

Welcome to
Computers for ESL Students,
2nd Edition: **Windows XP Version**



Lesson 7: Working with Email

[Return to the Welcome to Computers for ESL Students web page](#)

Lesson Objectives

■ Computer Objectives:

- ▲ Sign in to email and send a message
- ▲ Reply to an email message
- ▲ Forward a message

■ Language Objectives:

- ▲ Describe signing in to email
- ▲ Describe actions taken with email messages
- ▲ Describe how to reply to and forward a message

Concept 7.1

About Email

- Email is a fast and easy way to communicate to all places on the Internet
- You must have an email address and Internet access to use email



The screenshot shows an email composition window with a blue header bar containing buttons for 'Send', 'Save as a Draft', 'Spell Check', and 'Cancel'. Below the header, a text prompt reads 'Insert addresses or enter nicknames (separated by commas)'. The 'To:' field contains the email address 'hello@labpub.com', which is circled in blue. Below the 'To:' field are fields for 'Cc:' and 'Bcc:'. The 'Subject:' field contains the text 'First message'. At the bottom, there is a partially visible 'Attachments:' section.

Email address

Concept 7.1

About Email

- All ISPs (Internet Service Providers) give you an email address when you sign up
 - ▲ Can be free or for a fee (\$\$\$)

Concept 7.1

About Email

- An email address has three parts and no spaces

1	2	3
USER NAME	“AT” SYMBOL	EMAIL SERVICE PROVIDER
student	@	msn.com

student@msn.com

Email address

Concept 7.1 About Email

- Many companies on the Internet offer free email, called webmail
 - ▲ The Yahoo! Internet company offers webmail



Concept 7.1

About Email

- When you get a webmail account, you must choose a username and a password

A screenshot of the Yahoo! sign-in interface. At the top, it says "Sign in to Yahoo!". Below this, there is a "Yahoo! ID:" label followed by a text input field containing "engstudent123". A blue arrow points from the text "Your email goes to your username" to this input field. Below the ID field, there is a "Password:" label followed by a password input field filled with dots. A blue arrow points from the text "Your password protects your email" to this field. Below the password field, there is a checkbox labeled "Keep me signed in" with the text "for 2 weeks unless I sign out. Info" and "[Uncheck if on a shared computer]". At the bottom right, there is a "Sign In" button with a yellow mouse cursor pointing at it.

Your email goes to your username

Your password protects your email



No one can read your email without your username and password.

Concept 7.1

About Email

- When you sign in, you enter your username and password

A screenshot of the Yahoo! sign-in interface. At the top left, it says "Sign in to Yahoo!". To the right is a small landscape image. Below the heading, there is a "Yahoo! ID:" label followed by a text input field containing "engstudent123". Below this is a smaller text "(e.g. free2rhyme@yahoo.com)". Then a "Password:" label followed by a password input field with masked characters ".....". Below the password field is a checkbox labeled "Keep me signed in" with the text "for 2 weeks unless I sign out. Info" and "[Uncheck if on a shared computer]". At the bottom right is a yellow "Sign In" button with a mouse cursor pointing at it.

Click the Sign In button after you have typed in your user name and password

Concept 7.2

Writing and Sending a Message

- Sending an email is like writing a letter

Click here and go to your contact list

The Inbox holds your email

The Sent box holds email you have sent



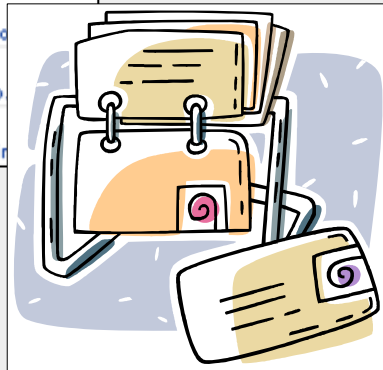
Click here to start typing a new message

Concept 7.3

Contacts

- A list of names and email addresses that you save to use again later

Contact Information	
<input type="checkbox"/>	Armando [Edit] armandishere@aol.com
<input type="checkbox"/>	Harry [Edit] american1@msn.com
<input type="checkbox"/>	Janet [Edit] thisisit@hotmail.com
<input type="checkbox"/>	Sandra [Edit] sandra123@yahoo.co
<input type="checkbox"/>	Sergio [Edit] computers4u@yahoo
<input type="checkbox"/>	Vanessa [Edit] number1girl@earthlin

