

E-Mail

Name: _____ Hour: _____

E-mail is used quite frequently on the Internet. When you get an e-mail account, there are several things that must be taken into consideration. E-mail is much faster than sending a letter via the post office (often referred to as **Snail-Mail**). When you send an e-mail, it gets to the recipient in mere seconds.

Because of the speed of e-mail (it can arrive in only a few seconds to minutes), many businesses are beginning to rely on this form of communication more and more. Many people, including myself, have their e-mail software running at all times so they will get their mail as soon as it comes in. Because of this, getting an e-mail account requires that you be willing to check your e-mail account frequently, once a day if possible. If you cannot check it that soon, try to check your account every 3 days.



When you go to Google Mail to check your e-mail, you get a list of the following things:

1. **In-box:** Where all your new mail you get is stored
2. **Compose:** Where you can write a new e-mail
3. **Contacts:** Where you can keep a list of friends and their e-mail addresses
4. **Various Folders:** Deleted mail and other things are stored here
5. **Options:** Where you can change your password and add a Signature
6. **Log Out:** Logs you out of Hotmail



When you go to the Compose area, you get the following things:

1. **TO line.** This is where you type the e-mail address of the person you are writing to.
2. **SUBJECT line:** Basically, tells the person you are writing to what you're writing about. Keep this short.
3. **CC line:** If you want to send the same message to more than one person, you would put the second persons e-mail address in here. If you want to send the mail to more than 2 people, on this line separate the e-mail addresses by a comma like this.
you@myself.com, them@myself.com, test@myself.com Using this line, everyone will know that the others are getting this e-mail.
4. **BCC line:** If you need to send mail to several people but do not want them to know the others are getting this mail, you would put their addresses on this line.

Once you have the information typed in, you may now skip down to the big white box and type in your message. Notice on the right that there is a spell checker, a grammar checker and a thesaurus there as well. Once your message is done, press the SEND button on the screen.

When we talk with people face-to-face, our body language, the tone of our voice and our facial expressions impart great meaning to what we say. Online, you can personalize your written messages by using smileys or emoticons. You create smileys by typing characters from your keyboard. Here are some of the more popular ones. For more smileys go to www.learnthenet.com

:-) Happy

:-(Sad

:o Surprised

:-@ Screaming

:-| Indifferent

:-e Disappointed

>:-< Mad

:-D Laughing

;-) Wink

8-) Somebody with glasses

We also have abbreviations we can use. Some common ones include:

<BFN> Bye For Now

<BTW> By The Way

<G> Grin

<HTH> Hope This Helps

<IJWTK> I Just Want To Know

<IJWTS> I Just Want To Say

<IMHO> In My Humble Opinion

<LOL> Laughing Out Loud

<OTOH> On The Other Hand

<ROTFL> Rolling on the Floor Laughing

<YMMV> Your Mileage May Vary

If you want a signature (something that is automatically put at the end of each message you send out) you will need to choose the OPTIONS button. When the screen comes up, you will type in your signature information. For me, my signature looks something like this:

Mr. Larson

Computer Teacher - East Minico Middle School, <http://www.eastminico.com>

1805 H Street, Rupert, Id 83350 208-436-3178

Once your signature is done, click in the "Add signature" box and then send your mail.

