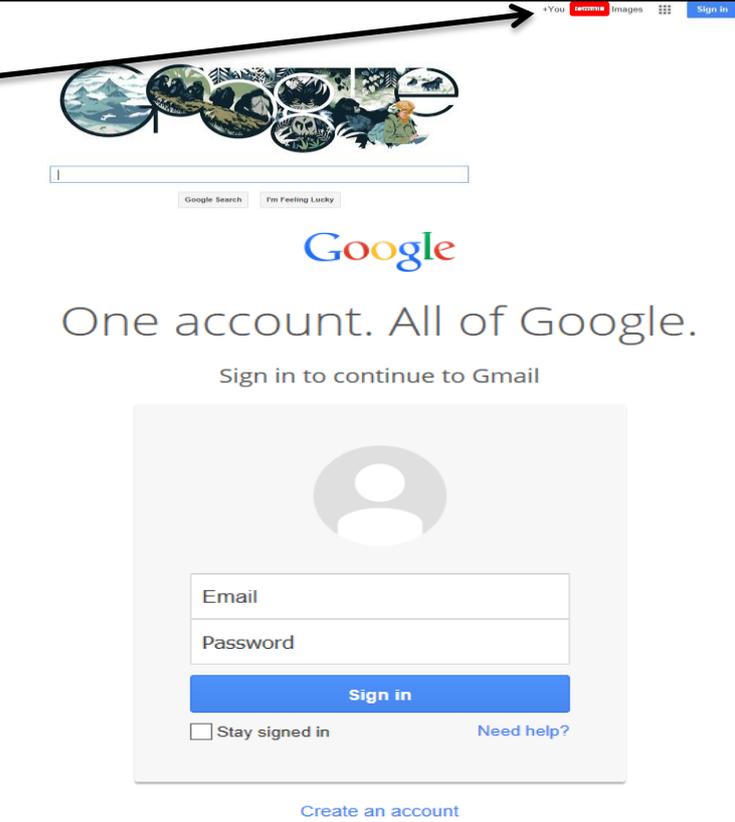


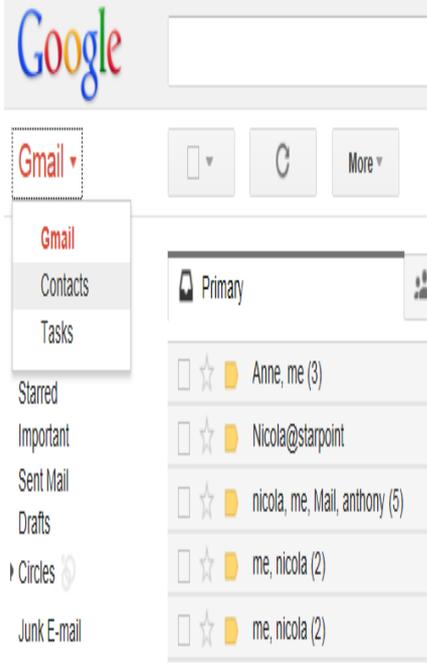
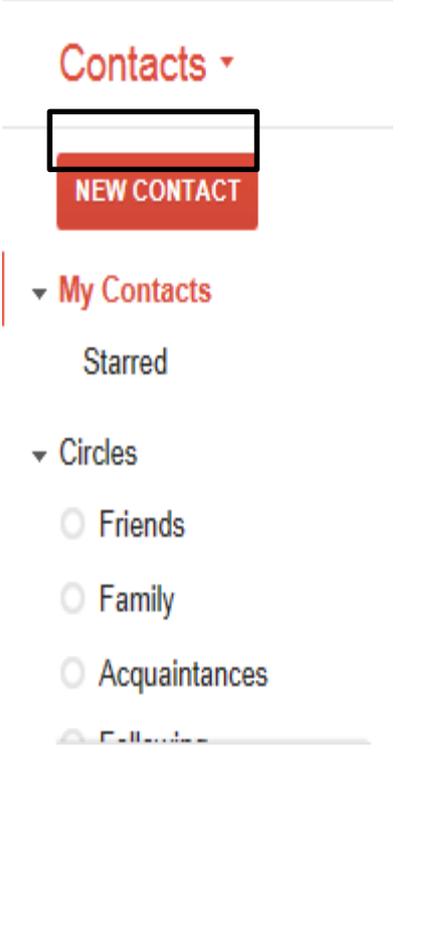
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## E-Mail 2

