

E-Mail

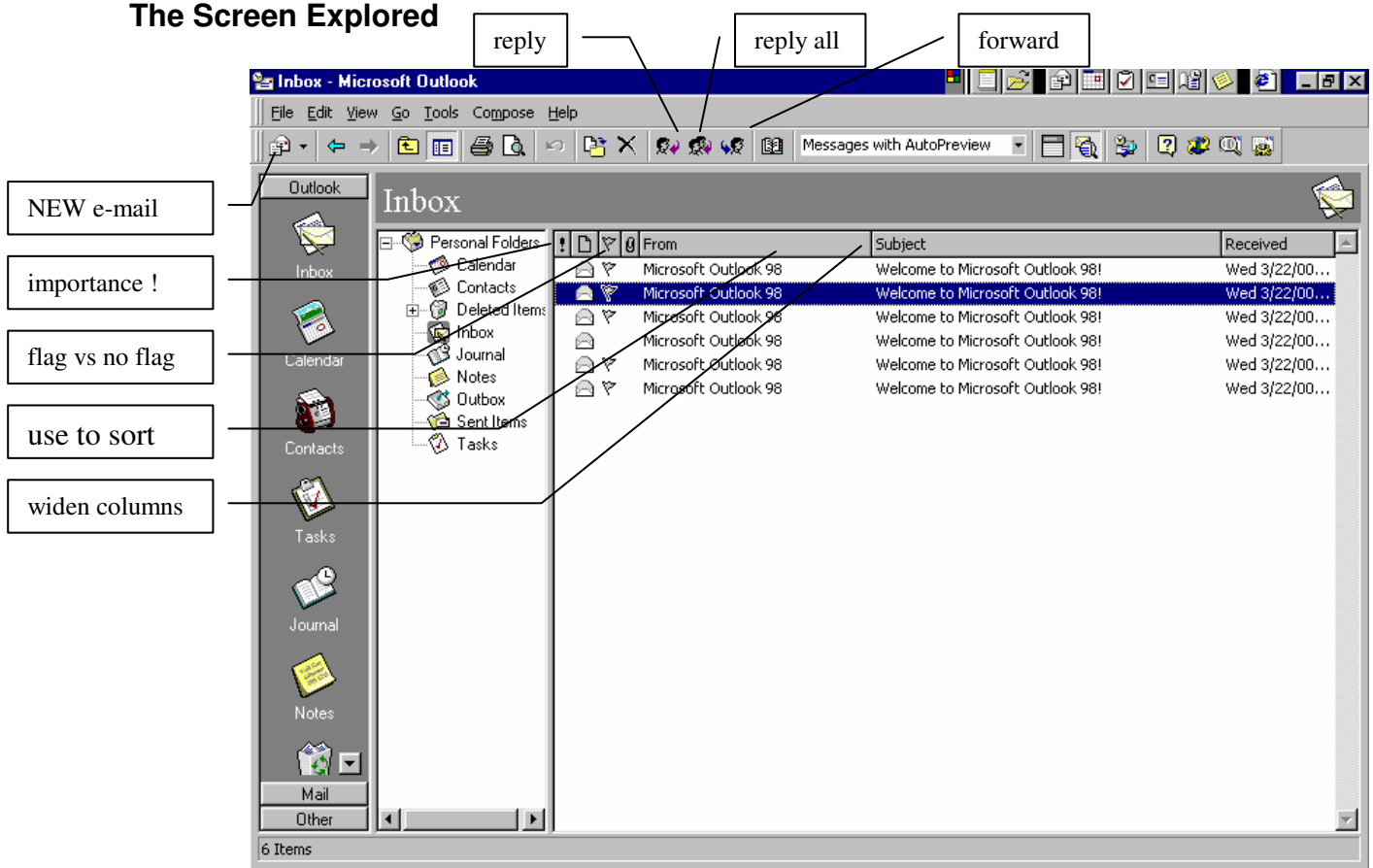
© by Greg Olynyk

October, 2007

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The Screen Explored



MailBoxes

You start with an IN mailbox, a SENT mailbox and a Deleted items mailbox. At home you may use an Outbox (messages not yet sent) and perhaps a Draft – messages not completed.

The **IN** box stores the e-mail that you have received (downloaded e-mail).

