

A short guide to email



What is email?

- Electronic mail allows users to send messages to each other over a computer network like the internet.
- Email can be accessed via a browser (webmail) or via an 'email client' (using POP3 or IMAP – more on these later).



How does it work?

- Two main methods of accessing email are webmail and email client. Two main uses of email are sending and receiving, I will cover each scenario.
- Sending email:
 - Via email client:
 - The user opens their email client on one of their own devices (e.g. PC or phone).
 - The user composes a message, filling in the 'to', 'subject' and 'body' fields (the body is the main content of the message).
 - The email client sends the message from the user's device to their mail server, which then sends it to the recipient's mail server over the internet.
 - Via webmail:
 - The user logs onto their webmail provider through a browser on any internet-connected device, then composes their message as above.
 - The webmail system sends the message to the recipient server as above.

How does it work?

- Receiving email:
 - Via webmail:
 - The user logs onto their provider through a browser.
 - Received emails are viewable in their inbox.
 - Via email client:
 - The user opens their email client, and (manually or automatically) performs a receive/fetch operation.
 - Any received mail on the user's server is downloaded to their device and is viewable in their email client.
 - POP3/IMAP (in brief): when using POP3 (Post Office Protocol), email you download to your device is deleted from the server (so is no longer accessible from another device). When using IMAP (Internet Message Access Protocol), email remains on the server so can be accessed again from another device.

Popular free email providers

- Gmail (@gmail.com) – 15GB of storage for free, closely integrated with other google services.
- Outlook.com (@outlook.com) – 5GB free storage, integration with MS Windows and Office apps.
- Yahoo! Mail (@yahoo.com) – huge 1 TB (1000GB) of storage.
- iCloud Mail (@icloud.com) – 5GB free storage, integration with Apple devices and services, only for Apple device owners.
- Lots of others! Your Internet Service Provider (ISP, e.g. BT) probably provides email too.
- All of the above have a webmail interface, or can be accessed through an email client.



Popular email clients (for Windows)

- Windows Mail & Calendar – built into Windows 10
- eMClient – limited free version for personal use only
- Outlook – full featured product, part of Microsoft office
- Thunderbird – free, open source offering from Mozilla
- Lots of others! Different options also exist for mobile devices such as Android and iOS.
- Depending on how you prefer to access your email, you may not want or need any of these.



Webmail vs Email Client

- Why use webmail:
 - Access on any device/computer with a browser.
 - Your PC is shared and you don't want to store email locally.
 - You can't install a software client on your PC, e.g. at work or school.
- Why use an email client:
 - You have multiple email addresses and you want to manage them all in one place.
 - You have limited online storage and/or want to access your emails offline.
 - You need integration with other desktop apps such as a calendar or to-do list.
- Important note:
 - Even if you use an email client on your main device, it may not collect emails from your mail server that are marked 'junk/spam' or otherwise hidden. This way it is possible to miss important emails if they are marked incorrectly. It is worth logging into your webmail interface every once in a while to check.

A Short Guide to Email: Part 2

More useful tips



To, CC, & BCC

- To: the main intended recipient(s) of the message
- CC: Carbon Copy – additional recipients that will be visible to all
- BCC: Blind Carbon Copy – additional recipients that will be hidden from all, including each other (useful for data protection e.g. GDPR)



How to...

In Outlook

Send From tmboughen@outlook.com

To Kevin Rowe <conceptual_engineering@btinternet.com>

Cc

Subject RE: COMPETITION TIME !!!!--> ComputerPals WEEKLY ZOOM Meeting Tuesday 16th March at 10.00am

In Gmail

New Message

To |

Subject

Cc Bcc

conceptual_engineering@btinternet.com
09:51
loud.com; geoff.jane@ntlworld.com
mail.com; margareted@gmail.com;
nternet.com; andreealazar2001@ya
N TIME !!!!--> ComputerPals WEEK

inue your support, or start a new

COMPETITION TIME: - C

- [A short guide](#)
- [Zoom](#) - Addit
- [Use Microsoft](#)

Select Names: Contacts

Search: Name only More columns Address Book

Go Contacts - tmboughen@outlook.com Advanced Find

Name	Display Name	Email Address
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To Kevin Rowe