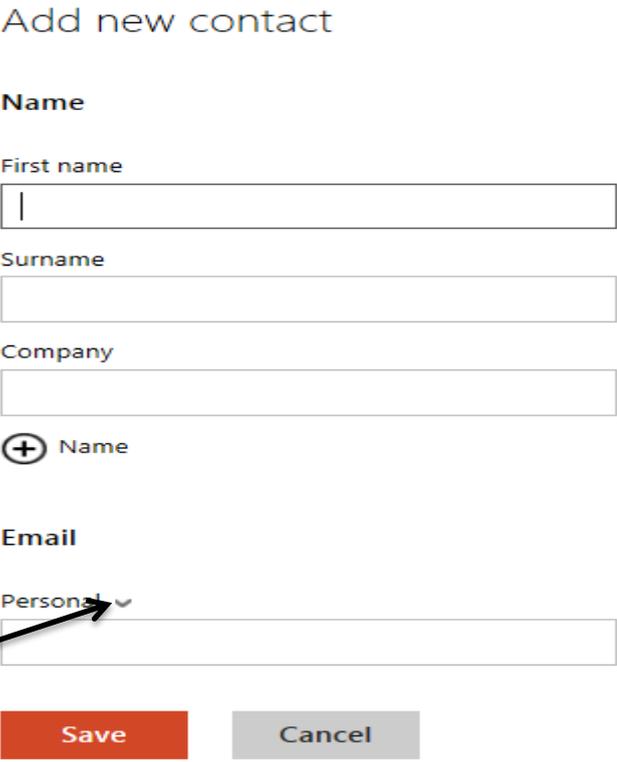
### Adding Contacts, Sending Attachment's and Sending E-Mail's to More Than 1 Person.

1	<p>The first thing we are going to do is check our inbox for any unread e-mails. To do this we need to go on Internet Explorer and access our Gmail account. If the homepage for Internet Explorer isn't <a href="http://www.google.co.uk">www.google.co.uk</a>, you may need to put the web address into the address bar at the top of the screen.</p>	 <p>.Internet Explorer icon.</p>  <p>Web address in the address bar.</p>
2	<p>Once you're on the google webpage, click the Gmail link shown in the picture to the right. Now enter your log-in details. You should have made a record of these from your last session. Without these it may not be possible for you to log-in your e-mail account so it is important to remember them and maybe even make a record of them.</p> <p>Note – If your e-mail account isn't a Gmail account this guide still applies but the locations and names of certain tools may differ. Also if you struggle with this you may want to consider re-doing the 'Using e-mail' course on <a href="http://www.learnmyway.com">www.learnmyway.com</a>.</p>	 <p>The screenshot shows the Google homepage with the Gmail link highlighted in the top right corner. Below the search bar, the text reads "One account. All of Google." and "Sign in to continue to Gmail". There are input fields for "Email" and "Password", a "Sign in" button, and a "Create an account" link at the bottom.</p>