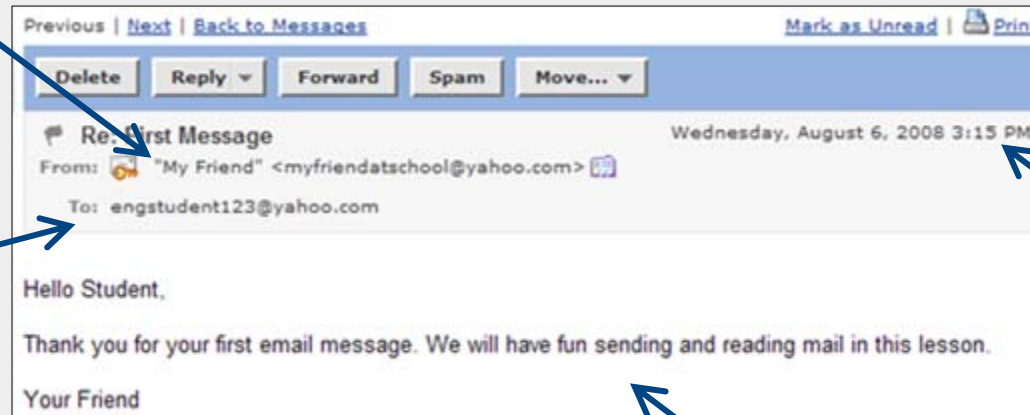


Concept 7.4

Reading Your Email

The email address of the person who sent you the message

Your email address



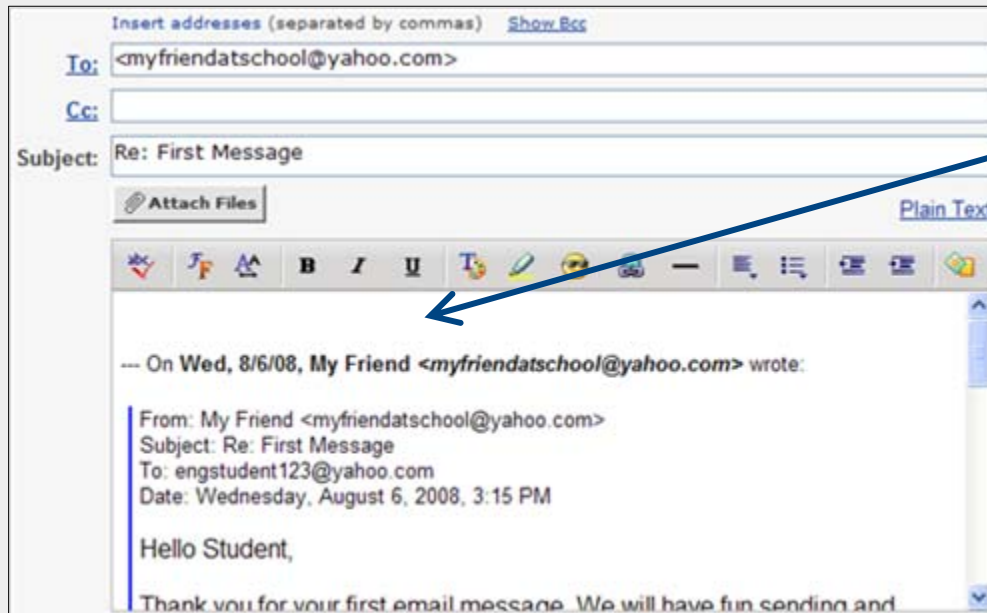
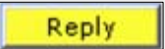
The date and time the email was sent

The message

Concept 7.5

Replying to a Message

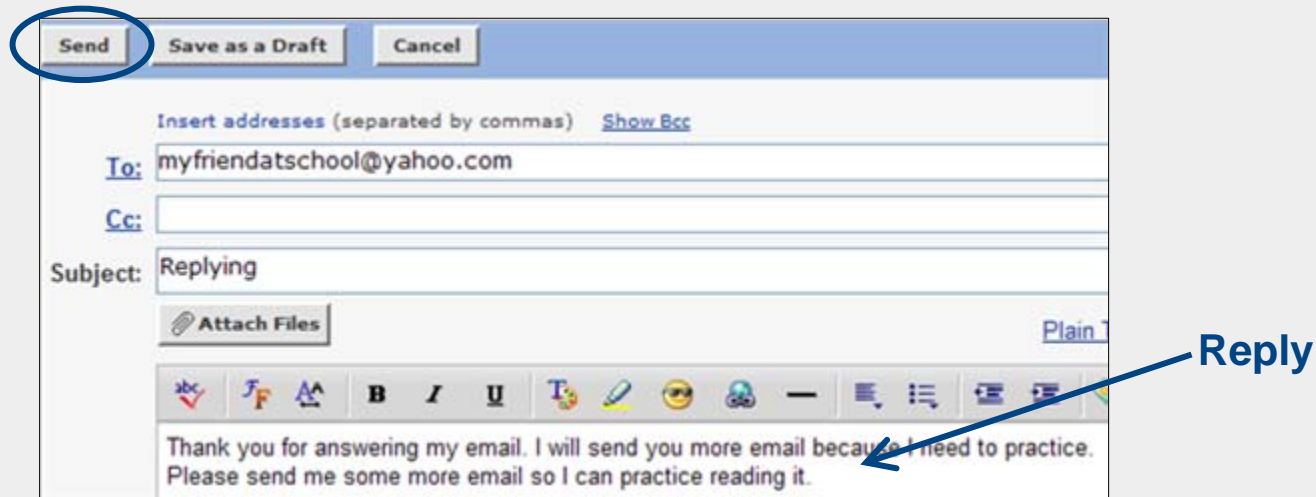
- To answer a message, you click the Reply button



You type your answer
above the message
that was sent to you

Concept 7.5 Replying to a Message

- After you type your reply, click Send



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