

Working towards ECDL

Information and Communication Module

Task 5

Communicating with others - setting up an e-mail address

From this section, you will concentrate on the communication aspect of the module. The tutor who will be taking over seeing the test will decide on which communication application you will use. Examples of these would be Outlook Express, Yahoo Mail and Hotmail. **Task 5 to 7** will focus on communicating using **Yahoo Mail**.

The advantage of using this is that once you have completed this course, you can still use your yahoo mail to communicate with others within the UK as well as all over the world. Your email address can be accessed within any computer that has internet connection. Please note that if you do not use your email address for 6 months the provider will automatically delete your account.

Once you have mastered the Internet based email account i.e. Yahoo. It would not be difficult to transfer your skills and knowledge to Microsoft Outlook.

Task 8 to will demonstrate the basics on how to use **Microsoft Outlook**.

What is e-mail?

E-mail, or electronic mail, is the internet's version of the postal service. Instead of putting a letter in a post box, you send a message from your computer down a telephone line.

The benefits of e-mail?

It's cheap and it's quick! Messages can be sent 24 hours a day to any country. You can also attach files such as letters, documents and pictures.

Task Using the methodology section overleaf

- A create an email address for yourself. Make sure that you keep a note of your user ID and email address. Passwords should not be written down for security reasons. Once you have created yourself and email address, write it on the flipchart.
- B send an email to someone in the group
- C reply to an email

- D forwarding an email
- E Deleting an email
- F Restoring a deleted message

Methodology

A Set up e-mail address using Yahoo!

To set up an e-mail address, first click into the address bar and type in www.yahoo.co.uk

Once at the Yahoo website, click 'Mail'. This is usually found at the top of the screen. You will now get a message welcoming you to Yahoo! Mail. Click on 'Sign up now'. It will then show you the terms and conditions. At the end of this you have 2 options:

- I accept
- Decline.

Select 'I Accept'. In the next screen it will ask you for details for signing up to Yahoo!

In the box alongside Yahoo! ID, type your first name (nickname if you prefer) and then type in the following letters 'tucuk' without any spaces i.e. (your chosen nickname)tucuk. So, it would look like this - wendytucuk

Please note that not all the boxes need to be completed. Just enter the minimum amount of information and your form should still be accepted.

*** Further down the screen Yahoo! Will ask you about special offers, promotions which can be sent to your e-mail address. This is up to you on whether you wish to receive lots of junk post (Spam) or whether you just want colleagues, friends, family etc to know your address.

Then press submit. If your form is not accepted Yahoo! will tell you what needs to be filled in.

Sometimes your chosen e-mail address is already in use. Therefore Yahoo will offer alternatives otherwise you could create another beginning.

And then re-submit your form.

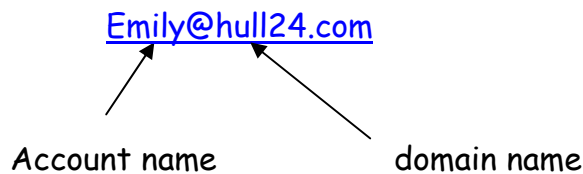
Finally, make a note of your Yahoo ID: i.e. wendytucuk and your e-mail address i.e. wendytucuk@yahoo.co.uk. Keep this in a safe place or try and memorise this. **Always for security reasons, do not tell others your password!** Otherwise they will have access to your mail!

On the flipchart in the classroom, write your e-mail address. This will then help you with the next task.

You are now ready to send and receive e-mails.

The Email Address

In order to send another person a message, you must know their email address. A typical email address is:



There will be several account names for the same domain. For example, people creating accounts with UK Yahoo, will use the domain name yahoo.co.uk.

Have fun!

Click continue and you will be led to your welcome page. Browse through this to familiarise yourself before you take the next step.

You will now notice that you have an 'In Box(1)'. This means that you have 1 e-mail. Don't worry about this at the moment, as it will be explained later.

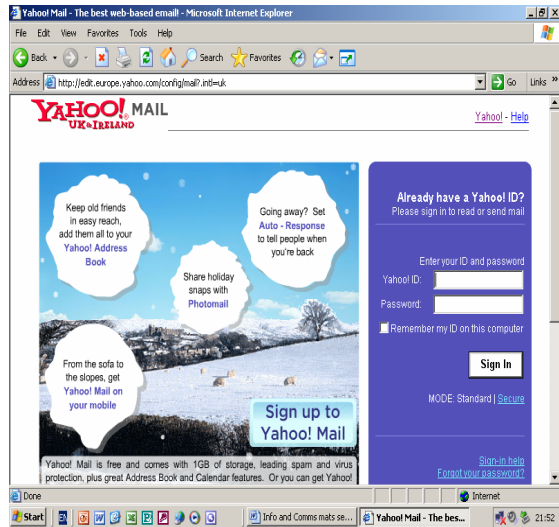
Don't forget to '**Sign Out**' - otherwise others will be able to see your mail.

If at anytime, at home, holiday, work, you want to see your mail. Open up the internet, locate the Yahoo! Website and click mail and enter your Yahoo! ID.