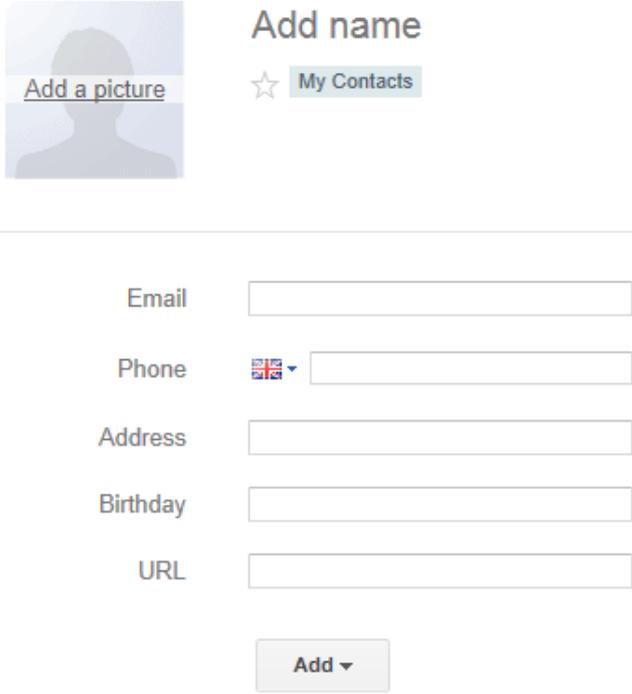
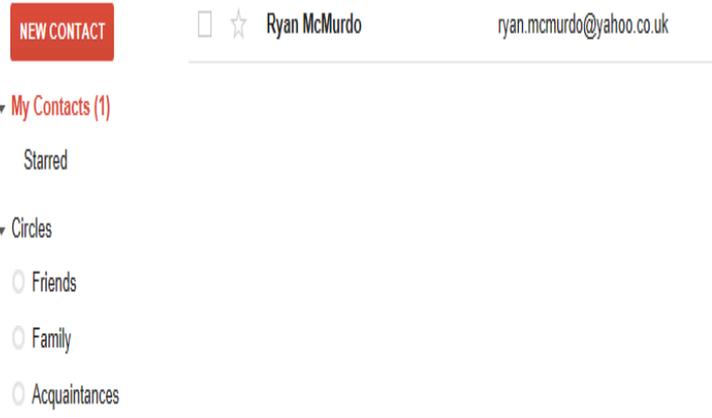
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<p>3</p> <p>When you get a person's e-mail address you would add it to your contact's list. The first step to adding a contact is to locate the contact button within your e-mail account. Once you've logged in, you should be greeted with your inbox and it's from here we're going to navigate to our contacts.</p> <p>Can you see where it says 'Contacts'? Left-click the link to be taken to your address book.</p>		 <p>The screenshot shows the Gmail interface. The Google logo is at the top left. Below it is the Gmail logo and a search bar. On the left sidebar, the 'Contacts' link is highlighted with a red box. The main area shows the 'Primary' inbox with several email entries, each with a star icon and a yellow envelope icon.</p>
<p>4</p> <p>Once you've selected your contacts page, the page should change to your address book. Depending on whether you have any contacts will decide how the page appears. To add a contact you need to click either 'New Contact' or the add contact symbol highlighted in the picture. Some email providers may have a 'New' button which relates to adding a new contact.</p>		 <p>The screenshot shows the Gmail 'Contacts' page. The 'Contacts' title is at the top left. Below it is a red button labeled 'NEW CONTACT' which is highlighted with a red box. Below the button is a section titled 'My Contacts' with a dropdown arrow. Underneath are sections for 'Starred', 'Circles', and 'Following'. The 'Circles' section has three radio button options: 'Friends', 'Family', and 'Acquaintances'.</p>

