



**we are digital**  
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# PC Email

## Bronze Level

### Setting up, Navigating and Sending Emails



# Learning Guide



## Setting up an Email Account

There are many different options open to you with Email. However there are just **TWO** main methods through which you **USE** email, as explained below:

1. **Internet / Browser based email** – The simplest and most common way to set yourself up on email is to sign up to use one of the FREE email systems on the Internet, that you access through your browser. These are used by millions of people across the world, are quick, simple and free! They can be accessed from anywhere on any computer. The three most common are **OUTLOOK.COM (prev HOTMAIL)**, **GOOGLE MAIL (GMAIL)** and **YAHOO MAIL**. Once you know how to use one of them you can easily work out how to use the others, because they all work using similar controls.
2. **Email with Outlook/Outlook Express** - The standard email software that is sometimes loaded onto a Windows machine. **OUTLOOK** is more complicated to set-up but is especially useful if you have more than one email account. With Outlook you can put all email accounts in one place and it will load all your messages at once. Other programs like this available for free on the Internet include **MOZILLA THUNDERBIRD** and **WINDOWS LIVE MAIL**. For **APPLE** devices you will use their equivalent called **MAC MAIL**.

## Signing Up

Outlook.com (previously Hotmail.com) is one of the simplest and widely used free Internet email systems. It is basically the ONLINE website version of the Outlook piece of software that you can also keep on your desktop on your computer.

To start, click onto the ADDRESS BAR at the top of your browser. Go to [www.outlook.com](http://www.outlook.com) and you will be greeted with the following screen.

**Click the “Sign up now” button at the bottom left of the screen to sign up for a new Microsoft account (which runs Outlook.com) - your tutor will help you do this.**



Microsoft account [What's this?](#)

 Keep me signed in

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)



# Learning Guide

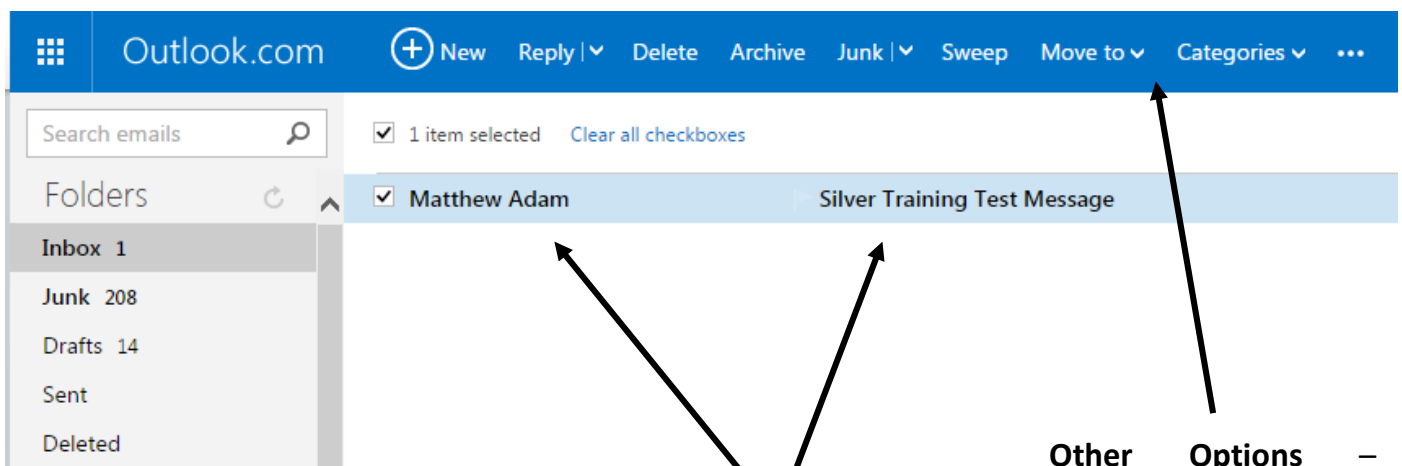


Once you have set up your account, you will be automatically directed to your new Email Inbox (shown on the screen below). The main parts of your email screen layout are described below:

## Main Commands

Use these headings to control which part of your email system you look at:

- **NEW** – Click this PLUS SIGN icon to write a new email message (taken to a different screen – see last page). *Tip: This button can be called **COMPOSE MESSAGE**, **NEW EMAIL** or **EMAIL MESSAGE** in other email software.*
- **INBOX** on the left hand side will show you all your new messages (in **bold**) and read messages (not bold). The number right by the word INBOX shows how many new messages you have.
- **JUNK** is where all unwanted messages are automatically directed. Most of the time this will be unwanted unsolicited emails called SPAM. *Tip: This button is marked **SPAM** and **JUNK EMAIL** in other email software.*
- **DRAFTS** are messages you have not finished writing or have been auto saved by Outlook.
- **SENT** shows emails you have sent. *Tip: This button is marked as **SENT MAIL** and **SENT ITEMS** in other email software.*
- **DELETED** Shows email that you have deleted in the past. *Tip: This button is marked **TRASH** in and **DELETED ITEMS** in other email software.*



New folder

**New Folders** – **CLICK** here (at the bottom of the list) to add new folders in order to organise your messages.

**Email Messages** – All your messages are shown on the screen here.

The **SUBJECT** is shown to the **RIGHT** and the **SENDER** name to the **LEFT**.