Cc

Bcc

OK Cancel

Creates a Birthday Card (Windows) LibreOffice

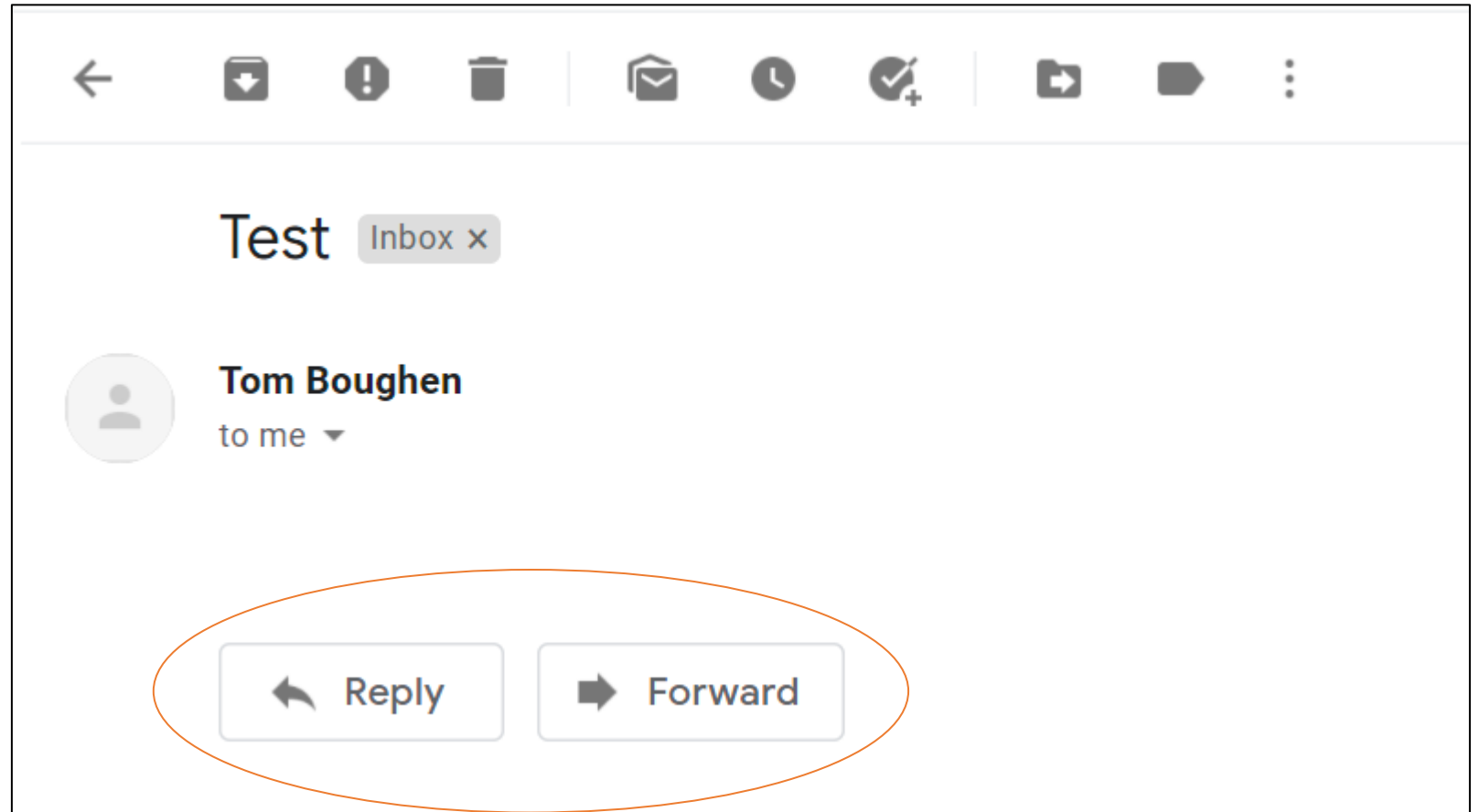
Reply, Reply All & Forward

- Reply: compose an email back to the original sender only
- Reply All: compose an email to the original sender and all recipients (including cc)
- Usually a reply email has 'RE:' in the subject line
- Forward: send the original email to a new recipient
- Usually a forwarded email has 'FW:' in the subject line

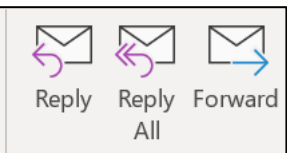


How to...

In Gmail



In Outlook



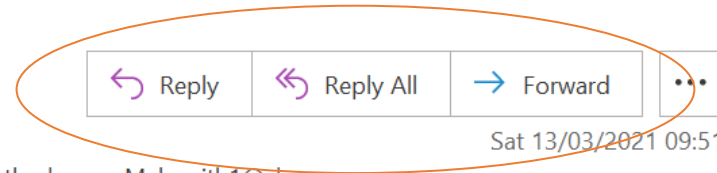
COMPETITION TIME !!!!--> ComputerPals WEEKLY ZOOM Meeting Tuesday 16th March at 10.00am



Kevin Rowe <conceptual_engineering@btinternet.com>

To grahamemills@icloud.com; geoff.jane@ntlworld.com; 'JOHN BURTON'; k@lepatis.com

Cc lesjohnson550@gmail.com; margareted@gmail.com; acjnorth02@ntlworld.com; c.radford150@btinternet.com; geoffhay@talktalk.net; tmboughen@outlook.com; Mel.smith1@sky.com; theresa.moore2@btinternet.com; andreealazar2001@yahoo.com



Sat 13/03/2021 09:51

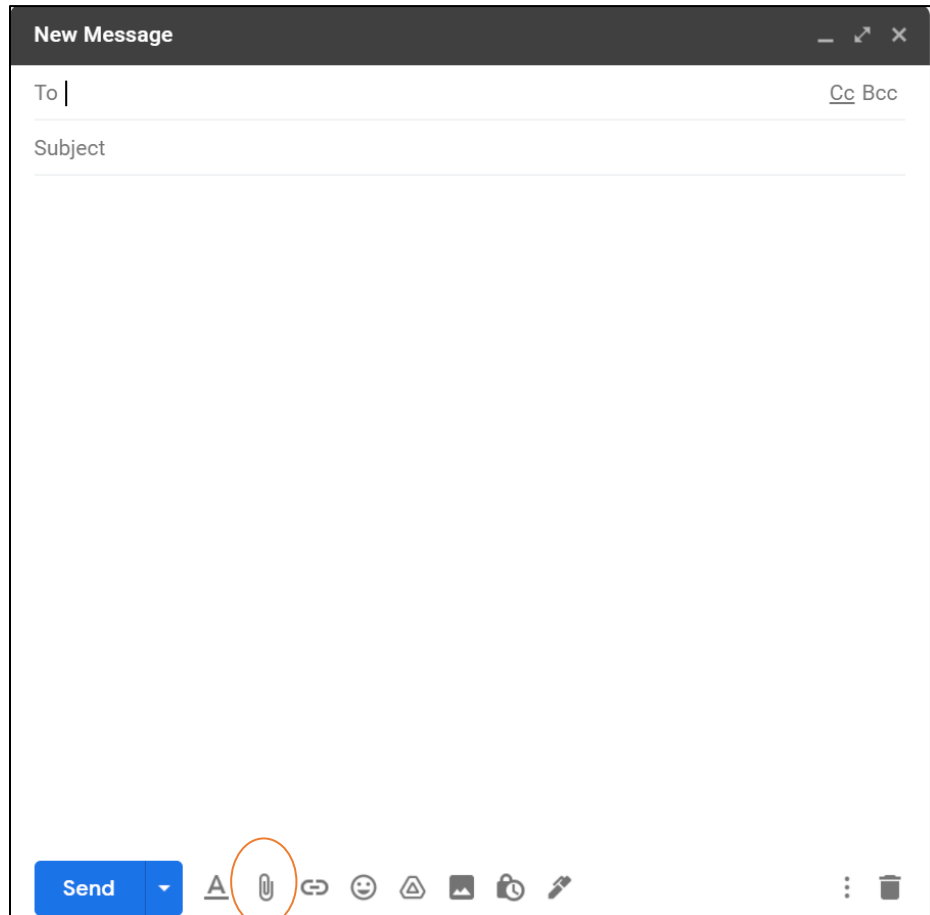
Attaching pictures and files

- An attachment is a file that is sent along with your email message
- Can be a picture, a video, a document etc.
- Usually there is a file size limit when sending attachments (e.g. ~10-20 MB)
- Executable file types (e.g. .exe files) are not allowed and could be harmful (don't open these if received!)