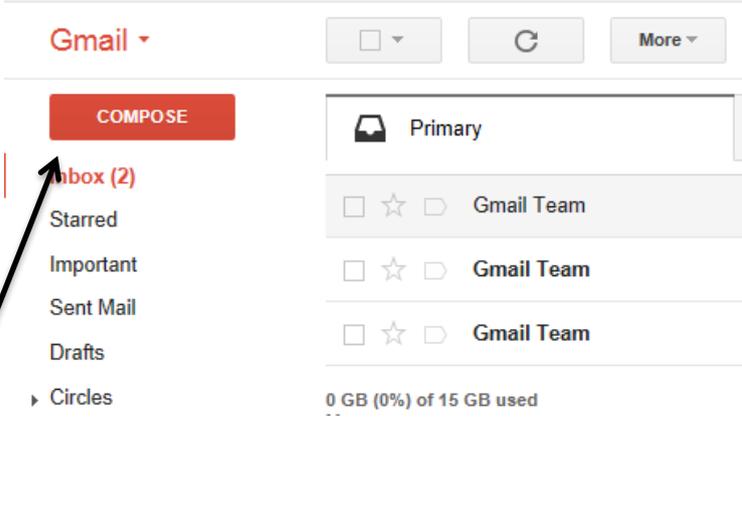
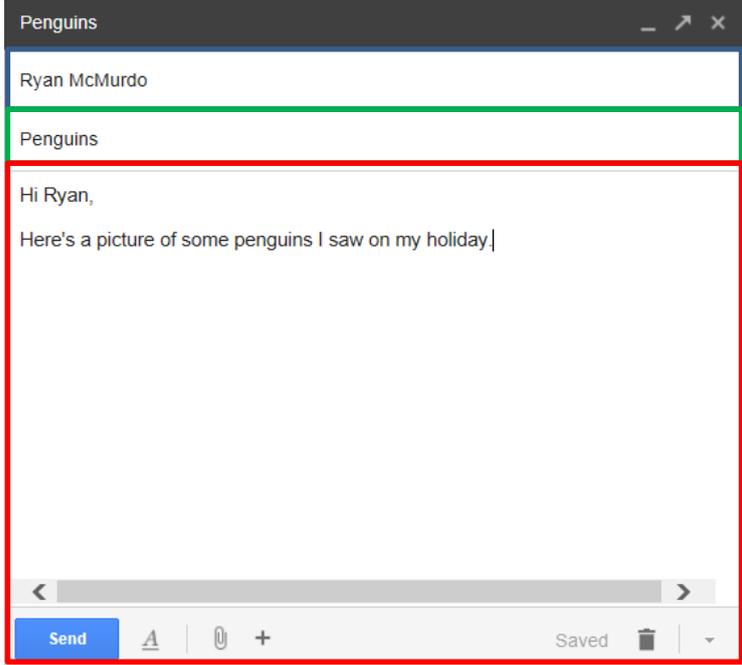
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5	<p>Once you've chosen to add a new contact, the page should change and allow you to add the details of your new contact. The information needed to add a contact is as follows:</p> <ul style="list-style-type: none"><li>• First Name</li><li>• Surname</li><li>• E-Mail Address</li></ul> <p>You can add a 'Company' if the contact is business related or add another name e.g. nickname's.</p> <p>Another option when adding contacts is the option to decide whether the e-mail account being added is their personal e-mail account or their business e-mail account. This is helpful when people have multiple e-mail addresses, which can create confusion but can also help stop unnecessary e-mails clogging up your inbox when you're meant to be working!</p> <p>Once you've filled in the relevant fields, click the save button. Ensure the e-mail address is spelt properly to avoid e-mails going to the wrong recipient or not sending at all.</p>	 <p><b>Add new contact</b></p> <p><b>Name</b></p> <p>First name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Company <input type="text"/></p> <p><b>+ Name</b></p> <p><b>Email</b></p> <p>Person <input type="text"/></p> <p><b>Save</b> <b>Cancel</b></p>
Question	What is a field? (Not the green, grassy kind!)	

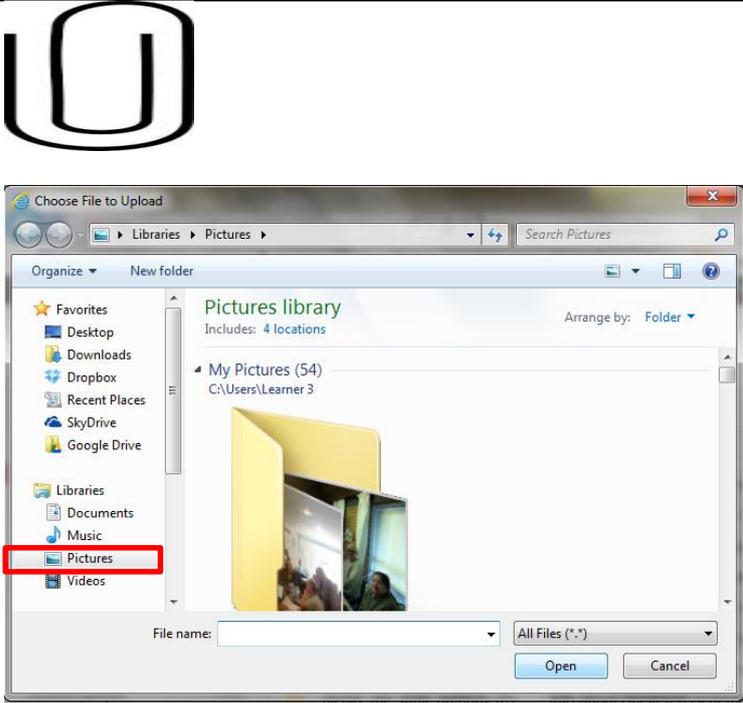
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<p>Task – to the right is the layout of the Gmail ‘add contact’ form. Note how it has no ‘Save’ button as it automatically saves when you input/change any information.</p>	<p>Fill the contact field out below but based upon your e-mail address.</p>  <p>Once you’ve done that, use the same layout to add the contact <a href="mailto:ryan.mcmurdo@yahoo.co.uk">ryan.mcmurdo@yahoo.co.uk</a></p>	
<p>6</p>	<p>After clicking save, the screen should change back to the one containing all of your e-mail contacts but with your most recent contact on the screen.</p> <p>You’ll notice it now has a number 1 in brackets alongside ‘My Contacts’ to tell you how many contacts you have.</p>	
<p>Question</p>	<p>Where have we previously seen numbers in brackets when looking at e-mail accounts?</p>	

