

DigitIT



Computer Basics: Email

**BUILDING SKILLS AND
CONFIDENCE TO PARTICIPATE
IN TODAY'S ONLINE WORLD**

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WORDS TO KNOW

@ symbol - at; shows the location of your email mailbox

Attachment - something you attach or connect to your email like a picture or a document

Compose - to create an email message to send

Cyber criminal - someone who uses technology to commit crimes

Domain - the provider of the email box; the name of the website

Download - copy information or program from the internet to your computer

Draft - an email message that you started but have not sent

Email provider - the company that gives you email service

Extension - follows the domain name; begins with dot (example: .com)

Field - area or box that you can type in

Folder - a way to categorize your email

Forward - to send an email that someone sent you to a different person

Inbox - contains all the emails that have been sent to you

Password - secret string of characters that gives you access to a computer system or service

Personal information - information that can be used to identify you, such as birthdays, passwords, banking information or passwords

Phishing - a type of cybercrime where messages try to trick you into providing personal information

Recipient - the person you send an email to

Reply - to send a message back to the person who sent you the current message

Reply All - you reply to the both the sender of the email and everyone else who received that original message

Sender - person who sends the message

Sent folder - has copies of all the messages you have written and successfully sent

Sign in/log in - enter an email or other account

Sign out/log out - exit an email or other account

Sign up - register or join

Spam - unsolicited messages, or junk email, such as advertising, that are sent in bulk

Spam folder - messages recognized as 'junk' or spam will be filtered and stored here, but sometimes important email end up here so it is a good idea to check it regularly

Subject - what the email is about, only needs to be a few words

Toolbar - contains functions for sending, editing and organizing your email

Trash - when you delete an email it ends up in the trash folder. Messages can be moved out of trash and back into your inbox if you change your mind

Username - the name you use for an email or other account

LOGGING IN TO GMAIL

Go to **gmail.com**

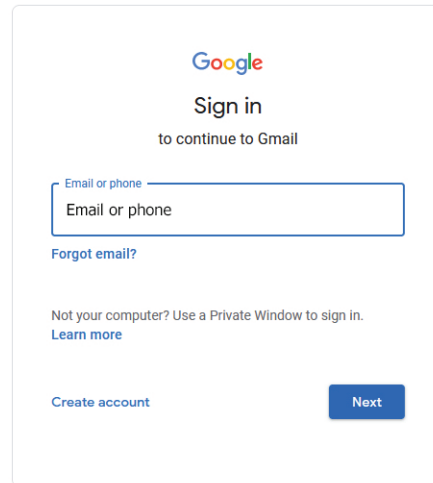
Type in your email address

Click **next**

Type in your password

Click **next**

You are now logged into your Gmail!



PHISHING AND SCAM EMAILS

<https://terrانovasecurity.com/top-examples-of-phishing-emails/>

ETIQUETTE

Basic email etiquette and common mistakes to avoid:

- Include a greeting at the beginning, and a closing line followed by your name at the end
- Include a relevant subject line and avoid long rambling messages. Be clear and concise.
- Check your tone. Sarcasm can be misinterpreted. Phrase things clearly and say what you mean.
- Reply carefully. Don't 'reply all' unless everyone needs to see it. Check the Cc line.
- Review before sending. Be sure to check for spelling and grammar mistakes. Is the recipient email address entered correctly?
- Avoid caps lock. This is the equivalent of shouting online. It will make you seem angry or upset.
- Ignore chain emails. Don't forward them on. They are annoying and often hoaxes.
- Respond to emails in a timely manner.

PARTS OF AN EMAIL ADDRESS

yournamehere

username

@

'at' symbol

gmail

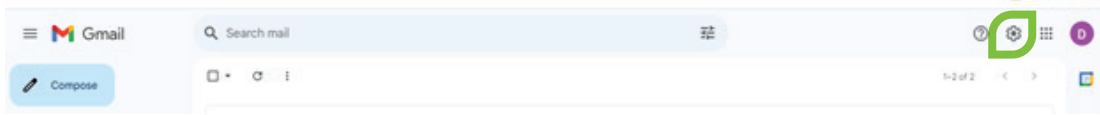
domain

.com

extension

CHANGING YOUR GMAIL PASSWORD

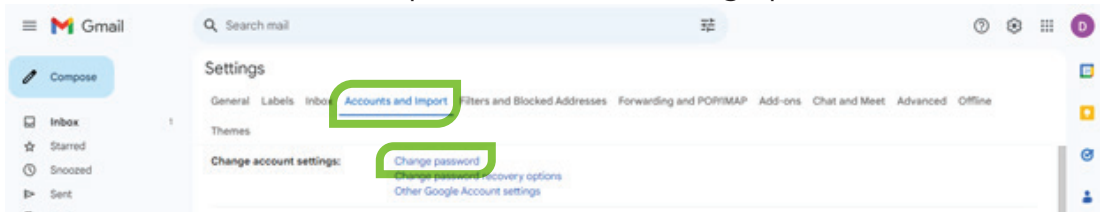
Click on the gear icon (Settings)



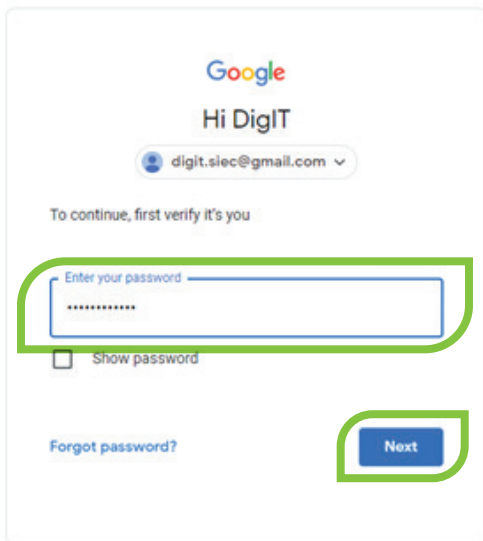
Click on 'See all settings'



Click the 'Accounts and Import' tab, then 'Change password'



Type in your existing password and click 'Next'



Type in your new password. Type it in again to confirm. Click 'next'.

← Password

Choose a strong password and don't reuse it for other accounts.
[Learn more](#)

You may be signed out of your account on some devices. [Learn more about where you'll stay signed in](#)

New password
.....

Password strength: Strong
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Confirm new password
.....

Change password

You will need to sign in with your new password to verify it.

Google
Hi DigiT
digit.siec@gmail.com

To continue, first verify it's you

Enter your password
.....

Show password

Forgot password?

Next

Remember what your new password is!

You should be good to go 😊


✓ Password changed successfully

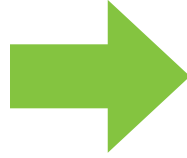
We keep your account protected

Take a minute to review important security settings in the Security Checkup

Get started

COMPOSE EMAIL

1. Address
2. Subject
3. Message
4. Attachment 
5. Send



RECEIVING EMAIL

1. Open email
2. Open attachment



