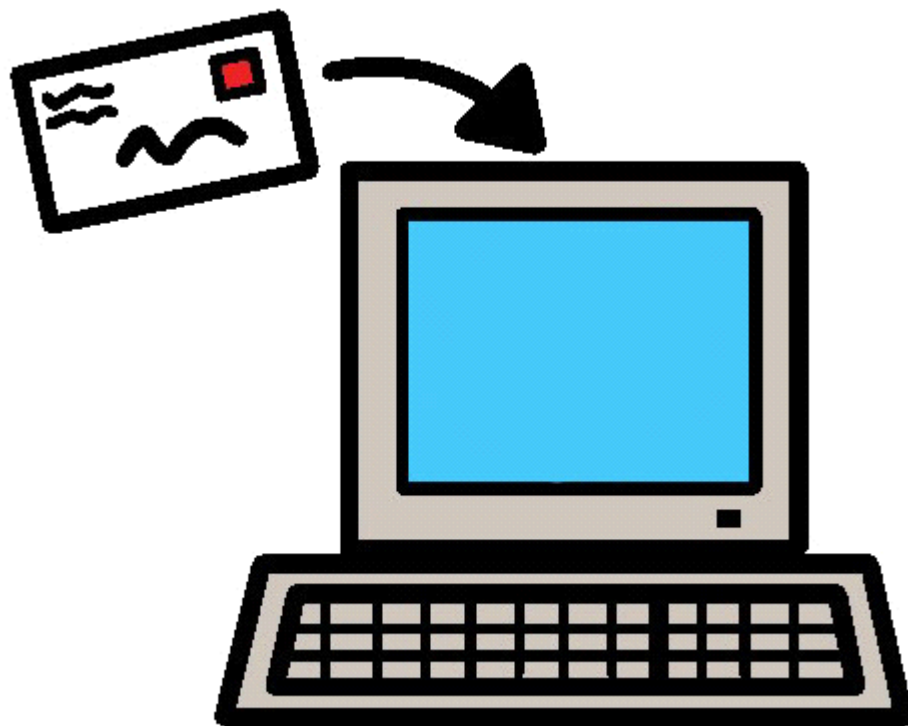


# Internet training course

## Workbook 4

### Introduction to email



Easy English workbook

July 2010

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**Address** 328 Swanston Street, Melbourne VIC 3000



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# About this workbook

This workbook is part of a series of 10 workbooks

1. How to use a computer
2. Introduction to the Internet
3. Searching for information
4. Introduction to email
5. Introduction to Skype
6. Radio on the Internet
7. Working with pictures on the Internet
8. Google Maps, Google Images and Google Earth
9. Introduction to YouTube
10. Websites in your language

The workbooks are written in Easy English.

They provide basic information on how to use the Internet.

The workbooks should be used with a trainer.



These workbooks were developed by Vicnet at the State Library of Victoria.



The funding came from Department of Planning and Community Development, Victoria.

## About the text and pictures in this workbook

The information in this workbook is correct at the time of writing.



Websites on the Internet change often. The text and pictures in this workbook may be different from those you see on the Internet.



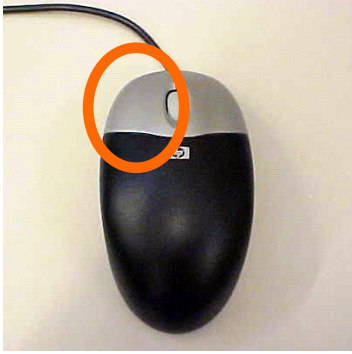
When writing this workbook, Vicnet used computers with

- Microsoft XP operating system
- Internet Explorer version 7.

**Please check the Vicnet website for new workbooks: [www.vicnet.net.au/publications](http://www.vicnet.net.au/publications)**

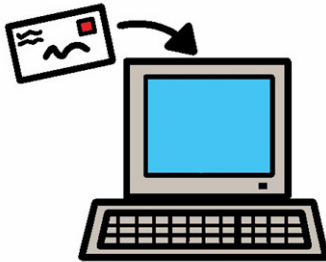
## What is in this book

What is email? .....	6
What is an email address? .....	7
How to use email .....	9
Start your email .....	12
Your Inbox .....	18
Reply to an email .....	21
Write a new email .....	23
Contacts list .....	26
Add new contacts .....	27
Sign out of your email .....	29



## Hint

Use the left mouse button for this workbook.



## What is email?

Email is electronic mail.

You get new mail in your letter box.

The email letter box is called the **inbox**.

You need to use the Internet to use email.

You can send **messages**.

You can get **messages**.

An email **message** can be writing, photos or video.

# What is an email address?

[name@gmail.com.au](mailto:name@gmail.com.au)

You need an email address to use email.

An email address has

- A name. The name can be your real name or a made up name.
- The @ symbol.
- The Internet or email company name.
- The type of email account. For example,  
com = company  
net = network
- Your country. For example,  
au = Australia.

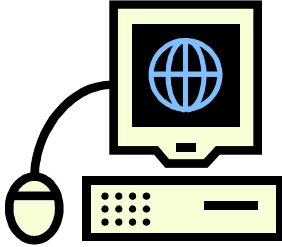
## Hint

To type the @,  
press the Shift key on your keyboard  
**and at the same time**  
press the number 2 on your keyboard.





