

How to create an email account



*This instruction sheet is a step by step guide to
creating and using an email account*

What you will require to be able to use email

- ✓ Access to a computer
- ✓ An Internet connection
- ✓ An email account

What is email?

Email (electronic mail) is a popular way of keeping in touch with others by exchanging messages using a computer that is attached to a network. It works quite like conventional correspondence in that there is a “Sender” and a “Recipient”. However, the advantage of using email is that unlike conventional correspondence, email moves at high speed i.e. email is delivered from one computer to another within nanoseconds.

What is an email address?

When you create an email account, you get a unique email address. This means no two people in the world can have the same email address. An email address is made up of three parts:

- 1. The name of the person (known as the “Username”).**
You may have to choose an unusual version of your username or a nickname for yourself such as *mary2010*, *fitzpatrickmary* or *silversurfer2010*
- 2. The mail server**
The person or business that provides the email account e.g. Hotmail, Gmail, Yahoo etc. This will be preceded by the “@” sign e.g. @hotmail.com, @gmail.com etc
- 3. The suffix**
e.g. .com, .ie, .co.uk etc

Your full email address could then be silversurfer2010@gmail.com.

How do I set up an email account?

The easiest way to create an email account is to use a free online service. Examples of free online services include:

Gmail: www.gmail.com

Hotmail: www.hotmail.com

Yahoo: www.yahoo.com

Remember creating an email account is simple. You will just need to fill in a form with details such as your name, location, username and password. Once the form is completed and you have agreed to the Terms and Conditions your email account is ready to use.

How do I use email?

Logging in to your account:

To access your email account you will need to know the following information:

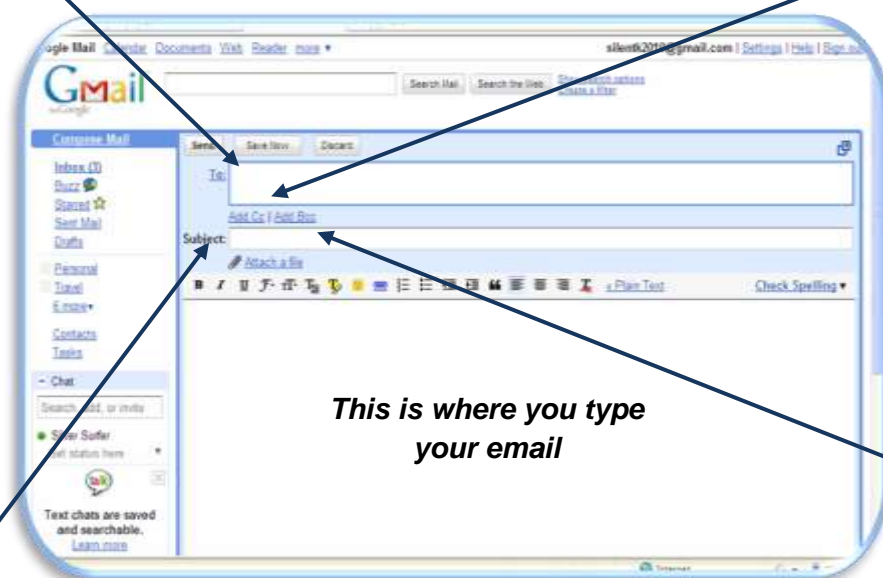
- The address of your service provider
- Your username and password.

Creating and Send an Email:

When sending a message the screen will look something like the picture below. Fill in the boxes as follows:

To: Enter the email address of recipient

CC: (Carbon Copy) Enter email address here if you want to send a copy of the email to others.



This is where you type your email

Subject: Enter a phrase on what your email is about.

BCC: (Blind Carbon Copy) Enter email address here if you want to send a concealed copy of the email to another recipient.

Remember:

If you miss a number in a phone number when ringing someone, you cannot get through. The same applies to emails. If you forget a letter or a dot the email will not send. So check the address carefully before you send emails!!

Receiving Emails:

Each received email is shown in a list. To access the email double click on the one you want to open.

After you have read the email you have a few options:

- You can delete the message if you don't want it by clicking "**Delete**".
- You can reply to the person who sent it by clicking "**Reply**" and following the steps above for "**Sending emails**".
- You can send the email on to someone else by clicking "**Forward**" and following the steps above for "**Sending emails**".

Using Attachments:

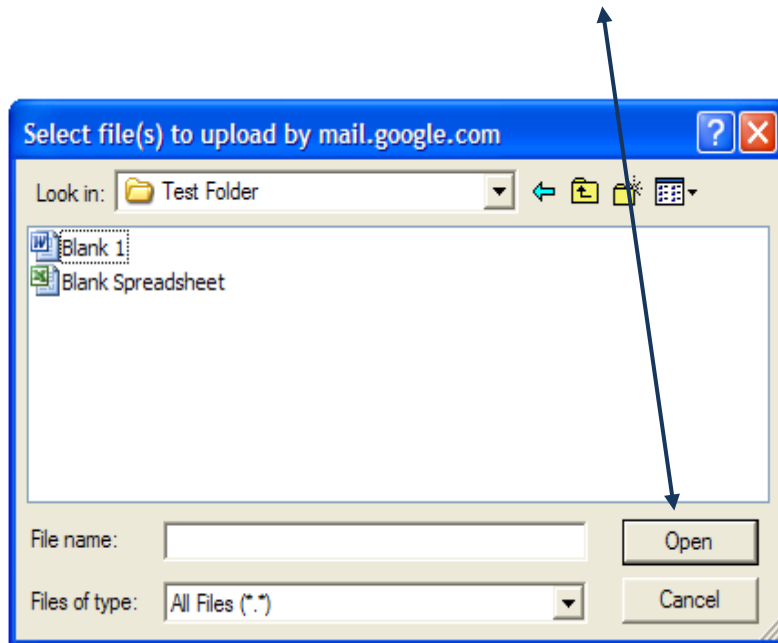
An attachment is any other document on your computer (e.g. photograph, video, word file etc) that you want to send to someone via email. You cannot simply put it in where you normally type the message. You have to attach to the email hence it is called an "**Attachment**".

To send an attachment, compose your email and then click the Attachments icon (generally a paperclip).



You will have to browse the contents of the computer for the document or photograph you want to attach.

Example: To attach document “Blank 1” as shown below left click once with mouse to highlight and then click on the option to **Open**.



Follow the instructions that appear for attaching the e-mail.

The document can then be viewed as an attachment on your email as illustrated below:

