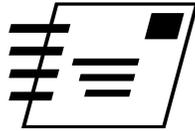


# Integrating Computers into Learning Activities and Demonstrations

Level LBS 4

## Using E-mail – Web Mail



**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*

Most Email packages are similar. But visually they are different. We have looked at Netscape Navigator's Email and Pegasus. Sir Sandford Fleming College offers another program for their students, WebMail.

Depending upon the campus you are attending, the package will differ. This short module will get you into WebMail; show you how to send an email and how to delete email.

To begin:



**Time for you to try!**

Be sure to log onto the Network

- Click on Start
- Click on Email



The following screen will appear

Fleming's Locations. Choose yours

After you choose your location. Click on Login

Welcome to WebMail - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location http://webmail.flemingc.on.ca/ What's Related

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace

**Fleming College**  
**WebMail**

Welcome to the WebMail Start Page

Please select your location: Options... Login

Remember my campus settings...

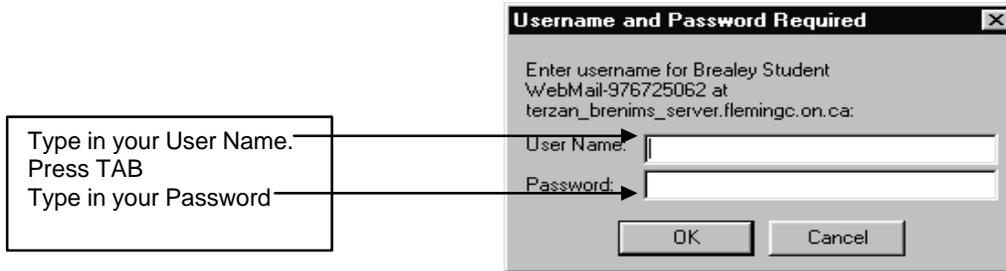
[Why WebMail?](#) | [What is Fleming WebMail?](#) | [Fleming WebMail FAQ](#)  
[WebMail: The Good, the Bad and the Ugly](#) | [Screen Samples](#)  
[WebMail Updates](#) | [The Future of Fleming WebMail](#)

Document: Done

- Click on the arrow to display a drop down box of Fleming's Locations

- Click on your location.

The Username and Password dialog box appears



Make sure your cursor is flashing in the User Name dialog box.

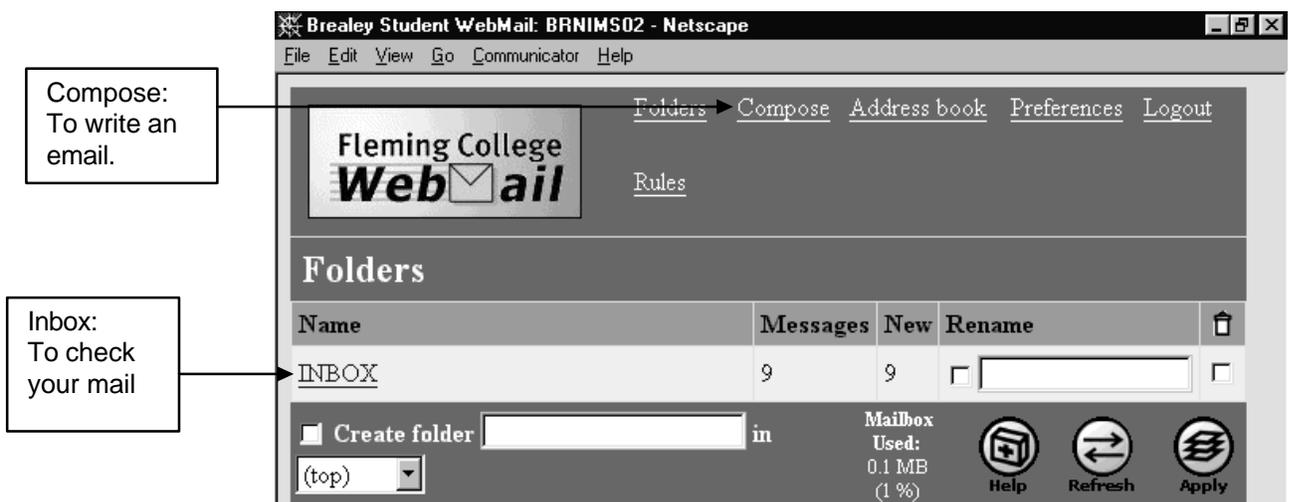
- Type in your user name. That would be the name you use to log in (i.e. John Smith might be jsmith)
- Press the Tab key once

- This positions your cursor in the Password. Type in your Password, this is usually your student number.



