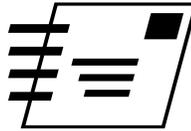


Integrating Computers into Learning Activities and Demonstrations

Level LBS 4

E-Mail – Communicating through Electronics!



Goal: Use the E-Mail effectively and properly.

Learning Outcomes: After completing this section, the student should be able to:

- Understand different parts of the Email Dialog Box
- Be able to Send an Email, Open Email, Delete, Email
- Attach a file to an Email. Open an attached File

Contents:

- The Email Screen.
- Creating an Email
- Send, Receive and Delete an Email
- Attaching a File
- Open an Attachment
- Hands on Email Tutorial
- On your Own!

Microsoft Logos and all screens captured by permission of Microsoft

Getting On-Line

One of the main reasons people are purchasing a computer today is to get ONLINE. This would be an opportune time for us to introduce you to the WEB. We will also be introduced to electronic mail. E-mail alone is a good reason to get ONLINE. You can communicate with friends, relatives, colleagues, and customers throughout the whole world. Or you can just "surf" the Net to find any information you might need. We will not be covering Internet in this course but we would like to introduce you to e-mail.

WHAT IS E-MAIL?

Sending information such as a message, file etc., from one computer to another is Electronic Mail. This term has been shorted to E-Mail. If you are connected to the Internet, you will be able to access your mail through your server. You then need a software package to send your e-mail. There are many programs on the market; we are using Netscape mail in this booklet. Any of the packages will give you the basic email protocol.

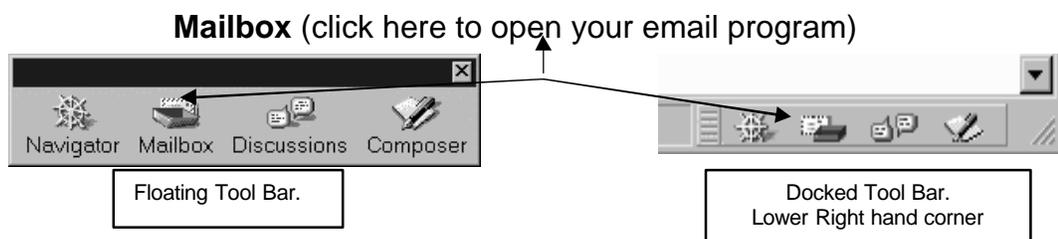
When you want to get your mail, you first have to On Line. Let's look at some of the terminology and although we are using different email packages, we will begin, by having a look at the e-mail package that comes with Netscape.

Once again, when you want to use the network, you need a software package. There are number of packages on the market. Since the different campuses are using different software packages for Email, we will try and cover each:

- Netscape Navigator.
- Pegasus Mail: and
- Web Mail
-

Getting Started With Netscape Communicator Messenger

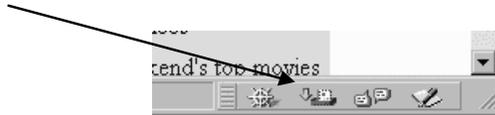
The following instructions should help you when using an Internet server mail service. First open Netscape Navigator. In the lower right hand corner (OR floating) the following toolbar should appear:



Determining If New Messages Have Arrived

The Mailbox button on the component bar can alert you that new messages have arrived on your server.

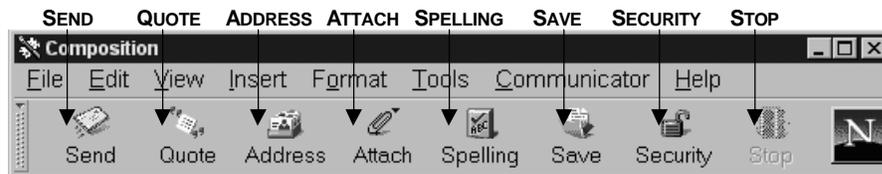
Netscape Messenger checks your server periodically. After finding new messages, the Mailbox button displays a small arrow beside the letter.



Using the New Message Window

Use the New Message Window to address, compose, and send email messages. The New Message Window contains the following tools:

Messenger Toolbar has the following buttons:



What each button does:

Send Forwards your E-mail to your ISP and then to the address

Quote While you are composing a reply in a New Message Window, you can include text from the original message.