The **OUT** box stores e-mail destined to be SENT when doing off-line or *send later*

The **SENT** box stores a copy of your e-mail that you have sent (if setup in preferences)

The **Deleted Items** is where e-mail that you delete will go

You can add mailboxes to store e-mail that you wish to keep separate for later response or referral.

Receive an E-Mail

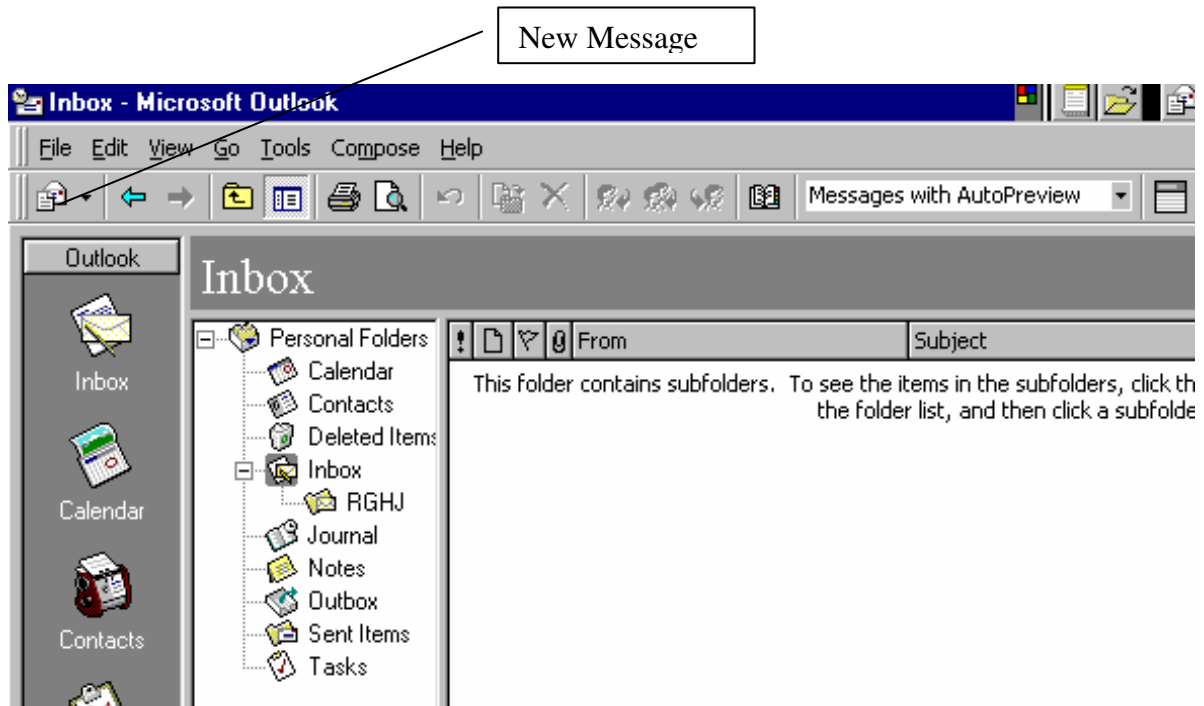
Open and Reply(or right click – Reply)

add sender to personal address book? – right click name – add or drag email to Contacts