- Press Enter.

The e-mail program is opened. A window similar to this diagram will appear:

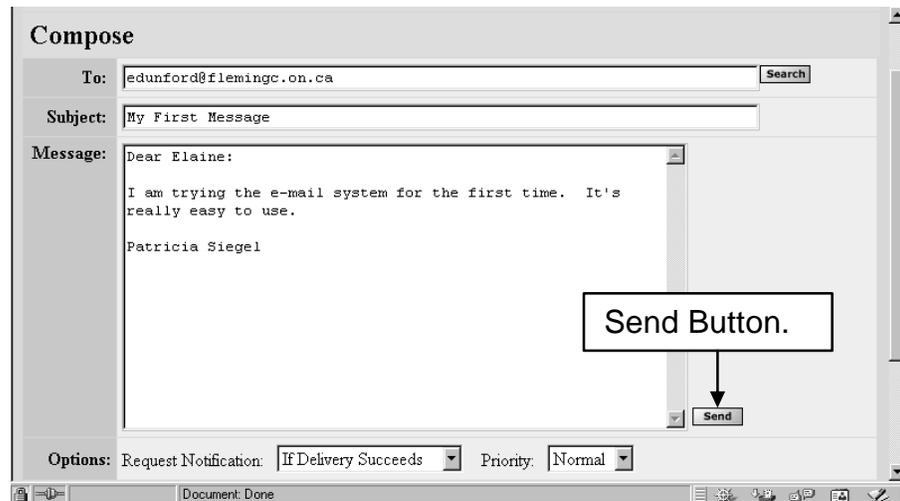


To Send an Email:

- Click on Compose

Compose

A window similar to the diagram will appear:



- Position your cursor in the **To** box. This is where you would type in the email address of the person to whom you are writing. For example John Smith at Fleming would be jsmith@flemingc.on.ca
- Press the tab key to position your cursor in the Subject box. Type in an appropriate, short Subject line.
- Press the Tab key to position your cursor in the message area. Type in your message in a memo fashion. This message should be in sentence form, with the spelling and grammar checked before you send it.
- Click on the Send Button.



### Time for you to try!

- Click on Compose
- In the To: box type: yourlogin@flemingc.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. Then check if your email message came to you.

After you have sent an email, you will want to check your messages. Depending upon the layout of your screen, you should see a list of messages.

## RETRIEVING MESSAGES

When you are in WebMail, your new mail will be seen in the INBOX (as indicated on the first screen). There will be a list of email subjects; along with the name of who sent the mail and the date they sent it.

### This is what you'll see when you have Email in the Inbox

Click on the INBOX hypertext and you will shown your messages. The messages are listed by: Subject, who it is from and the date it was sent. To read the messages, just click on the subject line of the message you want to read.



## READING A MESSAGE

The subject is in Hypertext. That means if you position your cursor over it, the cursor will change appearance from an arrow to a hand. With the hand positioned on the hypertext of the message you wish to read, click on it. This will open up a new screen.

You may need to use your cursor to SCROLL down in the document to be able to read it all. Once you have read the email, you will close it. This will put you back at the INBOX folder.

## DELETING A MESSAGE

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

- Click on the box under the ✓ **checkmark**,
- Scroll down to the bottom of the screen if needed. In the “Action” dropdown box, click on Delete. This marks the email as “deleted”
- Now you must Purge them. Click on the Action dropdown and choose Purge. This will remove the email from your account.
- Another method is to click on the Quick Delete Icon.

## Attachments

If you want to attach a file to an email, you would first compose your email. To send an attachment, you would click on the Attach Button in the lower right hand corner of the message composition window. To find the file on your computer, 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
- 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 **Compose** new message icon.
- In the TO: location, type in your own email address
- In the subject line, type in **sending an attachment.**
- Below the message area, you will see Options, then below that you will see the attach file area. Click on the Browse Button. This allows you to look for the file.

You will be presented with a dialog box *similar* to the following one. This is where you find the file 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.



- 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 click on the blue file name attachment box in the lower half of the e-mail message. When you click on it, the Save As... Dialog box will open. Be sure to check WHERE you are saving this attachment file.
- 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 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 Browse button in the File attachment area at the bottom of the current screen.
- You will be presented with a dialog box, allowing you to select the file to attach.
- Remember we saved the file on the Desktop. So, LOOK IN. Desktop
- Double click on the **Memo to Teacher** file we saved. This should attach the file for you.
  
- 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!**