

# INTRODUCTION TO EMAIL

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## WHAT IS AN EMAIL

Email is a short for Electronic mail. An email is a way of sending and receiving messages across the internet instead of being sent through post.

You can attach photos, and documents.

# DIFFERENCE BETWEEN TRADITIONAL MAIL AND AN EMAIL

## ADDRESS:

**Traditional mail** is sent by addressing the mail with recipient name, street address, city, state and zip code.

**Email** an email is address by using the recipient username and the email provider domain name. E.g [digigirls@gmail.com](mailto:digigirls@gmail.com)

## DELIVERY:

**Traditional mail** is delivered in a sealed envelope through a post office to a home by a mail carrier.

**Email** an email is delivered electronically across internet, it is received in the recipient inbox through an email service provider.

## TIME:

**Traditional mail** can take days, weeks, months before being received.

**Email** is delivered instantly or within a few minutes.

## ADVANTAGES OF EMAIL

- 1. Productivity tools:** Email is usually packaged with a calendar, address book, and more for convenience and productivity.
- 2. Accessible anywhere at any time:** You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.
- 3. Easy mail management:** Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management.
- 4. Privacy:** Your email is delivered to your own personal and private account with a password required to access and view emails.

## SETTING UP AN EMAIL

Now is time to set up your own personal email.

So we will be using a free email service provider call Gmail(Google mail)

As an added advantage also gives you a Google login which can be use to access other Google sites and services.

The first to do to get your Gmail account set is to register.

Go to [www.gmail.com](http://www.gmail.com)

You have to fill some fields one-by-one

- Your first Name
- Your Last Name
- A username (username@gmail.com)
- Password (A password help keep your account safe)
- Your birthday
- Your gender
- Your location

## FEATURES OF AN EMAIL

- Automatic reply messages
- Automatic forward and redirection of messages
- Facilities to send copies of messages to many people
- Addresses can be stored in an address book and can be retrieve instantly
- Notification if a message is delivered or not
- Email are automatically date and time stamped
- Signature can be attached
- Files, Graphics, and sound can be attached

## COMPOSING AN EMAIL MESSAGE

First you will need a recipient's address.

In your Gmail account, click on COMPOSE button on the left. To send the email you will see

**TO:** This is where you put the recipient's address.

**SUBJECT:** This is to give a quick overview of the message.

**CC:** This is when you are sending the same message to multiple people.

**BCC:** This is when you are sending the message to multiple people but don't want them to know the each recipients.

**BODY:** This is where you type the main content of your messages



# GO BEYOND EMAIL

## WORKING WITH ATTACHMENT

Email attachment is a computer files (documents, images etc) sent along with an email message. More than one files can be attached to an email messages

- Email Attachment Etiquette: Always compress large attachments before sending them.
- Never send a large attachment without notice.
- Resize graphics to about 600 pixels.
- Never open an attachment from an unknown sender.

# ORGANIZING YOUR EMAIL

How to use **LABEL** to organize emails.

To add **LABELS** to Gmail message:

- Log in to your Gmail account
- Select the check boxes in the message list to select several emails.
- Go to the toolbar and select the **LABELS** icon
- In the **LABEL AS** dialog box select the **LABEL** you want to apply.
- Choose **CREATE NEW** to apply a **NEW LABEL**

## EMAIL PRODUCTIVE TOOL

**Email productivity tools** help make it easier for you to work remotely or on the go and stay connected with your team, projects and customers.

**Email productivity apps** can help you manage manage the versions, feedback and sign-offs of important documents while organizing file systems that make it easy to find what you need.

### TOOLS:

- Boomerang for Gmail
- Microsoft MyAnalytics
- Right inbox
- Active inbox

## SETTING SIGNATURE TO YOUR EMAIL

### ON COMPUTER:

- Open your Gmail
- At the top right, click setting > click all setting
- In the "Signature" section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.

**Tip:** Your image also counts toward the character limit. If you get an error, try to resize the image.

- At the bottom of the page, click save changes!

## VACATION RESPONSE

If you'll be away from your Gmail account, like on a vacation or without access to the Internet, you can set up a vacation responder to automatically notify people that you won't be able to get back to them right away.

### SET UP YOUR VACATION REPLY

- Open you Gmail
- In the top right click setting > click see all setting
- Scroll down to " Vacation responder" section
- Select Vacation responder On
- Fill in the Date range, Subject and message
- Under your message, check the box if you only want your contacts to see your vacation reply.
- At the bottom of the page click SAVE CHANGES

**NOTE:** If you have a Gmail Signature, it will be shown at the bottom of your VACATION RESPONSE

## CONTACTS AND CALENDAR

Most email providers offer an online calendar and address book that makes it easy to stay organized and access your important information from anywhere.



