

Introduction to Email

Computer Centre
Faculty of Medicine



UNIVERSITY OF KELANIYA

What is Email?

- Short for “Electronic mail”
- Send & receive digital messages and content over the internet
- Free Email Account Providers:
 - Yahoo
 - Microsoft’s Outlook
 - Google’s Gmail



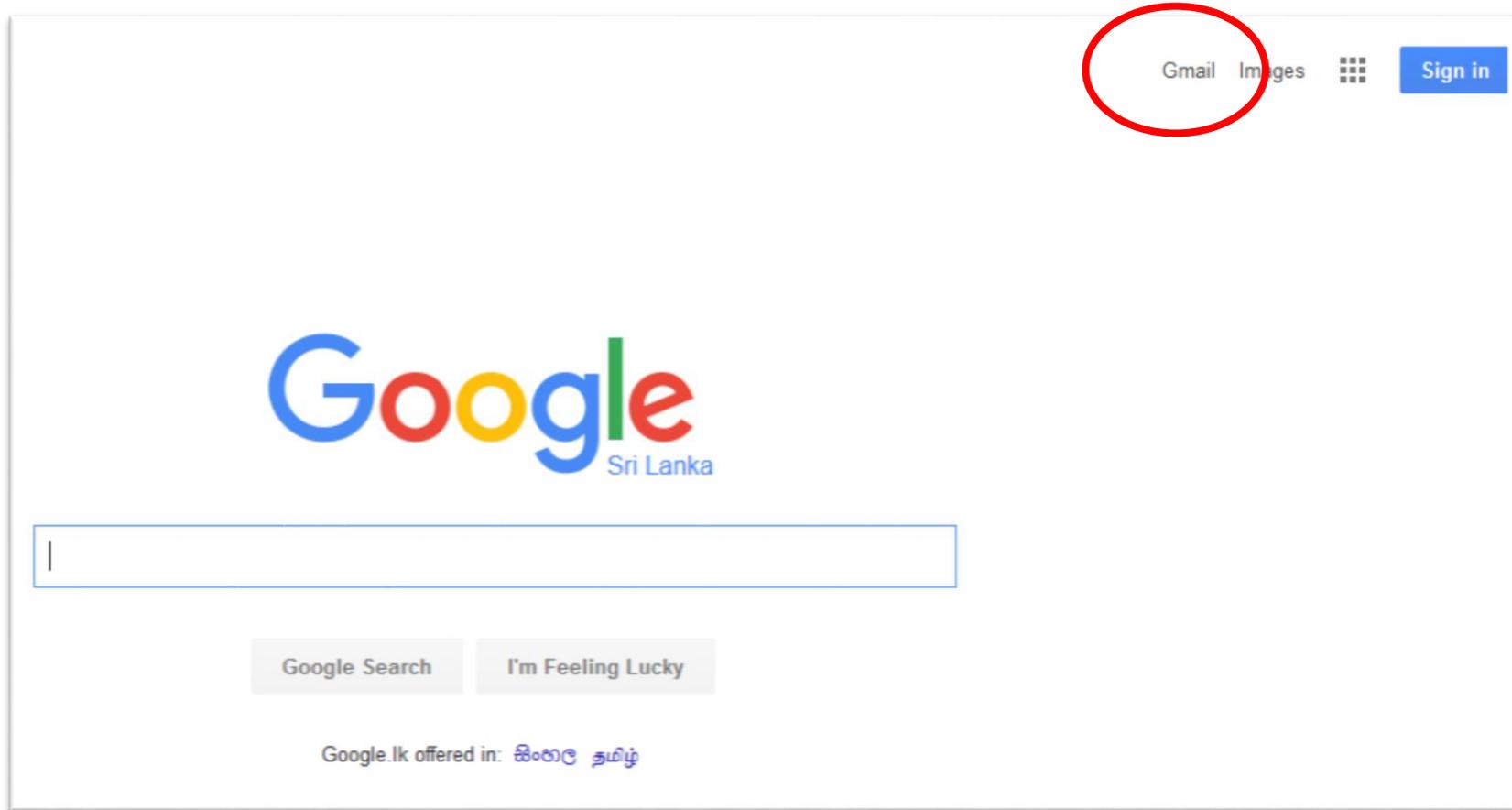
Parts of an email address:

ictcmed@gmail.com

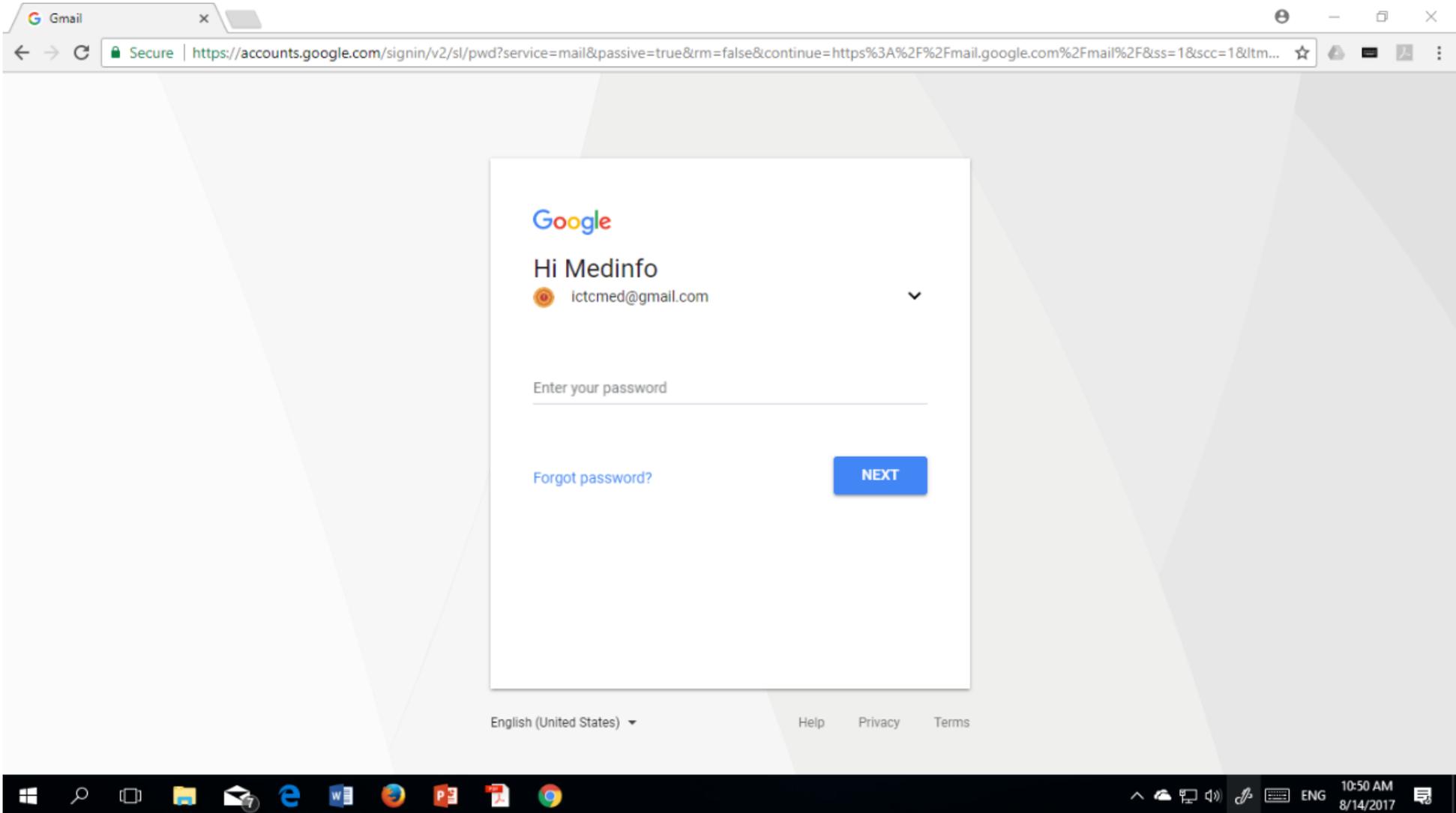
- user name : **ictcmed**(you may create your own)
- @ symbol : common to an email address
- email provider's name(mail server): **gmail**
- Top level domain : **.com**



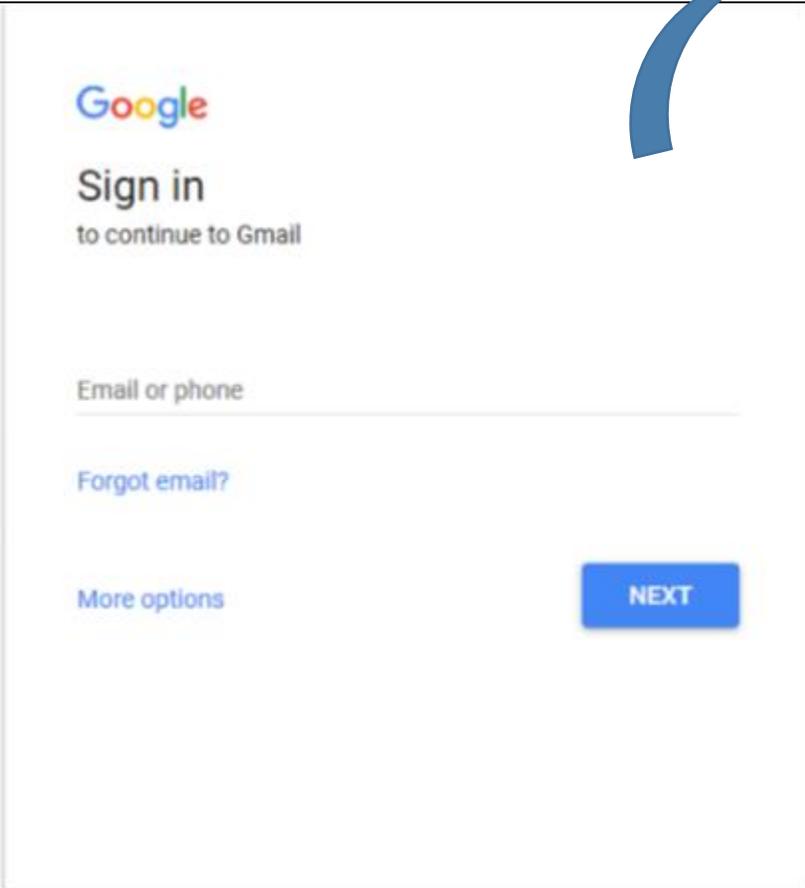
Log in to your Gmail account



Log in to your Gmail account



Create a Gmail account



Google

Sign in
to continue to Gmail

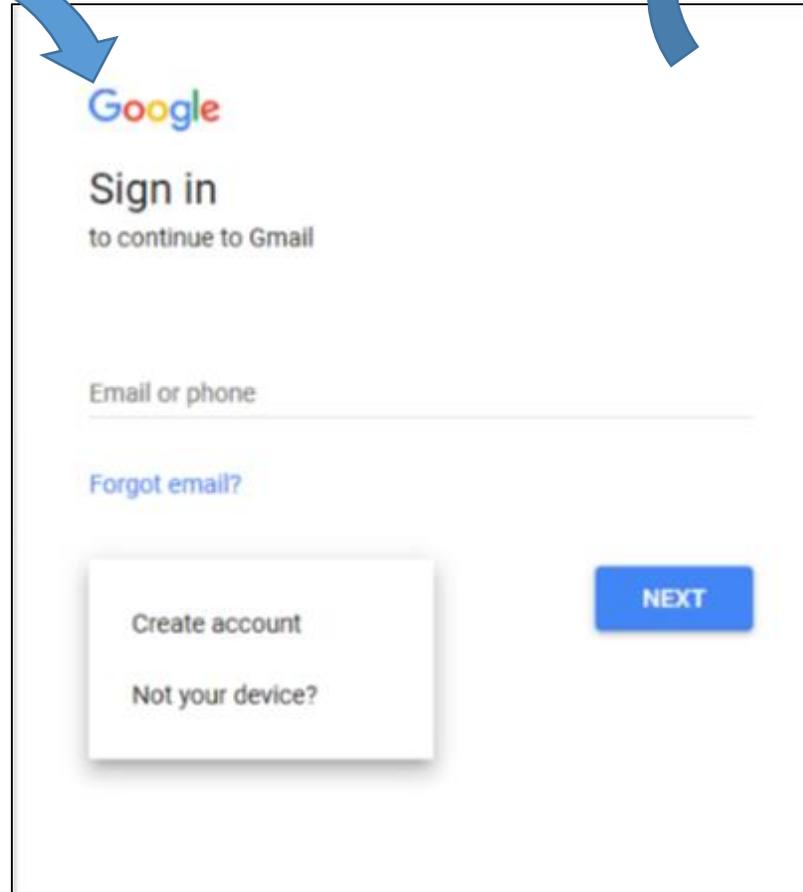
Email or phone

[Forgot email?](#)

[More options](#)

NEXT

This screenshot shows the initial Gmail sign-in page. It features the Google logo, a 'Sign in to continue to Gmail' heading, and a text input field for 'Email or phone'. There are links for 'Forgot email?' and 'More options', and a blue 'NEXT' button.



Google

Sign in
to continue to Gmail

Email or phone

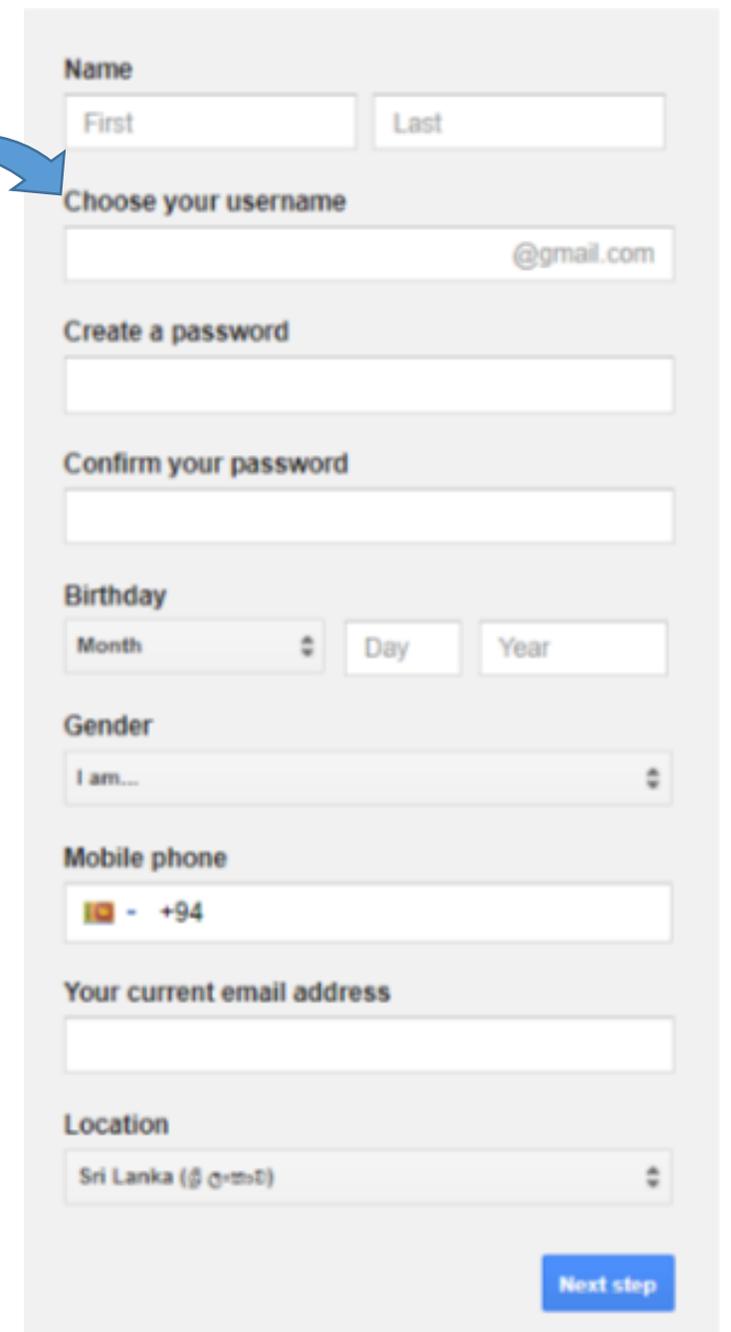
[Forgot email?](#)

[Create account](#)

[Not your device?](#)

NEXT

This screenshot shows the Gmail sign-in page with additional options. It includes the 'Sign in to continue to Gmail' heading, the 'Email or phone' input field, and the 'Forgot email?' link. A new box has appeared containing 'Create account' and 'Not your device?' links, and the 'NEXT' button remains.



