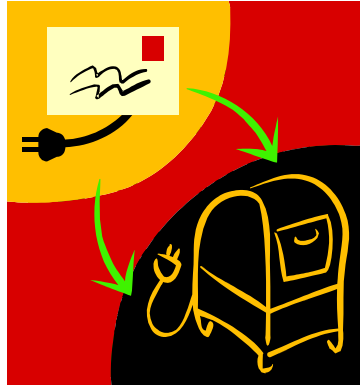


# Introduction to Free Email on the Web

## A Guide to Sending and Receiving Email



- Email Defined
- Web-based Email Specifics
  - Free Email Services
  - Opening an Email Account
- Email Messages
  - Understanding Email Addresses
  - Anatomy of Sending a Message
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- Email Etiquette & Privacy
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  - Using Caution When Sending Email



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## Email Defined

Simply put, email is an electronic message sent from one computer to another. Email sends messages instantaneously, anywhere in the world, for less money than mailing a letter or calling someone on the telephone.

## Web-Based Email Specifics

### Free Web-based Email Services:

There are many free, web-based email services available on the web. Two of the most-used and popular are **Yahoo! Mail** and **MSN Hotmail**.

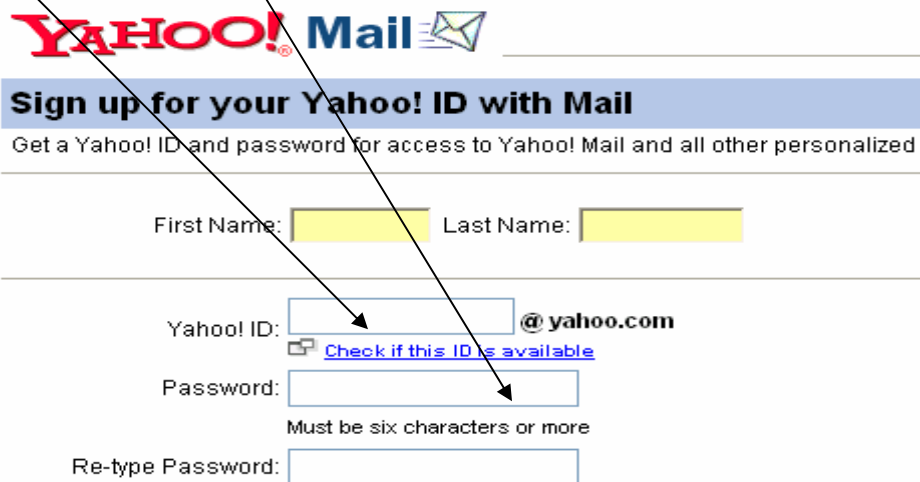
Basic services and small amounts of storage space are free with many email providers. Yahoo! and other providers are starting to require fees for large amounts of storage space and for accessing email messages via proprietary email software.


The biggest benefit of opening a web-based email account: users can access and send mail from any computer in the world that has Internet access.

### Opening An Account:

When signing up for an account, choose the free service (the provider may have different choices with fees for businesses).

Users will give the provider some information about themselves and select a **user name** and **password** for the account. Be sure to select user names and passwords that are unique and write them down.



**YAHOO! Mail** 

**Sign up for your Yahoo! ID with Mail**

Get a Yahoo! ID and password for access to Yahoo! Mail and all other personalized ' \_\_\_\_\_

First Name:  Last Name:

\_\_\_\_\_

Yahoo! ID:  @ yahoo.com  
 [Check if this ID is available](#)

Password:   
Must be six characters or more

Re-type Password:

## Email Messages

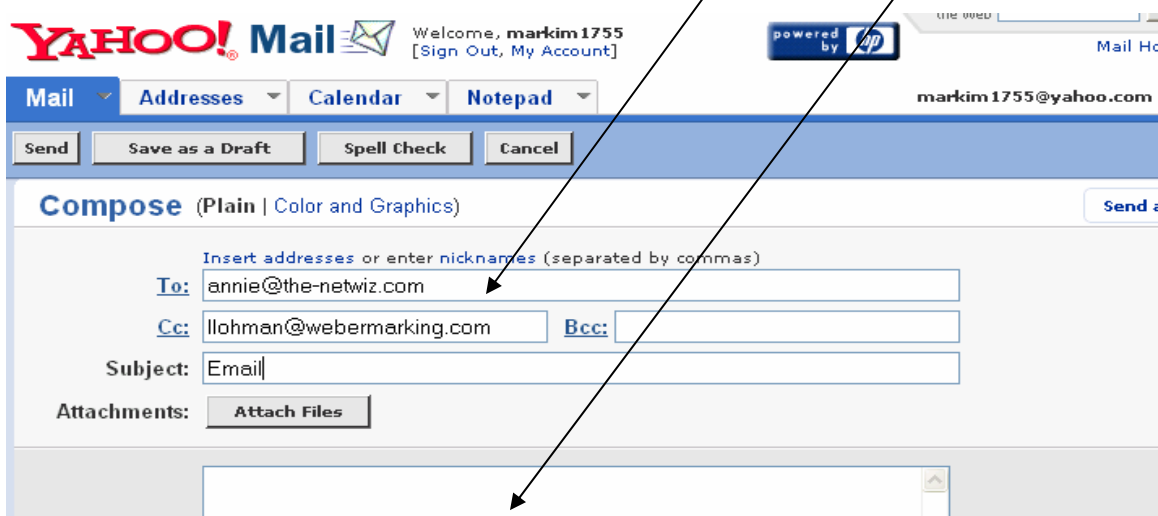
### Understanding Email Addresses:

Email addresses have two main components:



### Anatomy of Sending a Message

Each email message has two main parts: a header and a body.

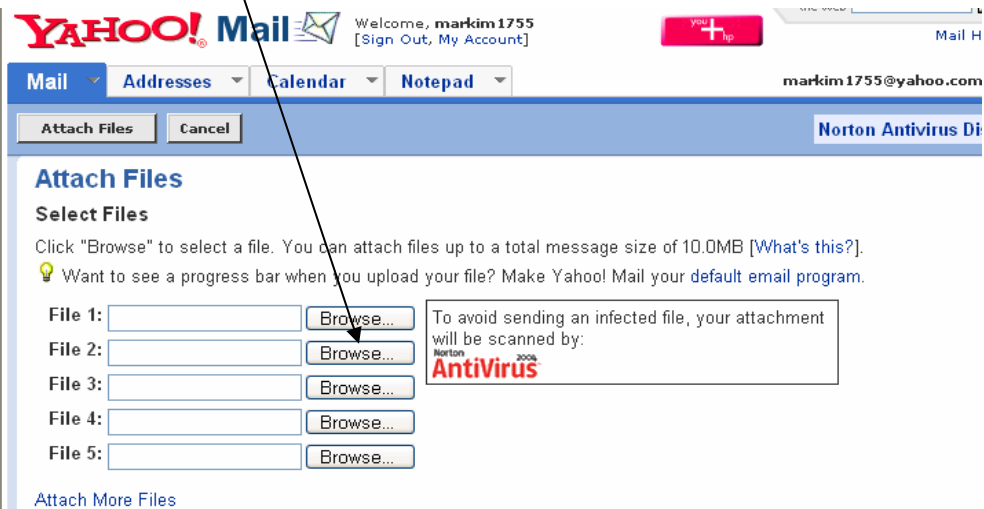


## Attachments

Attach documents, pictures, sound, and video files to email messages. Each email provider has a unique process for attaching documents and files, but many are similar to one another.

### A summary of the attaching process:

1. Open an email message and place recipients addresses appropriately;
2. Type the body of the message;
3. Click on the attachments (or paperclip) icon;
4. **Browse** to find the drive and location of the document or file and choose it by clicking on it;
5. Click on the **attach** or **attach files** icon. This should result in a return back to the message. Send the message as normal.



## Email Etiquette & Privacy

### **Email Etiquette Tips:**

- AVOID TYPING IN ALL CAPITAL LETTERS: IT APPEARS AS IF YOU ARE SHOUTING!
- Don't write anything in an email you wouldn't risk saying in public.
- Don't send email to large groups of people (broadcasts) without a good reason.
- Save confrontations and arguments for face-to-face meetings. Real life matters should be taken care of in person.
- Use bcc (blind carbon copy) cautiously. The person you are sending the message to may not appreciate others' being copied without their knowledge.
- Use a subject line that is informative and not too long. The recipient of the message will appreciate being able to scan the subject line of your email.

### **Using Caution When Sending Email:**

- Sending email is no more private than sending a postcard in the mail.
- Hackers may read email and communications just for the 'challenge' of breaking in; business competitors do it to gain knowledge.
- Protect yourself by not sending confidential information via email.

## Odds & Ends

### **About Junk Mail & SPAM:**

- Certain internet sites may ask you to "register" or create an account in order to use the site. Giving an email address is often part of this process. Be careful about this, as some sites will start sending you unsolicited "junk" mail like the junk mail that clogs your physical mailbox at home. Savvy internet users often create multiple email addresses, using one for registration/web surfing and a separate one for personal correspondence.
- Email accounts can be set up with filters to divert junk mail to a separate folder.

### **Checking Email at Home & At the Library:**

- Home Internet Service Providers such as AOL, Comcast, and SBC/AT&T Yahoo are often set up so that you open your Inbox automatically upon connection to the internet. You can also access your mail from any other Internet terminal in the world, using your same login and password. Point your web browser to → [www.aol.com](http://www.aol.com) or → <http://sbc.yahoo.com/>