## CONTACT BASICS

Online contacts lists help you organize contact information for your friends, family, and coworkers, just like an address book. Once people are added to your contacts list, it's easy to access their information anytime and anywhere.

**ADDING CONTACT:** When you create a new contact, you should enter a first and last name, as well as an email address. In most email accounts, the name and email of anyone you correspond regularly with will be added to your contacts list automatically.

**SELECTING CONTACTS:** Once you've added people to your contacts list, remembering an email address is easy. Whenever you create a new email, you can select the To or Add Recipients button. Then choose recipients from your contacts list. The contacts' email addresses will be added automatically to the message.

**LINKING CONTACTS:** If you already have a lot of contacts saved in another web-based service, such as Facebook or LinkedIn, it's easy to link them between accounts, which can save you a lot of time. For example, you could import your Facebook contacts to your webmail service or use your existing contacts list to search for friends on Facebook.

**CONTACT GROUPS:** If you frequently connect with the same group of people, you can create contact groups for quick access. This allows you to quickly sort your contacts by type. For example, you might use one group to organize your personal contacts and another for professional contacts.

## CALENDAR BASICS

Online calendars make it easy to schedule appointments, organize tasks, and manage your time, just like a desk calendar. But unlike a physical calendar, online calendars give you the freedom to quickly edit and rearrange your schedule whenever you want. You'll even be able to access your calendar on the go and sync it across multiple devices, like your mobile phone and personal computer.

**CREATING APPOINTMENTS:** It's easy to schedule, track, and edit upcoming appointments or events. When you create a new appointment, you should include a title, start and end time, and location, but you can also include other information, such as reminder preferences, detailed notes, and more.

## Calendar

[Today](#)

[<](#)
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[Day](#)
[Week](#)
[Month](#)
[4 Days](#)
[Agenda](#)

[More ▾](#)