Name

First Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

+94

Your current email address

Location

Sri Lanka (ශ්‍රී ලංකාව)

Next step

This screenshot shows the account creation form. It includes fields for 'Name' (First and Last), 'Choose your username' (with a dropdown for '@gmail.com'), 'Create a password' and 'Confirm your password', 'Birthday' (Month, Day, Year), 'Gender' (I am...), 'Mobile phone' (+94), 'Your current email address', and 'Location' (Sri Lanka (ශ්‍රී ලංකාව)). A blue 'Next step' button is at the bottom right.



Mail Inbox

Gmail 1-50 of 1,001

COMPOSE

Inbox (1,009)

- Starred
- Important
- Sent Mail
- Drafts (7)
- More ▾

Medinfo +

No Hangouts contacts
[Find someone](#)

Primary | **Social** 10 new (Twitter, YouTube) | **Promotions** 5 new (Spiceworks Community, Mendeley)

Sender	Subject	Date	Time
Google Calendar	Notification: Check UPS @ Mon Aug 14, 2017 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that t	Mon Aug 14, 2017	8:06 am
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Aug 14, 2017 (Weekly ... - more details » Domain auto	Mon Aug 14, 2017	7:54 am
Google Calendar	Notification: Check UPS @ Mon Aug 7, 2017 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that th	Mon Aug 7, 2017	Aug 7
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Aug 7, 2017 (Weekly t... - more details » Domain auto t	Mon Aug 7, 2017	Aug 7
Google Calendar	Notification: Taking backups of switches @ Tue Aug 1, 2017 (Monthly tasks) - more details » Taking backups of switches This i	Tue Aug 1, 2017	Aug 1
Google Calendar	Notification: Monthly Domain and DHCP backups @ Tue Aug 1, 2017 (Monthly tasks) - more details » Monthly Domain and DH	Tue Aug 1, 2017	Aug 1
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Jul 31, 2017 (Weekly ... - more details » Domain auto b	Mon Jul 31, 2017	Jul 31
Google Calendar	Notification: Check UPS @ Mon Jul 31, 2017 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that th	Mon Jul 31, 2017	Jul 31
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Jul 24, 2017 (Weekly ... - more details » Domain auto b	Mon Jul 24, 2017	Jul 24
Google Calendar	Notification: Check UPS @ Mon Jul 24, 2017 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that th	Mon Jul 24, 2017	Jul 24
Farhan via Twoo	Farhan left a message for you - Farhan sent you a message! Check out your message → You can immediately reply via chat. Rea	Mon Jul 24, 2017	Jul 21
Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Jul 17, 2017 (Weekly ... - more details » Domain auto b	Mon Jul 17, 2017	Jul 17

Windows Ink Workspace

10:54 AM
8/14/2017



Inbox

Reading email

- **Unread** emails :- **bold**.
- You can also see the name of the **sender**, the **subject** of the email, and the first few words of the **email body**.

Conversations

- When you're viewing your inbox, you can tell how many messages there are in each conversation by finding the **number** next to the name of the **sender**.



Inbox (1,008) - ictmed@ x

Secure | https://mail.google.com/mail/u/0/#inbox

Google

Gmail 351-400 of 1,091

Primary Social 10 new Promotions 5 new

COMPOSE

Inbox (1,008)

Starred

Important

Sent Mail

Drafts (7)

More

Medinfo +

No Hangouts contacts
[Find someone](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google (2)	New sign-in from Chrome on Windows - New sign-in from Chrome on Windows Hi Medinfo, Your Google Account ictmed@gmail.cc	10/20/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spiceworks	All alerts cleared for medad01 - 30 Minute Network Monitor Device Update! medad01 looks all clear for now. We have checked m	10/20/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Oct 19, 2015 (Weekly ... - more details » Domain auto b	10/19/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar	Notification: Check UPS @ Mon Oct 19, 2015 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that th	10/19/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farhan via Twoo	Farhan left a message for you - Farhan left a message for you Read this mail in: Sinhalese, Tamil, Español, Français, العربية, and	10/15/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Oct 12, 2015 (Weekly ... - more details » Domain auto b	10/12/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar	Notification: Check UPS @ Mon Oct 12, 2015 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that th	10/12/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farhan via Twoo	Farhan left a message for you - Farhan left a message for you Read this mail in: Sinhalese, Tamil, Español, Français, العربية, and	10/9/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar (2)	Notification: Check UPS @ Mon Oct 5, 2015 (Weekly tasks at CC) - more details » Check UPS This is a weekly reminder that the	10/5/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups and synchronization check @ Mon Oct 5, 2015 (Weekly t... - more details » Domain auto b	10/5/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mendeley	muslim khan is now following you on Mendeley - Mendeley Hi Faculty Of Medicine, muslim khan is now following you. View their	10/2/15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spiceworks	All alerts cleared for backupdomian - 30 Minute Network Monitor Device Update! backupdomian looks all clear for now. We have	10/1/15

Windows taskbar: 11:02 AM 8/14/2017

Messages in the conversation (thread)

Read mail

Unread mail

Sender

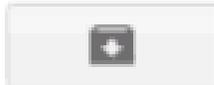
Subject



Back to inbox

More actions

Newer and older messages



2 of 6



Engadget - Time Warner and Verizon begin selling bundled packages just to annoy regulators - 3 hours ago

Web

Sibling Portrait



Inbox x



Henri Rousseau

Add to circles



Henri Rousseau

to me

9:50 AM (21 minutes ago) ☆



Show details

Show details

Hello Ms. Casarosa,

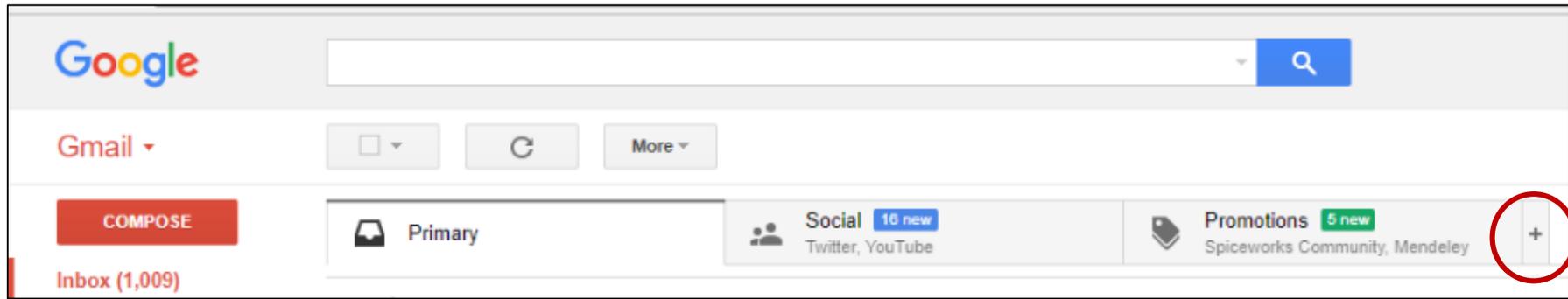
I enjoyed the grand opening on Saturday, and I am looking forward to our appointment on this Saturday at 12:00. Should my sister and I wear dark colors or light colors?

Thank you,
Henri

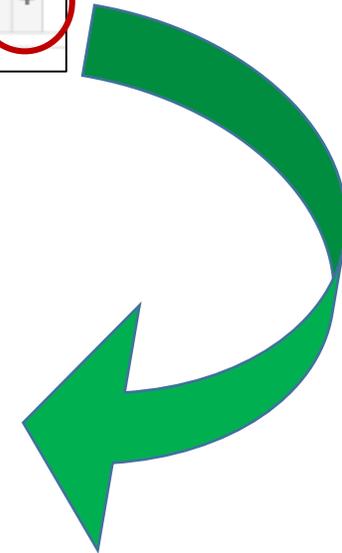
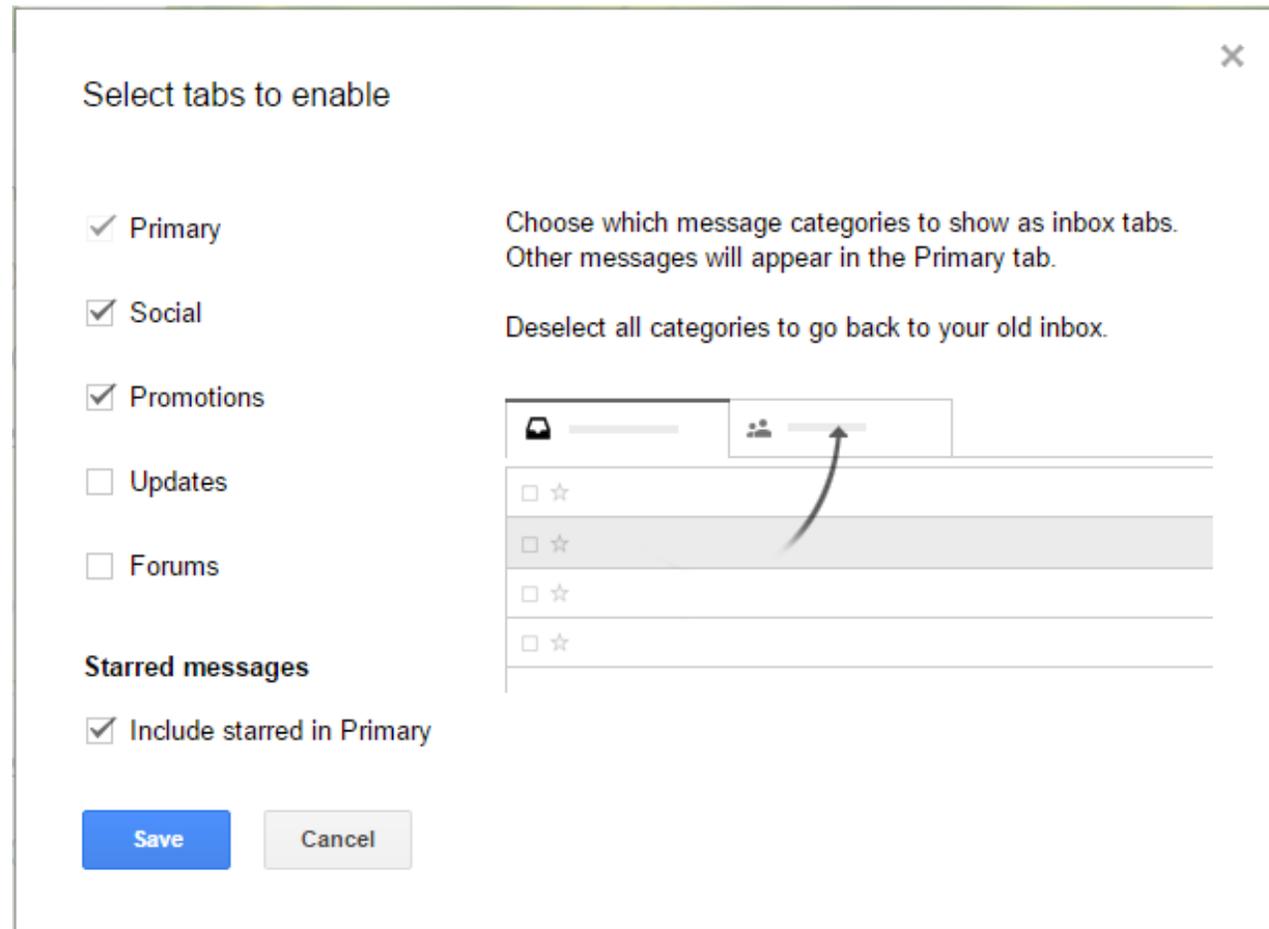
Reply options



