Guide to emails

This guide explains how to set up an email account, how to open an email, and how to send an email.

How to set up an email account

When it comes to choosing an email account, there are lots of options. Here are some things to consider when choosing an email account –

- Google Mail, Yahoo!, Hotmail and Outlook are the most popular. They all offer features such as spam filters and the ability to create different folders, to help organise your inbox.
- How will you want to access your emails? You can use a program on your computer to access emails (such as Outlook), or you can access your emails via the internet (such as Google Mail or Hotmail).
- Think about what features you may need, such as unlimited storage or free signup. Some extra features may cost you. Features are outlined when you sign up, just make sure you read the small print.
- Check if the account offers good security. How does it deal with spam? What are its privacy policies?
- Read some reviews to see how people rate different email accounts.

Setting up your account

- Once you have decided on your provider, you need to set up an account. You'll have to think up a unique email address and username. Be prepared to rethink either of these, as it might already exist. They

will usually suggest other available email addresses – just make sure it is memorable.

- You'll need to give a password, which you will need to log into your account.

- With some accounts, you may have to provide some personal information, such as date of birth, for security reasons.

Once sign-up is complete, you'll be able to log into your account with your new username/email address and password, and start emailing.

How to open an email

This section explains how to open an email in a Google Mail (Gmail) account. Other email applications will follow very similar steps. You will need a computer connected to the internet, and an existing Gmail account.

- Login to your Gmail account – this will open your email inbox.
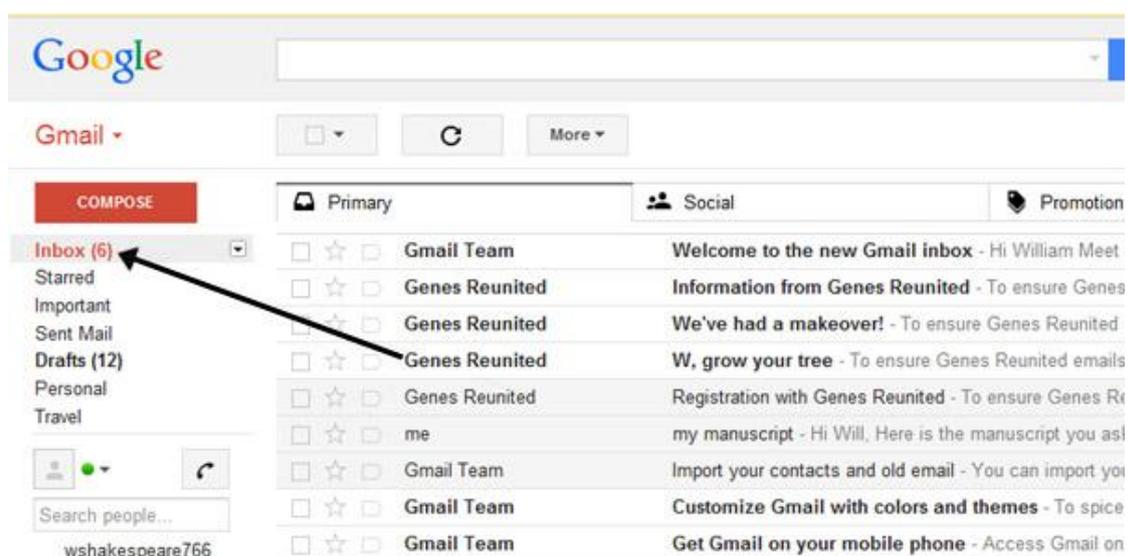
- The inbox shows a list of received emails, arranged in columns. The first column shows the name of who the email is from. The next column shows the subject of the email, and the last column shows the date and time of when the email was received.

- If you haven't opened and read an email, this information will appear as **bold text.** If you have already opened an email, this information will be in normal text.

- Once you have found an email you want to open, click on the email title.

- This opens the email to full screen, so you can read its contents. You can reply by clicking the **Reply** button underneath the message (see the next section for further information).

- When you have finished reading your email, click the **Back to inbox** icon (an arrow pointing to the left). This will take you back to the list of emails in your inbox.
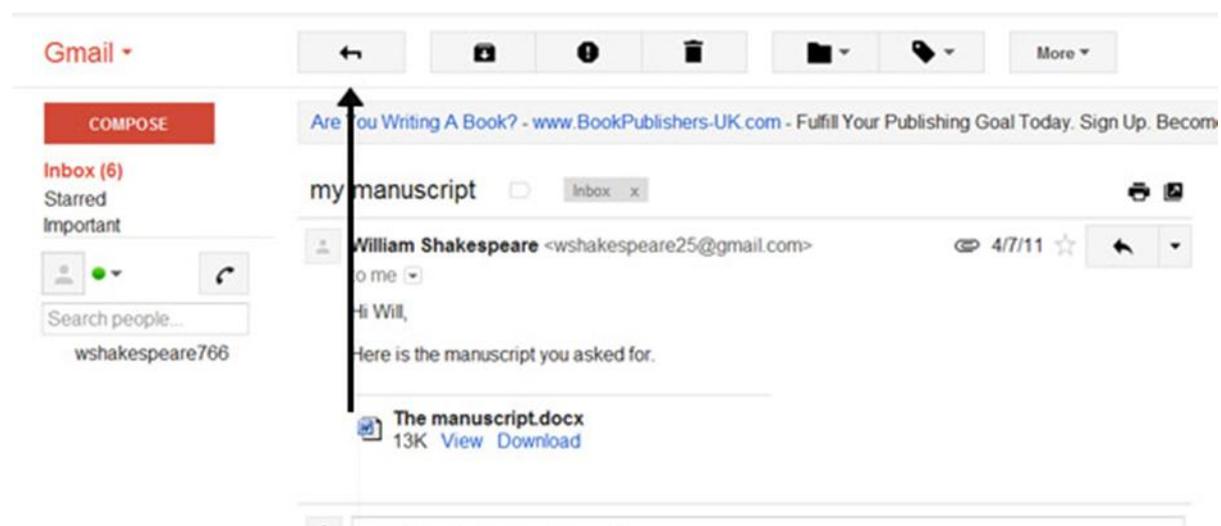
How to send an email