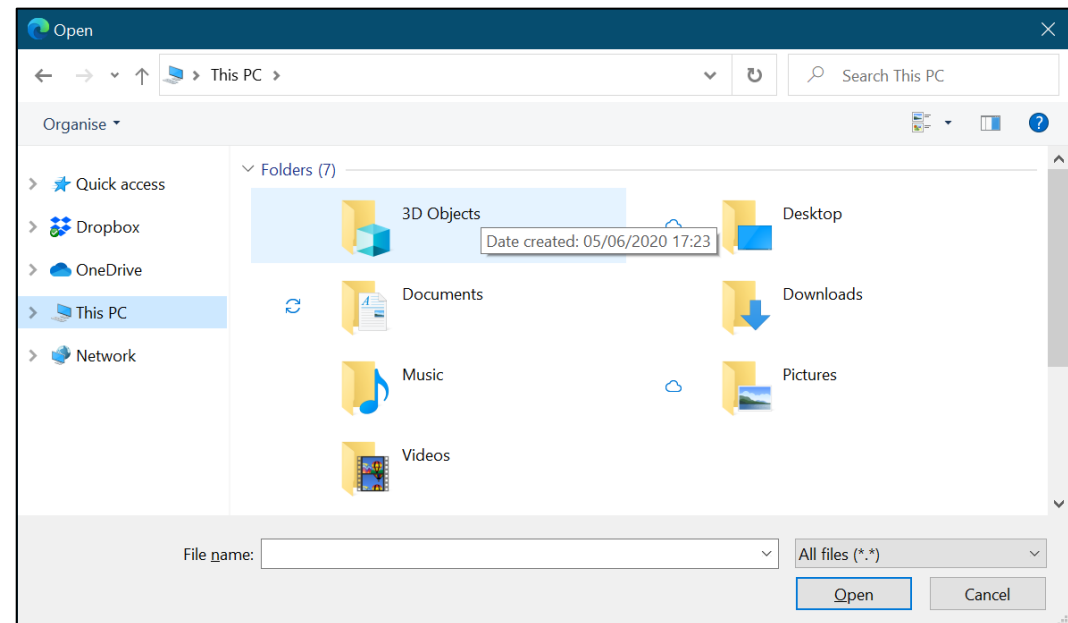
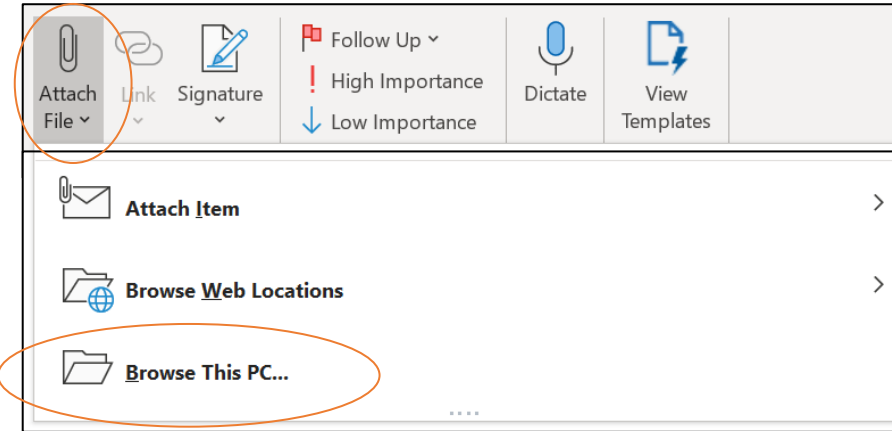


How to...

In Gmail



In Outlook

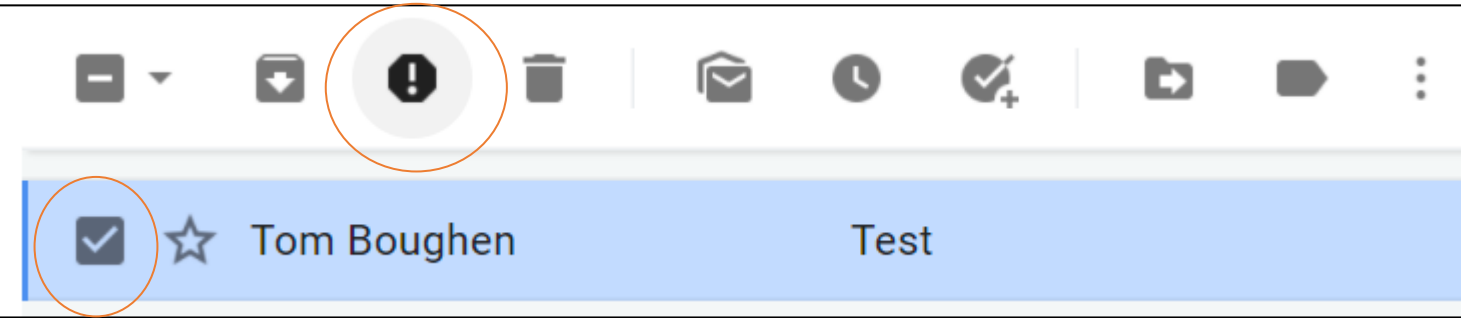


Mark as Junk/Spam

- Junk and Spam usually have the same meaning in this context
- Marking an email junk/spam will usually block the sender and move the email to the 'deleted items' folder or a special junk folder
- Further emails from a blocked sender will automatically go to the junk folder rather than your inbox