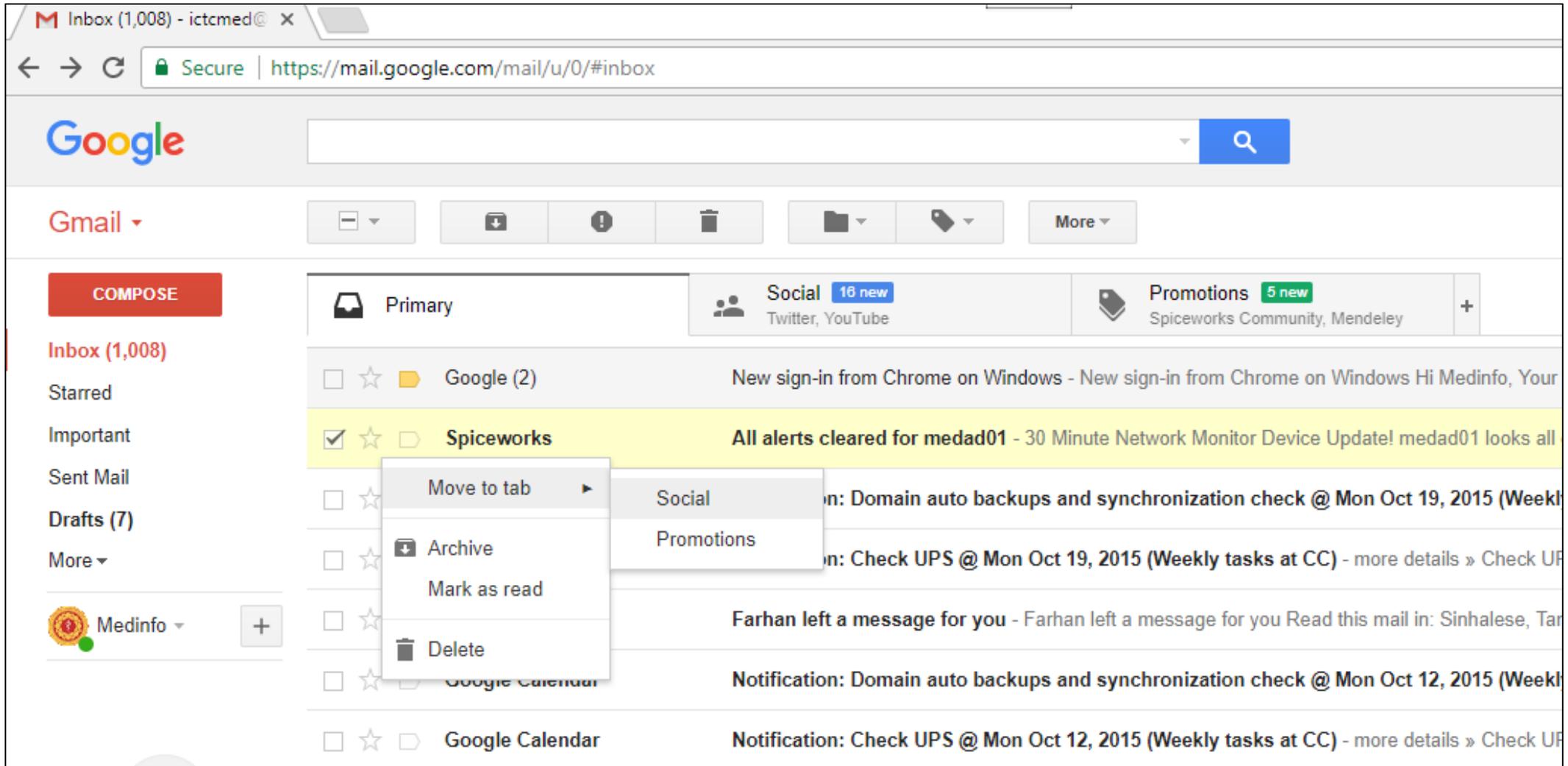
Tabs



- Primary
- Social
- Promotion



Move messages



The screenshot shows a Gmail inbox interface. The browser address bar displays "Secure | https://mail.google.com/mail/u/0/#inbox". The Gmail header includes the Google logo, a search bar, and navigation icons. The left sidebar shows "COMPOSE" and a list of folders: "Inbox (1,008)", "Starred", "Important", "Sent Mail", "Drafts (7)", and "More". A "Medinfo" folder is also visible. The main inbox area shows a list of messages. The selected message is from "Spiceworks" with the subject "All alerts cleared for medad01 - 30 Minute Network Monitor Device Update!". A context menu is open over this message, showing options: "Move to tab" (with a sub-menu for "Social" and "Promotions"), "Archive", "Mark as read", and "Delete". Other messages in the inbox include "New sign-in from Chrome on Windows", "Domain auto backups and synchronization check @ Mon Oct 19, 2015", "Check UPS @ Mon Oct 19, 2015", and "Farhan left a message for you".



Compose mail

The image shows a screenshot of a Gmail interface. At the top, the Google logo is visible. Below it, the 'Mail' section is shown with a search bar and navigation controls. A red 'COMPOSE' button is highlighted with a green arrow pointing to it. To the right of the 'COMPOSE' button, a list of emails is visible, including messages from ResearchGate, Nilanthi, Information & Communicat., Wangdi, ITMSS Indonesia, Education Temp 2, Information, me (2), Shivala, ITMSS Indonesia, Rajani, and Google+.

A 'New Message' dialog box is open, showing the following fields:

- Recipients
- Subject

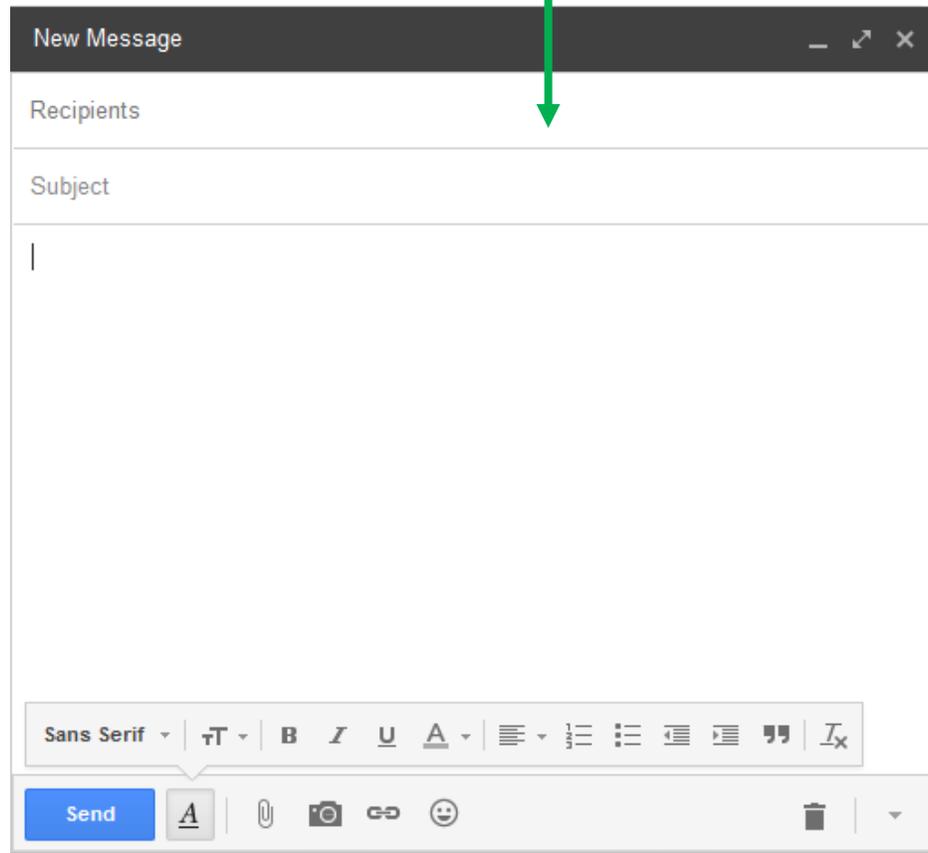
Below the dialog box, a rich text editor is visible with the following toolbar options: Sans Serif, font size (12), Bold (B), Italic (I), Underline (U), Text color (A), background color, bulleted list, numbered list, link, unlink, quote, and insert link. At the bottom of the dialog box, there is a 'Send' button and a 'Cancel' button.



Identify the compose window

Recipients

Click here to add recipients



Recipients

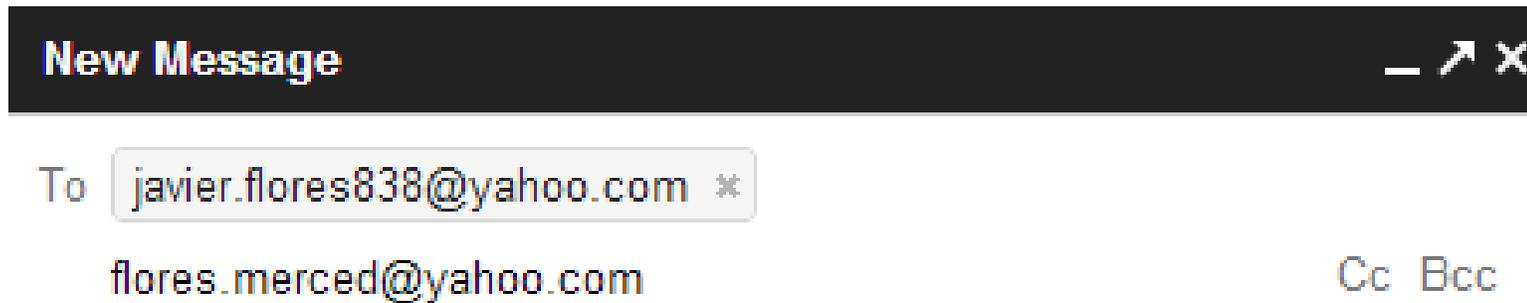
Recipients are the people you are sending the email to. You will need to type the **email address** for each recipient.

Most of the time, you'll add recipients to the **To: field**, but you can also add recipients to the **Cc: or Bcc: fields**.



Add Recipients

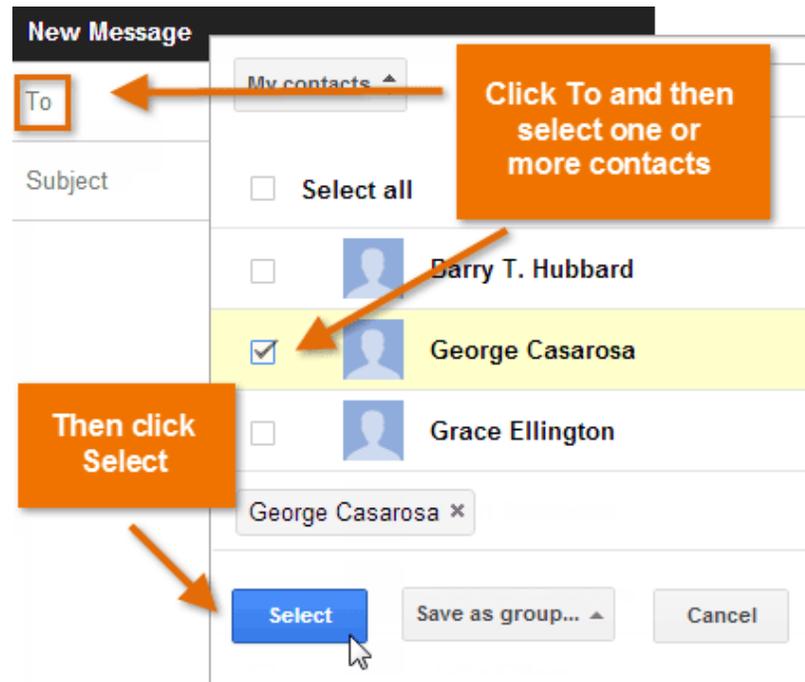
- You'll need to add one or more recipients to the To: field. There are two ways to do this:
 1. Type one or more email addresses, separated by commas.



The screenshot shows a dark grey header bar with the text "New Message" on the left and window control icons (minimize, maximize, close) on the right. Below the header, the "To" field is highlighted with a light grey border and contains the text "javier.flores838@yahoo.com *". Below the "To" field, the email address "flores.merced@yahoo.com" is visible. To the right of the "To" field, the labels "Cc" and "Bcc" are visible.



2. Click “To” to select recipients from your contacts, then click Select.

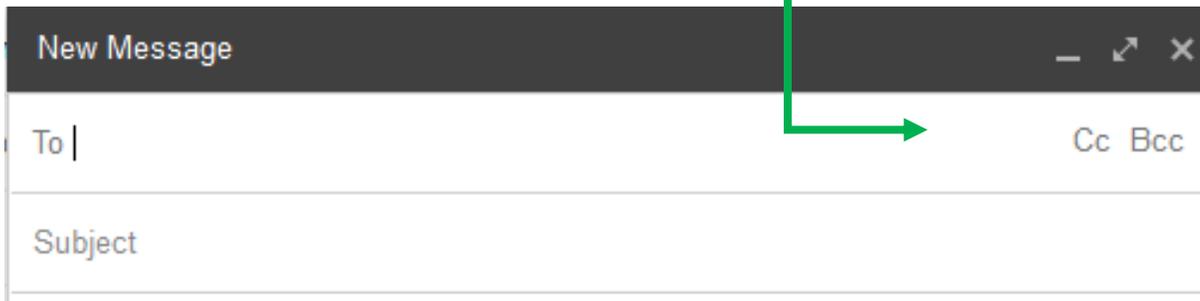


- If the person you are emailing is already one of your contacts, you can start typing that person's first name, last name, or email address, and Gmail will display the contact below the To: field. You can then press the Enter key to add the person to the To field.



Cc and Bcc

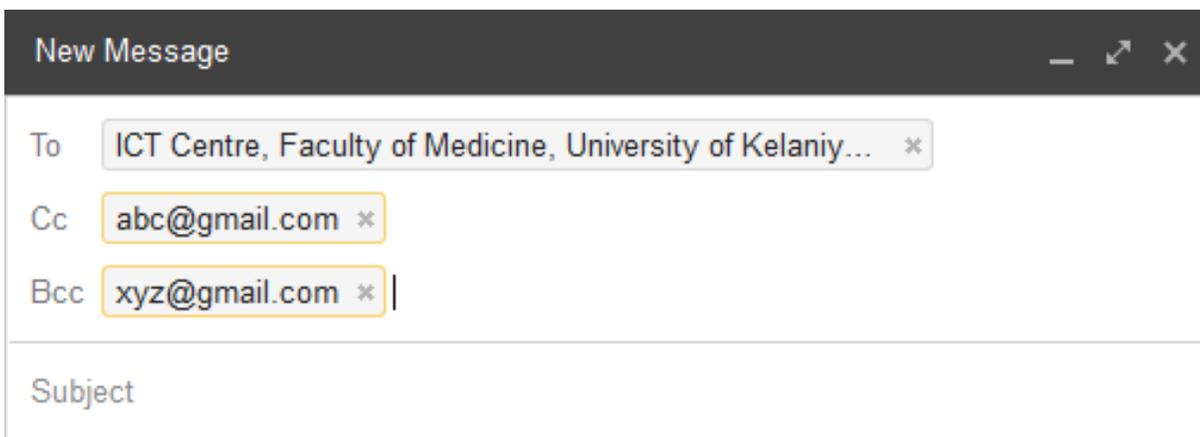
CC and BCC fields
will be visible after
click on this area



New Message [minimize] [maximize] [close]

To | Cc Bcc

Subject



New Message [minimize] [maximize] [close]

To ICT Centre, Faculty of Medicine, University of Kelaniya... ✕

Cc abc@gmail.com ✕

Bcc xyz@gmail.com ✕ |

Subject

Cc and Bcc

Cc stands for **carbon copy**. This is used when you want to send an email to someone who is not the main recipient. This helps to keep that person **in the loop** while letting them know that they probably don't need to reply to your message.

Bcc stands for **blind carbon copy**. It works almost the same way as Cc, except all of the email address in the Bcc fields are **hidden**, making it ideal when emailing a **large number** of recipients or when **privacy** is needed.



Subject and Body

Subject

The **subject** should say what the email is about.

Keep the subject **brief**, but give the recipients a reasonable idea of what's in the message.