# How to use email



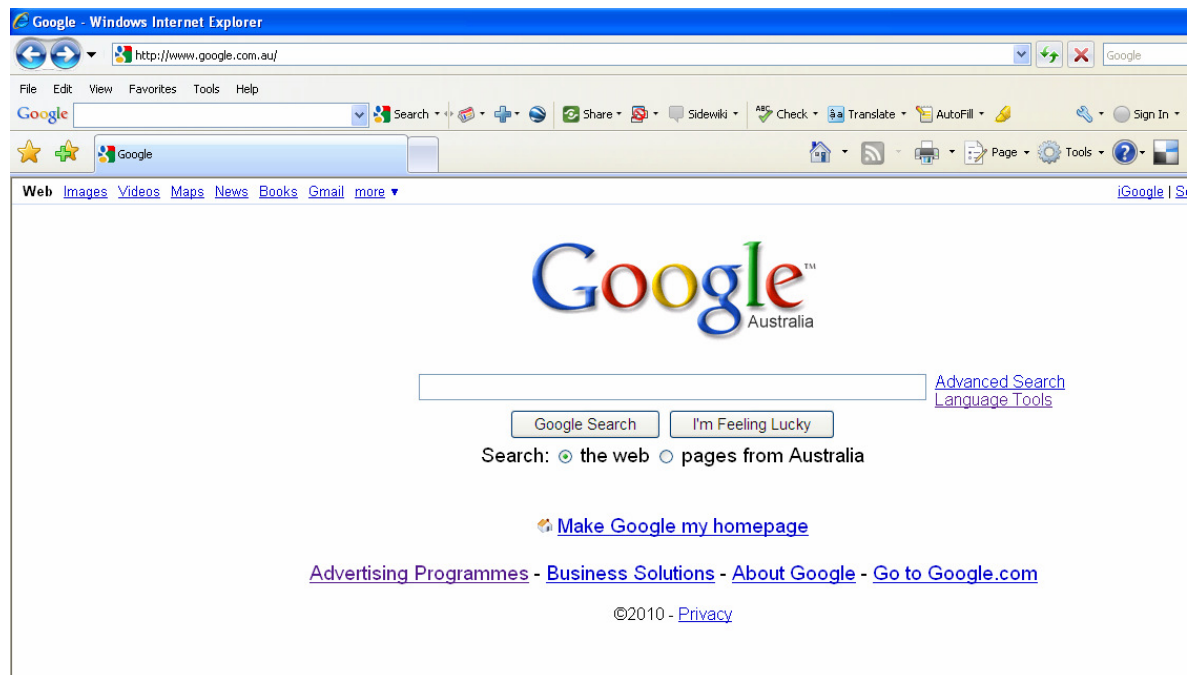
You need to open the Internet to use email.

You can use any computer with Internet to use your email.

We will use a company called Google to use email.

The web address for Google in

Australia is [www.google.com.au](http://www.google.com.au)



This is the home page of the Google website.

## Have a go

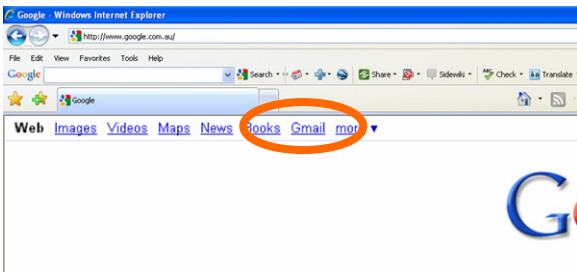
1. Start the Internet.



2. Type the website address for Google in the **address bar**.

[www.google.com.au](http://www.google.com.au)

