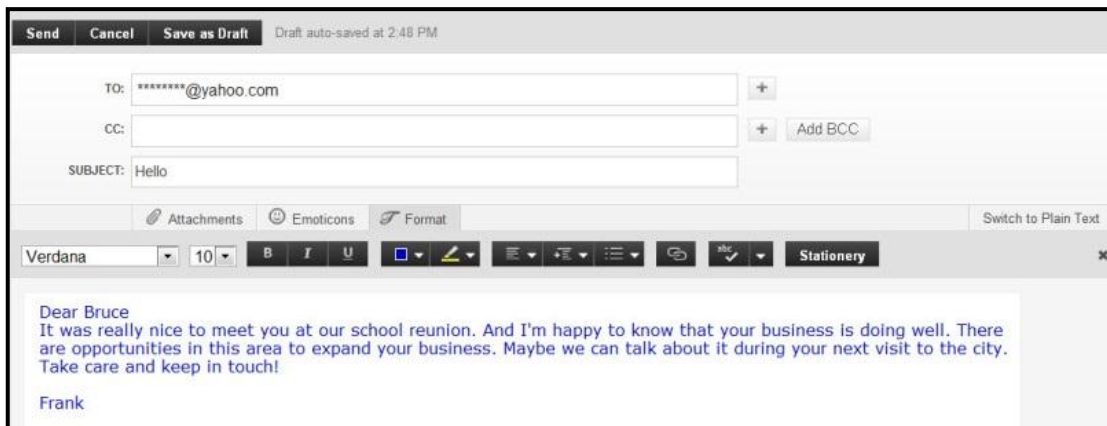


Create an Email Account and send Emails with or without Attachments

Have you ever needed an efficient way to communicate? One way of sending and receiving messages instantly is through the computer using electronic mail or 'email' as it is popularly known. Whether for business or personal use, you can use email to communicate instantly.

Look at the following example.



Email Message Example

To communicate with the help of the computer using email, you will need:

- An email address
- A password
- The email address of the person to whom you wish to send the email
- Internet connection

Before you begin using the computer to create your email account, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

To use email, you need to first register for an email account on a Web site that offers such a service.

Email

Steps on How to Create an Email Account and Send Emails with or without Attachments

A. Select an Email Service

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type email.

For help, see:


Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. Press the Enter key on your keyboard. You will notice that a list of popular Web sites offering free email services will appear.

4. Click on a Web site that interests you.

Note: If you are unable to decide which Web site to select, you can take help from others you know who have already created their email accounts.

Note: To select a Web site move your cursor over it. You will notice the cursor changes to a hand .

B. Create an Email Account

1. Read the page and look for Sign Up or Create an Account. Then, click on it.

2. You will be directed to the registration page which appears like a form.

3. Fill in the registration details in the boxes, such as your:

- First Name and Last Name
- Date of Birth
- Country or Location
- Gender (whether you are male or female)
- Zip Code

Note: You will notice that some boxes have the drop-down menu which allows you to select one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

4. Type your desired email ID or login/username.

Note: You can create your email ID or login/username as you wish. You can have your name, your birthday, favorite place or a combination of these as your email ID or login name. For e.g. name@example.com

Note: An email address has two parts. The user name, that is, the name by which you choose to identify your account and the name of the email service provider. For e.g. *name@example.com* is an email address in which *name* is your email ID or username and *example* is the e-mail service provider. The symbol @ differentiates the user from the email service provider.

Look at the following examples:

name@example.com

name.surname@example.com

birthday@example.com

favoriteplace_favoritenumber@example.com

Note: You will notice that some boxes have the drop-down menu which allows you to select one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

5. **Click Check or Check Availability to see if the email ID or login/username you created is available.**

Note: Sometimes an email ID or username may already be taken, so it is important that the email ID you create is unique. If the email address you typed already exists, the page provides four alternative email addresses for you to choose from. You can either click one of the four email addresses or type a new username.

6. **In the box below, type a password for your email ID. Type your password again.**

Note: When you type the password, every character in the password will appear as dots. This is to prevent unauthorized users from viewing and misusing your password.