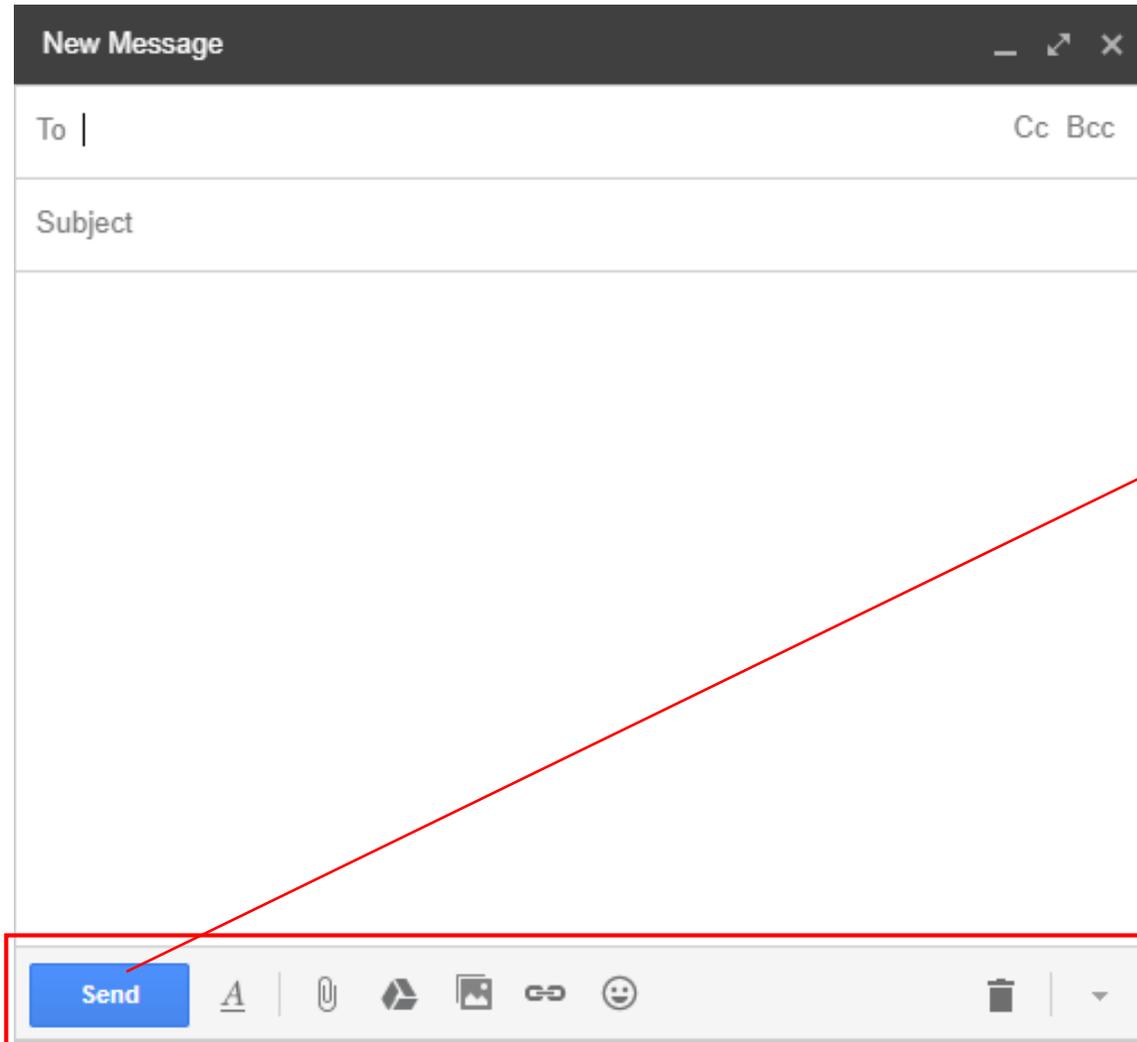
Body

The **body** is the actual text of the email.

Generally, you'll write this just like a normal letter, with a greeting, one or more paragraphs, and a closing with your name.



Bottom bar



Send Button

When you are satisfied with your message, click **Send** to send it to the recipients.



Sample

Photography Studio Grand Opening! — ↗ ✕

To stancoop@gmail.com ✕ Juanita Casarosa ✕
George Casarosa ✕ Cc Bcc

Photography Studio Grand Opening!

Hi Everyone,

I have very exciting news for you! This **Saturday** will be the grand opening of my new studio, **EC Photography!** I'd love it if you guys could come. It will be from **10:00** to **4:00**. There will be entertainment and lots of food, so come out and enjoy the festivities!

Hope to see you there!

Elena

Sans Serif | ↑↓ | **B** *I* U A | ☰ ☷ ☶ ☵ |  A |       Saved  | ▾

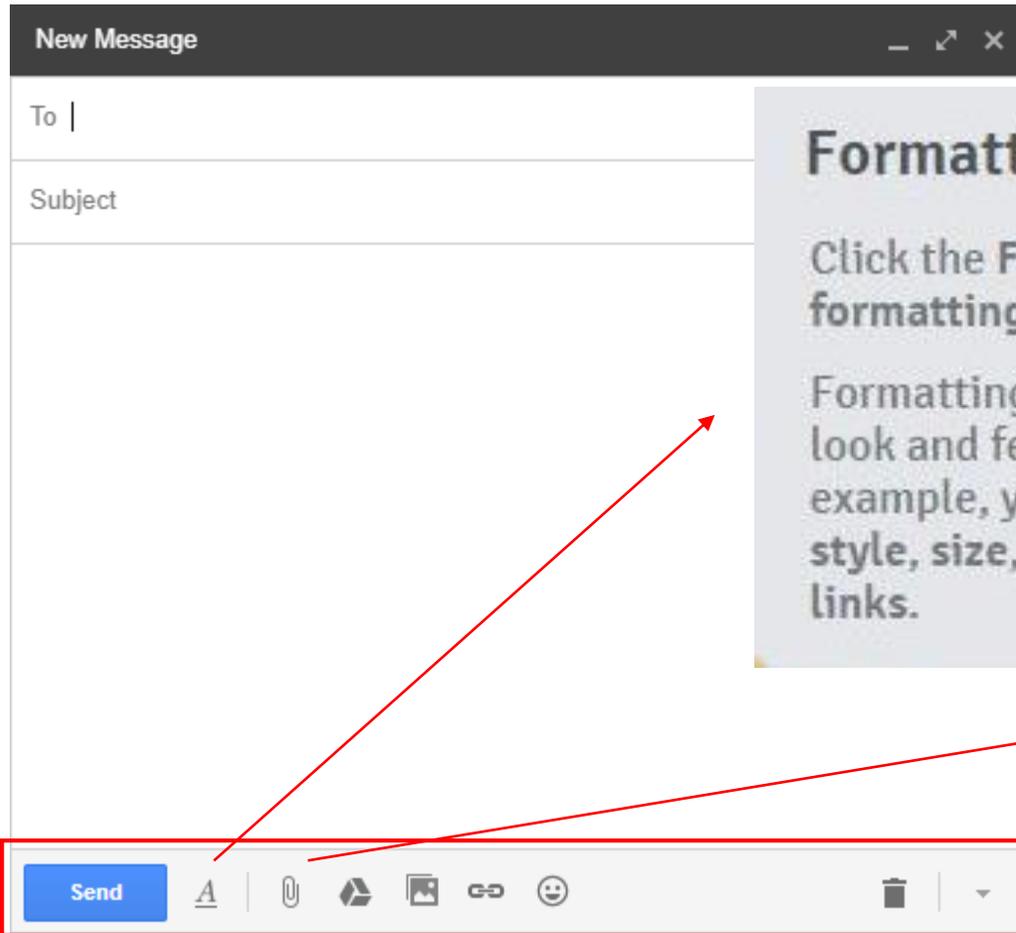


Activity 01

1. Find three email addresses of your friends in this class.
2. Send an email to one explaining about the Diploma course you are following now.
3. Copy this same message to the another email address.
4. Send a Blind Carbon Copy(Bcc) to the 3rd email address.



Bottom bar



Formatting Options

Click the **Formatting** button to access **formatting options**.

Formatting allows you to change the look and feel of your message. For example, you can change the **font style, size, and color**, and include **links**.

Add Attachment

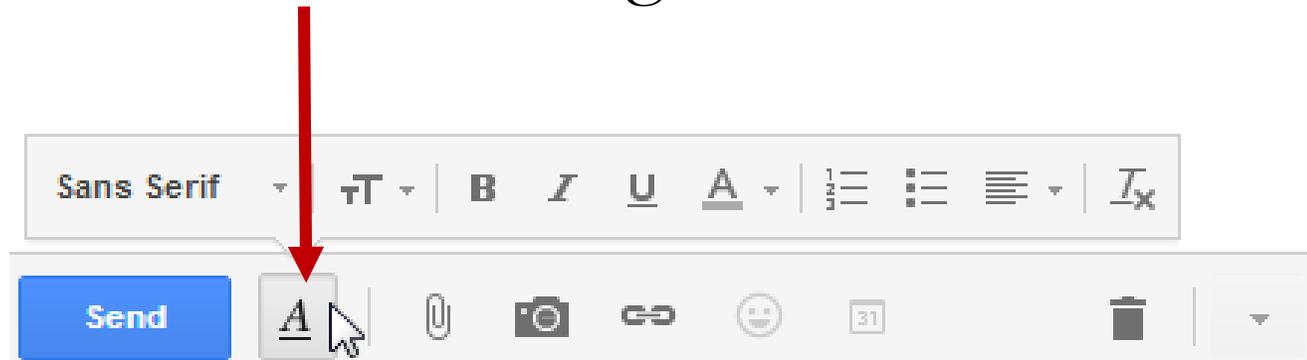
An **attachment** is a file (such as an image or a document) that is sent along with the email message. Gmail allows you to include **multiple attachments**.

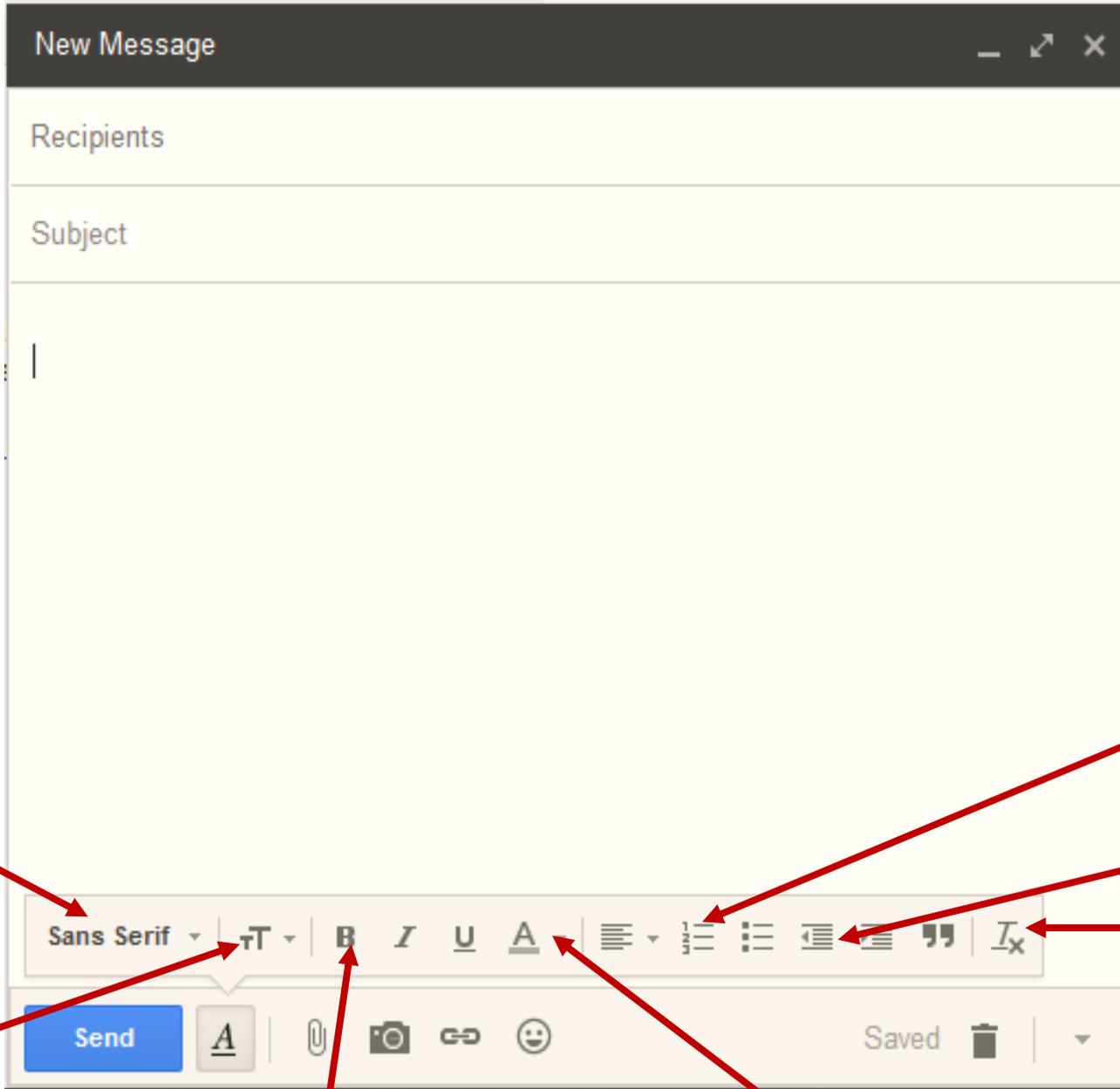
Click the **Attachment** button to include an attachment with the email.