3. You will see the Google website homepage.

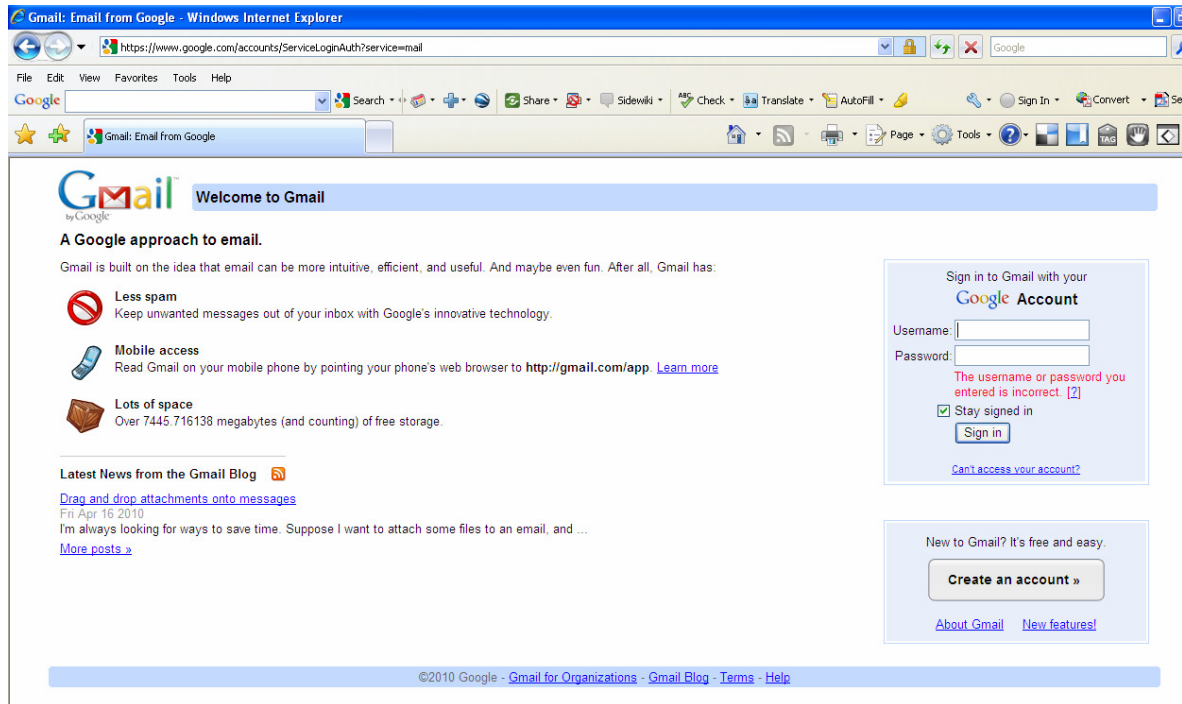


4. Look on the left side of the web page. You will see **Gmail** in the menu bar of the website.

[Gmail](http://www.google.com/mail)

5. Move your mouse over **Gmail** to go to the **Sign in page**. Do **1 click**.

# Start your email



This is the home page for Google mail  
or **Gmail**.

Sign in to Gmail with your  
**Google Account**

Username:

Password:

The username or password you entered is incorrect. [2]

☒ Stay signed in

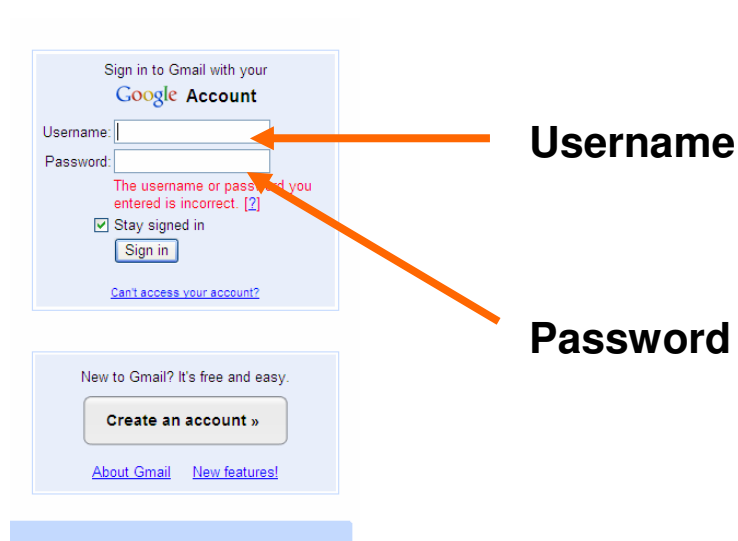
[Can't access your account?](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

To start email, you need to **sign in**.

You need to type your **Username** and  
your **Password**.



## Sign in

When you sign in it is like using your key to unlock your front door. When you use the correct key, you can open the door and go inside.

## Username

The Username is the first part of your email address.

For example, name@gmail.com

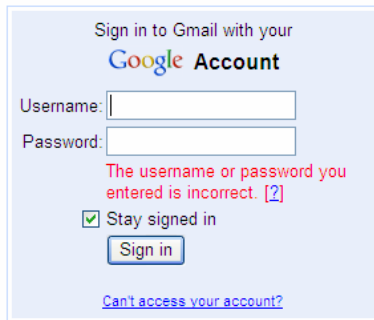
## **Password**

- The password can be a word or numbers or both.
- You choose your password.
- Keep your password a secret.
- Your password is secret to stop other people using your email.

**You have to type both your  
Username and Password to start  
your email.**

# Have a go

## Sign in to your email



Sign in to Gmail with your  
**Google Account**

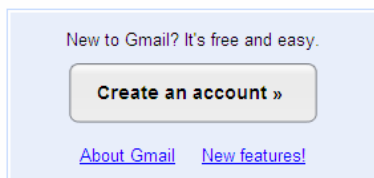
Username:

Password:

The username or password you entered is incorrect. [2]

☒ Stay signed in

[Can't access your account?](#)



New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

1. Move the mouse on the **Google**

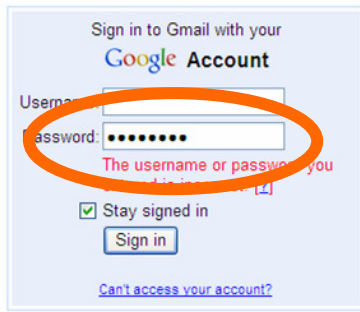
**Username** box.

2. **Do 1 click.**

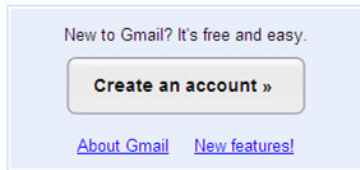
3. Type your **Username**.