Address is to create or edit the address list.

Attachments is to attach files to your message by using drag and drop.

Save Saves your composition for future sending.

Security can show you encrypting message information

Compose and send messages.

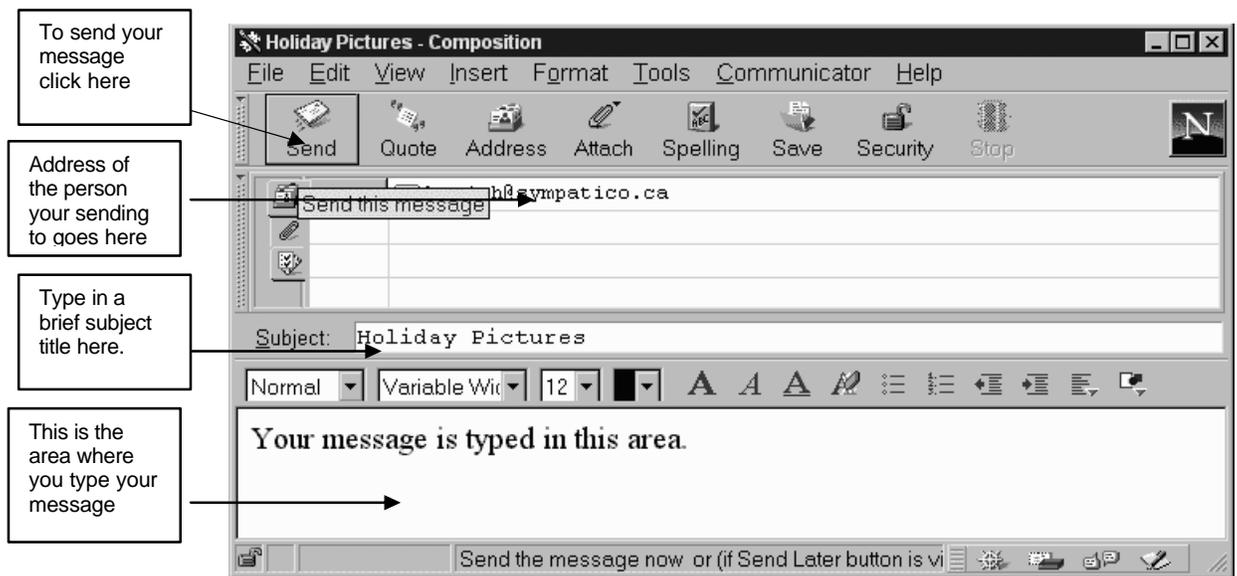
You can send a message using any of the following methods:

- Use a New Message Window to create and send a new message
- OR Reply. to a Message

To **create a New Message**, open the File menu and choose New Message.

To **Reply to a message**: when you are displaying a message that you received, click Reply on the toolbar and choose from the Reply menu.

Sending and Receiving Messages



Recipient Types and What They Mean

An address in an address list can have one of the following recipient types:

- To** Primary recipients of your message.
- CC** Carbon Copy, for secondary recipients.
- BCC** Blind Carbon Copy, for secondary recipients not identified to the other recipients, including those in the CC list.



Time for you to try!

Be sure to log onto the Network

- Click on Start
- Click on Netscape Navigator
- Click on the Mail icon
- Click on New Message
- In the To: box type: yourlogin@flamingc.on.ca
- In the Subject: box type: Trying to send an email
- In the Message box type the following message:
This message is to test my email. If I succeed, I will send another message soon.
Sign your name.
- Click SEND.

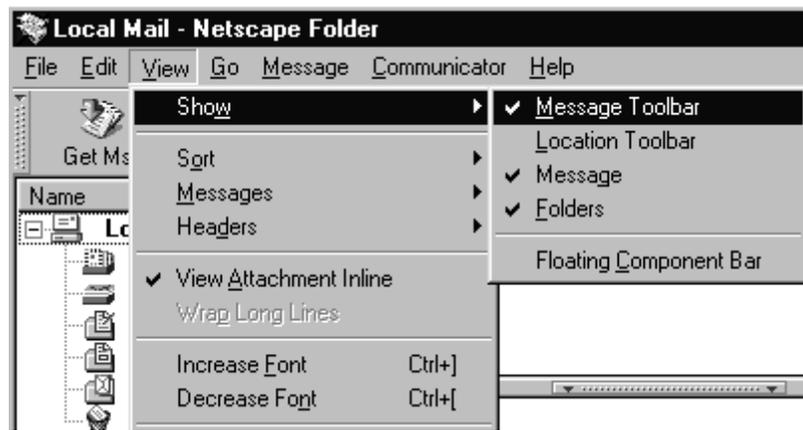
Give it a few minutes, and then check if your email message came to you.

This is what you'll see when you receive E-mail

Depending upon the layout of your screen, you should see a list of messages. For consistency, we will set up your view to look like the example used in below.

To do this:

- ✓ Click on View on the menu
- ✓ Click on Show. A sub menu will appear



Make sure there is a check mark beside only the items

- ✓ ✓ Message Toolbar
- ✓ ✓ Message and
- ✓ ✓ Folders. If a checkmark is NOT there, click on the item, this will put a checkmark beside it.



You will need to click on an email message in the information area; the contents of the email will show in the letter area.

How To Save E-mail Addresses in Netscape Messenger

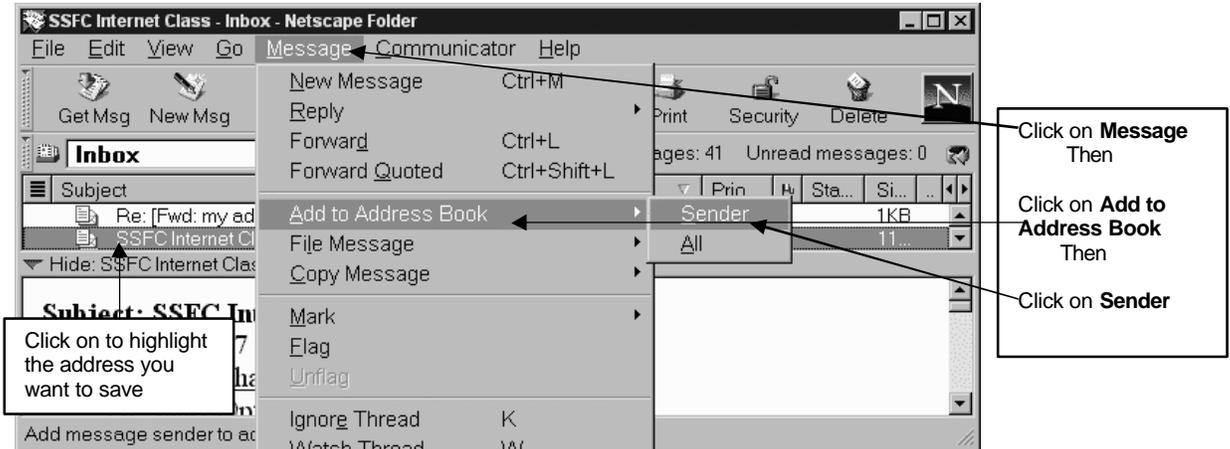
Messages that you receive will stay in the INBOX until you delete them. At this point, that will be enough for our exercises. Once you get involved in email, it will be important for you to create folders to save important messages.

About the Address Book

Use an address book to store and maintain information about individuals and to create mailing lists and nicknames.

After creating entries in an address book, you can use address book entries to look up information about your personal contacts, such as email addresses and phone numbers. You can also access system-wide address books if they are available at your location.

Use the Address Book window to create, store, and edit address book entries. An address book entry stores names, postal addresses, email addresses, phone numbers, and other information about an individual, such as whether the recipient prefers plain text or rich-text messages.



A dialog box will appear. This is where you edit the information of the person who sent you the email. Netscape Messenger will automatically insert the email address and the person's name as provided and shown in the email, however you may wish to edit or add to this information in the areas as provided below. **Hint:** be sure to check that the person sending you the email is using **their** email address and not someone else's.