B Send an email

To send an e-mail:

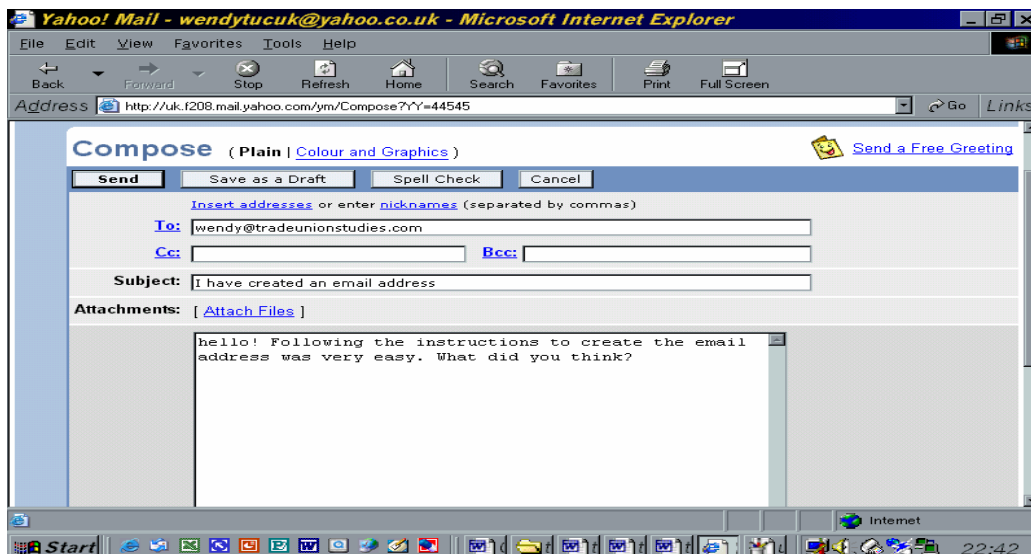
- 1 Log onto the internet. In the address bar type in www.yahoo.co.uk and then click Go.
- 2 Click 'Mail'.
- 3 In the box to the right of the screen, type your Yahoo! ID i.e. wendytucuk. Underneath, type your secret password. Please note that your letters will appear as asterisks - this is for security purposes.
4. Then click sign in. You will now have entered your mailbox.



To create a message, click on 'Compose'. This appears on the bar to the left of the screen. Fill in the boxes that appear on the screen.

Select a name from the flipchart. In the large box, explain how easy or hard it was to create an e-mail address. Express any problems you've encountered and how you have overcome this?

It should look like this:



cc means carbon copy. You can complete this box if you want others to get your message.

bcc means blind carbon copy. Addressees in this field will receive a copy of the message but other recipients will not be able to tell that they have been included in the message.

HTML. Yahoo! Mail supports Hyper Text Markup Language (HTML), so if you receive a message that includes **HTML**, Yahoo! Mail will automatically translate it into styles, sizes, fonts, colours, etc. Yahoo! Mail will also automatically convert email addresses and URLs (Uniform Release Locator) into hotlinks in the messages you receive.

Use signature. A **signature** is a personalised text file or "footer" attached to the end of an outgoing email message. Yahoo! Mail's **Signature** feature allows you to add personal contact information, a quote or favourite saying, or anything you like to the end of each of your outgoing email messages. For further information, click onto Helpdesk.

Then click the check box 'save copy to sent folder'. This will remind you what has been sent. Click plain text as your message will be sent in the font you have chosen. Every so often you will be able to empty this.

Print of a copy of your e-mail before pressing the send button. Keep this in your file.

If your print was unsuccessful, click to send your e-mail. To print your message for your file. Click onto folders and then select sent. You will then see your e-mails. Click onto the one that needs to be printed (click blue text line underneath subject) and then do a screen dump!

To do a screen dump, press 'Print Scrn'. This is located near the top of your keyboard. Then click Start → Programs → Microsoft Word. Once the Word program has opened, click Edit → Paste. You will now be able to print a copy off for your file.

C Replying to an email

To check for new mail, click 'Check Mail'. You should now have received a message from someone in the group. To read your new mail click onto the blue text underneath subject. Your message will appear.

To reply to the sender, click 'Reply'. You will see the e-mails you've just received. Click in the big box above the sender's message and type your reply. Then click 'Send' to return the message to sender.

Print a copy of your reply off for your file.

For extra practice repeat the above tasks and send e-mails to a few more people around the room with different messages.

D Forwarding an email

Once you have read your mail and think that someone else would be interested, click onto the Forward button and then enter the email address of the person you are sending the message to. Lower down in the big white box, create some extra lines by placing the cursor in front of the first letter in the box and press the enter key. Then move the cursor back to the top and type a little message to say why you are forwarding your message.

E Deleting an email

After opening and reading a message, click the delete icon on the screen. This will send

F Restoring a message from the mail

Click onto the Trash icon and you will see your delete messages. Click open the message. Then to the right of the screen there is a Move to Folder box. Click the downward arrow and select Inbox. Click OK.