How to Use Email

Email can be managed by email programs or by using a browser to access an email account on the internet.

Elements common to all email programs include:

Managing an email account	
Email Management Programs	Microsoft Outlook Express (Windows XP) Microsoft Mail (Windows Vista) Microsoft Office Outlook (Part of Microsoft Office)
Internet based email from Internet Service Providers	www.comcast.net (Comcast High Speed Internet) www.my.yahoo.com (AT &T High Speed Internet) www.aol.com (America Online)
Other email accounts that are internet based but not provided by an internet service provider	www.yahoo.com www.hotmail.com

An Address Book – used to store email address for future access.

User created folders – used to organize received emails for future reference.

Attachements – files, documents or pictures sent along with the email.

Sending, Receiving and Saving Attachments

All email programs have the ability to save files, documents and pictures as attachments to an email. An attachment is not part of the body of the email but a separate file that is sent along with an email.

Sending an attachment:
- The common symbol or icon for an attachment is a paper clip. To attach a file to an email before sending the email click on the attachment icon.

- Usually you will then be prompted to browse to the file to be attached, therefore, you will need to know where the file is located on your computer.

- After the file is attached you can check to see that the proper file is attached.

- Multiple files and be attached to a single email.

- Some service providers limit the size of attachments that can be sent with one email.

Receiving and saving an attachment:
- Double click on the attachment will usually let you view the attachment.

- If you delete the email, the attachment will also be deleted.

- Attachments can be saved separately from the email.

- All email programs have some way of saving an attachment. Usually if you click the right mouse button on the attachment you'll see a Save As choice in the menu that appears.

- Before saving the attachment you will have the choice to browse to the location where you want it saved.