

# Stay in touch!

## A basic guide to emailing

### What is email?

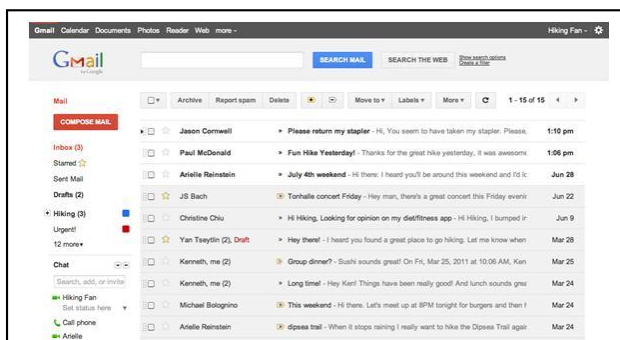
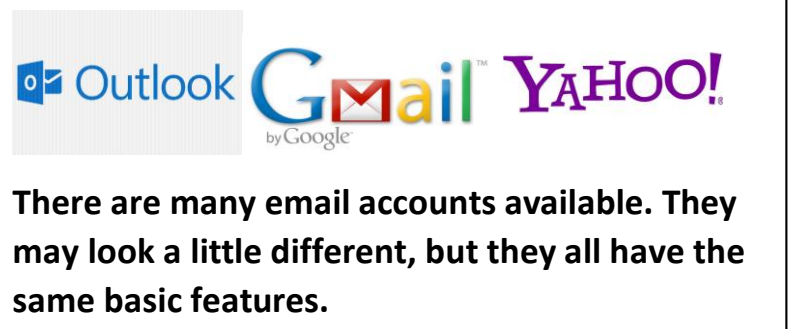
'Email' is short for 'electronic mail' and it's a bit like sending a letter – except you send it over the internet and it arrives within seconds. If you have an email address, you can email anyone else who has one.

### Using email

Some people use programs on their computer to access and store emails, while others use internet-based applications. One advantage of 'webmail' (internet-based) is that you can get to your emails on any device you use - for example, on a computer, a tablet (such as an iPad) and a smartphone.

All programs include:

- An **'inbox'** for emails you receive.
- A **'sent'** folder where you can see all the emails you've sent.
- An **'address book'** or **contacts** list where you can keep other people's email addresses.



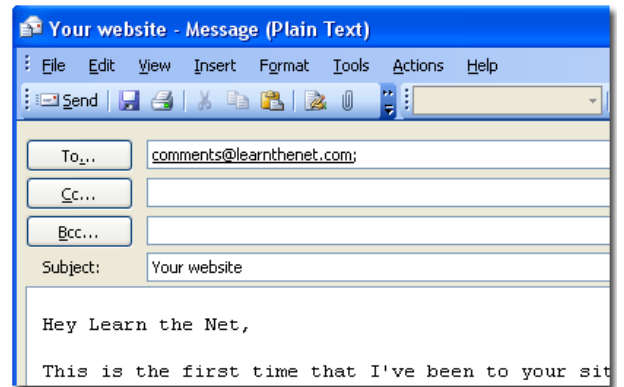
Your inbox may look a bit like this.

- A **'junk'** folder where your computer will put emails it thinks are unwanted or 'spam'.
- A **'trash'** folder for emails you don't want and have deleted.

## Email features

All emails have:

- an **address bar** for the email address
- a **subject bar** where you summarise what your email is about
- the **main body** of the email, where you write your message



The address you are sending to is in the bar labelled 'To...'

## Sending an email

1. Click once on the button 'Compose' or 'New Email' (depending on the program you're using).
2. Type your recipient's email address in the 'To' field.
3. Type a subject for your message in the 'Subject' field.
4. Write your message.
5. Press 'Send'.

**Tip** It's very important to get the address exactly right – just one letter wrong, and your message won't arrive!

## Replying to an email

1. Open the email you wish to reply to by clicking on it twice.
2. If you want to reply, click once on 'Reply'. This will open a new email.
3. You will see there is already an address for the new email – that of the person to whom you are replying. The subject line will also be filled in, beginning 'RE'. You can leave this as it is, or type something different into the subject bar.
4. Type your message and press 'Send'.

## Sharing an email

Sometimes you get an email that you want another person to see. To share the message, you need to 'forward' it to the new person.

1. Open the message by double-clicking.
2. Click once on 'Forward'. This will open a new email which will have 'FW:' in the subject line to show it is being forwarded.
3. Type the email address of the new person in the address bar.
4. In the main body of the email, you will probably want to add your own message above the email text you are forwarding.

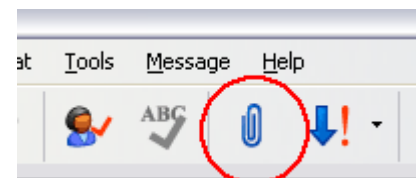
**Tip** Remember to check that you are only forwarding information you want the other person to see. Sometimes you'll want to delete parts of the email you are forwarding.

## Sending attachments

Sometimes you want to send someone a document or photo that is stored on the device you are using. You can do this by adding an '**attachment**' to your email.

The symbol for the Attach button is often a paperclip.

Click on this, and it opens a new window, showing you files and folders on your computer.



Find the file you want to send. Click on it and press 'OK' or 'Open' or 'Insert' (depending on your email program).

The file is now an attachment in your email. The name of the file will be shown next to a paperclip or in a new bar called 'Attached'. You can send the email in the usual way.

## A few more tips

- To **delete** an email - select the email and click on the 'Delete' button.
- To send an email to **more than one person** – put a semicolon (;) between each address (for example: [development@oxeyes.org.uk](mailto:development@oxeyes.org.uk); [queen@buckhouse.com](mailto:queen@buckhouse.com)).
- To allow someone in addition to the main recipient to see your message, **copy** it to the other person by adding their address in the 'Cc...' bar (it stands for 'carbon copy').

## A note on organisation!

- If you store **email addresses** for your friends, family and other contacts in an 'address book' or 'contacts folder', you won't have to type the address in every time. As you start putting in the recipient's name, a list of suggestions to choose from will automatically pop up.
- Once you're using email, you will probably find the number of messages in your Inbox begins to build up. It's time to start putting them in **folders**! This will help you keep track of your messages. For example, if you have a folder called 'Cornwall holiday' or 'Tickets', you'll always be able to find things quickly and easily.

Ask OAB if you want help with either of these functions.