Email formatting

- Gmail allows you to add various types of formatting to your text.
- Click the Formatting button at the bottom





Font Style

Font Size

Bold, Italic, Underline

Font and Background Color

Bullets and Lists

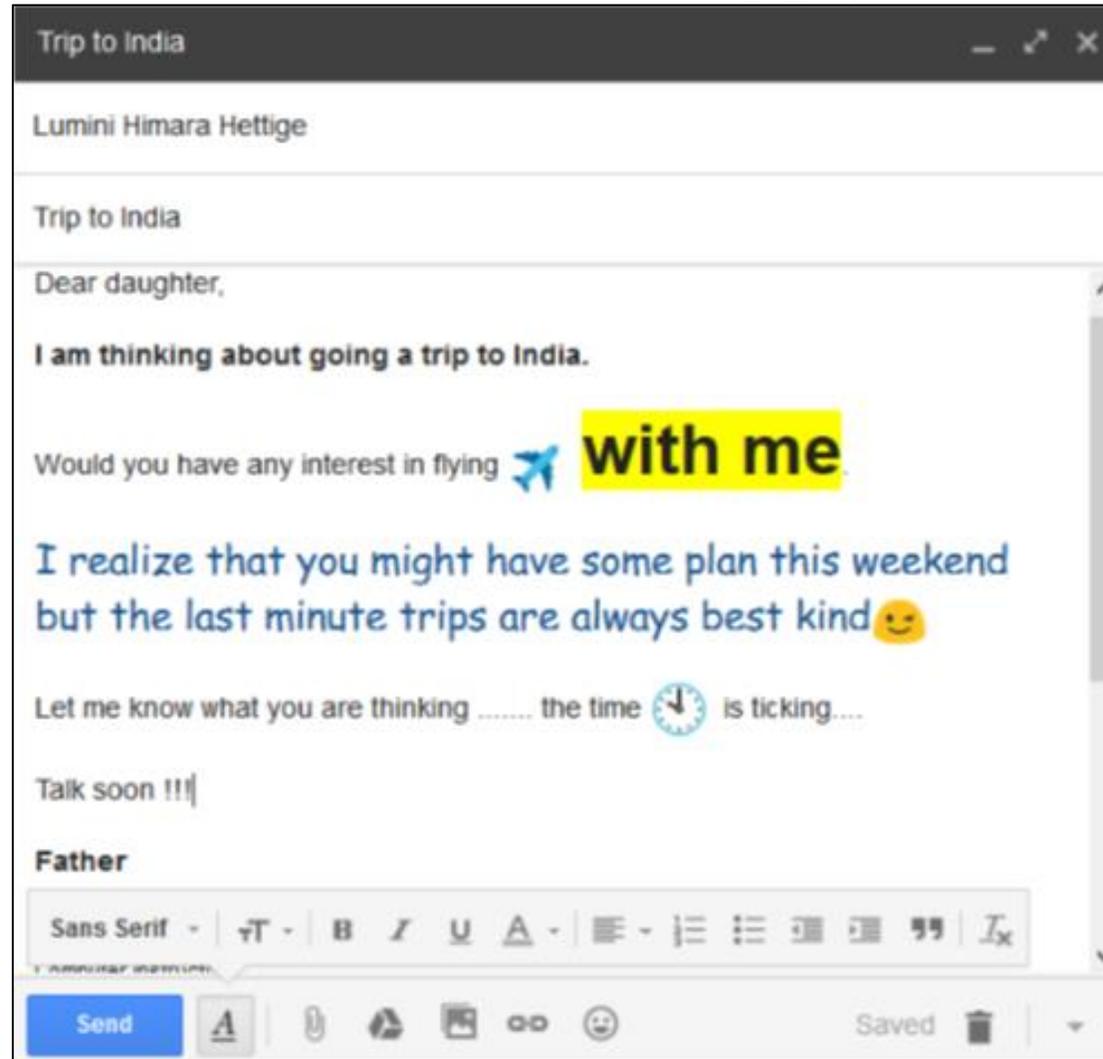
Alignments

Remove formatting



Activity 02

Write a email similar to below and apply the text formatting.



Adding attachments

- An attachment is simply a file (such as an image or document) that is sent along with your email.
- Remember to attach your file before you click Send. Forgetting to attach a file is a surprisingly common mistake.
- To add an attachment:
- Click the paperclip icon at the bottom of the compose window.



Activity 03

- Suppose you want to send a picture to friend via email. Attach the picture in Common Files folder on Desktop and send to friend.



Pictures _ ↗ ✕

Thushara Gunathilaka

Pictures

Dear Thushara.

Please find the pictures attached.

Kumara

gear icon.png (25K) ✕

starred.png (48K) ✕

Sri Maha Boodin Wahansay.jpg (71K) ✕

Sans Serif ▾ | ↕T ▾ | **B** *I* U A ▾ | ☰ ▾ | ☰ ☰ ☰ ☰ ☰ ☰ | ”” | ↵x

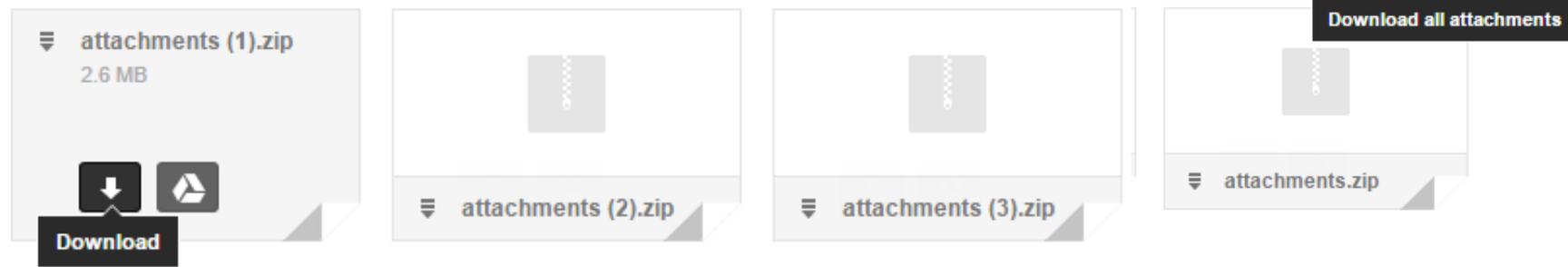
Send | ↵ | 🗑️ 🔄 📄 🔗 😊 Saved 🗑️ | ▾



Download Attachments

- Click **Download** or the icon of the file to save the attachment to your computer.
- If your computer asks whether you want to Open or Save it, choose **Save**.

4 Attachments



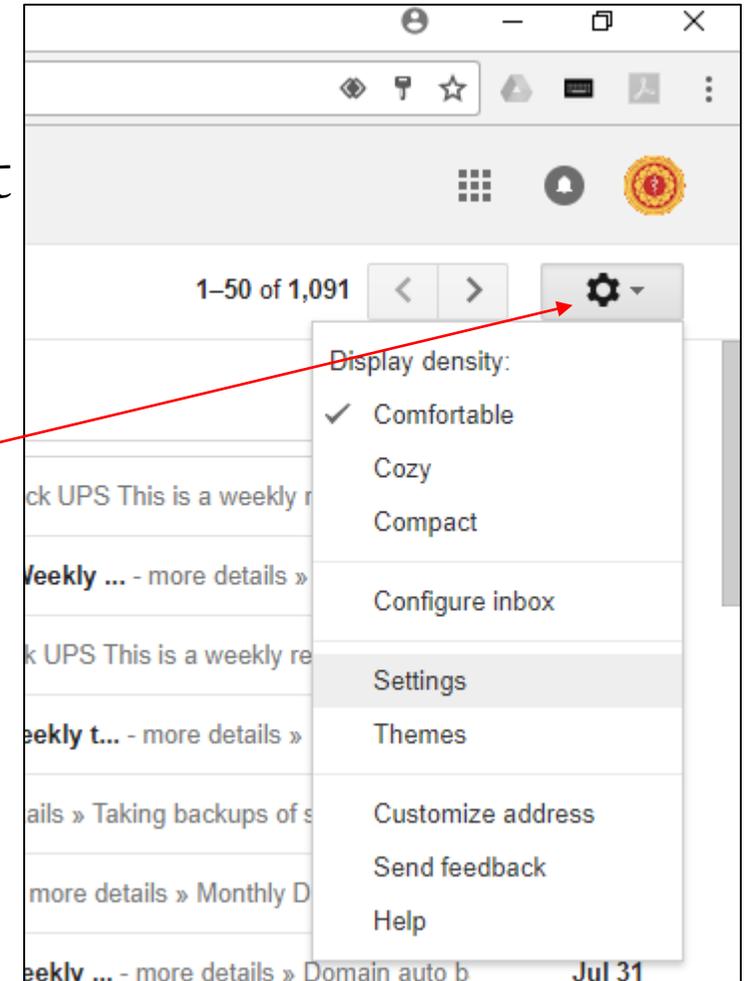
Activity 04

- Ask the friend next to you to send a email with an attachment and try to download it.



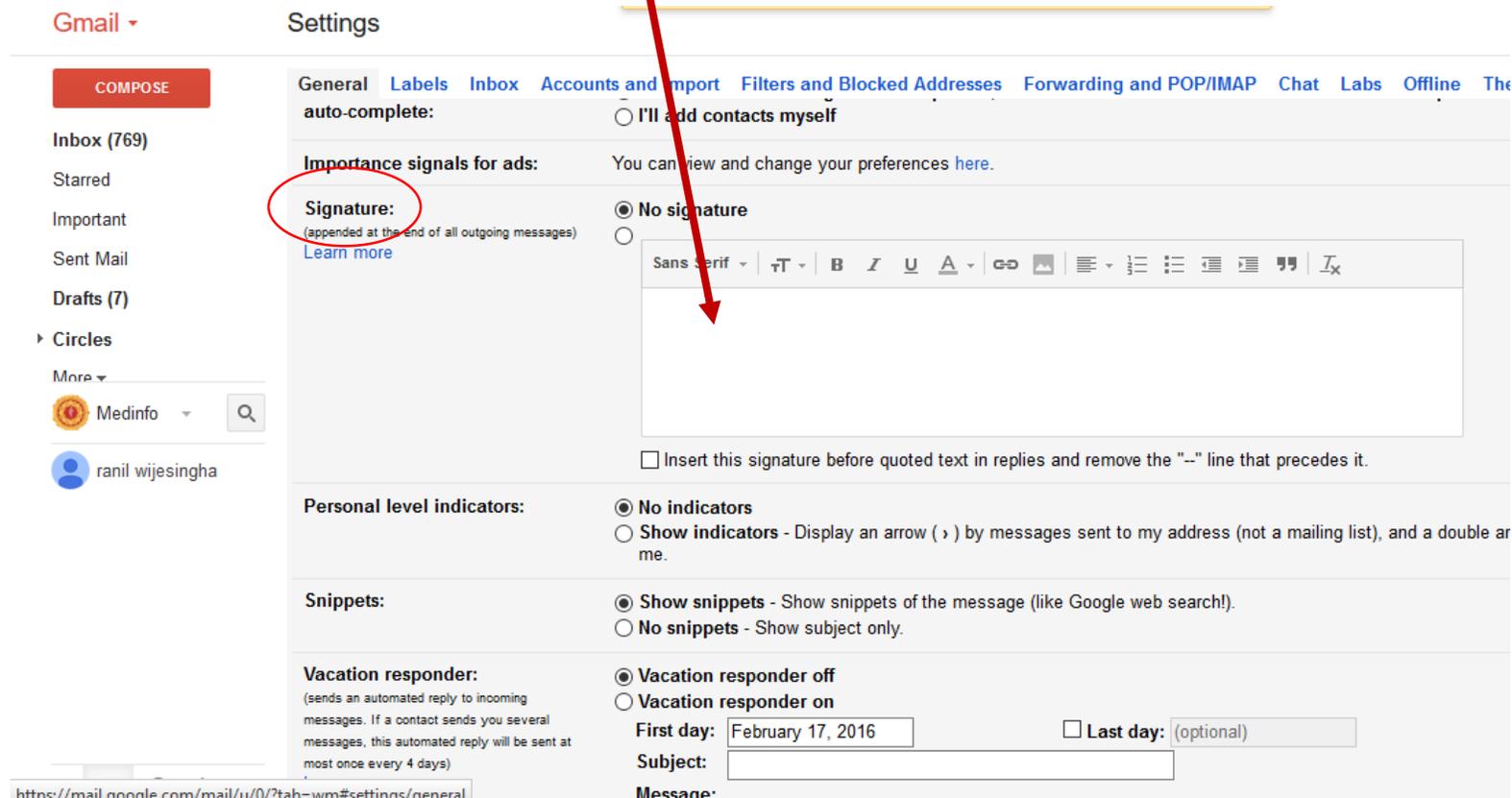
Adding a signature

- A **signature** is an optional block of text that appears after every email you send.
- It will typically include your **name**, **designation**, and some **contact information**.
- Click the **gear icon** in the top-right corner of the page, and select **Settings**.



Add signature

- Type your signature here

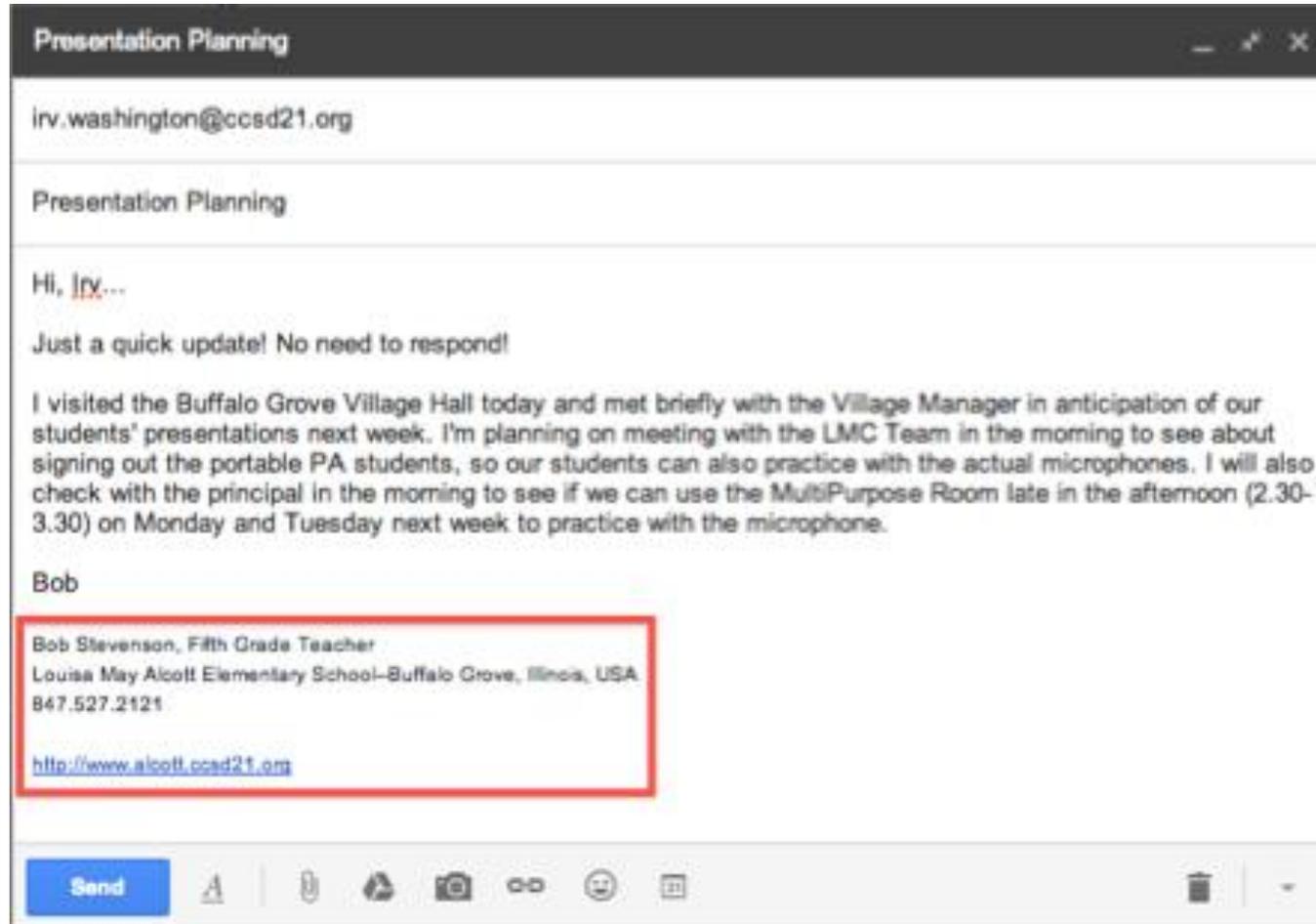


The screenshot shows the Gmail Settings page for a user named ranil wijesingha. The 'Signature' section is highlighted with a red circle, and a red arrow points to the text input area. The 'Signature' section includes a radio button for 'No signature' (which is selected), a rich text editor toolbar with options like font face (Sans Serif), bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, and code, and a checkbox for 'Insert this signature before quoted text in replies and remove the "--" line that precedes it.' Below the signature section are other settings like 'Personal level indicators', 'Snippets', and 'Vacation responder'.

