The Computer Compass: Advanced E-Mail
sponsored by the Middle Georgia Regional Library

E-mail Buttons/Features

Delete this e-mail

Reply to the sender

Send the e-mail on to another recipient

Mark as **Spam** and will delete from inbox

File into a separate **folder** from inbox

Provides a **printer-friendly version** of your email

Navigate folders using the left pane.

The paper clip indicates that an **attachment** is included to download.

Message pane -- the e-mail message appears here.

Sending an E-mail to Multiple Recipients

- Several addresses may be included on the "**To**" line (usually separated by commas or spaces) or by using the **CC** (carbon copy) line

- If the sender chooses **BCC** (blind carbon copy), the email can be sent to several people without disclosing their e-mail addresses for privacy reasons.

Contacts / Address Book

- To add a new address to your list, click "Contacts" at the top of the screen & then click the "New Contact" button. All the information that is necessary to include is a name & e-mail address.

- To send an e-mail to a contact from your address book, simply click the + box next to the "To" field (as seen below). A box will pop up containing your address book. Select the contact to whom you want to send an e-mail.

📒 Sending an Attachment

- Click on the "Attachments" button in the e-mail you are composing.
- Find the file you want to send on your computer and click "Open."
- Allow time for the file to attach to the e-mail.
    - → Attachments that are too large (like some video files) will load slowly.
   - → It is better to send several small attachments than one large one.

Attach File

🖇 Opening an Attachment

- At either the bottom of the e-mail or to right of the subject line, you should see any attachments sent. **Attachments are usually designated with a paperclip symbol.**
- Click on the file & follow the downloading instructions.
- You will be able to open or save the file.
    - → **Opening** the file will open a program to view it
    - → **Saving** the file will save onto your computer for future use
- If you choose to save the file, you will need to select the desired location to save the file.

📁 Creating a New Folder / Moving E-Mails Into Folders

- To create a new folder, click the + button next to "Folders" in the left pane of your e-mail. A window will pop up prompting you to name the new folder.

- To move e-mails into a folder, go to your inbox (or any other folder) and select the e-mails you want to move by clicking the check box next to them.
- Click the folder button from the e-mail buttons (as shown below), then select which folder you want to contain your selected e-mails. The e-mail(s) will automatically move to the folder you have designated.
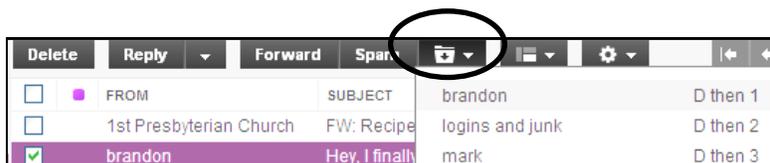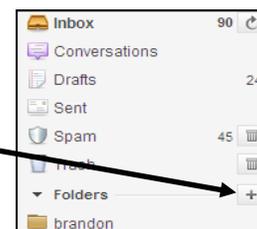
🖥 Safety and Reminders

- If you do not know the sender and/or are not expecting the e-mail, do not open it.
- Never download an attachment unless you know the sender and are expecting an e-mail from them containing attachments.

**If you are using a public or shared computer, ALWAYS remember to
sign out when you're finished using your e-mail account!**

Fine tune your computer skills!
The MGRL Computer Compass offers FREE classes on how to use search engines,
create Microsoft Office documents & presentations, search online for jobs, and more!