4. Move the mouse on the **Password**  
box.

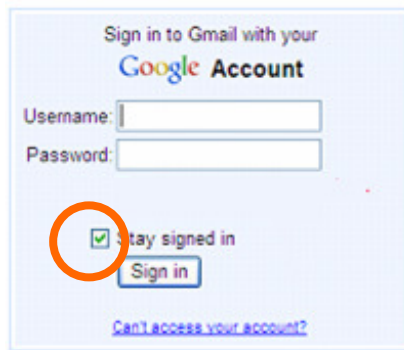
5. **Do 1 click.**



6. Type your **Password**. You will not see what you type. You will see dots. This is to keep your password secret.



7. Move your mouse over the box next to **Stay signed in**.



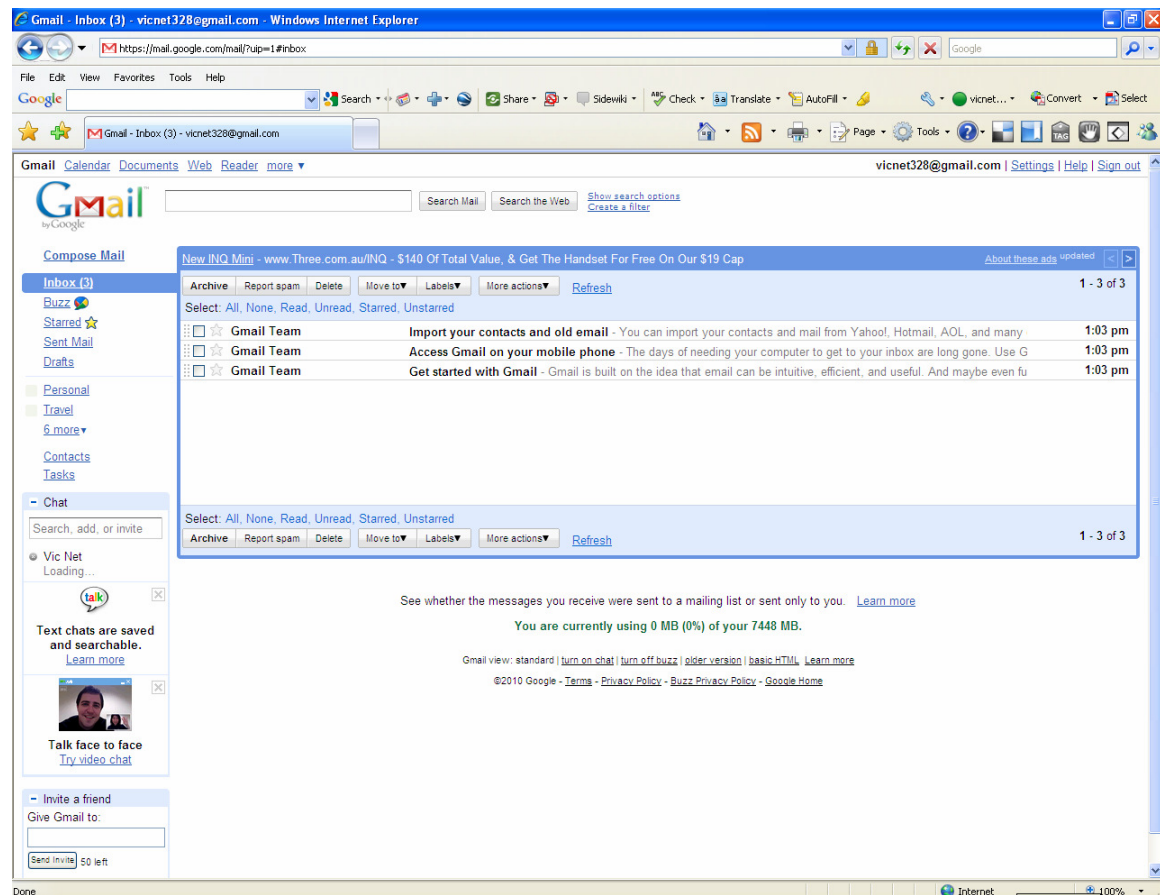
8. **Do 1 click.**

9. Move the mouse over the **Sign in** box.

10. **Do 1 click.**

11. You will see the **Gmail screen**.

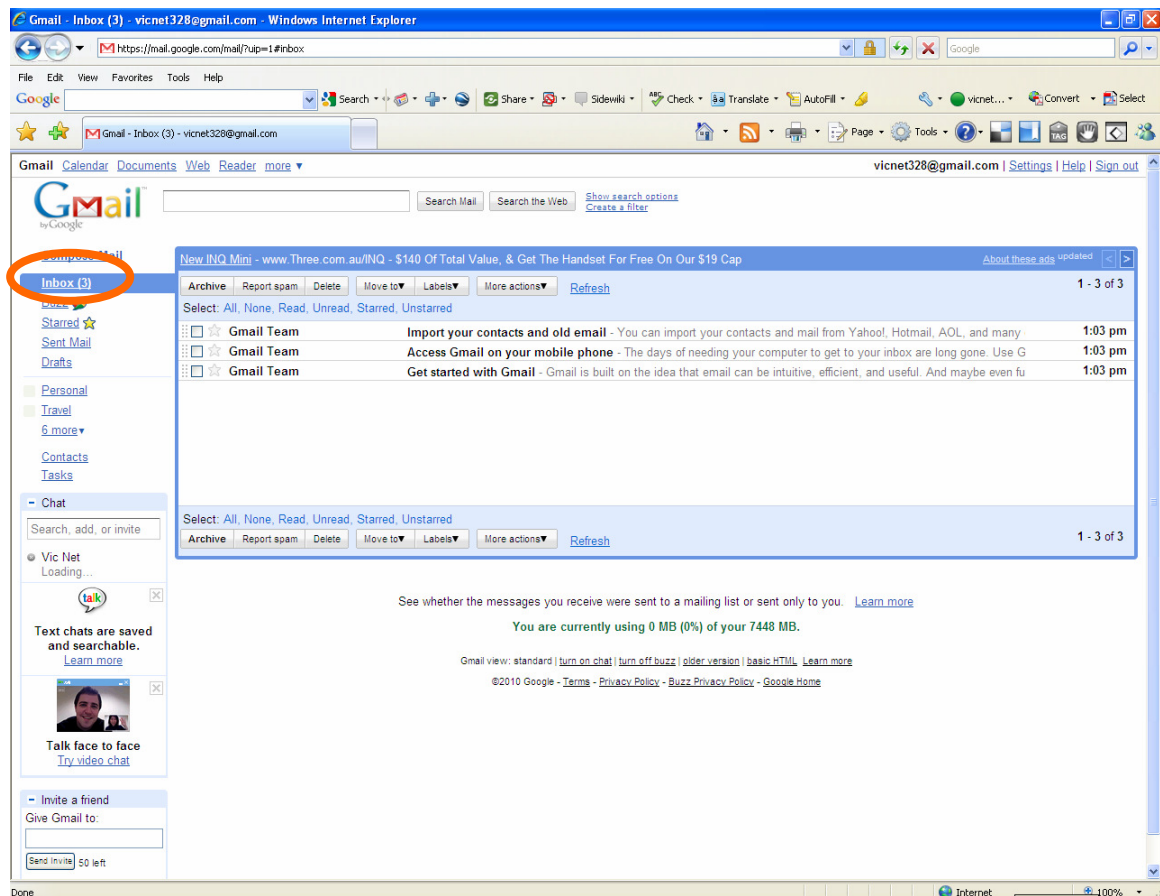




