

Connect Seward E-mail 1

What is e-mail?

- Electronic mail – a message sent from one computer to another. Message typically contains text, but can also contain files, images, or music
- A fast, easy, and typically inexpensive way to communicate with family, friends, and colleagues.

Advantages of e-mail:

- No postage costs.
- Typically easy, quick, and reliable.
- Typically don't have to wait long for a response from the recipient.

Disadvantages of e-mail:

- Junk mail, aka Spam. Unsolicited e-mail messages that are sent in huge numbers and clog your e-mail box.

What do I need to send/receive e-mail?

- A computer (home, library, office, laptop)
- Internet access
- An account on a mail server

How do I get an e-mail account?

1. If you pay for Internet service in your home (e.g. Windstream, RoadRunner, Internet Nebraska), you will automatically get an e-mail account(s) when you subscribe.
2. If you don't have the Internet at home or simply want a different e-mail account, you can go to a web site on the Internet that offers free e-mail accounts. (e.g. **Yahoo**, **Hotmail**, or **Connect Seward County**)
This class will demonstrate the **Connect Seward County Mail** service available at www.connectseward.org

What do I get with my account?

1. A username (login) and password to log in to your account.
2. An e-mail address which allows you to send and receive e-mail.

What is my e-mail address?

It is your username (login), then the @ symbol, followed by the domain name of the service you are using. (e.g. john.doe@connectseward.org)

Email Addresses vs. Web Site Addresses

How do I tell the difference?

An email address allows you to send a personal message to a specific person, much as if you were sending a letter to his or her house. **An email address always has the @ symbol as part of the address.** There are never any blank spaces in an email address.

A web site address allows you to visit a particular place on the World Wide Web to view a particular web site. A web site address never has an @ symbol as part of the address. There are never any blank spaces in a web site address. Web site addresses often, but not always, start with the letters "www" (for World Wide Web). A typical web site address will look like the following: www.connectseward.org
Sometimes you will see "<http://>" (for Hyper-Text Transfer Protocol) printed before a web site address. You do not need to type that part in – the computer will figure it out by itself.

My Connect Seward E-mail Account

My E-mail Address: _____

My Username: _____

My Password: _____

To get to my e-mail account:

1. Go to the Connect Seward County web site. www.connectseward.org
2. Click on "Check your E-mail" in the upper left side of the web page.
3. Click in the white boxes to enter your username and password. (Your mouse pointer will turn from an arrow into a line that looks like a capital I.)
4. Click on "Log In"
5. Click on the blue underlined link that says "Mail"

To read your e-mail:

- A list of e-mail messages will appear under the red line. To read a message click on the blue words telling you the subject of the e-mail. (In this example you would click on the words "Computer Class" because it is the subject of the e-mail.) Alternately, you can click on the picture of the closed envelope to read your new message.

To write and send an e-mail:

1. Click on "New Message"
2. Click inside the box to the right of where it says "To:" and then type in the e-mail address of the person you would like to send a message to.
3. Click inside the box to the right of where it says "Subject:" and then type in a short description of what your message is going to be about. (This is optional.)
4. Click inside the big white box below the buttons that says "Send Now", "Save Draft", and "Spell Check." Then begin typing your message.
5. When you are finished typing your message you can either click on the "Send Now" button to immediately send it. You can click on the "Save Draft" button to save your message to be sent at a later time. Or you can click on the "Spell Check" button to have the computer check your message for any spelling errors.

Options when composing new messages:

To: Is usually where you will type the e-mail address of the person you are sending the message to. Multiple addresses, separated by commas, can be entered in this field.

CC: Stands for “carbon copy.” You can put an additional email address in this field.

BCC: Stands for “blind carbon copy.” Any e-mail addresses entered in this field will not be visible to other recipients. For example, if you put Tom’s e-mail address in the “To:” field and Bob’s e-mail address in the “BCC:” field, Tom will not know that you also sent the same message to Bob. However, Bob will be able to see that you also sent the message to Tom. If you put both Tom and Bob’s e-mail addresses in the “BCC:” field then neither of them will know that you sent the message to the other.