Email is a great way of getting information to others quickly and easily. Being able to send messages to friends and family at the touch of a button keeps you up to date no matter where you are in the world. This section shows you how to send an email in a Gmail account. Other email accounts follow a similar process.

- Once you are logged in your Gmail account, click Compose.
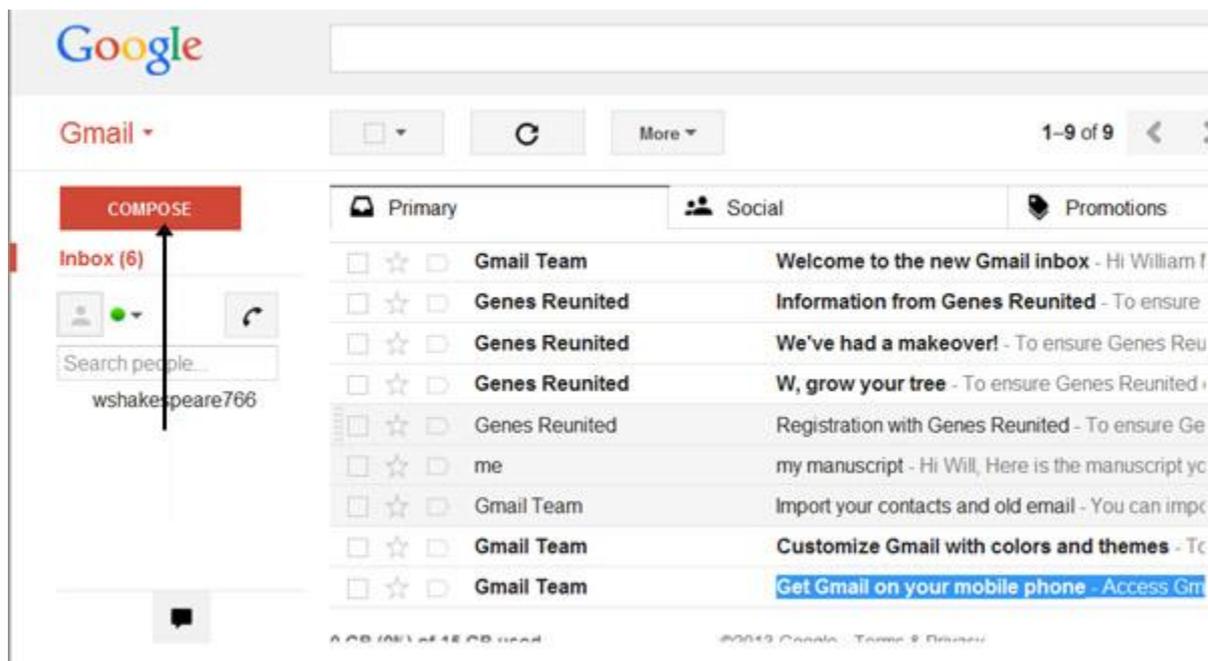
- A new blank email window will open up. In the To box, type in the email address (or addresses) of who you want it to be sent to.

- You might want to include someone else in your email.
  - Adding an email address to the Cc means that they will receive a copy of the email, but it does need require their immediate attention.

