Learning Objectives for Email Essentials

• Compose Messages
  – Address, Subject, Cc & Bcc, Body of the Message, Signature
• Send Messages
• Get/Check Mail/Messages
• Forward Messages
• Reply/Reply All
• Attach files to your email message
What is email

Email is a system of electronic communication in which one person (sender) can compose a message at his/her PC that gets generated at the receiver's PC when he/she logs into the email program on their PC.
What is an Email Client

• The software program that the person uses on his/her PC to perform all the tasks required to send email is called an email client.
• This software typically allows you to
  – Compose a message
  – Send messages
  – Receive messages/mail
  – Send/receive attachments
  – View website URLs that are sent as email attachments

Rutgers users can set up their PCs for Netscape mail program, or a Unix based program called Pine
Dissection of an Email Address

Kuchi @ rci.rutgers .edu

Your Username/UserID

at

Domain

Type of Email Provider
Some of the common ones are: .com, .org, .net

Place where the email box resides
Composing and Sending Messages

Start a New Email Message from your Email program

– Press the Message, New Message, Compose, or New Mail Message buttons according to email program you are using and this will open a window for you to start typing a message

Address the Message

– In the To field type kuchi@rci.rutgers.edu

This will send your message to me! And I would love to hear from you all.

Copy the Message

– In the Cc: field (Carbon Copy) type your email address. This will send a copy of the message to you.

– In the Bcc: field (Blind Carbon Copy) you may type in your friend’s address. When I receive your message I will not be able to see that you also carbon copied to your friend.
Composing and Sending Messages-----contd

• Add a Subject to the Message in the subject line
• Write in your message
• click Send!
• Watch your screen to see what kind of status messages you get when you send a message.
• If you would like to get a reply let me know in your message!
Hello Triveni,
I took your computer skills workshop in Spring 2002!

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Attach a File to your Email

- Click on Compose/New Message button.
- Complete all the steps we went over previously
- Click Attach File or Insert File.

Now you can search through the directories/folders on your drive to find the file you want to attach
- Double click the file to select it
- Click on Send

That’s it! Folks You Did It!