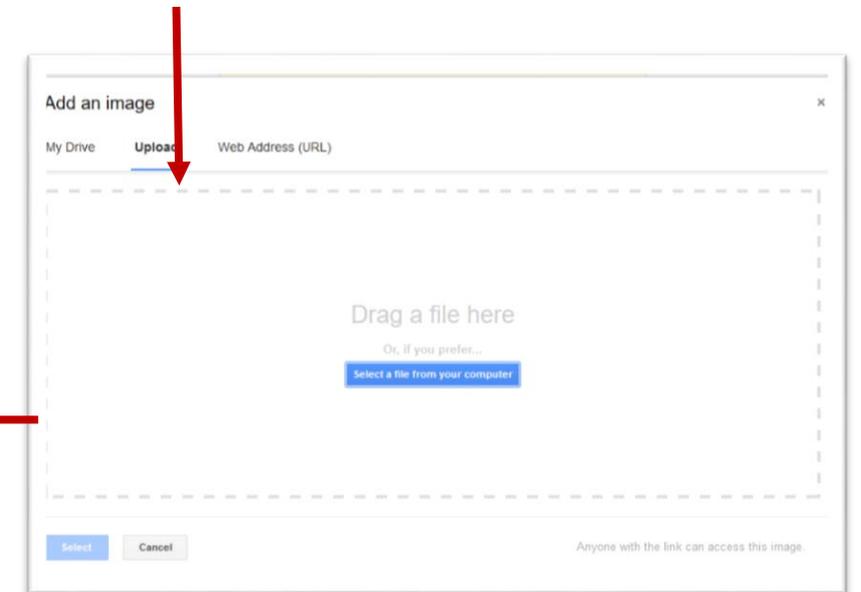
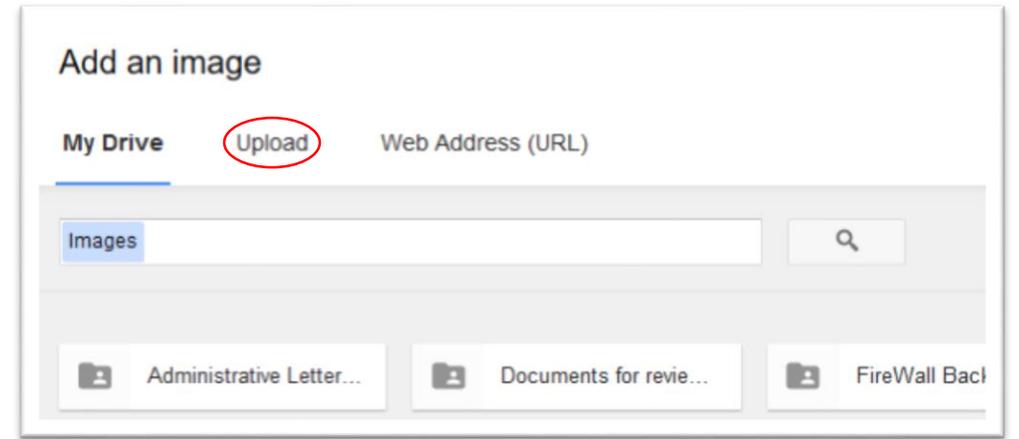
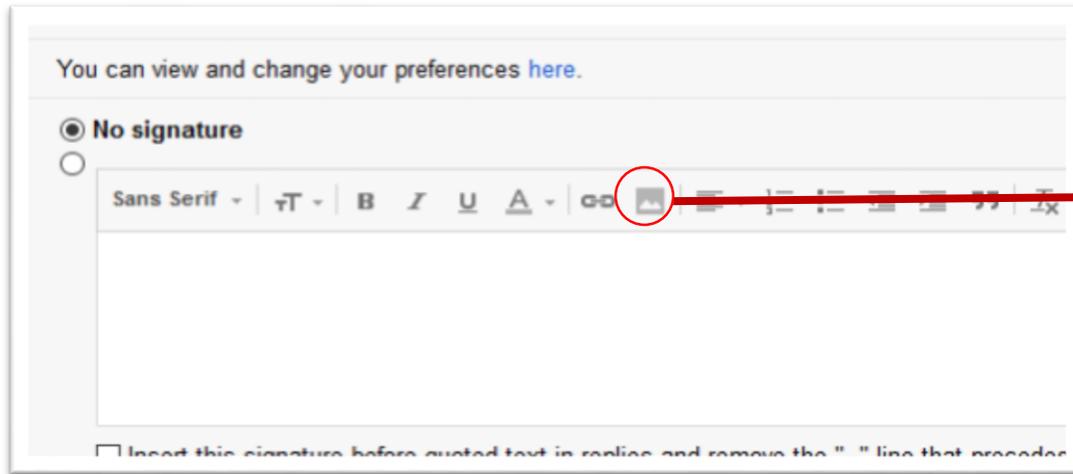


Activity 05

- Add a signature to your email. That should include your name, address and telephone numbers as the below example.



Add an image as the signature



Gmail ▾



Move to Inbox



More ▾

COMPOSE

excel and pptx materials

Inbox (1,184)

Starred

Important

Sent Mail

Drafts (106)



Saman ▾



Isuka Muthumuni
Sent a message



Madhuranga, Gayath



Dileepa: ok



Dileepa Ediriweera
Let's chat on Hangouts!



Priyantha Weerasing
0777901403



Charitha Pandithar
ok see you



Saman Hettige <hettigesaman@gmail.com>

to Harshani ▾

—

Samankumara Hettige

Computer Instructor

Faculty of Medicine

University of Kelaniya

Ragama

Sri Lanka

tel: [+94112855281](tel:+94112855281)(office), [+94715118401](tel:+94715118401)(mobile)



MEDKEL2016

"Medical Knowledge for a healthier tomorrow"

25th Anniversary Medical Exhibition

23-29 September 2016

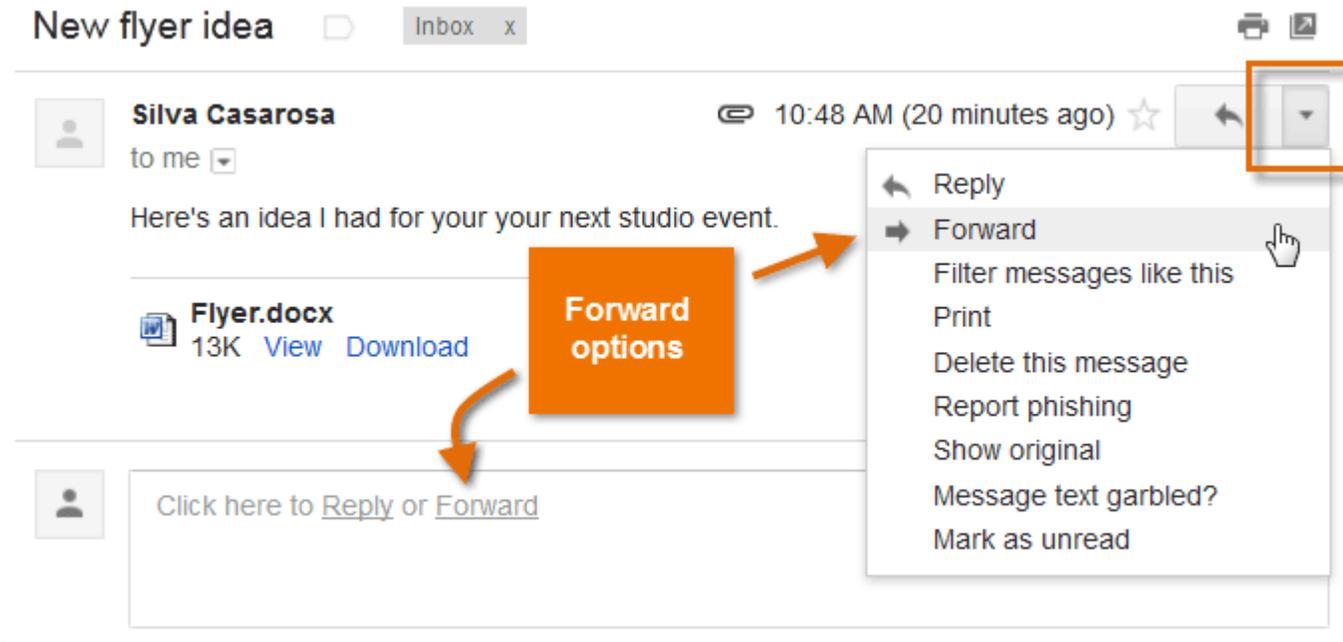
Faculty of Medicine

University of Kelaniya



Reply or Reply All

- Reply
 - your message will automatically be sent to the person who sent you the email
- Reply All
 - When you click on Reply All, your message will automatically be sent to the person who sent you the email AND everyone in the TO and CC fields in the header.



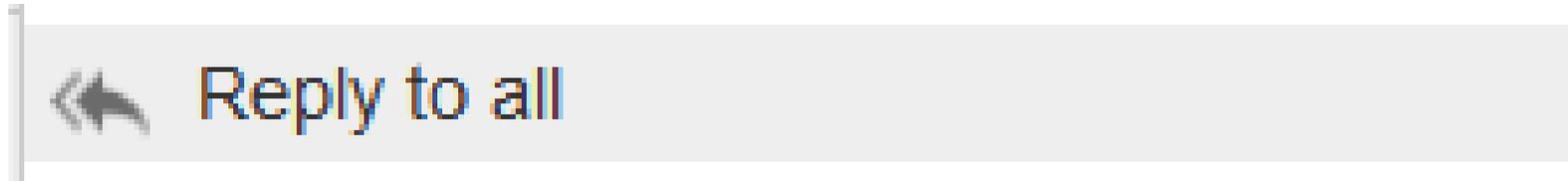
Activity 06

- Send a reply message to a sender of an email you received today.



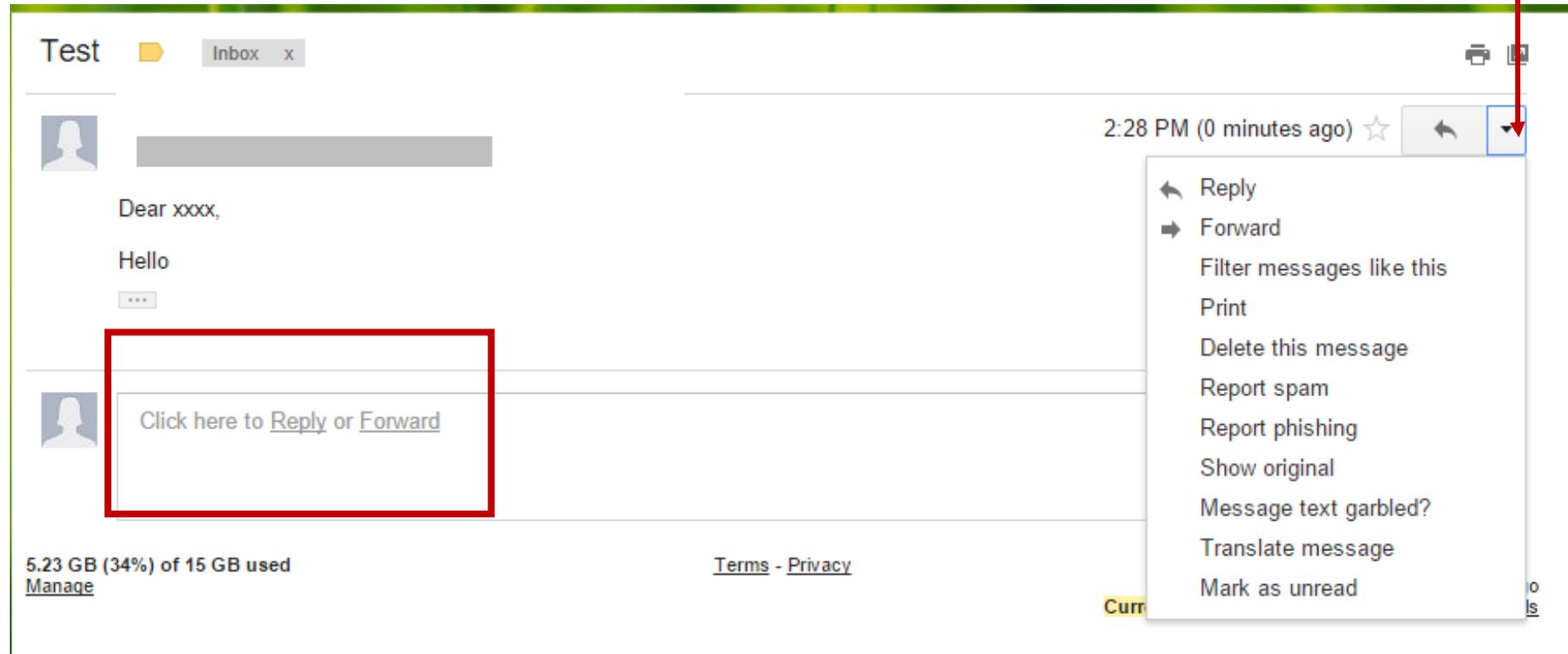
Activity 07

- Send a reply message to an email you received today using



Forwarding an Email

- Forward
 - Share an email message with another individual
 - You may add your own message before sending.
 - You can change the subject



Activity 8

- Get an email you received today and Forward the message to ictcmed@gmail.com



Activity 9

1. Get an email you received today with a subject.
2. Change the subject as **you want**
3. Forward the message to ictcmed@gmail.com



Managing Emails



EMAIL IS GREAT...