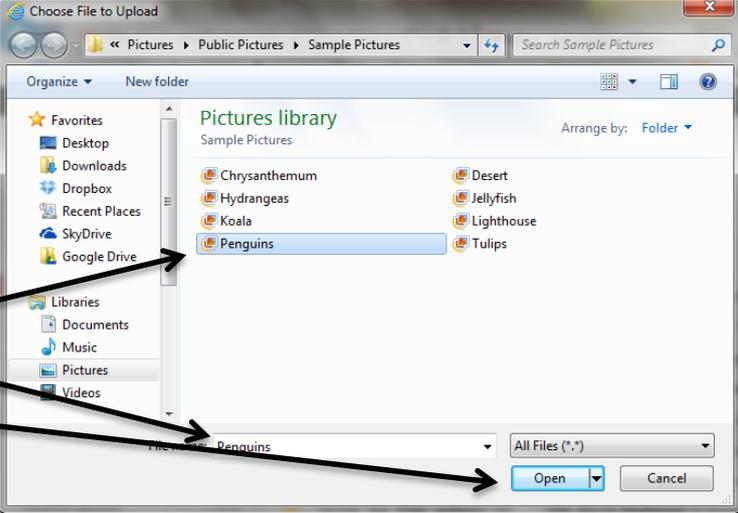
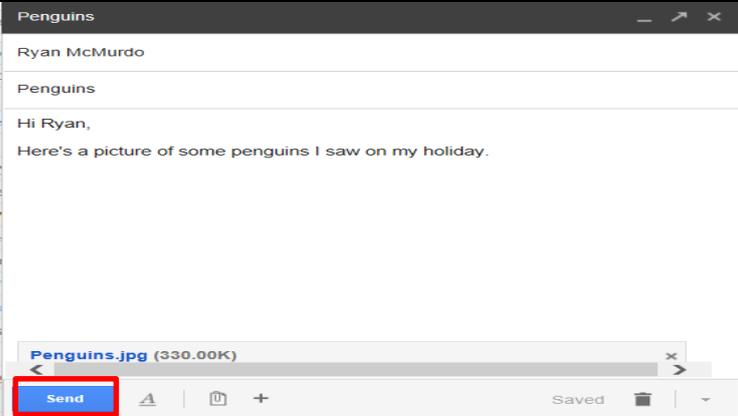
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<p>7</p> <p>Once you have added the contact, return to your inbox. To do this you will need to find 'Inbox', which in some cases is accessed via a drop-down menu.</p> <p>Have you managed to return to your inbox? From here we are going to send an e-mail with an attachment. Attachment's are typically either documents or pictures. This enables you to send pictues or word documents on mass without physically having to print anything. Firstly, we need to compose a new e-mail by either clicking on 'compose' or 'new' depending on your e-mail provider.</p>	
<p>8</p> <p>Filling in the required e-mail fields as labelled below, we are then going to send an attachment. If you were sending a paper letter to somebody containing a picture you might use a <b>paper clip</b> to attach the photo. With e-mails you need to locate the <b>paper clip symbol</b> so you can attach a photo or document.</p> <p><b>To:</b> - This box is where the e-mail address of the receipient goes.</p> <p><b>Subject</b> – This enables you to give the e-mail a heading, so the recipient has an idea what is in the e-mail prior to opening it.</p> <p>This space is where you will type the e-mail. Some e-mail providers provide spell checks but other's don't.</p>	