To **OPEN** an email simply **CLICK** anywhere on the message line.

**Other Options** – further options, such as replying, deleting, archiving and junk-ing the message – are shown on the top bar.

*Tip* – this bar only appears if you click the tick-box to the left of the message.

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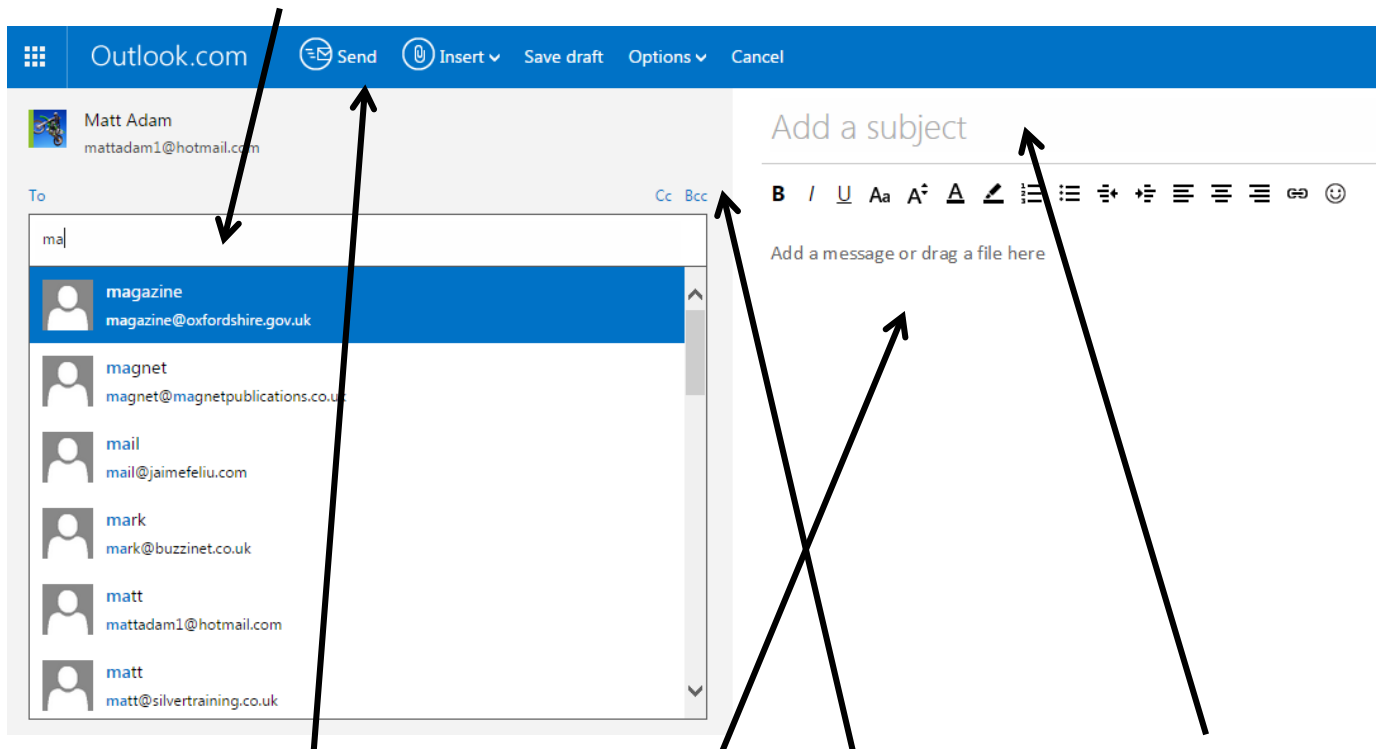


## Sending an Email

1. **CLICK** on the “NEW” tab (plus symbol) at the top of the screen. This will bring up the ‘new email’ screen as seen below. Functions are explained at the bottom of this page below.

*Tip: You may notice that the toolbar above the area where you type your email is very similar to that on Microsoft Word and uses all the same commands (i.e. Font type, Font Size, Bold / Underline etc). This allows you to edit your email text if you wish.*

2. **“TO” Box:** Type the email address(es) you want to send the message to in this space. If you have added people to your contact list they will appear automatically as you begin to type (if this is the case just **CLICK** on the address to finish) – as shown below. Once you click away / press the space bar, you will see it either go grey (correct) or RED (incorrect address or spelling mistake). If you want to send to multiple people, just type multiple addresses.



3. **SEND** – When you are finished, **CLICK** here to send your email .
4. **MESSAGE BODY** – First **CLICK** anywhere in the message space, then type your message.
5. **SUBJECT** – Type the subject of your message in here. *Tip: It is not mandatory to type a subject.*
6. **INSERT ATTACHMENTS** – To attach files to you email, e.g. photos or documents. Simply find the file on your computer and **DRAG** it into the message box.
7. **SAVE DRAFT** – Outlook.com automatically saves draft copies of your email as you type or you can **SAVE** and come back to an email by **CLICKING SAVE DRAFT**. To access this later, click on **DRAFTS** on the left-hand front menu.
8. **CC & BCC** – Click this to bring up the CC and BCC fields. Typing addresses in the CC (Carbon Copy) space will send the email to that person (with everyone seeing it openly). Typing in the BCC (Blind Carbon Copy) space will send the email to that person blindly, i.e. without the MAIN recipient of the email knowing.