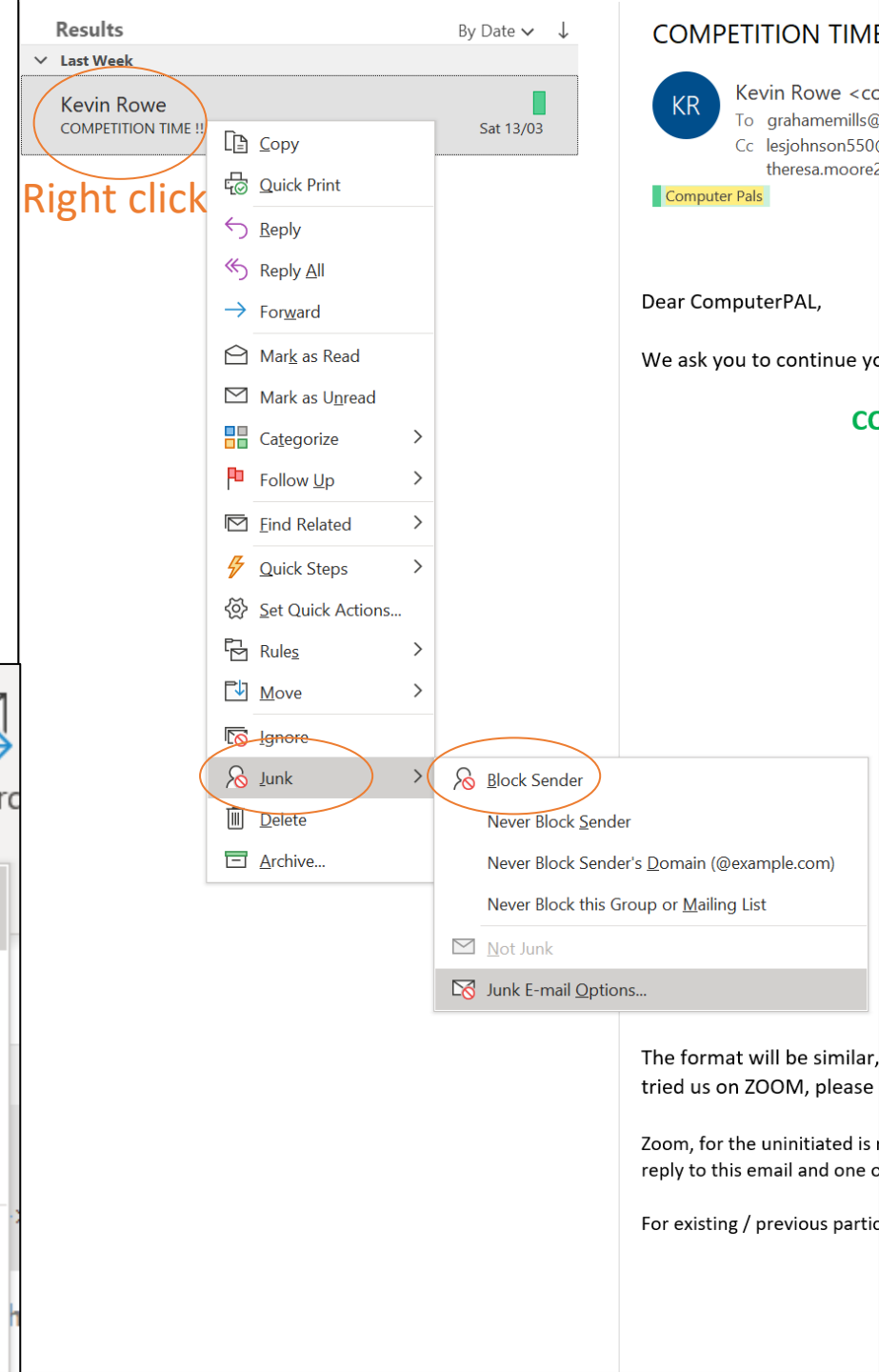
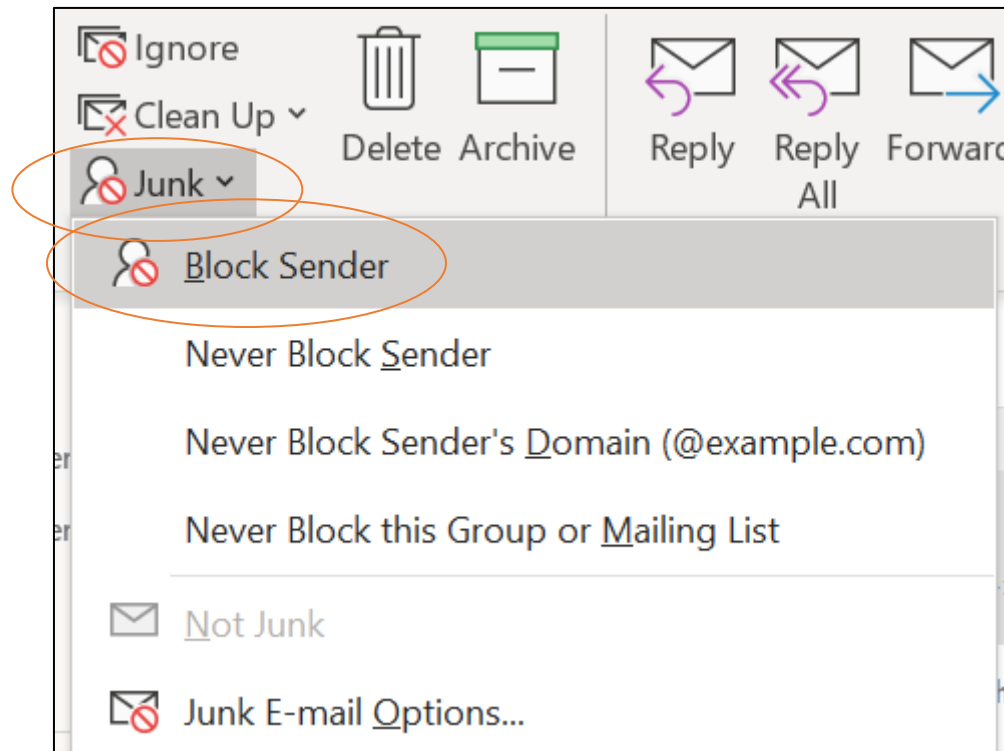


In Gmail



How to...

In Outlook



Group messages by conversation

- When turned on, messages with matching subject lines will be grouped (displayed together) as a 'thread' or 'conversation'
- When turned off, every individual message is displayed on its own in order of arrival
- On or Off? A matter of preference



Example









Click to expand group

Kevin Rowe
February 2nd :- ComputerPals WEEKLY ZOOM Meeting ... 30/01/2021

▶ Kevin Rowe; Kevin
BOOKS, FILMS and Recipes 28/01/2021

Kevin Rowe

Grouped conversation

BOOKS, FILMS and Recipes		
Kevin Rowe	28/01/2021	  
Kevin	26/01/2021	
Kevin Rowe	24/01/2021	
Kevin Rowe	24/01/2021	
geoff.jane@ntlworld.com	24/01/2021	
Kevin	24/01/2021	
Tom Boughen	Sent Items	
Kevin	23/01/2021	
Kevin Rowe	22/01/2021	
Tom Boughen	Sent Items	
Kevin Rowe	22/01/2021	
Tom Boughen	Sent Items	
Kevin	22/01/2021	

How to...

In Outlook

Deselect the tick box and choose 'none' to turn off

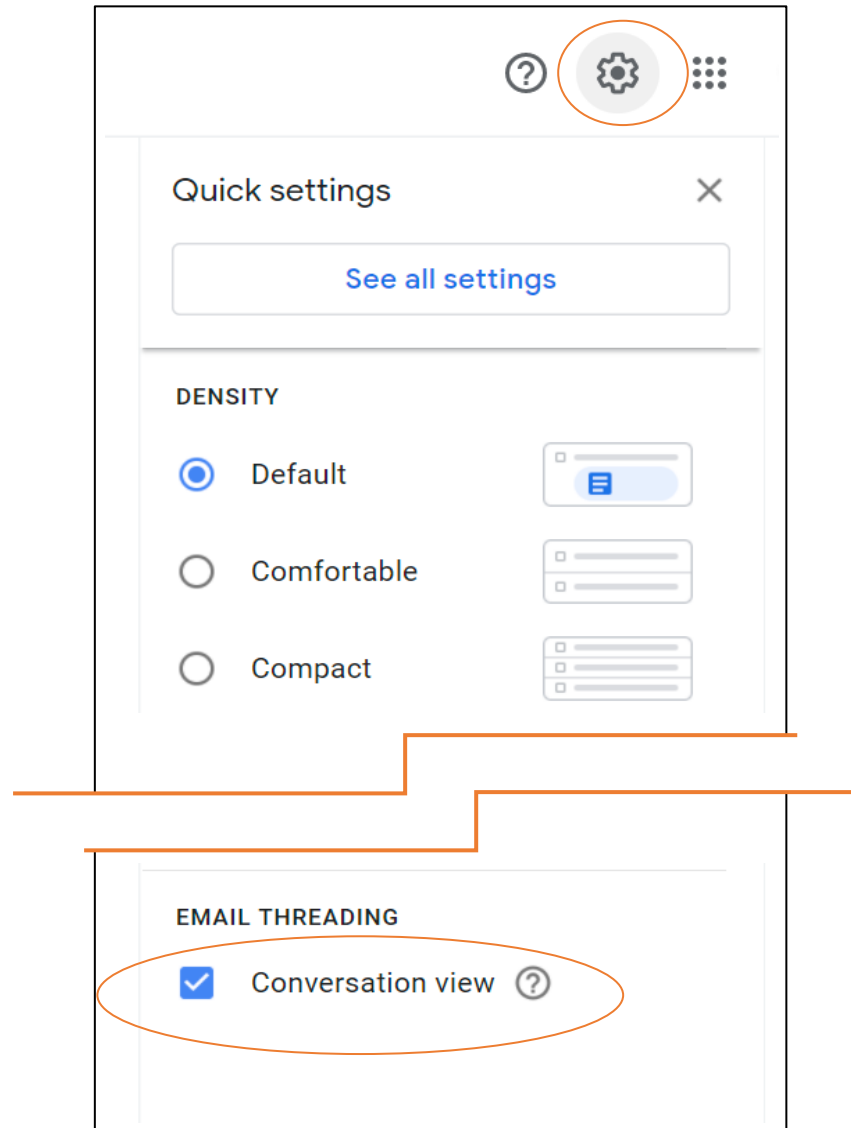
The screenshot shows the Outlook interface with the 'View' tab selected. The 'Advanced View Settings: Custom Compact' dialog is open, and the 'Group By' sub-dialog is also open. The 'Group By' dialog has the following settings:

- Automatically group according to arrangement
- Group items by: Conversation (selected)
- Show field in view
- Ascending (selected), Descending (unselected)
- Then by: (none) (selected)
- Show field in view
- Ascending (selected), Descending (unselected)
- Then by: (none) (selected)
- Show field in view
- Ascending (selected), Descending (unselected)
- Then by: (none) (selected)
- Show field in view
- Ascending (selected), Descending (unselected)
- Select available fields from: Frequently-used fields
- Expand/collapse defaults: As last viewed

The 'Group By' dialog is highlighted with an orange circle, and the 'Group items by' dropdown is also circled in orange. The 'Automatically group according to arrangement' checkbox is also circled in orange.

How to...

In Gmail

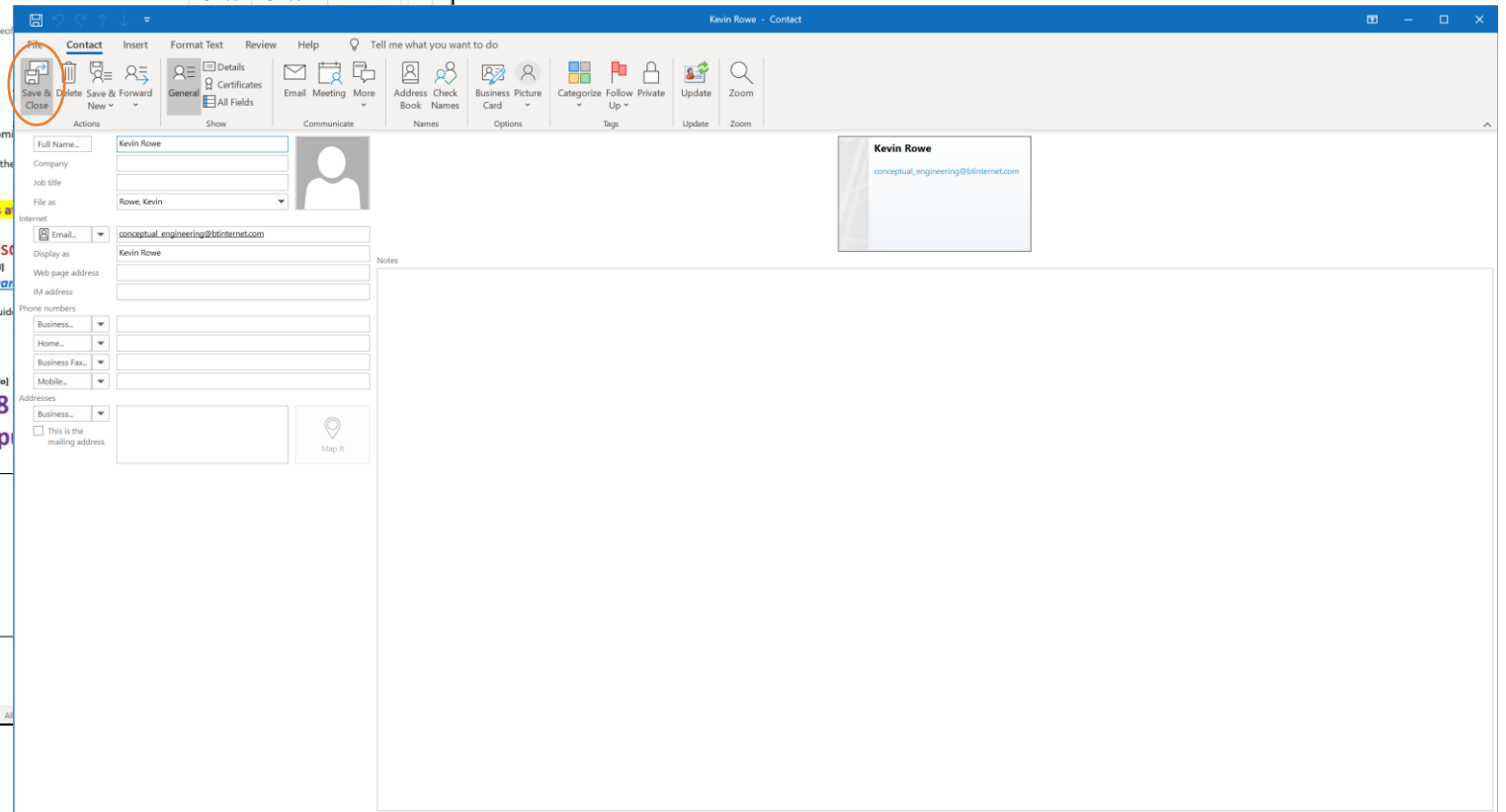
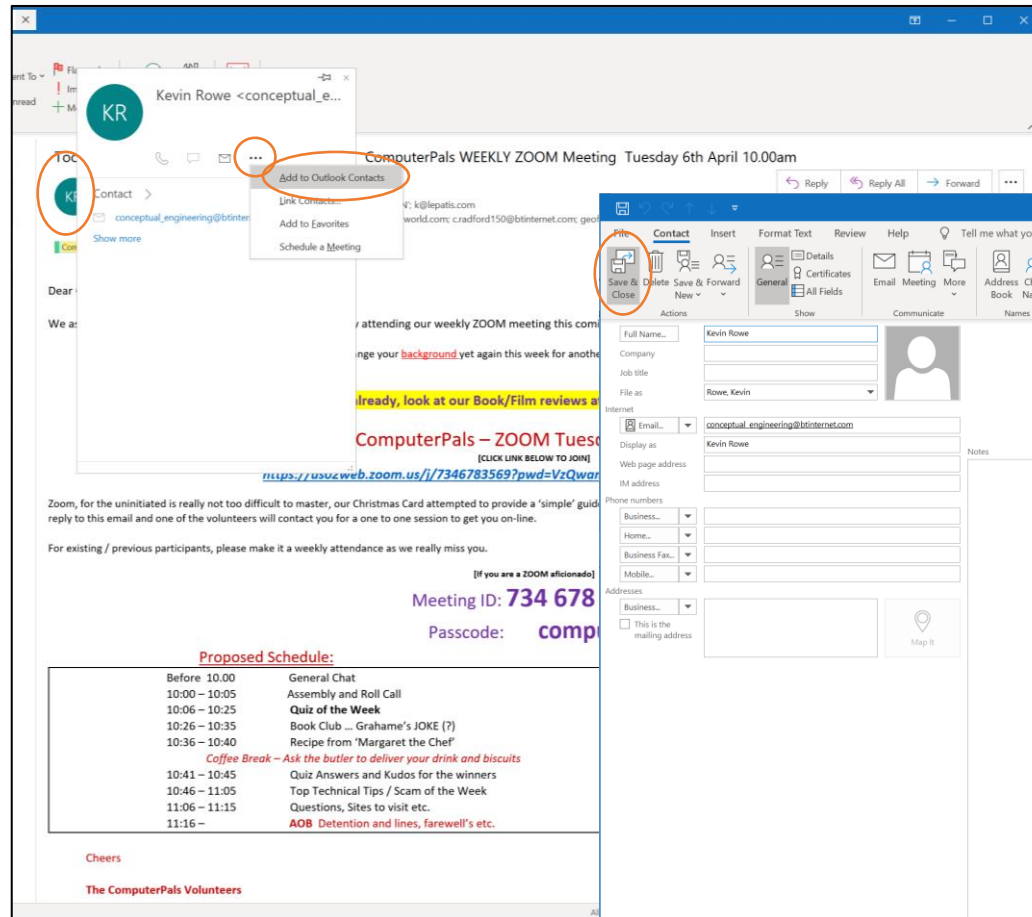
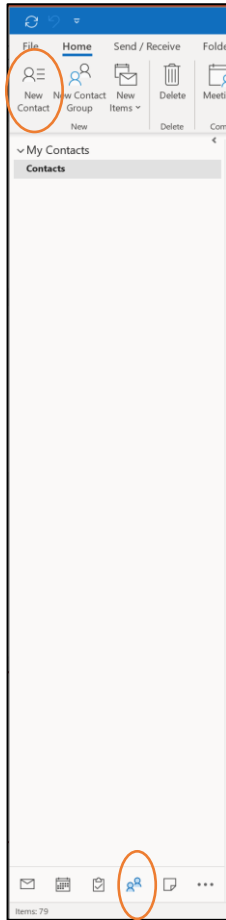


