



EMAIL 101

EVERYTHING YOU NEED TO KNOW
ABOUT CREATING AND MANAGING
AN EMAIL ACCOUNT

“WHY DO I NEED AN EMAIL?”

- To communicate with people and businesses on the web.
- To establish an online identity
 - Many businesses and services online require you to submit an email address in order to create a profile or account.

EMAIL PROVIDERS:



Outlook



Gmail



Yahoo!



Create account



Organize your world

Outlook's email and calendar tools help you communicate, stay on top of what matters, and get things done.

Get premium

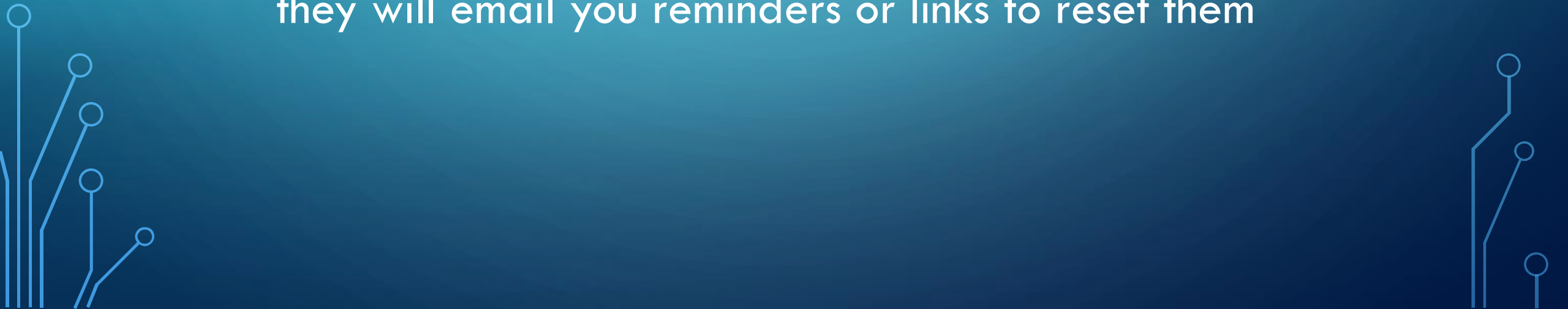
Sign in

Focus on what matters

Outlook prioritizes your most important email into a Focused Inbox



WHEN CREATING ACCOUNTS ONLINE
TRY TO USE NAMES AND PASSWORDS
YOU CAN REMEMBER...
THEN WRITE THEM DOWN ANYWAY

- Your email account is the most important of these
 - If you forget your information for other accounts
they will email you reminders or links to reset them
- 



Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to [sign in](#). Otherwise, create a new Outlook.com email address.

First name

Last name

User name

@outlook.com

j.a.smith.52@outlook.com is available.

Password

8-character minimum; case sensitive

Reenter password

Country/region

Birthdate

June

29

1952

Gender

Birthdate

June

29

1952

Gender

Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

Alternate email address

Before proceeding, we need to make sure a real person is creating this account.



Enter the characters you see

☐ Send me promotional offers from Microsoft. You can unsubscribe at any time.



Clicking **Create account** means that you agree to the [Microsoft Services Agreement](#) and [privacy cookies statement](#).

CHOOSING YOUR EMAIL ADDRESS

- Avoid capitals & the symbols above 1-0 (. - and _ are okay)
- Try using something that provides a certain level of anonymity
 - NOT - johnadamssmith@outlook.com
 - Maybe j.a.smith.52@outlook.com instead

“WHY CAN'T I HAVE THE NAME I WANT?”

- There can be restrictions on your email address
 - Some one else may already have that name
 - It could be too simple
 - Often this can be resolved by adding a number after the main portion (but before the @)
like the 52 in the previous j.a.smith.52@outlook.com



CHOOSING YOUR PASSWORD

- It needs to be easy enough that you can remember
- But not so easy that it can be *guessed*
 - Do **NOT** use;
 - “Password”
 - 00000000
 - 12345678
 - Your address, phone number, birthday, anniversary, or social security #



“WHY SO COMPLICATED?”

- Most email providers will ask for
 - a 8 digit minimum
 - At least 1 capital letter
 - At least 1 symbol
- This is a imposed measure for your security
 - Anyone who can guess your password can then impersonate you.





Almost there

Just getting a few things set up. Won't be long.

EMAILING:

- New: compose a new message
- Reply: directly respond to a message
- Forward: sent a message to a 3rd party (or parties)
- Attaching means sending a file with the message
- Contacts/address book:
saved email address of people you know

 New | ▾

 Reply all | ▾

 Attach

KEEPING IT CLEAN...