This is the **Gmail** screen.

Inbox

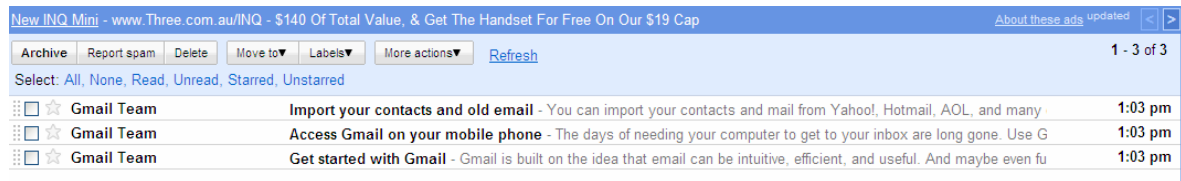
# Your Inbox



On the Gmail screen you will see your **Inbox**.

Your Inbox is like your letter box at home.

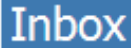
Your new email comes to your **Inbox**.



When you click on your **Inbox** you will see the message list.

The message list shows your mail.

# Have a go

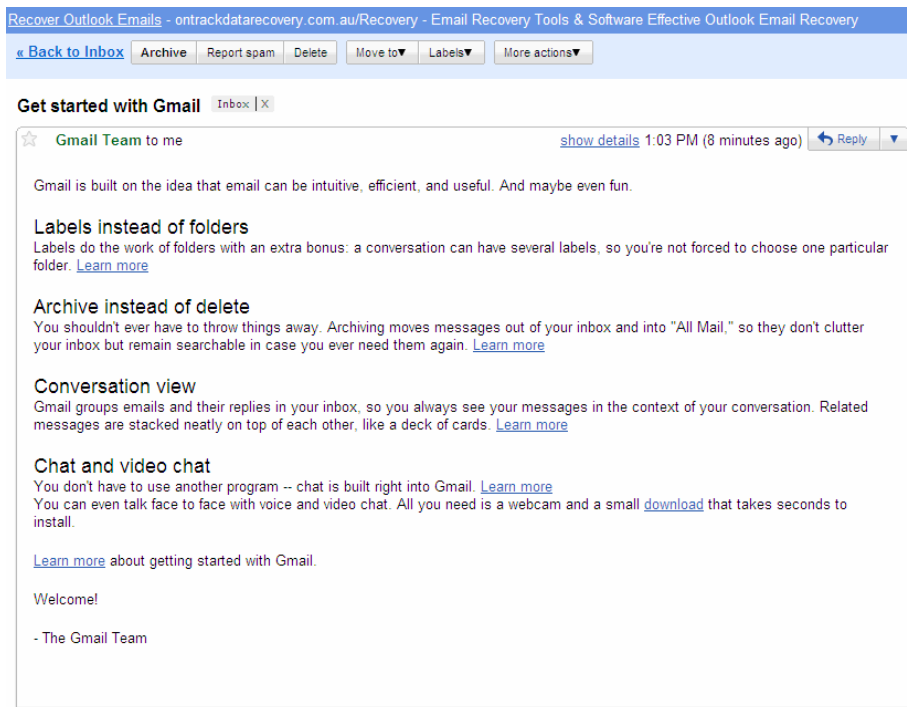
A blue rectangular button with the word "Inbox" in white text.