- Adding an email address to the Bcc means they will get a copy of the email, but no one else will see that their email address.
- If you are sending the same email to lots of different people, it's a good idea to put all the email addresses in the Bcc field, to keep your mailing list confidential.
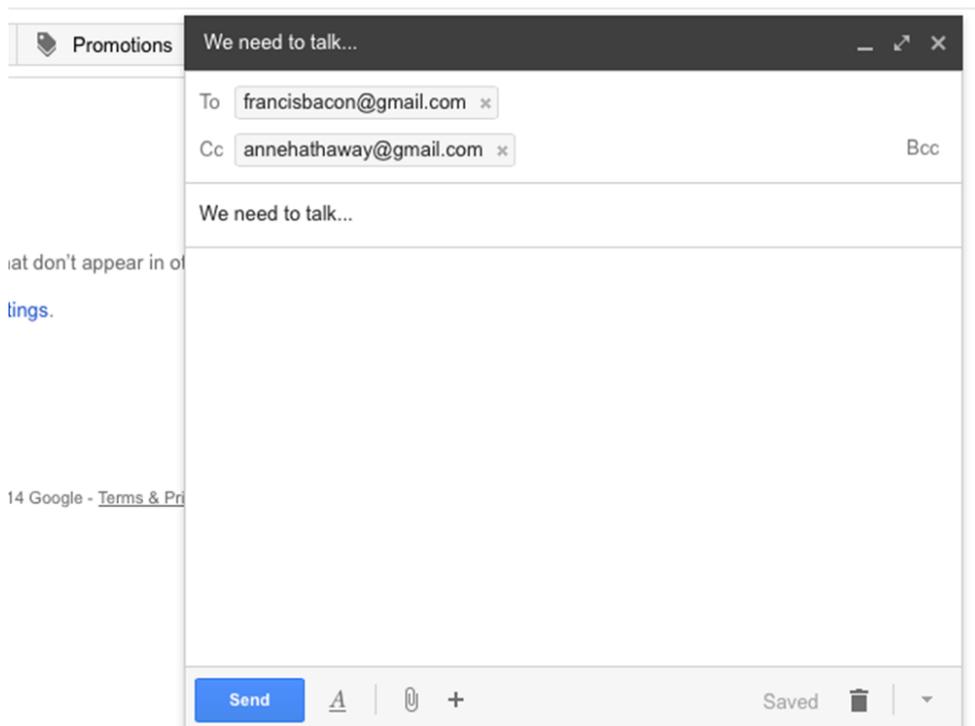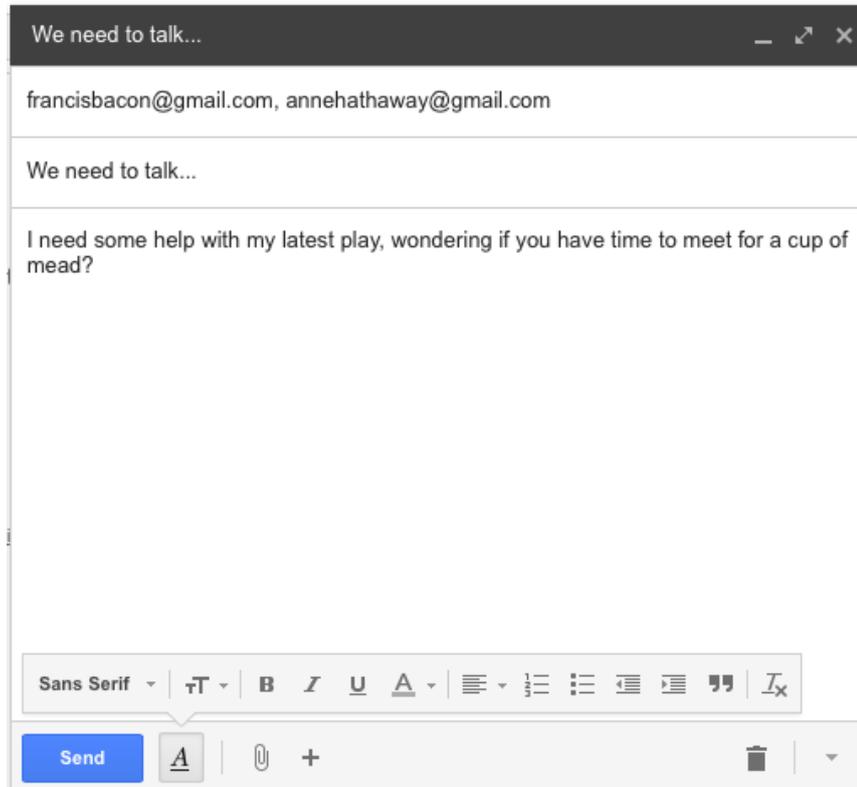

- The subject field is the email title. It gives the recipient an idea of the topic of your email.

- You can change the font style, colour and size using the icons. You can also create bullet points, check the spelling, and send an attachment.
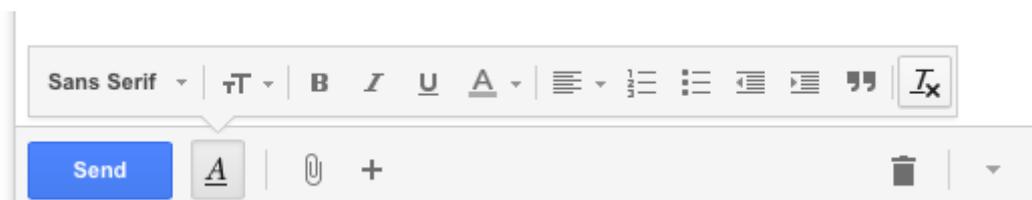
- Type your message, and when you're happy, click on the blue Send button at the bottom.

- The email you've sent will now be stored in the Sent Mail folder.

- You may start an email but then decide to come back to it later, rather than sending it straight away. Gmail saves your emails automatically – you can simply close the unfinished email, and it will be saved to your Drafts folder. Click on your email to reopen it, finish it and click Send as normal.