

# **Personal E-mail Utilization:**

## **Objectives:**

Upon completion of this unit, students will be able to:

1. Utilize personal usernames and passwords for web-mail,
2. Apply knowledge learned to send and receive e-mail,
3. Apply knowledge learned to attach documents to e-mail,
4. List and describe the benefits associated with software manufacturer pre-developed e-mail programs.
5. Identify other sources of personal e-mail accounts, and
6. Evaluate their own e-mail needs and apply knowledge learned in selection of their own personal e-mail.

## **I. Logging-In to Web Mail:**

i. Follow These Steps:

1. [www.tarleton.edu](http://www.tarleton.edu)
2. Current Students
3. Webmail (Under Computing)
4. Enter Username & Password
5. WA-LA! You are logged-in to your account.

## **II. Utilizing E-mail:**

i. Delete:

1. Allows you to delete e-mailings.

ii. File:

1. Allows you to organize e-mailings.

iii. Create:

1. Allows you to create and send new e-mail messages.

iv. Check:

1. Allows you to receive e-mailings.

v. Options:

1. Allows you to change select aspects concerning e-mail messages.

vi. Logout:

1. Takes you out of webmail.

vii. Help:

1. Offers help if you forget how to use aspects of webmail.

### **III. Sending E-mail:**

- i. Follow These Steps:
  1. Create
  2. Enter an address
  3. CC: If you would like a carbon copy of the message sent to someone, you may use this box.
  4. Enter a Subject for the e-mail.
  5. Type your message
  6. Select Send
- ii. Exercise:
  1. Send a test e-mail to an the instructor's account.
- iii. Utility Tools for Sending E-mail:
  1. Address:
    - a. Allows you to create an address book for all of your contacts
  2. Attach:
    - a. Allows you to attach documents or files to e-mailings.
  3. Spell:
    - a. Spell-Check
  4. Draft:
    - a. Creates a copy for you to keep
  5. Send:
  6. Inbox:
    - a. Allows you to check your incoming e-mailings.
- iv. Attaching an Excel document to e-mail.
  1. Minimize your web browser (Line in upper right corner)
  2. Open Microsoft Excel
    - a. Start, Programs, Excel (Green)
  3. Insert a name or number into a field
  4. Save
    - a. File, Save As, Name the document, Save to the Desktop, Save it as Test Attachment.
  5. Close Excel ("X" in the upper right corner)
  6. Maximize your web browser
  7. Follow the steps for "Sending a Message"
  8. Before Sending select Attach
  9. Select Browse:
    - a. Find your file named "Test Attachment" and select it.
  10. Select Add File.
  11. Select "OK"
  12. Send your message.

**IV. Receiving E-mail:**

- i. Log-In to webmail
- ii. Select Check
- iii. Opening Mail:

**V. E-mail Operation Programs:**

- i. Programs that are manufactured by software companies that help you manage e-mail and offer other services
- ii. Examples:
  1. Microsoft Outlook Express
  2. Microsoft Entourage
- iii. Services offered by these programs:
  1. Calendar with reminder messages
  2. More messaging options
  3. More organizational options
  4. More Bells & Whistles.

**VI. Other Internet E-mail Options:**

- i. There are numerous internet based e-mail sites that allow you to have an e-mail service for free.
  1. Examples:
    - a. [www.yahoo.com](http://www.yahoo.com)
    - b. [www.hotmail.com](http://www.hotmail.com)
    - c. [www.msn.com](http://www.msn.com)
    - d. [www.aol.com](http://www.aol.com)
    - e. Numerous others are available