1. **Do 1 click** on **Inbox**.

2. Your email **Inbox** will open.

3. **Do 1 click** on 1 message.

4. The message will open and you can read it.

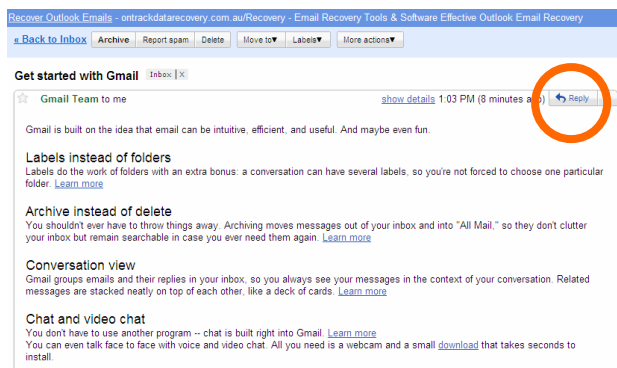




## Reply to an email

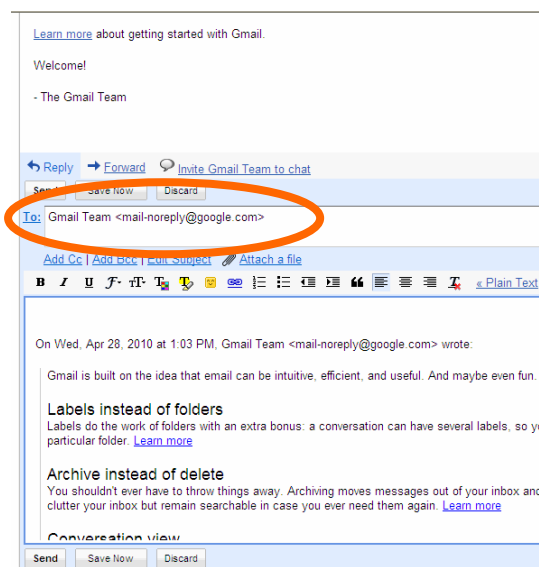
You can **reply** to emails you get.

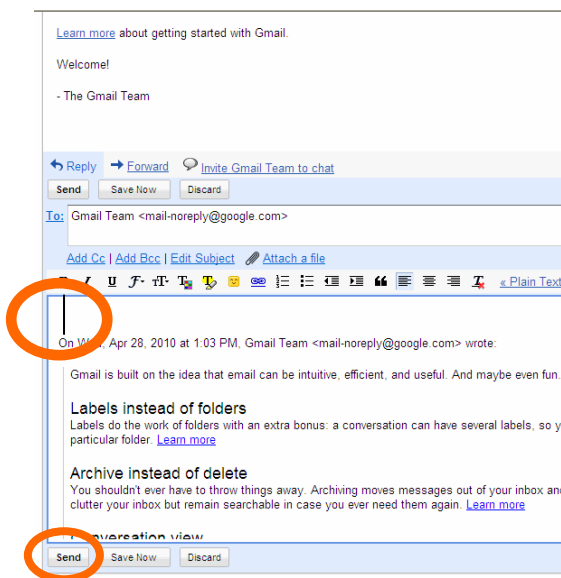
**Reply** is when you send an answer back to the person.



## Have a go

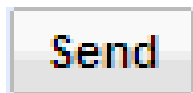
1. Look for **Reply**.
2. **Do 1 click on Reply.**
3. You **do not** need to type the person's email address. The person's email address will show in the **address line**.



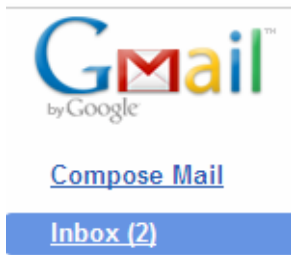


4. You will see a blinking line. The blinking line shows you where to **type your message.**

5. Type your message in the **message box.**



6. **Do 1 click** on **Send.**



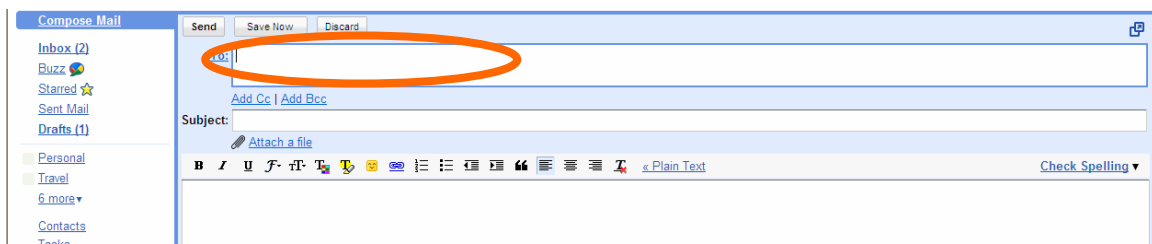
## Write a new email

### Have a go



1. **Do 1 click** on the **Compose Mail** box.

2. **Do 1 click** in the box next to **To:**.



