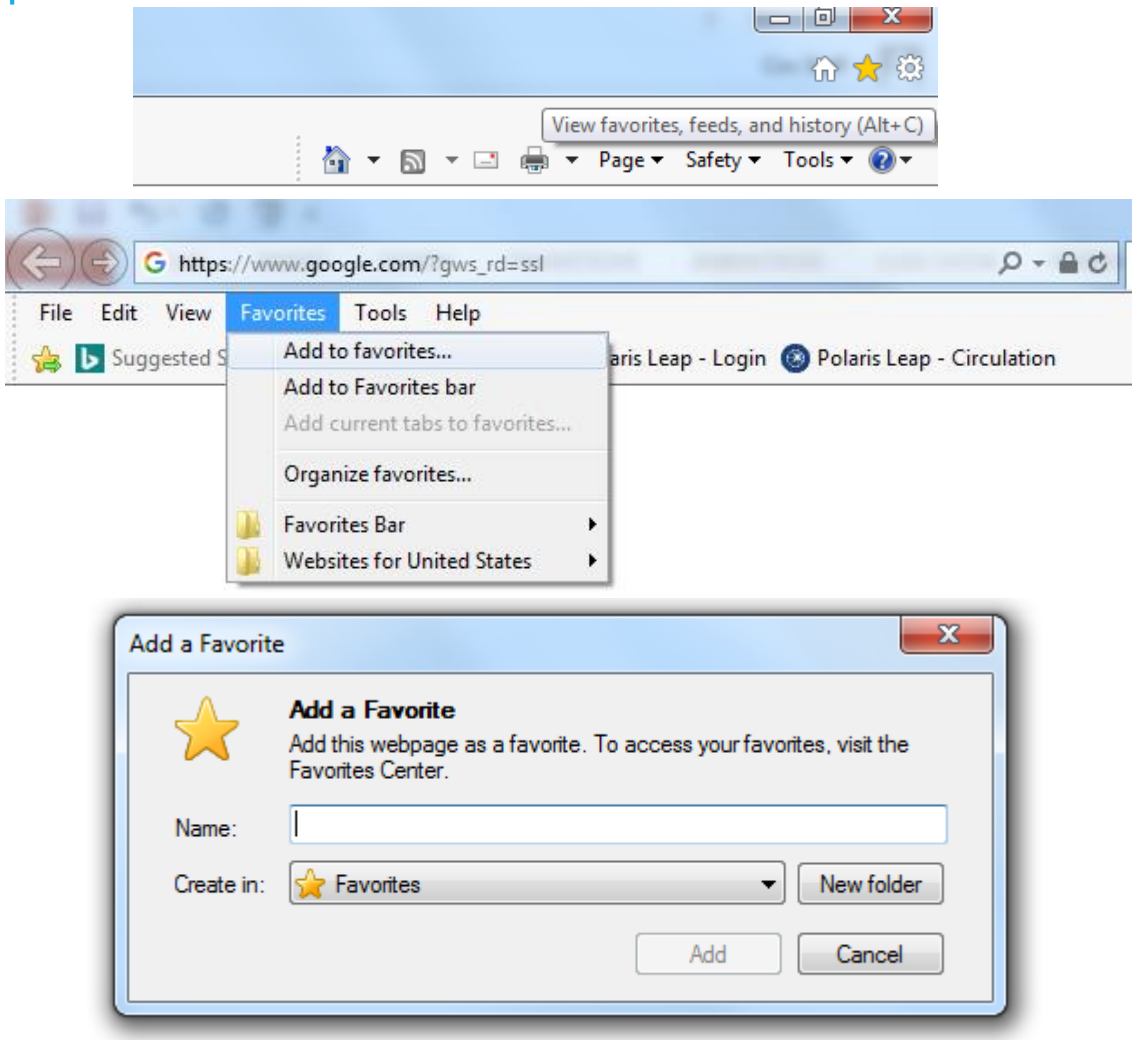
BASIC INTERNET SKILLS—SAFETY & SECURITY

To stay safe while you browse the internet, be sure to NEVER download or click on suspicious links or files. If you did not visit a website with the intention to download a file, do not download anything from that website. It may contain a virus.