To: filled in for you / Subject – Re: subject from sender

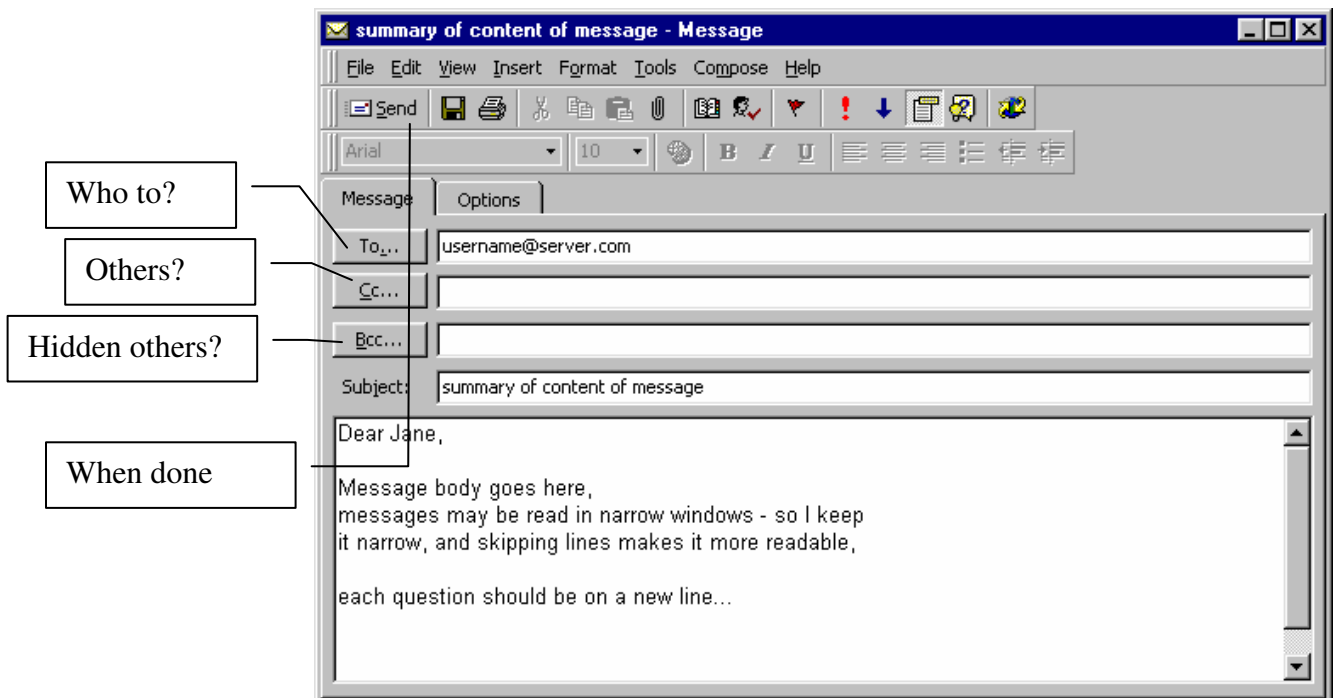
Just fill in Body and SEND

Send E-Mail



or *Compose – New Mail Message*

or *Compose – Choose Template* (fancy backgrounds and fonts may not receive well on some people's email systems (Eudora may receive it as attachments) - Keep it simple is usually recommended...(can use templates to store your recipient setup)



The subject is all some people read, and decide from that which e-mail to open first if at all. So, make the description a good teaser or a brief synopsis of your question or comment typed within.

Click or [TAB] into the message box area and type your message...[Shift][Tab] backs up

Your e-mail address as sender is tagged automatically to any outgoing e-mail.

Reply

When you REPLY, the TO and FROM addresses are reversed automatically for you. The subject of the e-mail is automatically entered as **Re.: 'Their subject'**. The content of the message is *quoted* in the REPLY (if setting is activated). All you need to do is type and send.

Quotations

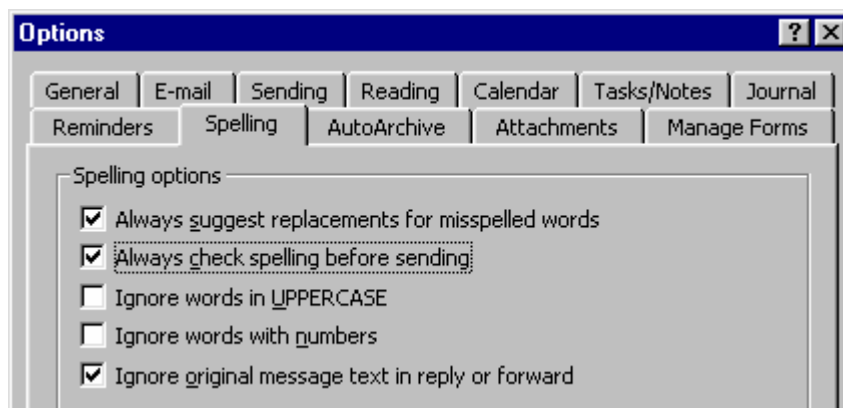
It is a good habit to quote the person's question in your reply, delete any non-relevant quotes. This quoting is meant to basically quote the question, then answer it. You can delete any extra junk not required from the quote. You can leave part of the quote and ask the person about it as reference for them to remember what they said to you in the first place. I basically read my E-mail while in REPLY mode, and delete and type as I read...(forces me to respond sooner!)