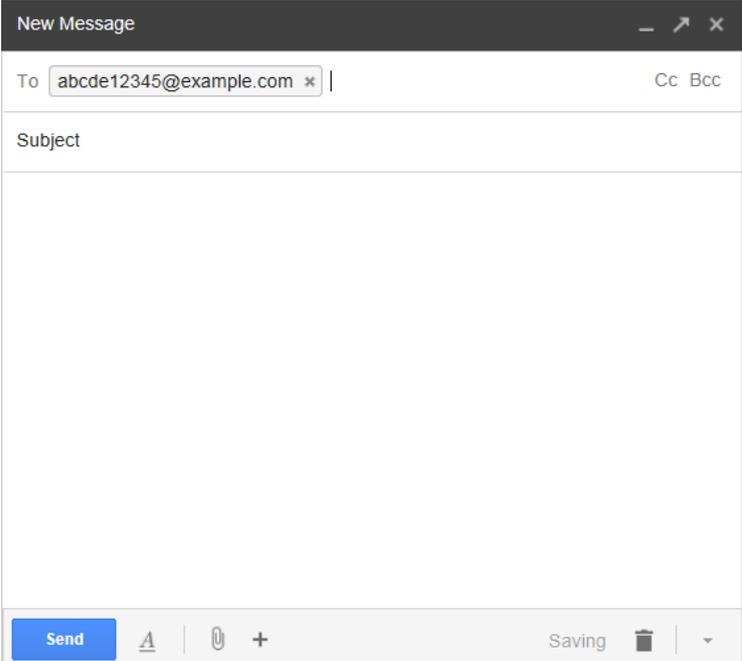
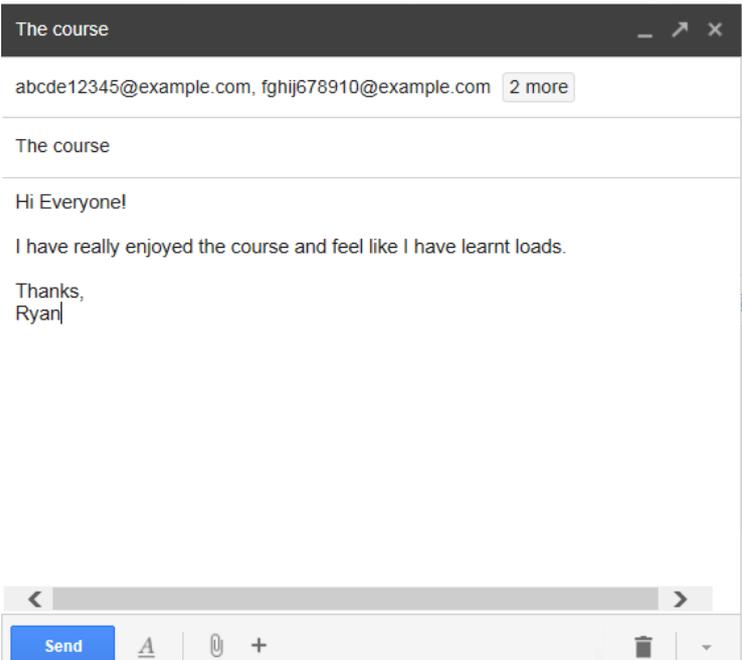
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<p>9</p>	<p>Once you have found the <b>paper clip symbol</b> left-click it <b>once</b> to open up the attachment option page.</p> <p>Once the attachment option page has opened, we are going to look for the picture we wish to send. To do this we need to search the <b>pictures folder</b> of the computer. To do this we need to left-click where it says '<b>Pictures</b>' running down the left hand side of the box.</p> <p>We are searching the 'Pictures' folder for a picture called '<b>Penguins</b>'.</p>	
<p>10</p>	<p>To the right is what the picture of the penguins looks like. Make sure to check in any folders which may be within pictures, as the picture may have been placed in a folder.</p> <p>Hint: Sample Pictures</p>	

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<p>11</p>	<p>Once you have found the picture of the penguins, left click it once and the picture will be highlighted and the word 'penguins' will move into the file name box.</p> <p>Does your attachment option box look like the one to the right?</p> <p>If it does, then click open.</p>	
<p>Questions</p>		<p>Using the skills we have just learnt, how do you think you would send a word document?</p> <p>What does clicking on the word 'Open' do?</p>
<p>12</p>	<p>After clicking open, the e-mail should re-appear but with the penguin picture attached.</p> <p>Once you're certain the picture is attached and that the e-mail is ready to send, click the blue send button highlighted.</p> <p>Once you've clicked send, the following box should appear.</p> <p><b>Your message has been sent. <a href="#">View message</a></b></p>	
<p>13</p>	<p>Our last step is to learn how to send e-mails to multiple recipients. To do this we need to compose another new e-mail.</p>	<p><b>COMPOSE</b></p>