Most common error in returning E-mail to the sender is that they have used someone else's computer to do so. **Caution:** be aware that you could be sending your E-mail to someone you really don't want to. It's always a good idea to confirm ones home computer address and E-mail before your send any personal information.

Pegasus

Pegasus Mail is the electronic mail system used at many of the Fleming campuses. Pegasus Mail has been placed on the Start Menu for easy access.

THE SCREEN



Tool Bar icons are discussed on the next page.



Compose a new mail message.



Open your new mail.



Open or work with any other mail folders.



Open or work with address books.



Open or work with mailing lists.



Lookup users on your local area network.



Define or work with filters.



Open the notice board system.



Cut, copy and paste using the clipboard.



Save to disk or read from disk.



Print current or selected items.

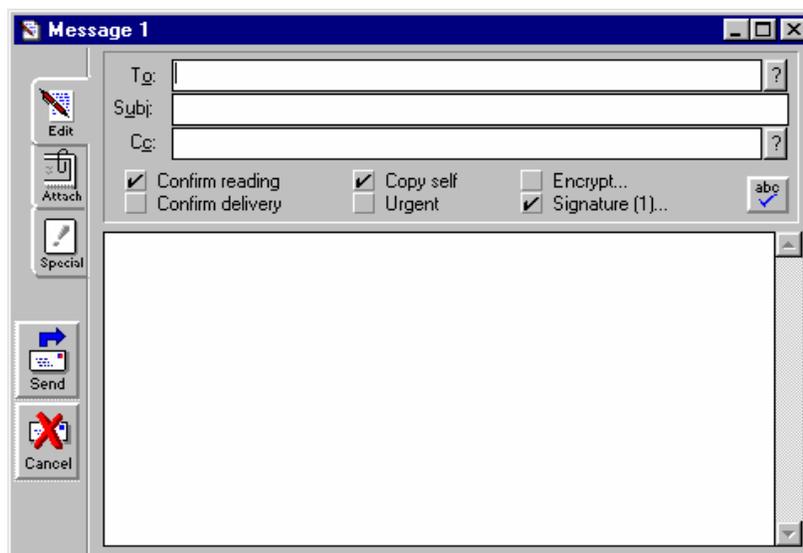


Select a font for the current window.

SENDING A MESSAGE

- Click on New Message from the File Menu or use the Compose a new mail message Button on the Toolbar

The following screen will be displayed:



The **To:** field is the box where you enter the recipient's e-mail address. Your e-mail address at Fleming is **USERID@FLEMINGC.ON.CA**. How you read this e-mail address is: Your login name, the symbol for at (@), Fleming College, Ontario, Canada.

The **Subj:** field should be used to enter the Subject of your message. Keep it short!

The **Cc:** field is only used when you want to send a copy to someone else. I suggest using the Confirm reading Option and for important messages, Copy self Option. Simply click in the box in front of these options. A check mark indicates they are active. Use urgent, when it is! Do not use this option if your message is not extremely important. Keep in mind that it does not send your message any faster.

In the text area, type your message. This is similar to writing a Memo. Use this area just like a blank document and you are typing a message. This program has basic Word Processing features built in. i.e. word wrap, spell check, etc.

When finished, click on the Send Button. Clicking on the Cancel Button will cancel your message.

RETRIEVING MESSAGES

When you Launch Pegasus Mail, any new mail will be displayed on screen. Pegasus Mail stores your e-mail messages for you in Folders. The folders are automatically created for you. They are the **Main Folder** and **New Mail Folder**.

READING A MESSAGE

- Highlight the message and press enter.

DELETING A MESSAGE

After reading the message you will probably want to delete it:

- Highlight the message and press the Delete Button.

Attachments

To send an attachment, you would click on the Attach Icon, find the file on your computer and then attach it, and send it.

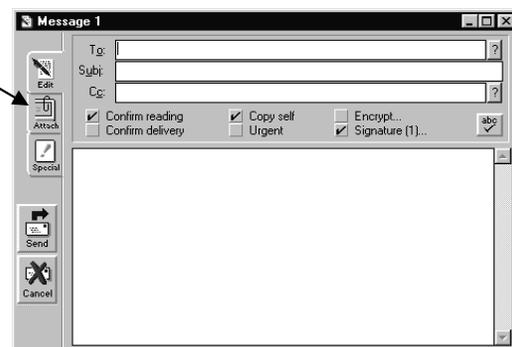
We will do this together:



Time for you to try!