Be sure you enter website names correctly in your address bar—if you are unsure of the spelling, navigate to a search engine and search for the correct website link there.

Ads and spam: you will notice that several websites have ads and other advertisements on their pages. Be careful not to accidentally click on these advertisements as they will attempt to navigate you to another website. Some ads also appear as pop-up windows (i.e., a new window), you can exit out of these windows by clicking on the “X” icon on the top right corner of the window.

BASIC INTERNET SKILLS—BOOKMARKING

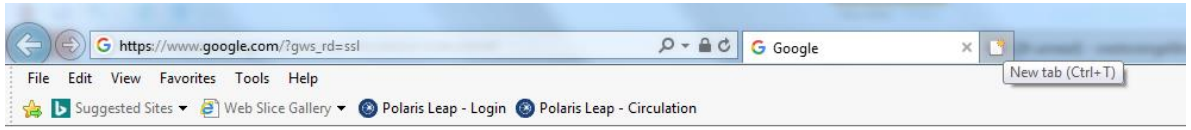


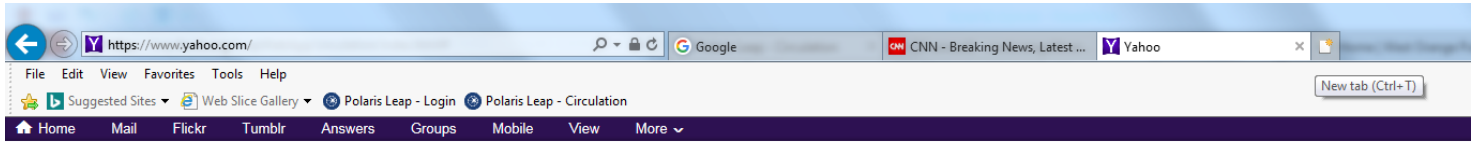
Adding a site as a bookmark or to your favorites allows you to keep the website on a list of your favorites/bookmarks so that you can access it easily later.

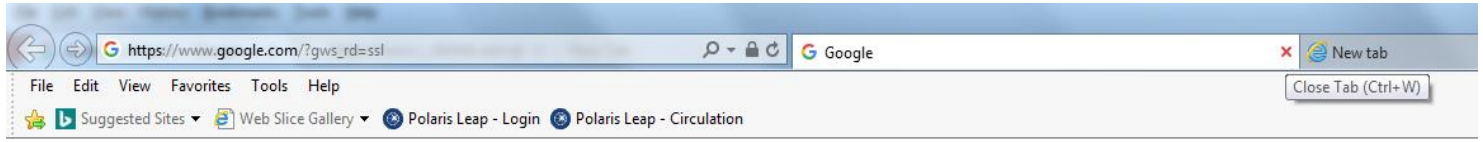
To add a website to your favorites in Internet Explorer, click Favorites and then select “Add to favorites…” and then name your favorite (if necessary) and click add to save it to your favorites.

On Internet Explorer, you can view your favorites by clicking the star icon on the top right hand side of your screen.