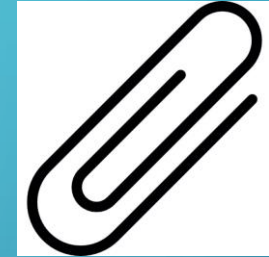
WHO (NOT) TO GIVE YOUR EMAIL TO:

- You should assume anyone (or thing) you give your email to can (and will) email you back.
- Sometimes you can opt out as you are signing up (by unclicking a box)

☐ **Send me promotional offers from Microsoft. You can unsubscribe at any time.**

- If not, You can usually opt out, after the fact (more on that later).
- Sometimes these people or businesses can sell your email address to a third party, that's when things get messy...

NEVER OPEN AN ATTACHMENT
OR LINK FROM AN EMAIL
IF YOU DON'T KNOW
WHERE IT CAME FROM!!!



- Unfortunately, emails can be hiding viruses and other things that can
 - damage your computer
 - steal your information
 - or generally ruin your day with annoyances



KEEPING IT CLEAN...

TRASH VS. JUNK



vs.



- Any email can be thrown out. You have a certain amount of time to retrieve a thrown out email if you make a mistake but best not to leave it long.
- Persistent unwanted ads or news letters can be canceled
 - Scroll to the bottom of the email and look for the word “unsubscribe”
 - This may need to be done multiple times to take effect

KEEPING IT CLEAN...

TRASH VS. JUNK



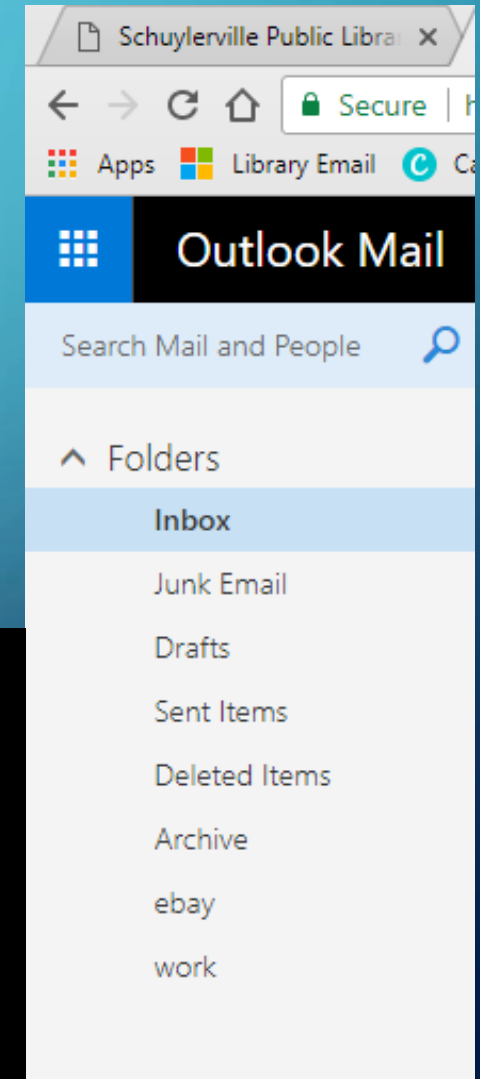
vs.



- If the persistent emails do not have an “unsubscribe” option you may want to designate them as junk
- By designating emails as junk you are telling to the email service to flag any emails from that sender and filter them so they do not appear in you inbox in the first place

“ITS NEITHER. WHAT DO I DO WITH IT?”

- Sometimes you want to keep emails for later, but you don't want them in your inbox forever...
- You can create folders to store emails indefinitely. You can label folders:
 - Family
 - Work
 - Recipes
 - Or anything you want



“I CAN EMAIL MYSELF?”

- By emailing yourself, you can save documents, links or other information for later.
 - Free online storage built in to your email

Just put your email in the recipient bar

- You can also add your email into a message meant for others to insure you save a copy
 - Although most emails save sent messages for you already anyway



MULTIPLE EMAILS: PROS AND CONS

- Eventually, once you get the hang of email, you may consider having multiple email accounts.
- This requires, more to keep track of...
- But it also allows you the ability to stay better organized
- And potentially focus more of the junk traffic into one account, while keeping the more important emails in a less cluttered account
- If both accounts are with the same service they can even be linked together

QUESTIONS?



RESOURCES

- Dynamic Web

<https://www.dynamicwebs.com.au/tutorials/email.htm>

- Winston-Salem State university

<http://tiny.cc/5kx4ly>



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Monday July 24th at 3PM