3. Type the person's email address in the **To:** box

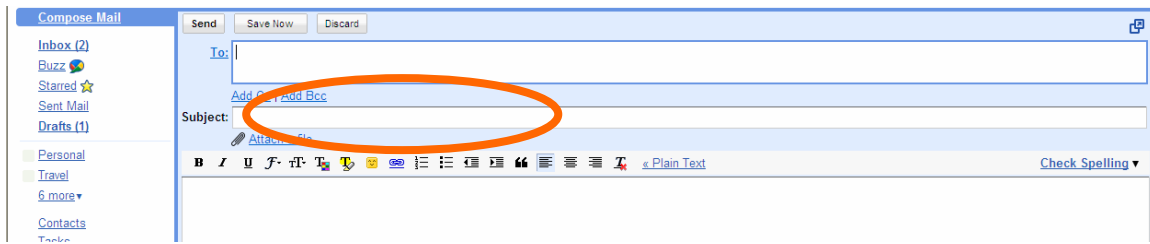
**OR**

Find the person's email address in your **contacts**.

### Example email address

marysmith@company.com.au

Look at page 25 for more information about **contacts**.



4. **Do 1 click** in the **box** next to  
**Subject.**

5. Type the subject in the **subject**  
**line.**

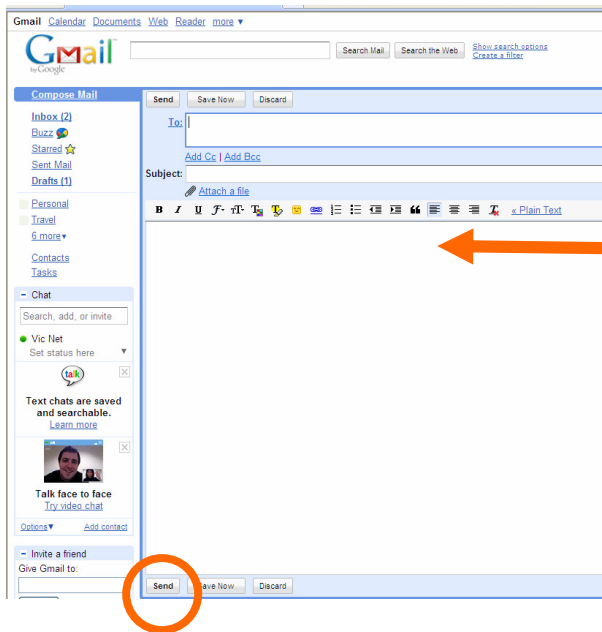
The **subject** tells the reader what the  
main message is in your email.

6. **Do 1 click** in the **message box.**

7. You will see a blinking line.



8. Type your message in the message box.



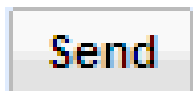
**Type your message**

Dear Mary

I hope you are well and  
enjoying life.

Cheers

Linda



9. Do 1 click on **Send**.

10. You will return to your Gmail screen.

# Contacts list

The contacts list is an email address book.

You can use your contacts list to find email addresses.

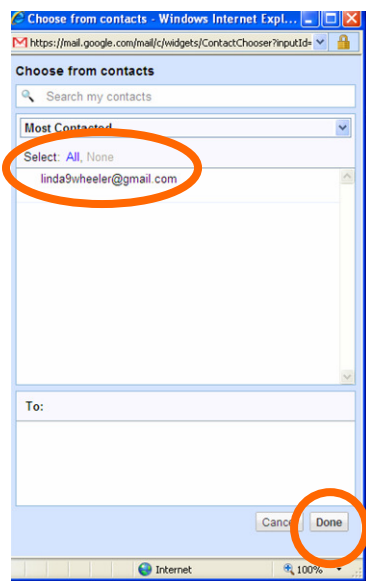
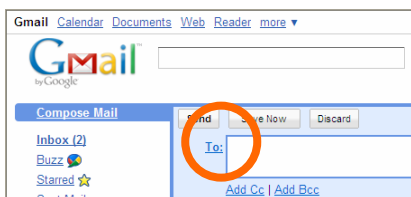
You can use the contacts list to keep new contacts.

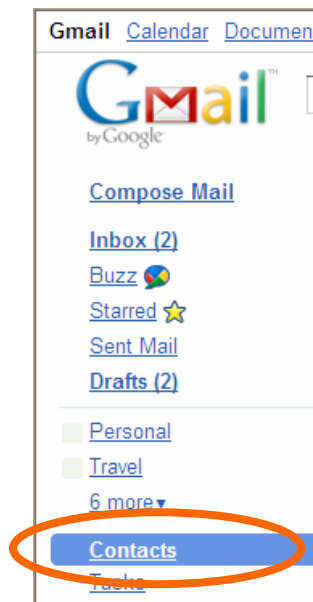
## Find a contact

### Have a go

1. **Do 1 click** in the **To:** box.
2. Move the mouse on to the email address you want to use.
3. **Do 1 click.**
4. Move the mouse on to **Done**.
5. **Do 1 click.**

This address is now in the **To:** box.



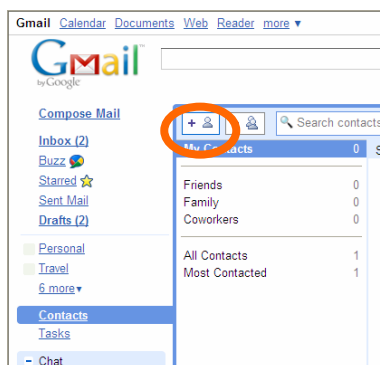


## Add new contacts

1. Find **Contacts**.

2. Do 1 click.

3. You will see a new screen.



4. Move your mouse on



5. Do 1 click.

6. You will see a new screen.

 A screenshot of the 'Add new contact' form. The form includes fields for 'Name', 'Email', 'Phone', 'Address', 'Website', 'Birthday', and 'Notes'. The 'Name' field is circled in orange. The form also has 'Save' and 'Cancel' buttons at the top.