BASIC INTERNET SKILLS—TABS







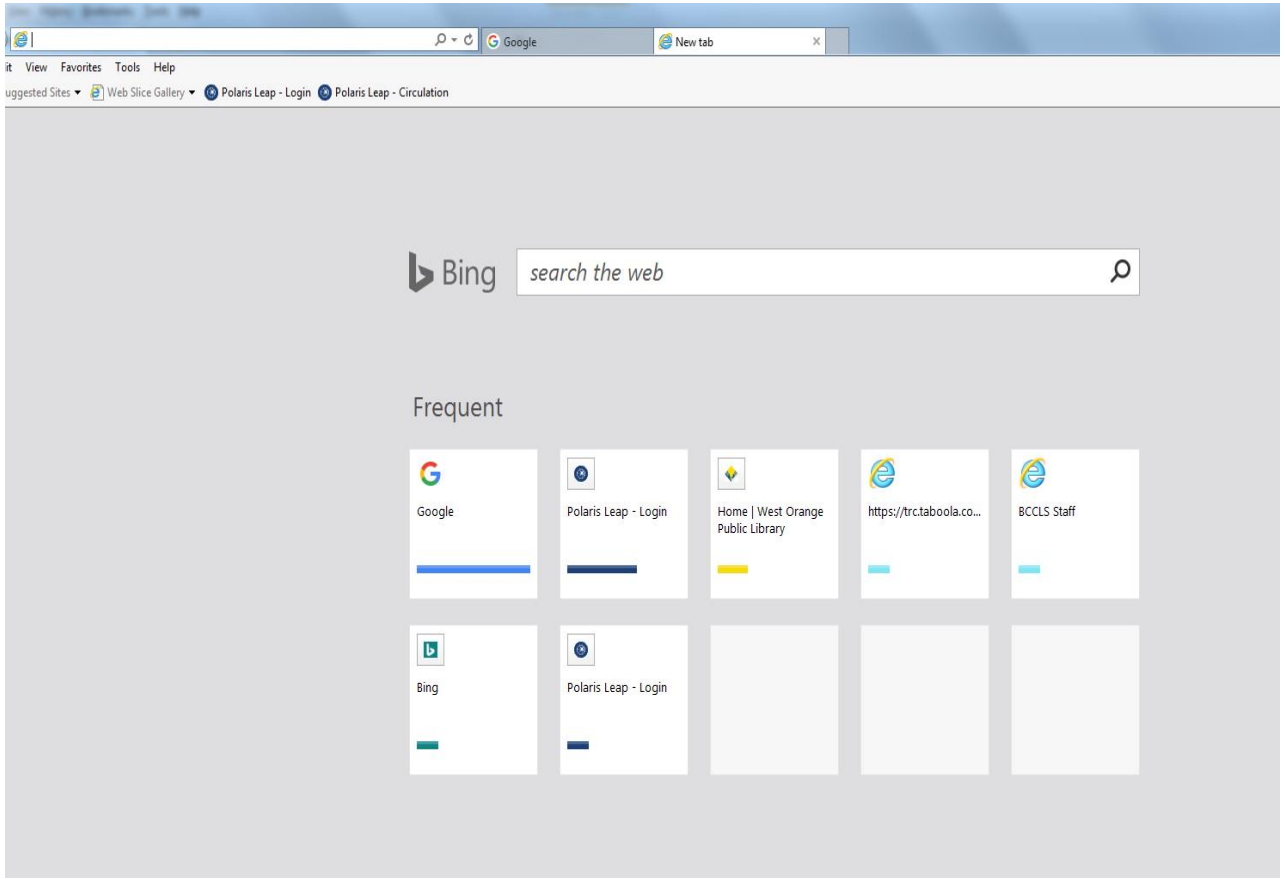
Most browsers have “tabs” that allow you to have multiple webpages open at the same time.

To open a new tab in Internet Explorer, click on the box to the right of the current tab you have open (when you hover your mouse over it, it will say “new tab”).

To navigate between tabs, simply click on the tab you would like to switch to. The tab you are currently viewing will be white in color.

To close a tab, click on the small “x” on the right corner of the tab (when you hover over the “x” it will say “close tab”, click the “x” to close the tab).

BASIC INTERNET SKILLS –TABS II



When you open a new tab, you will notice that it has a different appearance. In Internet Explorer, the new tab screen displays frequently visited websites and allows you to search using the bing search engine.

To navigate to a new website, use the address bar and enter the address of the website you wish to visit.