Tools – Options – Reading -



Spelling

Tools – Options – Spelling



Smilies

These are simply text characters that give your E-mail some emotion, such as :) it's a sideways happy face.

Shorthand

Some people type in standard shorthand, such as RU going? Just don't spell check!

Headings



Re-sizable column headers - drag or double click to auto-size

Re-position-able headers – can move / re-move headers

More Headings?

View – Current View – Customize – Fields – toggle over ones desired (ex. Size)
can drag Field Bar to desired header location



Headers to sort messages – by that field – ascending/descending

sort sent and/or trash box to delete un-wanted e-mails;

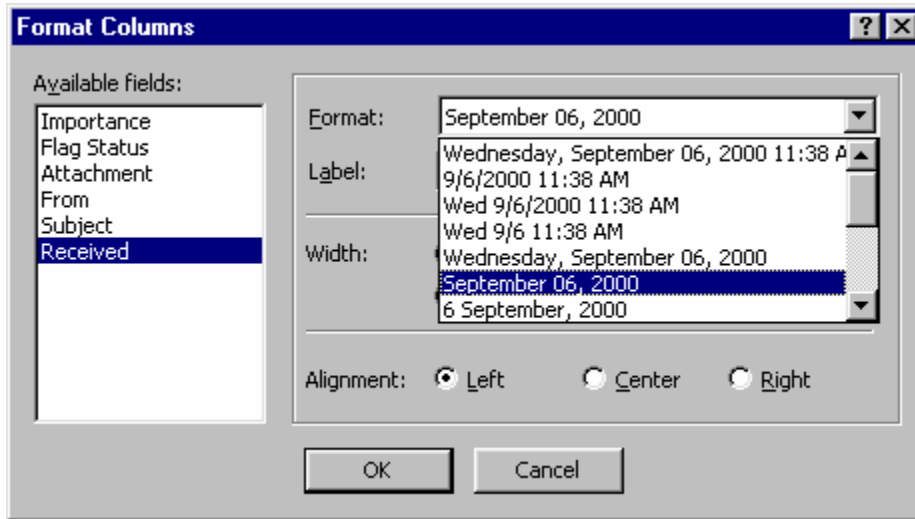
by size – delete largest junk (click – [Shift] click to select

sort then by date – delete old junk

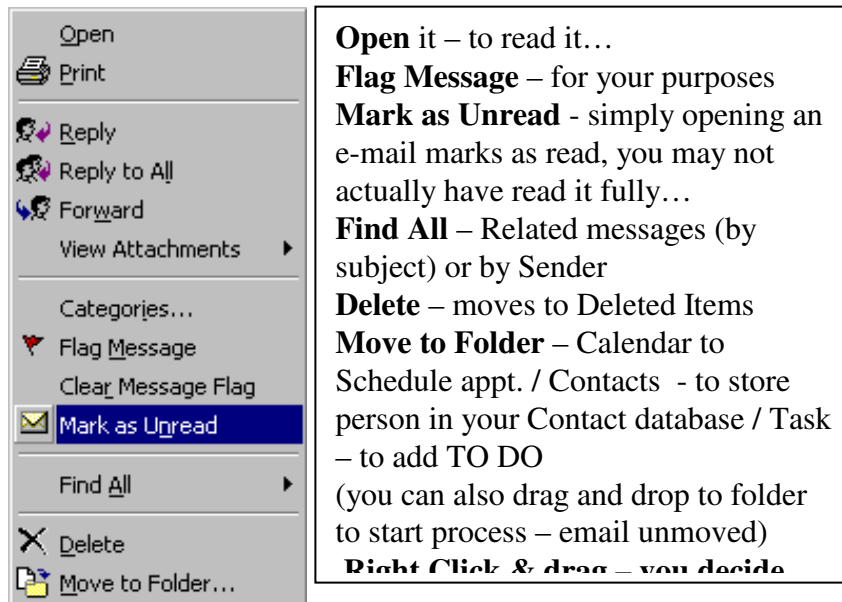


Importance / Un-Read / Their Flag / Attachment

View – Current View - Format Columns



To Manage an e-mail – Right Click it ;