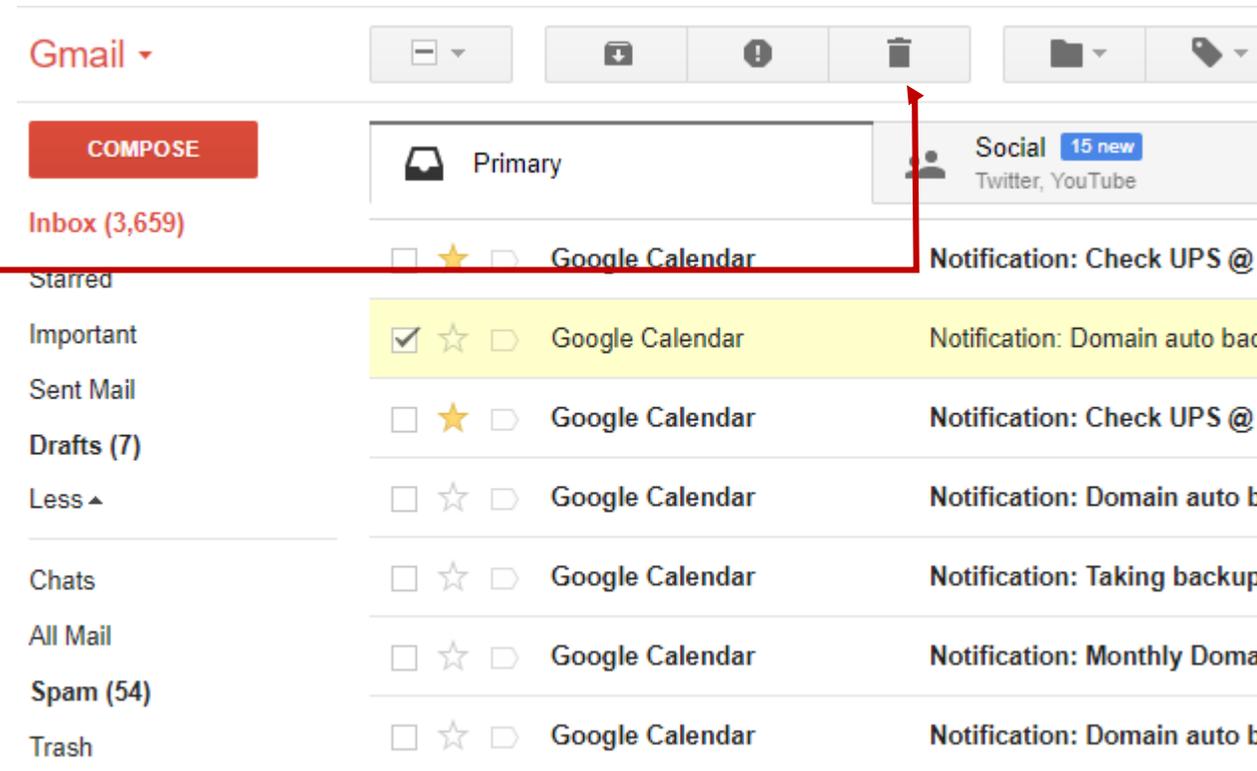
Manage your emails

- Delete/Achieve
- Starred
- Labels
- Filters
- Report spam
- Vacation reply



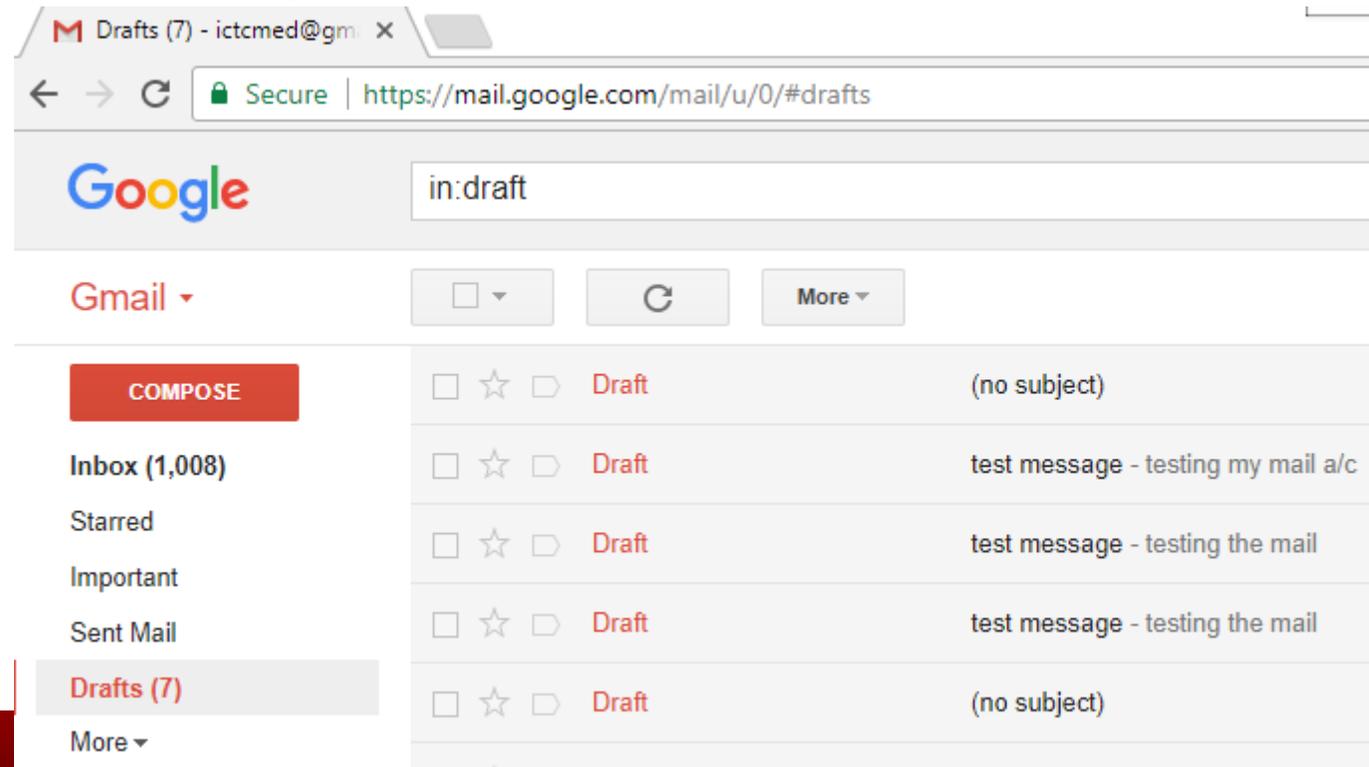
Deleting email & trash can

- Deleted Items
 - To delete click on the “Delete” Command
- Trash Folder
 - Items in the trash folder are accessible
 - Once it is deleted from the trash folder “it’s gone”



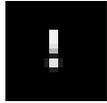
Draft Emails & Saving For Later

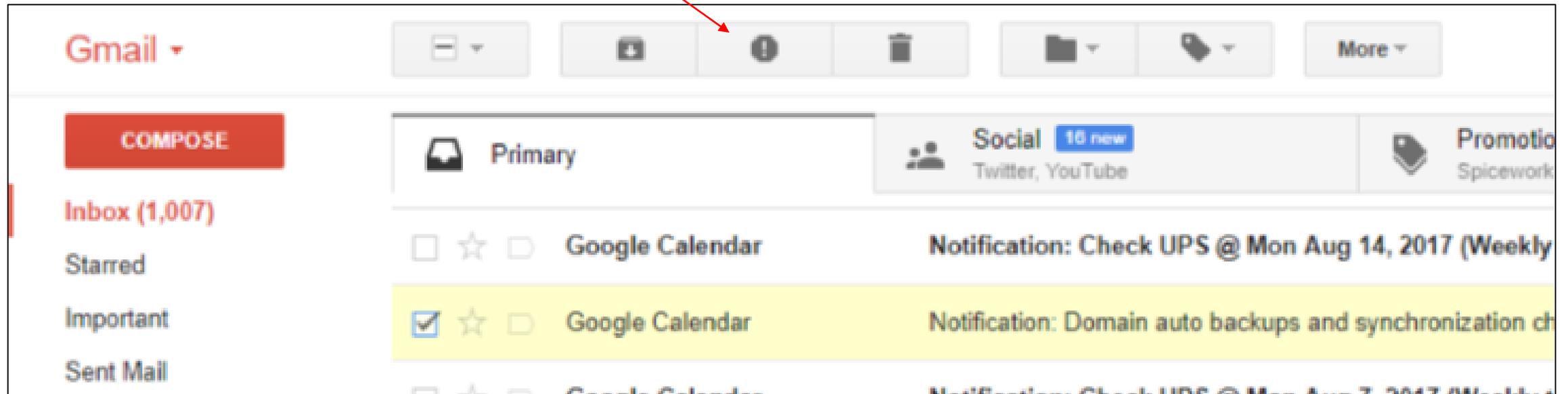
- Drafts:
 - When creating an e-mail the computer will automatically save your work periodically.
 - If for any reason you should be interrupted (i.e. lapse in internet connection) you can retrieve your latest work what is called the DRAFT BOX



Report Spams

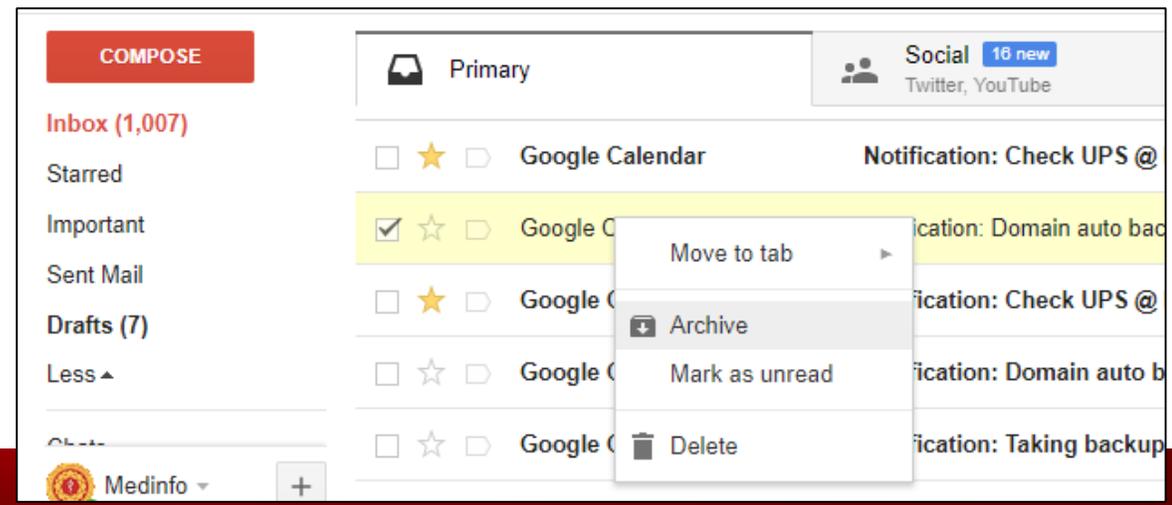
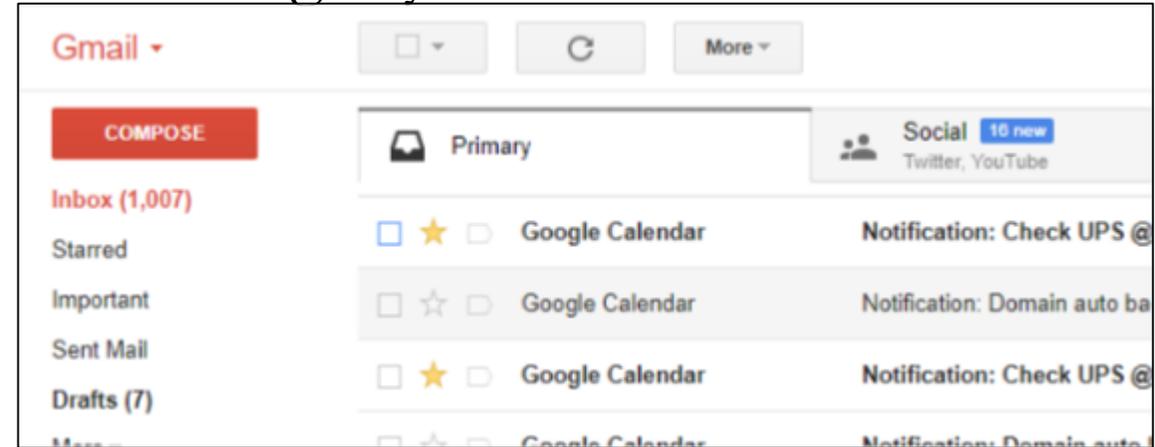


- Select the message you'd like to report.
- Click the **Report spam** button  in the toolbar above your message list.



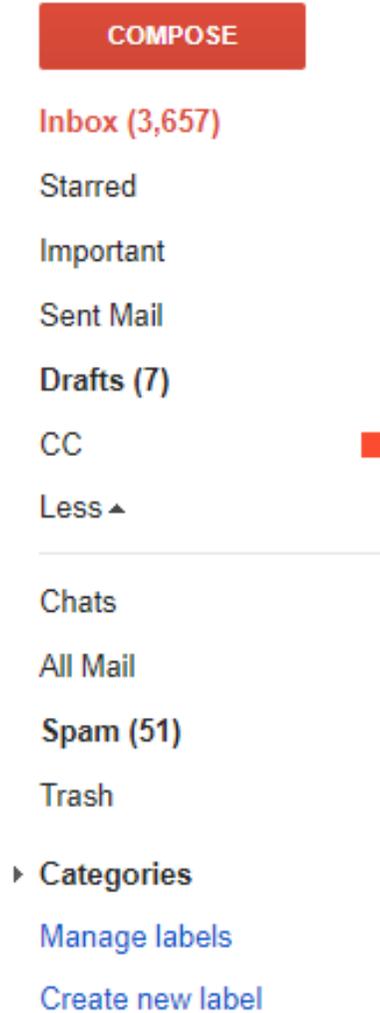
Manage emails (cont.)

- Starred messages
 - Stars are a great way to keep track of messages you want to follow up on later
 - Add star while reading , writing email
 - More star options
- Archive messages
 - Remove messages from inbox but keep them in the **All mail** tab.



Manage emails (cont.)