7. **Choose a question in the Security Question box. Or, if you wish, you can type your own question. Then, type an answer to your question.**

Note: You will notice that some boxes have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

This question, in combination with your answer, will be used by the Web site to identify your account information and provide a new password in case you forget your current password.

8. **Type the characters you see in the box or picture.**
9. **Click the 'I Accept' box to agree to follow the terms of service.**
10. **Click Create My Account.**

11. Your email account is created and you are now registered to send and receive emails on that Web site.

Note: Some Web sites will directly take you to your account. While for some, a welcome screen is displayed with your email account details. Click **Continue**.

12. You will notice that you are directed to your email account.

C. Read and Compose (Type) an Email Message

1. **Click Inbox. Then click on the welcome message to read it.**
2. **To compose a new message, click New or Compose Mail.**

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and select **Email message**.

Email

3. **Click the 'To' box and type the email address of the person you wish to send your message.**

Note: If you want to include more than one address in the To box, type a semicolon after each address, for e.g., name@example.com; name_number@sample.com.

4. **If you wish to send a copy of your message to another person, type the e-mail address of that person in the 'Cc' box.**

Note: Cc stands for Carbon Copy.

5. **Type a short title of your message in the Subject box.**

Note: The Subject box usually contains a short title about your message, for example, "Hello" or "Greetings".

6. **Click on the space below the Subject box. Type your message.**

D. Attach a File to Your Email

1. **If you wish, you can also send a picture, or a file or a document attached along with your message. Click Attach or Attach a file.**

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

2. **You will notice a new window will pop up. Find and click the file you want to attach. Then, click Open.**

Note: In some Web sites a new page will open. Click **Browse** to locate the file you want to attach. Then, click **Attach Files**.

3. **You will notice that the file you attached is displayed below the Subject box.**

E. Send Your Email

Click Send to send your message.

F. Check New Email Message

1. **To check if you have received new messages in your inbox, click Inbox.**

Note: A list of email messages will be displayed in the Inbox. The messages in the list are organized in chronological order. The name of the sender, the subject, the date and the size of the message are listed along with the message.

2. **Click on a message to open it.**

G. Delete Email Message

To delete a message or several messages, click Inbox. Select the check box beside the messages you want to delete, and then click Delete.

H. Reply to an Email Message

1. **To reply to a message, select the message. Then, click Reply.**

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

2. You will notice that you will be directed to the compose page. The sender's email address and subject will already be filled in.
3. **Click on the space below the Subject box. Type your message.**
4. If you wish to attach a file to your email, see **Section D: Attach a file to your email.**
5. **If you wish to save the message as a draft, click Save Draft or Save Now.**
6. **Click Send to send your message.**

I. Sign Out of Your Email Service

Click **Sign Out** to exit your email service.

J. Sign In to Your Email Service with Your Email Account

1. Now that you have registered with an email service provider, you can send and receive email messages using your own email account.
2. **To send an email using your email account, click to place your cursor in the Address or Location bar. Type the address of the Web site where you have created your email account.**

For help, see:

Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. **Type your email address in the email ID or Username box.**
4. **Type your password in Password box.**
5. **Click Sign In.**
6. To compose an email, see **Section C: Read and Compose (Type) an Email Message.**
7. To send an email with an attachment, see **Section D: Attach a File to Your Email.**
8. To view messages in your Inbox, see **Section F: Check New Email Message.**
9. To delete a message, see **Section G: Delete Email Message.**
10. To reply to a message, see **Section H: Reply to an Email Message.**
11. **Click Sign Out to exit your email service.**

Email

K. Email Challenge (Optional)

1. You can make your words look more attractive by changing the font type and size. **Click to put your cursor in front of the message you typed. Hold the left mouse button till the end of your message is highlighted.**
2. Just below the Subject box, you will notice a toolbar. **Click the box with words or fonts and select one of the font designs.**
3. **Then, click the box with numbers or sizes and select one of the font sizes.**

Review Your Work

Look over your email message. Make sure it has the following elements:

- The email address of the recipient in the **To** box
- A title in the **Subject** box
- A message in the compose box
- An attachment, if any

If any of these elements are missing, add them now. You should also make any other desired changes.