**CREATE** ▾

▾ July 2016 < >

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

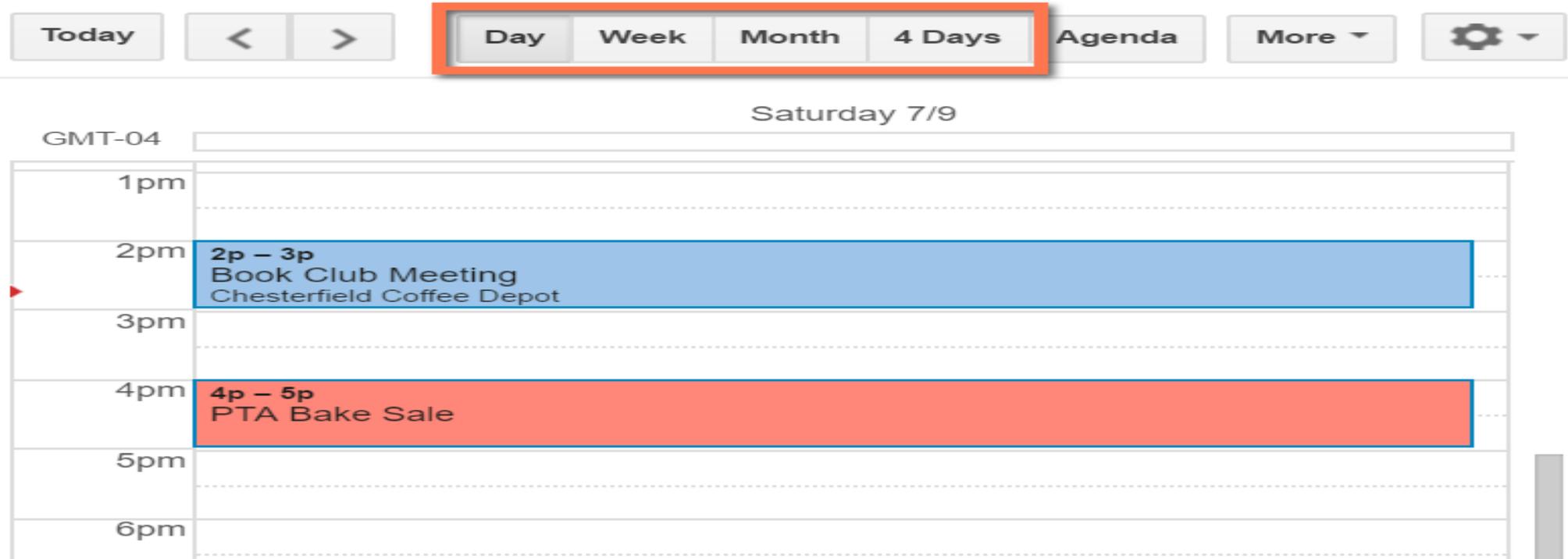
▶ My calendars

▶ Other calendars

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	Jul 1	2 BBQ
3	4 Independer	5	6	7	8	9
10	11	12 11:30 Yoga	13	14	15	16
17	18	19	20	21 Networking	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5	6

**SWITCHING VIEWS:** It's easy to schedule, track, and edit upcoming appointments or events. When you create a new appointment, you should (at the very least) include a title, start and end time, and location, but you can also include other information, such as reminder preferences, detailed notes, and more.



Today < > Day Week Month 4 Days Agenda More ▾ ⚙ ▾

GMT-04

Saturday 7/9

Time	Event
1pm	
2pm	2p – 3p Book Club Meeting Chesterfield Coffee Depot
3pm	
4pm	4p – 5p PTA Bake Sale
5pm	
6pm	

**USING MULTIPLE CALENDAR:** If you keep a lot of different appointments, you can create multiple calendars to help organize your schedules. For example, you might use one calendar to keep track of your personal tasks and company task. Each calendar is assigned its own color, so it's easy to organize lots of different appointments.

**SHARING CALENDAR:** You can share your calendar with anyone who uses the same webmail provider. Once you've shared a calendar, you'll be able to view and even edit a friend's calendar, depending on your sharing preferences.

## EMAIL ETIQUETTE AND SAFETY

Like any form of online communication, it's important to practice good etiquette and safety when using email. **Etiquette** is a set of rules and guidelines that people use to communicate more effectively. You should also know how to **protect yourself** from certain risks, like malware and phishing.

### Tips for email success

Here are some **basic rules** you can follow to write better emails, no matter who you're emailing.

## EMAIL ATTACHMENT ETIQUETTE

Attachments are an easy way to share files, photos, and more, but many people aren't aware of some of the most common attachment mistakes.

- 1. MENTION INCLUDED ATTACHMENT:** Never attach a file without mentioning it in the body of your email. Something as simple as "I've attached a few photos to this email" will help your recipients know what to expect.
- 1. CONSIDER FILE SIZE AND FORMAT:** Avoid sending excessively large attachments or uncompressed photos, which can take a long time for your recipients to download. Use universal file types like .PDF, .RTF, and .JPG.

3. **ONLY INCLUDE RELATED FILES:** If you need to send a lot of different files to the same person, consider sending the attachments through multiple emails. If you include several unrelated files in the same email, it can be difficult for your recipients to find the exact file they need.

4. **SEPARATE YOUR PERSONAL AND WORK EMAIL:** You should never use your work email account for personal communication. It's best to get your own personal account from a webmail service like Gmail, Yahoo!, or Outlook.com

**SAFETY :** Avoid sending sensitive informations such as credit card numbers, and passwords

## TIME SAVING EMAIL TIPS

Many email service providers have a variety of helpful time saving features. These features are pretty easy to use, that can help you to better organize your emails.

**SELECTING MULTIPLE EMAILS:** large number of emails you'd like to delete. It would be fairly time consuming to go through and individually delete each email. Luckily, most service providers have a feature that allows you to **select multiple emails**.

These are usually in the form of check boxes next to each of your emails. Once the emails are selected, you can then perform any action you want, including deleting, sorting, and archiving.

**CREATING GROUPS:** If you find yourself sending emails to the same people on a regular basis, it might be a good idea to create a group. Many Email service provider allow you to select various email addresses and save them as a single group. This way, you can simply select the group as the recipient instead of having to select each individual address. This feature can usually be accessed from the Contacts page of your email.

**EMAIL FILTER:** When you're receiving a lot of emails on a daily basis, it can be difficult to keep them organized. Luckily, various email service provider offer a feature called filters, which basically sort your emails into folders as you receive them. You can create filters that sort your email by various characteristics, including specific senders or recipients, keywords in the subject or body, and attachments.

## SOME COMPANIES EMAIL POLICIES

1. Keep it professional: never convey anger, use profanity, or make racist.
2. Never share confidential information
3. Think before you send



**THANK YOU**