

# EMAIL BASICS

## Lodi Memorial Library Computer Class 2012

### Outline

- A. Parts of the email
- B. Understanding email addresses
- C. How do you find an email address?
- D. Sending an email
- E. Replying to and forwarding messages
- F. Email etiquette
- G. Adding contacts
- H. Organizing your email

### Great Resources

#### Email in General

<http://www.learnthenet.com/English/section/email.html>

<http://www.gcflearnfree.org/emailbasics>

#### Gmail Tutorial

<http://www.gcflearnfree.org/gmail>

#### Web-based Email Options

Yahoo Mail – [www.yahoo.com](http://www.yahoo.com)

Google – [www.gmail.com](http://www.gmail.com)

MSN Hotmail – [www.msn.com](http://www.msn.com)

#### Pay Services

Optimum Online – [www.optonline.net](http://www.optonline.net)

AT&T – [www.att.net](http://www.att.net)

Verizon – [www.verizon.net](http://www.verizon.net)