A Short Guide to Email: Part 3

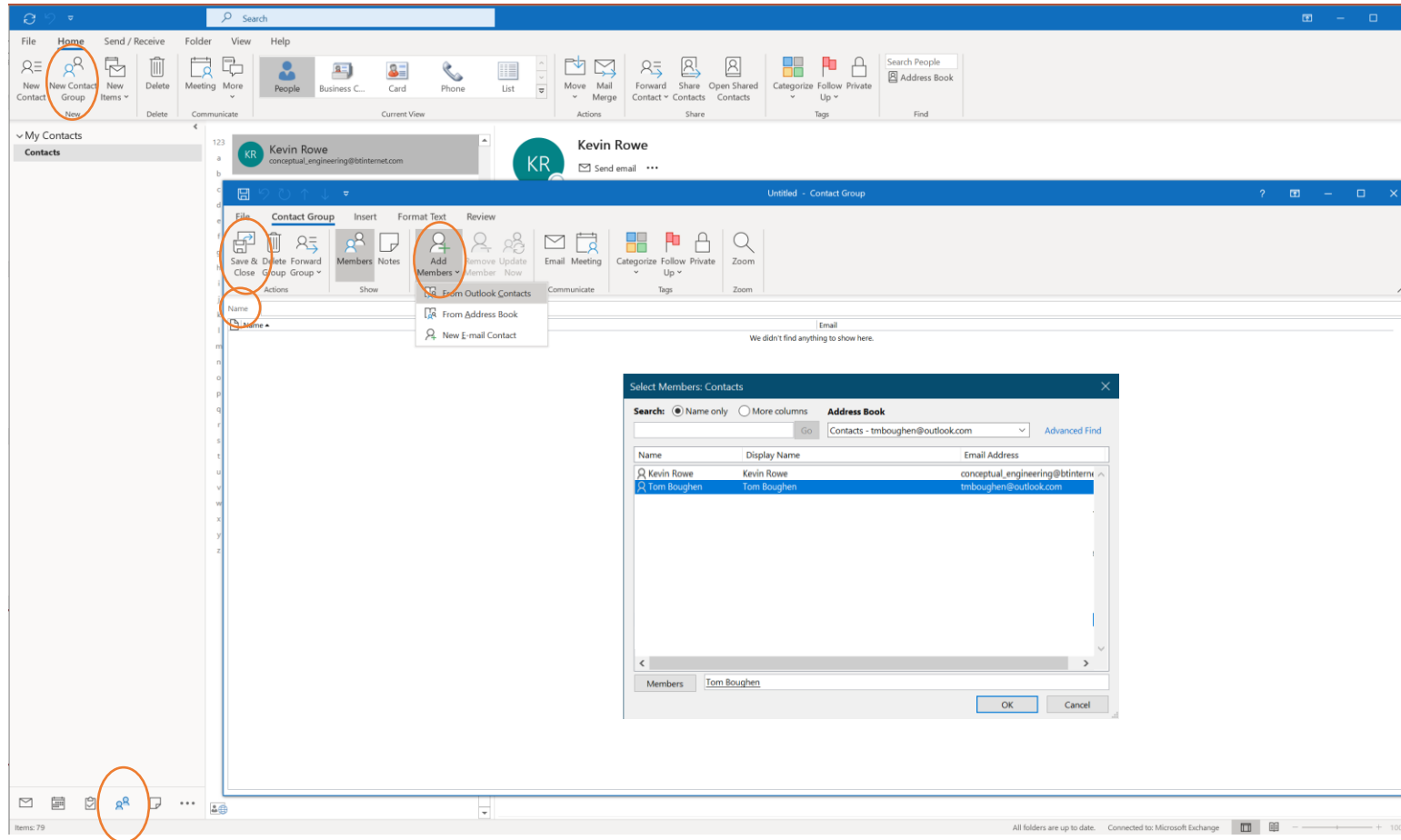
Email contacts and groups



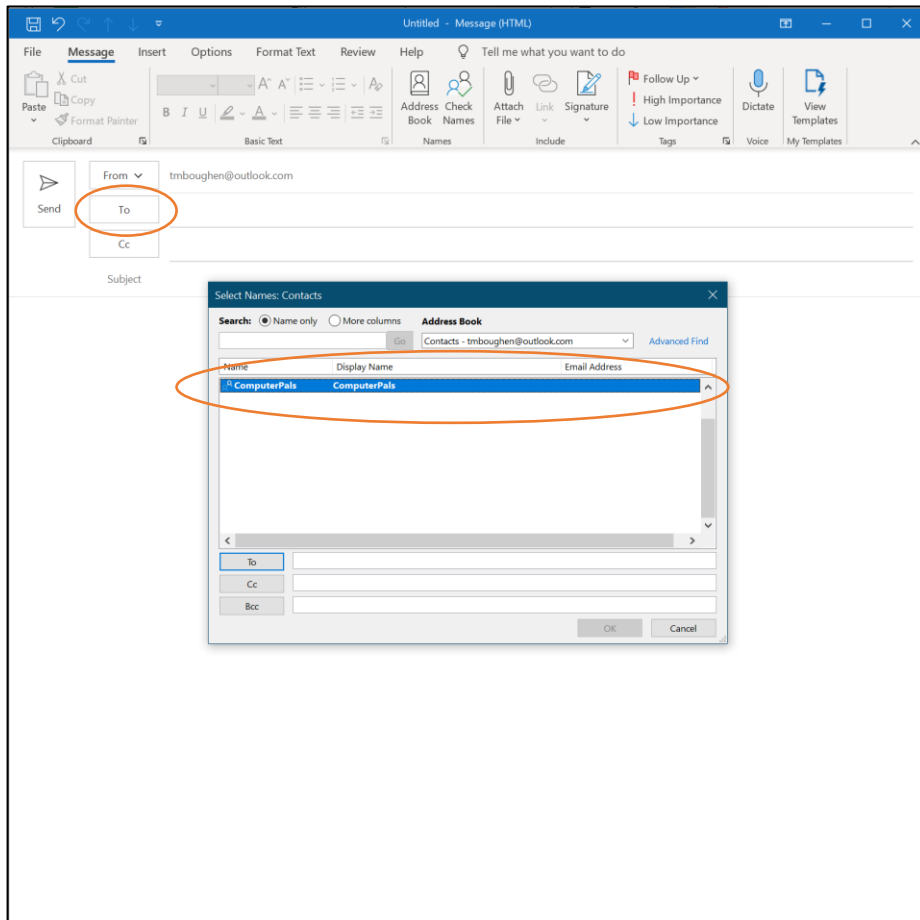
Creating email contacts in Outlook



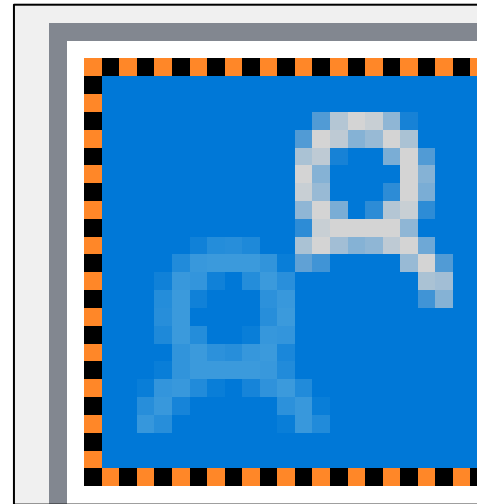
Creating contact groups in Outlook



Sending to groups in Outlook



Icon for an email group

