

BOOST YOUR SKILLS IN **COMPUTER BASICS AND WINDOWS 11**

5

Using Email

Learning Objectives

- Create a properly formatted email address
- Send and receive emails, including those with attachments
- Create folders and organize emails using Outlook
- Identify spam and other email threats

What Is Email?

- An email is an electronic message sent over the Internet.
- Messages are copied from the email server onto a computer or other device.
- A message can include attachments.

Email Address

The email address identifies the location where people can send you messages. Each email address is unique, and only one person can have a specific email address.



The diagram illustrates the components of an email address. The text "yourname@domain.com" is shown in a stylized orange font. Below it, a horizontal blue line is divided into two segments by a vertical blue line. The left segment is labeled "Local piece" and the right segment is labeled "Domain piece".

yourname@domain.com

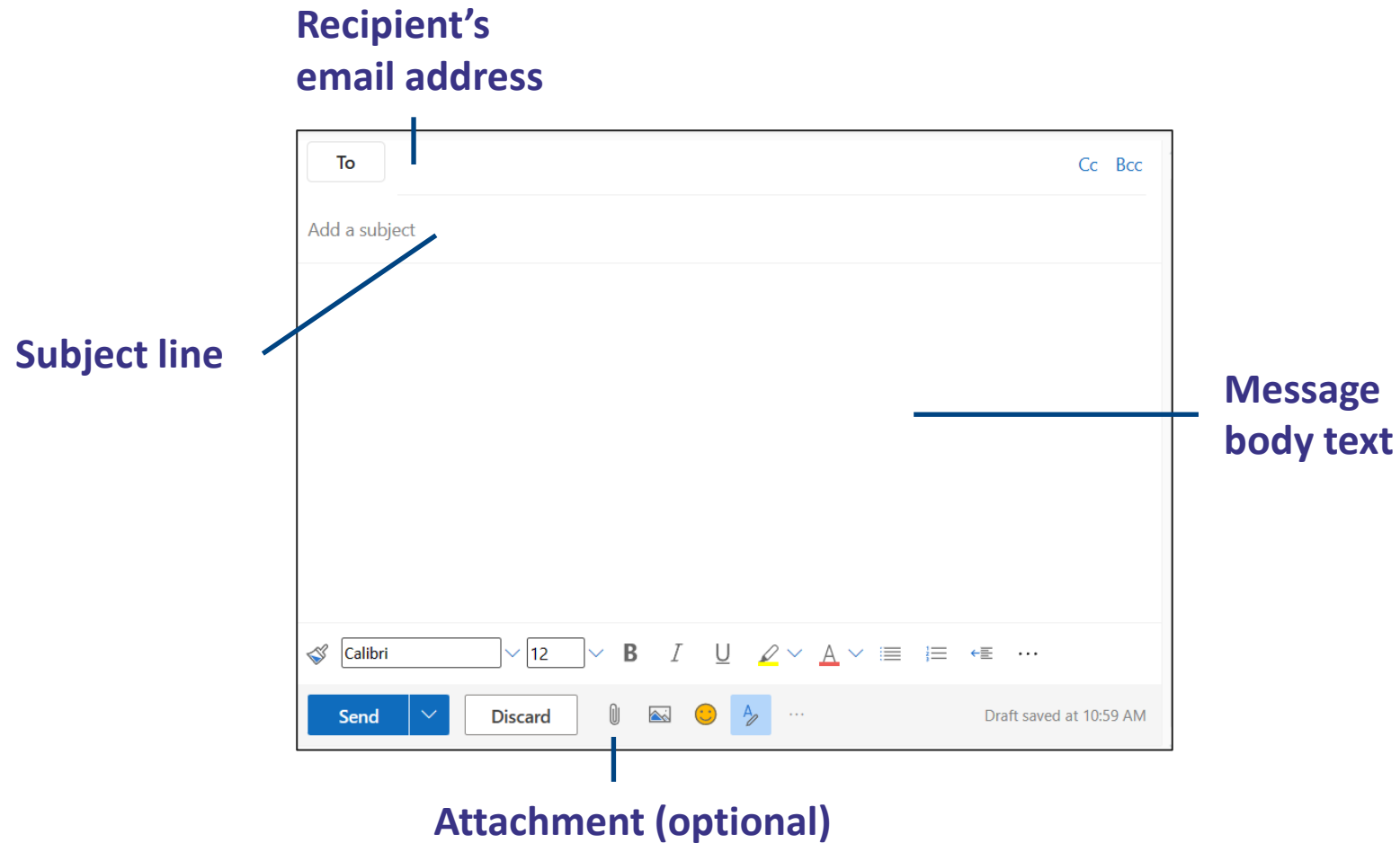
Local piece Domain piece

The Outlook Online App

- Outlook is a free, web-based email service.
 - It is the basic version of the full version Microsoft Outlook app.
- Log in through your Microsoft account.



Sending Messages



Address Line

- Enter the recipient's email address completely and exactly.
- Add multiple email addresses by separating addresses with a comma.
- **Cc** – Use this when you want to make someone aware of a situation but don't require a response.
- **Bcc** – Use this so the recipient of an email doesn't know that a different recipient is also receiving a copy.

Attachments

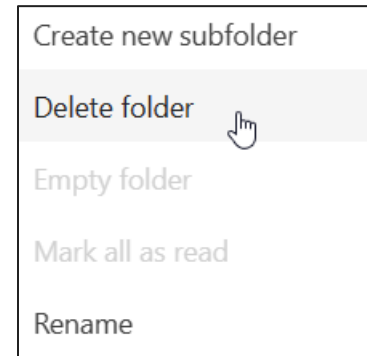
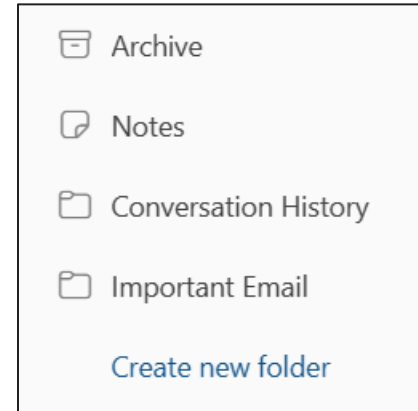
- Common file types that can be attached to emails:
 - Documents
 - Images
 - Recordings
 - Videos
- There may be limits on the size or types of files that can be attached.

Receiving and Replying to Messages

- Messages are displayed from newest to oldest by default.
- Unread messages will be in boldface type.
- You can reply to messages in three different ways:
 - Reply – reply to the original sender
 - Reply all – reply to everyone who received the email
 - Forward – forward a copy to a new recipient

Saving Emails

- You can create folders to sort emails.
 - They will appear in the Folders list along with premade Outlook folders.
- Delete folders that are no longer needed.



Email Safety

- There are four categories of malicious email activity:
 - Spam
 - Phishing
 - Spoofing
 - Advance fee scams
- To protect yourself against malicious emails:
 - Delete suspect emails.
 - Don't reply to spam.
 - Be cautious about who receives your email address.