

Using email

Let's look at how you can use email to communicate.

What is email?

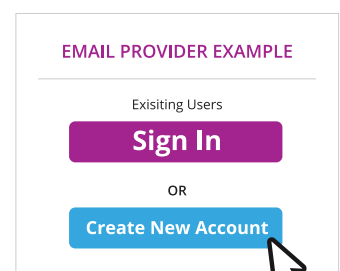
Email stands for 'electronic mail'. You can use email to:

- Keep in touch with friends and family.
- Communicate with businesses.
- Receive receipts for things you buy or sell online.
- Receive updates from your favourite websites.

Creating an email account

How do you create an email account?

1. Choose an email provider such as Yahoo, Gmail or Outlook. On its website choose Create New Account or Sign Up.
2. Fill in the form. Choose a password and a unique email address.
3. Make the password something easy for you to remember, but hard for others to guess.
4. Read the email provider's terms and conditions. Tick the box saying that you have read them and agree to the terms and conditions.



Sign Up to an email provider

Sending an email

Once you have an email account, it's time to send an email.

1. Select the Compose or New button.
2. Carefully type in the email address of the person you're sending the email to.
3. Type in the subject of the email.
4. Type in the body of the email.
5. You can send a photo or a document as an attachment. Click the paperclip symbol and choose the document from your computer.
6. Click the Send button.

Using Email

Different kinds of email are sorted into different folders.

- Emails that you've started but haven't yet sent are stored in Drafts.
- Emails that you've already sent are stored in Sent.
- Most emails sent to you are stored in the Inbox.

Receiving and replying to an email

You will receive different kinds of messages in your Inbox.

- Emails from your friends and family.
- Emails from businesses you deal with, such as banks and some supermarkets.
- Junk emails, which are called spam - most spam email will be automatically sent to a Spam or Junk folder.

When new email arrives:

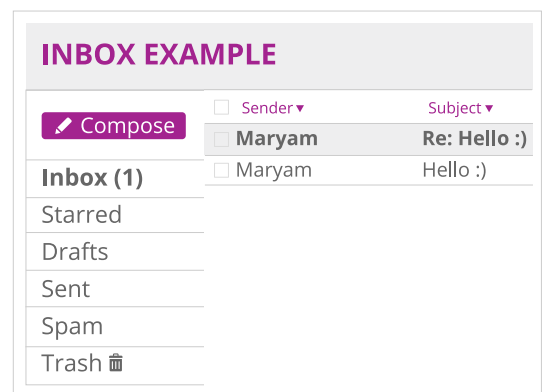
- It will be shown in bold or a different colour.
- The subject and sender will be listed.
- A paperclip means that it has a document or photo attached.
- You can reply to an email, click the star next to it to read it later, or delete it.

When you want to respond to an email, click:

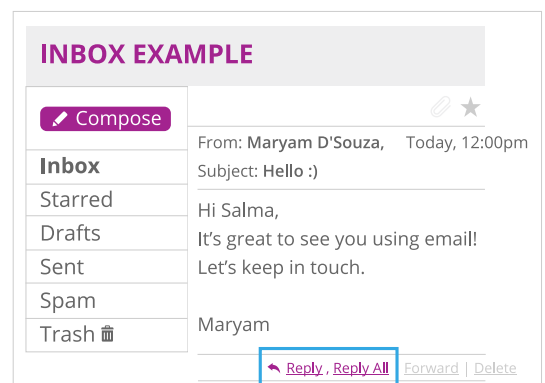
- **Reply** to reply to the sender only.
- **Reply All** to reply to the sender and to everyone else the message was sent to.
- **Forward** to send the message to someone new.



It's time to send an email



This is a new email



Remember to take the right precautions