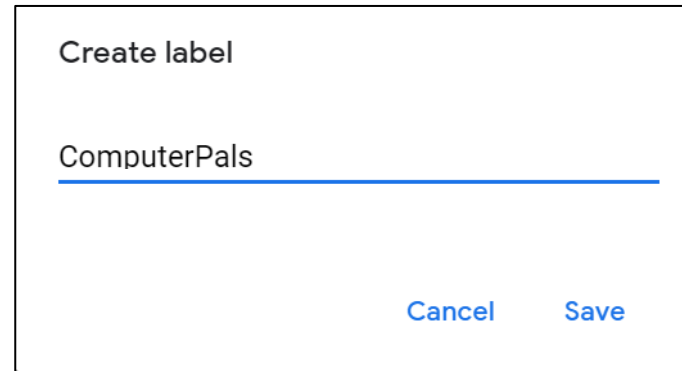
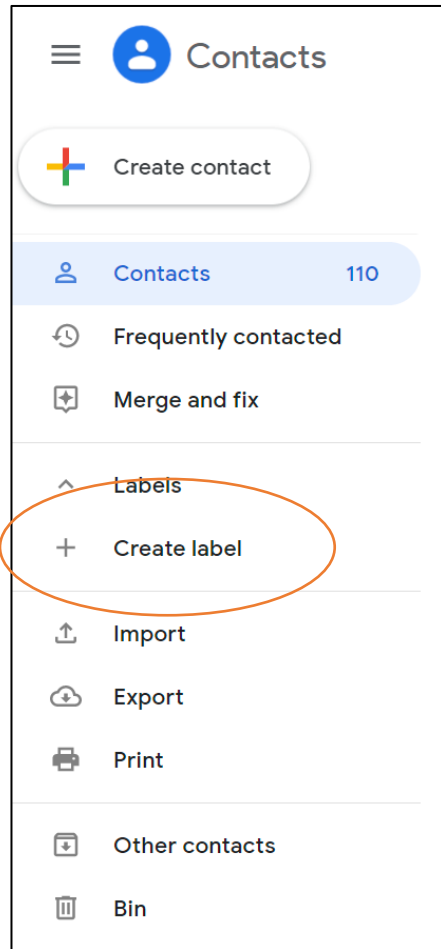


Creating contacts in Gmail

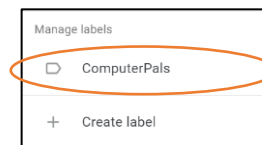
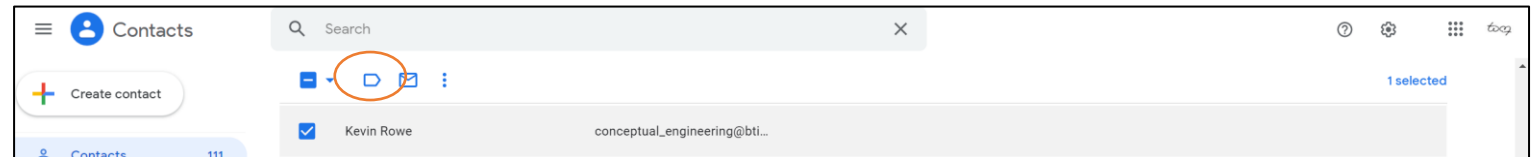
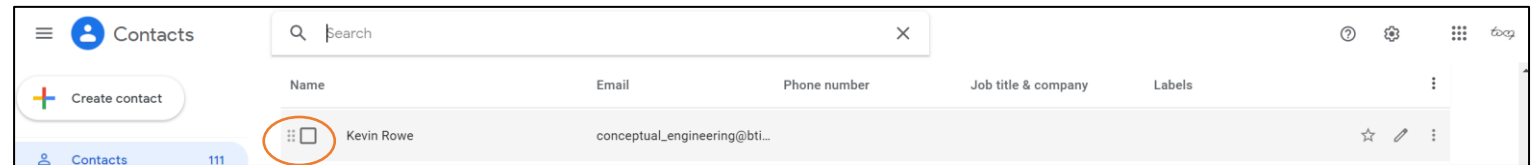
The image illustrates the steps to create a contact in Gmail. It is divided into three main sections:

- Top Bar:** Shows the Gmail logo, a search bar labeled "Search mail", and utility icons including a help icon, a settings gear, and an app launcher icon (a 3x3 grid of dots) which is circled in orange.
- App Launcher:** A grid of application icons. The "Contacts" icon, featuring a blue person silhouette, is circled in orange.
- Contacts App:** A vertical panel titled "Contacts" with a person icon and the word "Contacts". The "Create contact" button, which has a colorful plus sign icon, is circled in orange. Below this are various contact management options: "Contacts 110", "Frequently contacted", "Merge and fix", "Labels", "Create label", "Import", "Export", "Print", "Other contacts", and "Bin".
- Create New Contact Form:** A form titled "Create new contact" with a "No label" dropdown menu circled in orange. The form includes fields for "First name", "Surname", "Company", "Job title", "Email", "Phone" (with a country code dropdown), and "Notes". At the bottom, there are "Show more", "Cancel", and "Save" buttons.

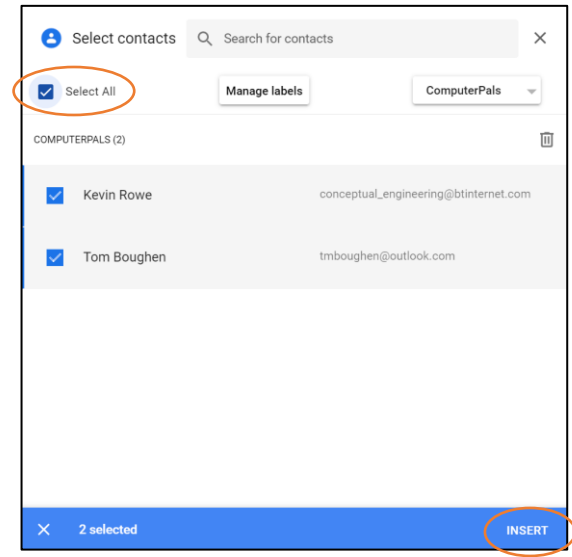
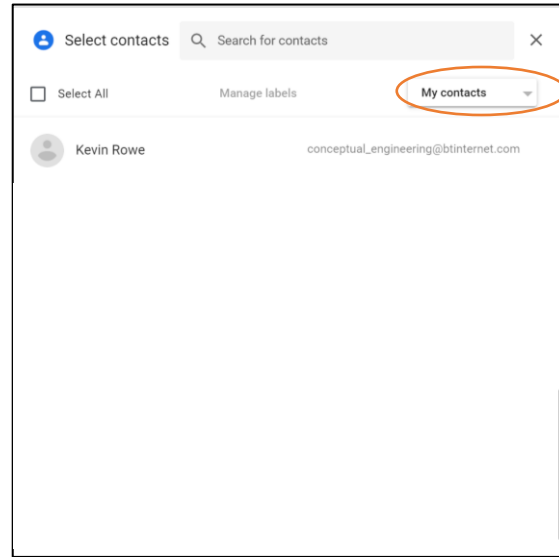
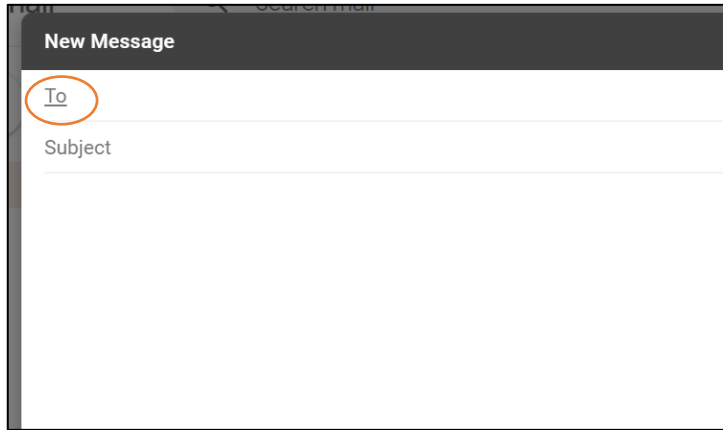
Creating labels (groups) in Gmail



Adding contacts to a label

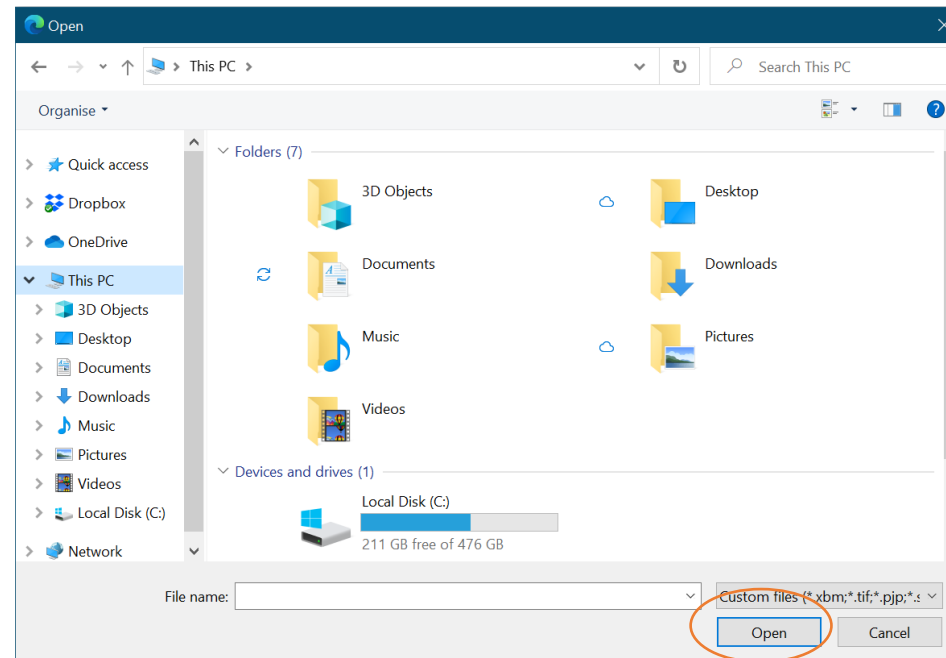
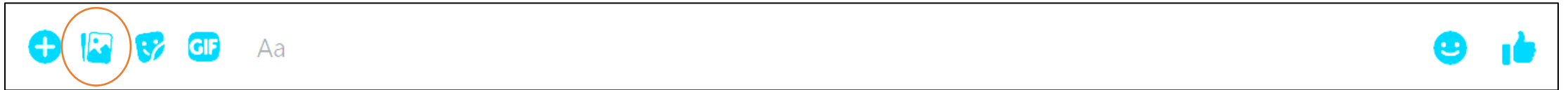


Sending to labels (groups) in Gmail



Bonus: sending files in Facebook Messenger

From your PC browser



Bonus: sending files in Facebook Messenger

From your Android device

From inside messenger app



From picture gallery