Forward an E-Mail

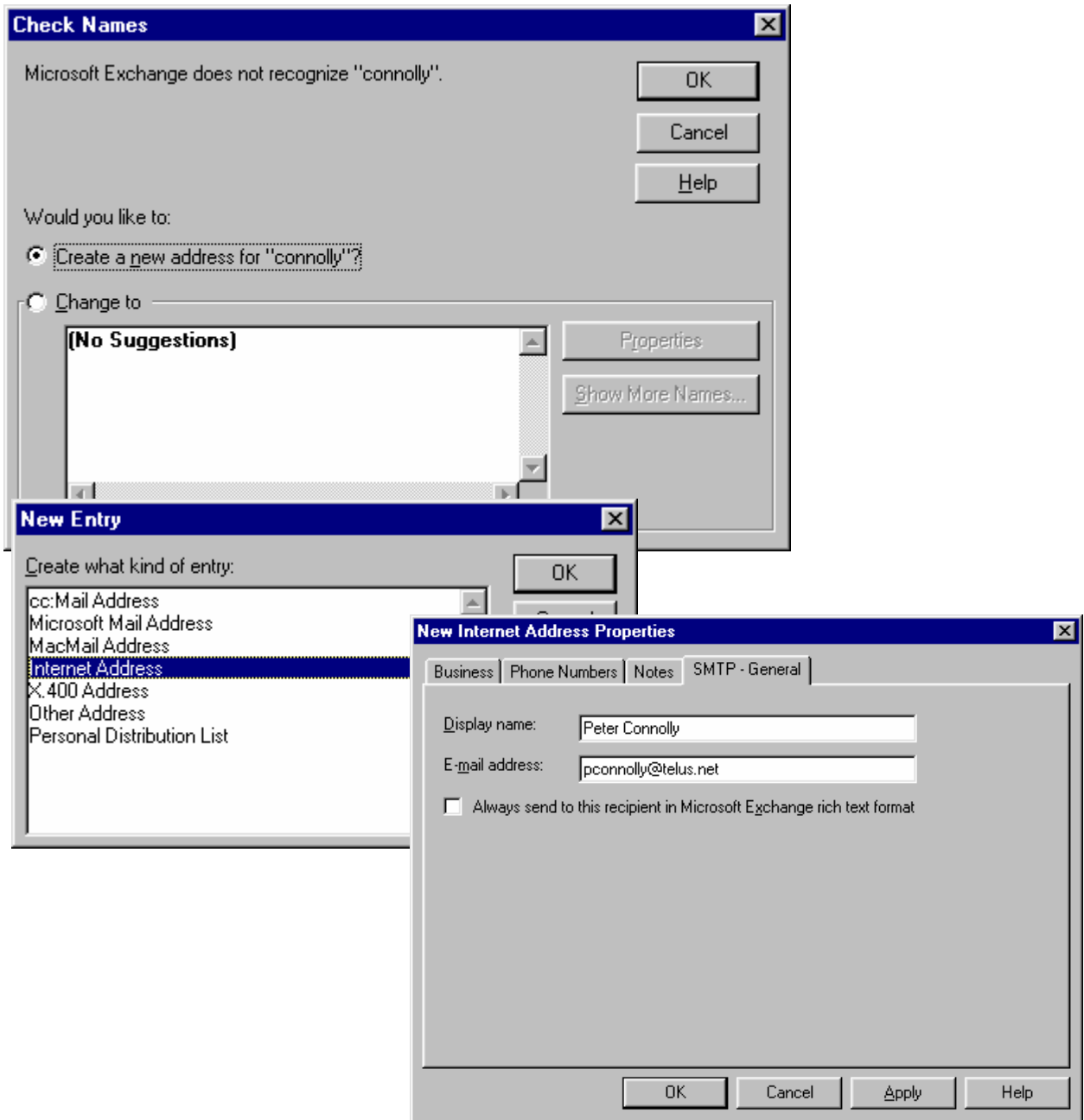
To forward on to someone else whom the message was meant for or who can better answer the message. Any attachment is also forwarded. People also use Forward to send a joke on to a friend or friends (try to send it Bcc so as not to share everyone's email address).

Auto Fill

Rather than typing e-mail address completely, allow autofill do its' thing. The Global Address Book feeds the name field – auto fills after you [Tab] out – if it finds the fragment of what you typed to be unique within the address book. If not unique – it will pop-up a list to choose from upon SENDING.