Reply-To: If you have an e-mail account other than your account through Connect Seward County, you could enter your other e-mail address in this field and then the reply to this particular message would be sent to your other account instead.

Subject: This field is where you should enter a short greeting or explanation of what the message is going to contain. (e.g. “Ice Cream Social this Sunday” or “Family Reunion update!”)

How to Change Your Password:

1. Click on the blue underlined link that says “[Mail](#)”
 2. Click on the blue underlined link that says “[Preferences](#)”
 3. Click on the Password tab
 4. Type your old password in the first line
 5. Type what you’d like your new password to be in the second line
 6. Type the new password again in the third line to verify that you typed it correctly 2 times
 7. Click on the “Change Password” button
 8. Click on the blue underlined link that says “[Mail](#)” – you will then be asked to log in with the new password
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Netiquette

(courtesies to follow when composing and sending e-mail)

Be concise

E-mail is meant to be quick, and thus it is often more casual than a letter or a phone call. Some people receive hundreds of e-mails a day, so keep e-mails short and to the point. But be aware that rushed messages can lead to bad grammar and miscommunication. Try to maintain a balance between speed and informality.

Do not use all capital letters

Typing in all caps is the online equivalent of SHOUTING. Don't use a string of capital letters in your correspondence unless absolutely necessary.

Protect your password

Never let anyone find out your password. Do not use common names or numbers for your password such as your dog's name, your birthday, or your telephone number.

Protect the Privacy of Others

When you're sending a message to a group of people, particularly if they don't know each other, enter their addresses in the "BCC" line to protect everyone's privacy.

Viruses

Be wary of attaching files

It is becoming increasingly popular to attach files to e-mails. Many files -- especially images or sound files -- are large and may take a long time to download. For a library patron who is connecting to the Internet with a dial-up modem, this could mean a long wait to receive an e-mail with one attachment. Attachments are also a popular conduit for computer viruses, and by carelessly attaching a file, you may unwittingly help a virus to spread.

What is a virus?

- A “bug” or “infection” that has been transmitted to your computer.
- A piece of software that was created specifically to infiltrate or, as a worst case scenario, cause harm to computers.

Why do people spread viruses?

- Purely malicious behavior.
- To obtain long lists of e-mail addresses so that mass mailings may be sent (also known as “spam”).

How are viruses spread?

- Corrupt files or software downloaded from the Internet.
- Through e-mail messages.
- Sending files from an infected disk to others.
- Opening an infected file or disk that was sent to you.

What should I do if I receive a computer virus?

- If you have anti-virus software installed on your computer, scan your system and all of your disks.
- If you can identify who may have transferred the virus to you, notify that person, or several people, so that they can remedy the situation and prevent spreading the virus further.

How did I spread a virus if I didn't see it on my computer?

- Your computer or disk may be a “carrier” for the virus, much like people can be carriers of physical diseases and viruses.
- The virus may not show up until someone to whom you transfer a file opens it.

How can I avoid contracting or spreading viruses?

- Install anti-virus software on your computer. McAfee and Norton are two reputable producers of very effective anti-virus software.
- Whenever possible, scan any files or software with your virus software before you download them to your computer or disk.
- Periodically scan your computer and disks with your virus software for healthy maintenance of your files and system.
- Do not open e-mail messages from someone you do not know or that have “suspicious” subjects. Delete them immediately without opening the message. If you do not know how to do this, consult the “help” screens/links when you log into your e-mail account.
- Keep e-mail forwarding of stories, chain letters, “warnings”, “giveaways”, etc. to a minimum. These are usually hoaxes and may also contain a virus.
- If you are not sure of a website's reputation, reliability, or security, do not download any files or programs from it.