We will create a memo style note, save it to our floppy disk, then create an email and attach the memo.

- Open Word.
- Click on File on the menu
- Click on New
- Click on the tab Memos
- Click on Elegant Memo, Click on OK
- A document will appear
- Click where it tells you to click beside To: type The President
- Click where it tells you to click beside From: type your name
- Click where it tells you to click beside Subject type – learning email
- Click three times in the text area Type a short message saying:
This is a memo to remind everyone to use email. It is an efficient way to communicate within the office and to outside contacts.
- We need to save this memo. Click on File, Save As. In the SAVE IN location, Click on the drop down and choose 3 ½ “ **Floppy A:**
- In the file name box type **Email memo**
- Now we are ready to create the email and attach this file.
- Open your email program
- Click on New Message or Compose new message icon.
- In the TO: location, type in your own email address
- In the subject line, type in sending an attachment.
- Click on the attachment tab
- or in Netscape, the attach button on the tool bar. It usually resembles a paper clip.



You will be presented with a dialog box, OR a menu asks you what you want to attach. You will designate a file.

Remember we saved the file on the floppy drive. So, **LOOK IN** the floppy

Then double click on the **Email memo** file we saved. This should attach the file for you.



- Click back to the Edit tab. In the message area, type a small message saying: -- I have enclosed a memo for you.
- Click Send.
- You should receive the email in a few minutes.
- Once you have received the email, you will need to take the attachment off. The easiest way is to right click on the file attachment and then choose Save As... (or in Pegasus click on the button Save)
- Save the file to the DESKTOP! Always look WHERE you are saving. Otherwise you will have saved the file, but won't be able to find it!



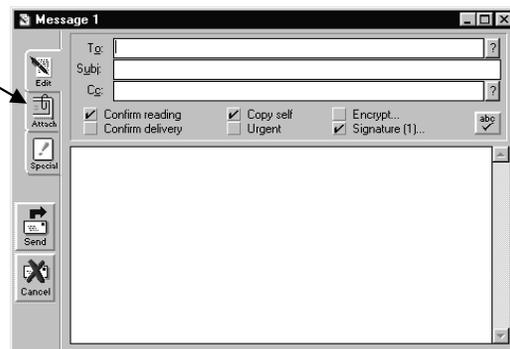
Time for you to try!

Final Project:

In this project you will create a memo document in Notepad, Save it, then attach it to an email to your instructor. Let's begin.

- Open Word.
- Click on File on the menu
- Click on New
- Click on the tab Memos
- Click on Elegant Memo
- A document will appear

- Click where it tells you to click beside To: type *Your Instructor's name*
- Click where it tells you to click beside From: type your name
- Click where it tells you to click beside Subject type – sending an attachment.
- Click three times in the text area Type a short message saying:
 - This is a memo showing you how I have learned to:
 - Create a Memo using Microsoft Word
 - Create an Email
 - Attach a document to an Email.
- Save this memo. Click on File, Save As. In the SAVE IN location, Click on the drop down and choose **Desktop**
- In the file name box type **Memo to Teacher**
- Now we are ready to create the email and attach this file.
- Open your email program
- Click on New Message or Compose new message icon.
- In the TO: location, type in your instructor's email address. You may need to look it up in the faculty address book.
- In the subject line, type in Assignment in Email.
- Click on the attachment tab
- or in Netscape, the attach button on the tool bar. It usually resembles a paper clip.



- You will be presented with a dialog box, OR a menu, asking you what you want to attach. You will designate a file.
- Remember we saved the file on the Desktop. So, LOOK IN. Desktop
- Then double click on the **Memo to Teacher** file we saved. This should attach the file for you.

- Click back to the Edit tab. In the message area, type a small message explaining that you have finished this module and this is the assignment, which you had to attach.
- Click Send.

 **Congratulations! You are done!**