7. Move the mouse on the box with the word **Name**.

8. Do 1 click.

A screenshot of a contact form. At the top are 'Save' and 'Cancel' buttons. Below are input fields for Name, Title, and Company. The Email field is highlighted with a red circle and has a small 'add' link next to it. To the right of the Email field is a 'Home' dropdown menu. Below the Email field are fields for Phone (with a 'Mobile' dropdown), Address (with a 'Home' dropdown), Website (with a 'Home' dropdown), and Birthday (with a date picker). At the bottom is an 'Add +' button and a 'Notes' text area.

9. Type the **person's name**.

10. Move the mouse to the **box** under **Email**.

11. **Do 1 click.**

A screenshot of the same contact form, but now the Email field is filled with the text 'linda.wheeler@icnet.net.au'. The Email field and its 'add' link are highlighted with a red circle. The Name field now contains 'Linda Wheeler'. All other fields and buttons remain the same as in the previous screenshot.

12. Type in the person's email address

e.g. [name@company.com.au](mailto:example@company.com.au).

**Note:** you can complete as many of the boxes as you like.

13. Move the mouse on to **Save**.

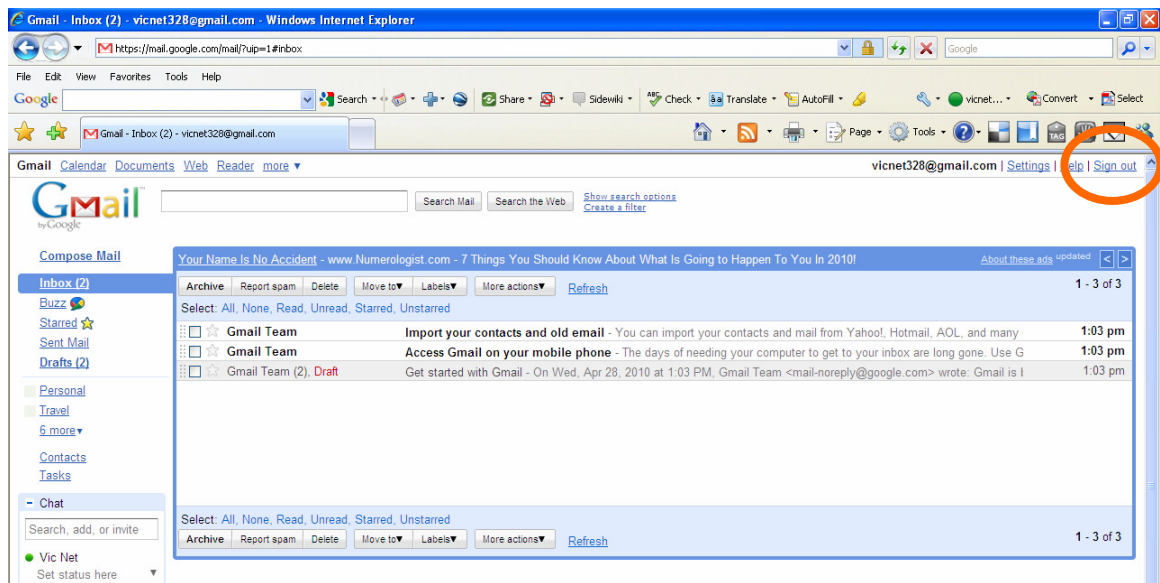
14. **Do 1 click.**

# Sign out of your email

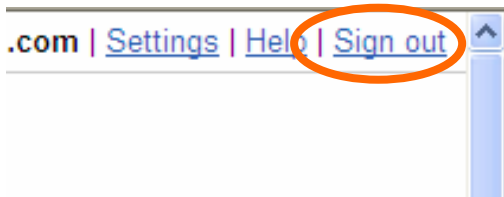
You must finish your email session.

To finish using your email you need to **sign out**.

You must **sign out** to make sure other people cannot use your email.



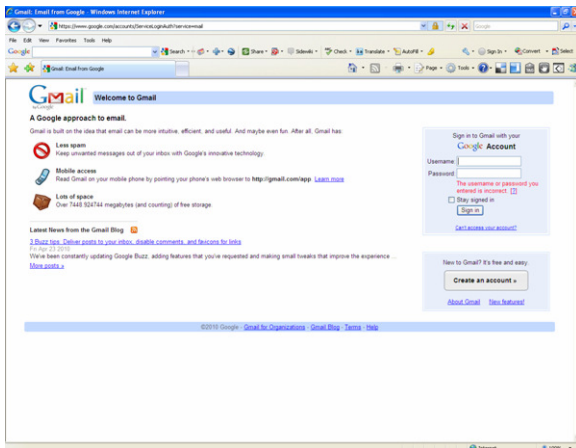
## Have a go



1. Find **Sign Out**.

2. Do 1 click on **Sign Out**.

3. You will now see the Gmail website page.



4. Look on the right side of the web page. You will see the **Sign in** section.