- Labels
 - Add label, Create new label
 - View labels
 - Color labels



COMPOSE

Inbox (3,657)

Starred

Important

Sent Mail

Drafts (7)

CC ■

Less ▲

Chats

All Mail

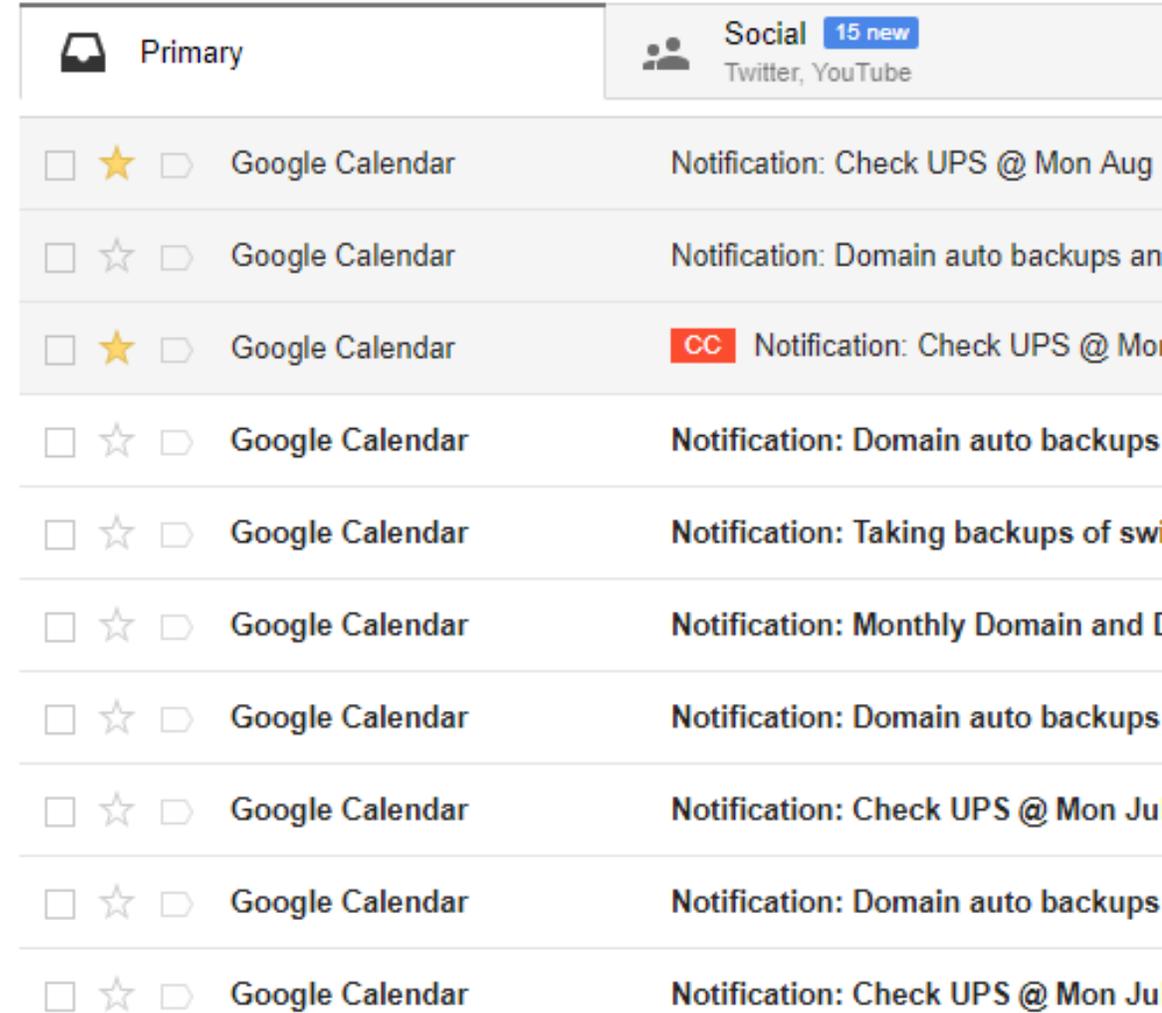
Spam (51)

Trash

▶ Categories

[Manage labels](#)

[Create new label](#)



Primary

Social 15 new
Twitter, YouTube

<input type="checkbox"/>	★	<input type="checkbox"/>	Google Calendar	Notification: Check UPS @ Mon Aug
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups an
<input type="checkbox"/>	★	<input type="checkbox"/>	Google Calendar	CC Notification: Check UPS @ Mo
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Taking backups of swi
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Monthly Domain and D
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Check UPS @ Mon Ju
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Domain auto backups
<input type="checkbox"/>	☆	<input type="checkbox"/>	Google Calendar	Notification: Check UPS @ Mon Ju



Search email

The image shows the Google Mail search interface. At the top, the Google logo is on the left, followed by a search bar with a magnifying glass icon. Below the search bar is a 'Show search options' button. To the left of the search bar is a 'Mail' dropdown menu and a 'More' button. A red arrow points from the search bar area to the search options dropdown menu.

The search options dropdown menu is open, showing the following fields and options:

- Search: All Mail (dropdown)
- From: [text input field]
- To: [text input field]
- Subject: [text input field]
- Includes the words: [text input field]
- Doesn't have: [text input field]
- Has attachment
- Don't include chats
- Size: greater than [text input field] MB (dropdown)
- Date within: 1 day (dropdown) of [text input field]

At the bottom of the dropdown menu, there is a magnifying glass icon and a link that says 'Create filter with this search »'. Below the dropdown menu, the main email list is partially visible, showing an email from 'ITMSS Indonesia' with the subject '[Opportunity] Batch 2 Registration of 12th ITMSS 2016 - Dear Mr/Ms. We'.



Activity 10

1. How would you search for emails you received a friend of you.
2. Search emails which are having attachment, larger than 5 Mb received within last month.



Activity 11

- Archive the first message you received today.



Activity 12

- Create a new label as “Personal”
- Create an another label from one of your friend’s name
- Add colors for your labels



Manage emails (cont.)

- Filters
 - filter **messages sent by some one**, so open a message from that recipient.
 - Click the **More actions** button, and select **Filter messages**
 - In the box that appears, type one or more **search criteria**
 - Click **Create filter with this search** to select and apply actions to the filter.
 - Create filter
 - Delete filters
 - Settings → Filters

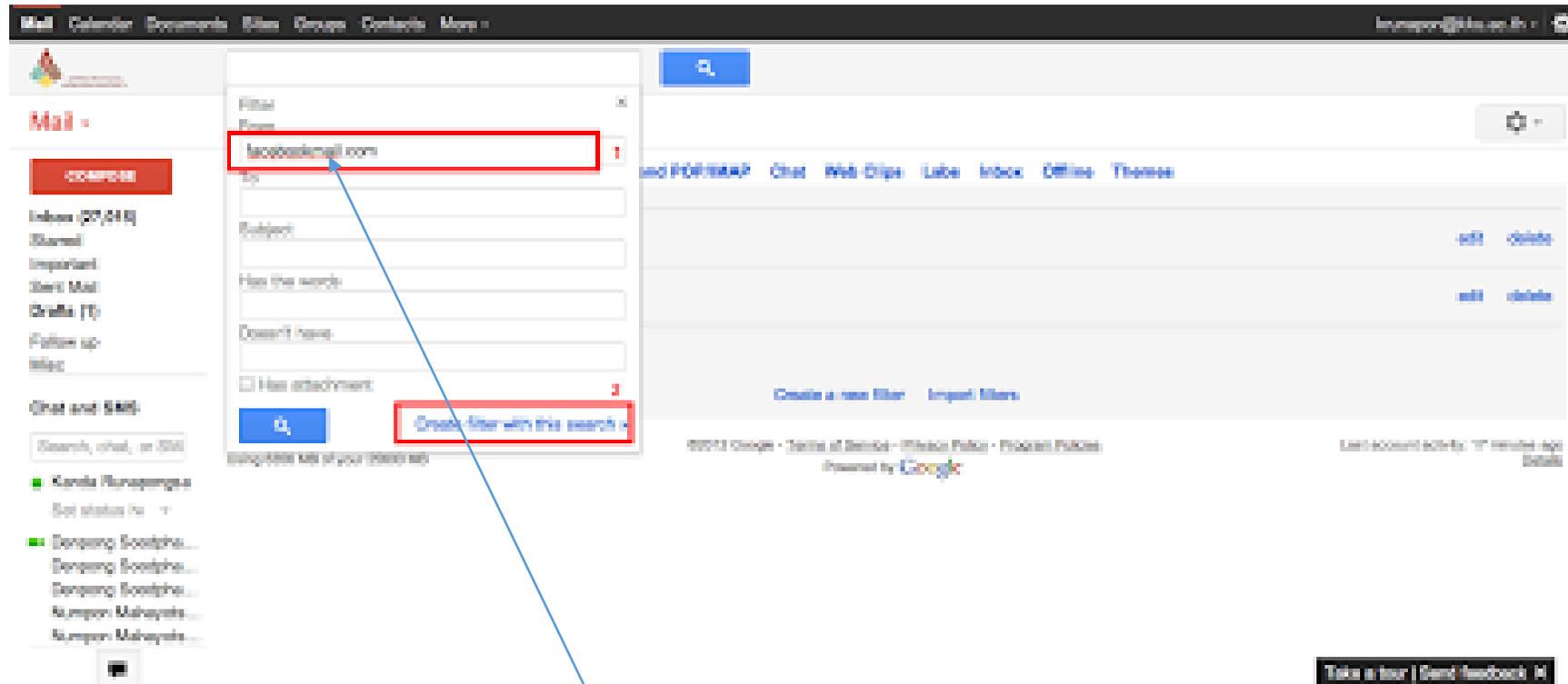


Activity 13

1. Filter the emails received from a friend to a label created by his name.
2. Ask your friend to send an email again and check the inbox.
3. Create a filter to skip inbox from Facebook notifications.



Answer for Activity 13.3



facebookmail.com



Activity 14

Vacation Reply

You go on vacation for a week, you may be unwilling or unable to check your email for several days or more. Set a vacation reply to say that you won't receive the message in this particular week.

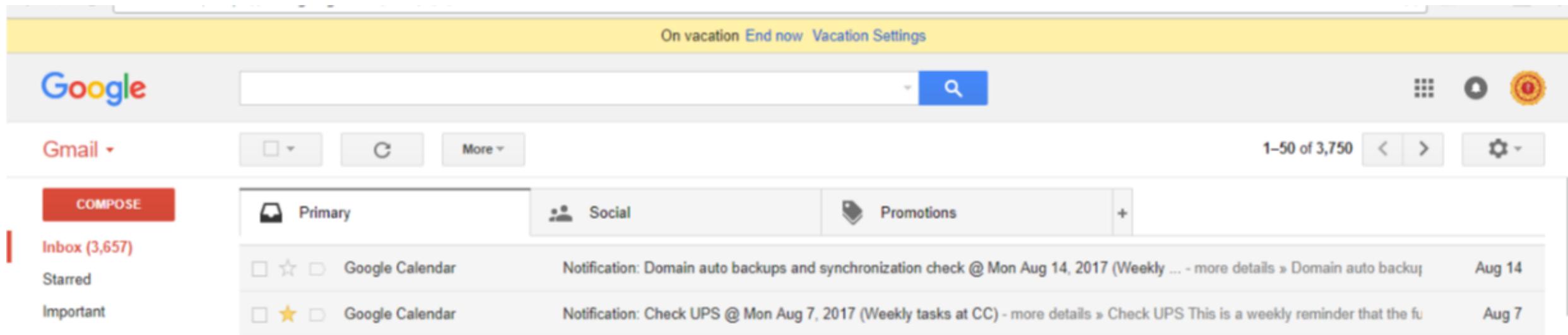
Hint: Settings → General → Vacation responder on



Vacation Reply

When your vacation reply is active, there will be a bar at the top of the Gmail window showing your message.

To end the vacation reply, click End now.





COMPOSE

Inbox (3,657)

Starred

Important

Sent Mail

Drafts (7)

More

Medinfo +



No Hangouts contacts

[Find someone](#)

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

Personal level indicators:

- No indicators
- Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (») by r

Snippets:

- Show snippets - Show snippets of the message (like Google web search!).
- No snippets - Show subject only.

Vacation responder:

(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)

[Learn more](#)

- Vacation responder off
- Vacation responder on

First day: August 15, 2017 Last day: (optional)

Subject: On vacation

Message:

Sans Serif | T | B | I | U | A | | | | | | | |

« Plain Text

Only send a response to people in my Contacts

Save Changes Cancel

Display density:

- Comfortable
- Cozy
- Compact

Configure inbox

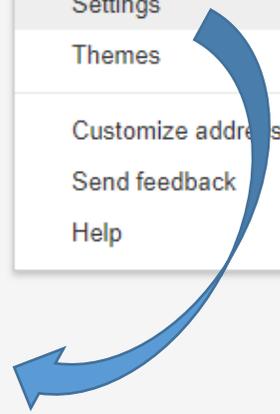
Settings

Themes

Customize addresses

Send feedback

Help



Email Security



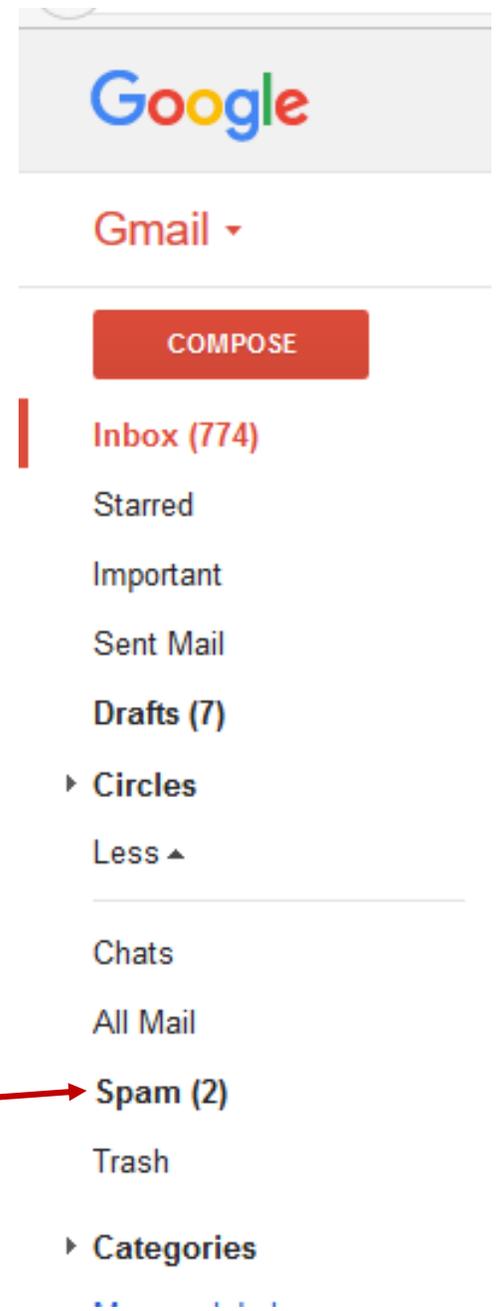
Keep Privacy and Safety

- **Privacy:** CC vs BCC
- **Viruses:** Never open attachments from unknown senders.
- **Safety:** Never send personal financial information via email, even if it looks like a legitimate request from your bank or financial institution.
- **Spam:** unsolicited commercial email

Delete

Click on Report Spam

SPAM BOX on Google



Protect Yourself from Phishing

- Don't reply to emails that ask for personal or financial information
- Never click links within emails that ask for personal or financial information
- Don't email personal or financial information
- Use anti-virus and anti-spyware software, a firewall, and spam filters.



Spam

- **Tips for dealing with spam**
 - Use a spam blocker.
 - Don't reply to spam.
 - Turn off images
 - Turn off your preview pane
 - Regularly check your spam folder.



Email scams

- Popular email scams include **work-at-home offers, weight-loss claims, debt-relief programs, and cure-all products.**

Advance-fee fraud.

- promising you something if you advance a certain amount of money?



Dealing with email attachments

- **Tips for dealing with attachments:**
 - Don't open any attachment you weren't expecting.
 - Keep your antivirus software updated.
 - Keep your computer's firewall on.
 - Scan attachments for viruses before downloading.



Use strong passwords

- Never use personal information
- Use a longer password.
- Don't use the same password for each account.
- Include numbers, symbols, and both uppercase and lowercase letters if the site allows it.
- Avoid using words that can be found in the dictionary.
- Random passwords are the strongest



Feedback

1. What did you like about this lesson?
2. What didn't you like about this lesson?
3. What did you learn from this lesson?



Thank you