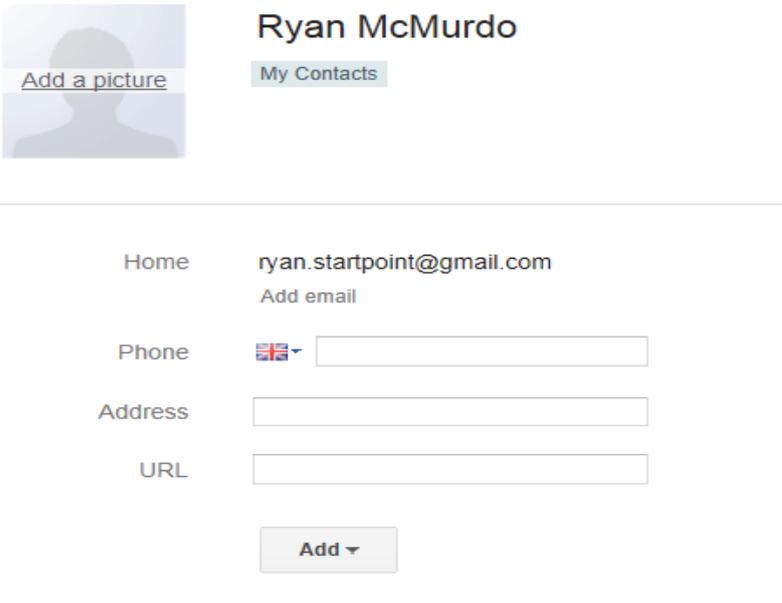
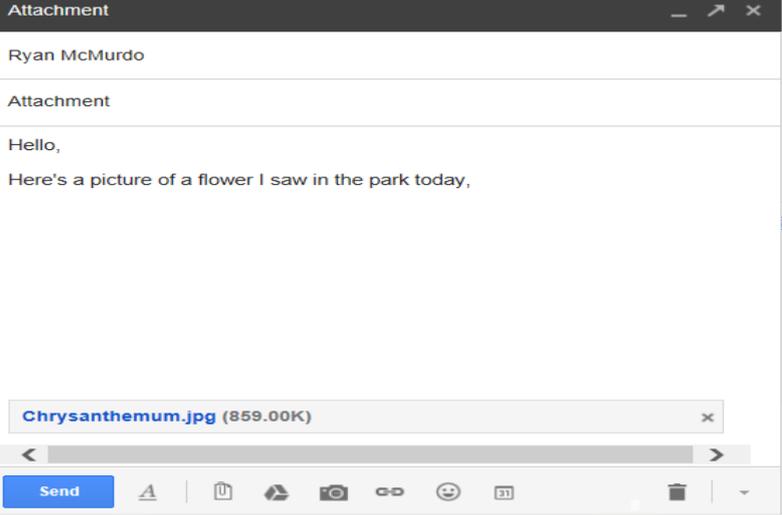
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<p>14</p>	<p>A problem with sending to multiple recipients is that you may not have multiple e-mail addresses. If so, ask a volunteer for an e-mail address you can e-mail.</p> <p>To send to multiple recipients, we need to enter the first address followed by a comma (,). Once you have put in the comma, enter the next e-mail address. As you put the comma in the e-mail address should become boxed off and allow you to enter the next address.</p>	
<p>Task</p> <p>Note: It would be nice if you had enjoyed it and learnt loads but if not let us know so we can make it better for next time!</p>		<p>Using the e-mail address <a href="mailto:ryan.startpoint@gmail.com">ryan.startpoint@gmail.com</a>, send an e-mail informing him of how well you understood this guide.</p> 

**TRY IT YOURSELF!**

Notes:

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<p>15</p>	<p>For the try it yourself section you will need access to the internet. If you haven't got the Internet you can go to your local library or attend a Starting Point session in your area. The first part of 'try it yourself' is to add the e-mail address: <a href="mailto:ryan.startpoint@gmail.com">ryan.startpoint@gmail.com</a> to your contact list/address book.</p> <p>Have you managed to add the contact to your address book?</p>	
<p>16</p>	<p>Secondly, send an e-mail to more than 1 person and attach a picture from the sample pictures folder.</p>	
<p>17</p>	<p>Lastly, try and delete any unwanted e-mails from your inbox. If you're struggling to do so, ask a volunteer for help.</p>	