If not found at all – will pop up to add a new address to your personal address book.

or [Ctrl] [k] to force an address book pop-up (if just know first name)



Using the Address Book

In E-mail system

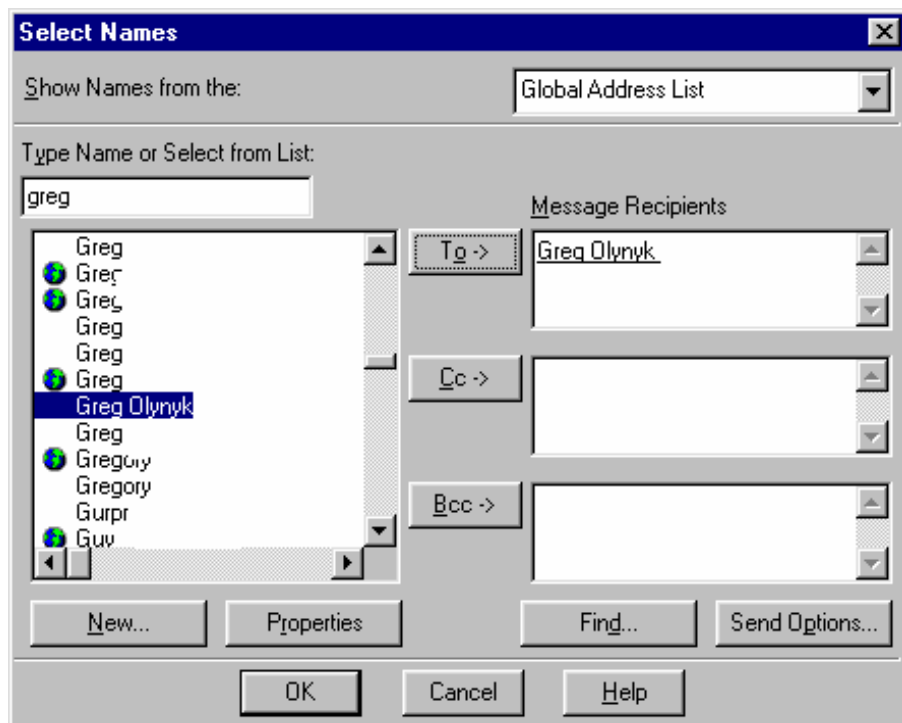


Start a New Message
or double click message window

Click the To... button



- Start typing first name – auto scrolls to them;
- Decide how to SEND – To / Cc / Bcc
- Select and delete the typed name – type another...
- Right click on name – add to personal address book – people you email frequently...
- Drag email to Contacts – can store more information and categorize people
- Find – To locate emails – by Sender / subject / text in body / etc.



Carbon Copies

To be able to send the same message to more than one person, you could simply separate the addresses by a comma or semi-colon.

E-Mail address(s) put here will also get a copy of the message, but both the To: and Cc.: will see all others e-mail addresses as well.

Blind Carbon Copy

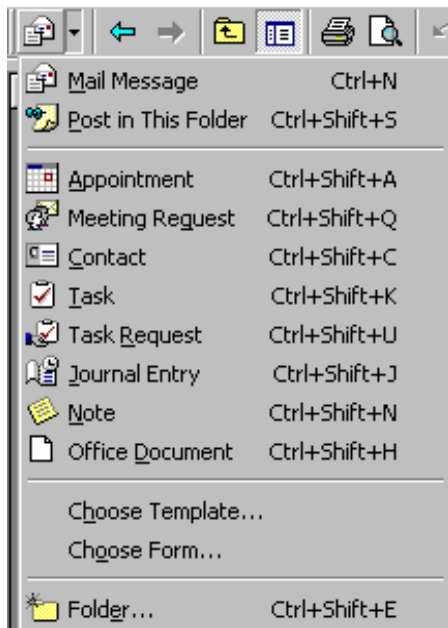
Put all the E-mail addressees here when you wish not to 'share' all of the peoples' addresses. They will see no one else's address. (Can CUT from the TO then PASTE into the BCC (select – right click – Copy – right click destination – Paste)

Carbon copies (Cc. or Bcc) will receive a copy of your out-going message. Rather than type the same letter 10 times, you can send one copy to all members of your family, etc. This is used instead of setting up a mailing group (Level II). You can put many e-mail addresses, not just what can fit in the dialogue box.

New Folders

File – Folder – Create Sub-Folder

Right Click folder – Create sub Folder



[+] to expand to see folder contents

[-] to collapse folder

Right click – rename folder

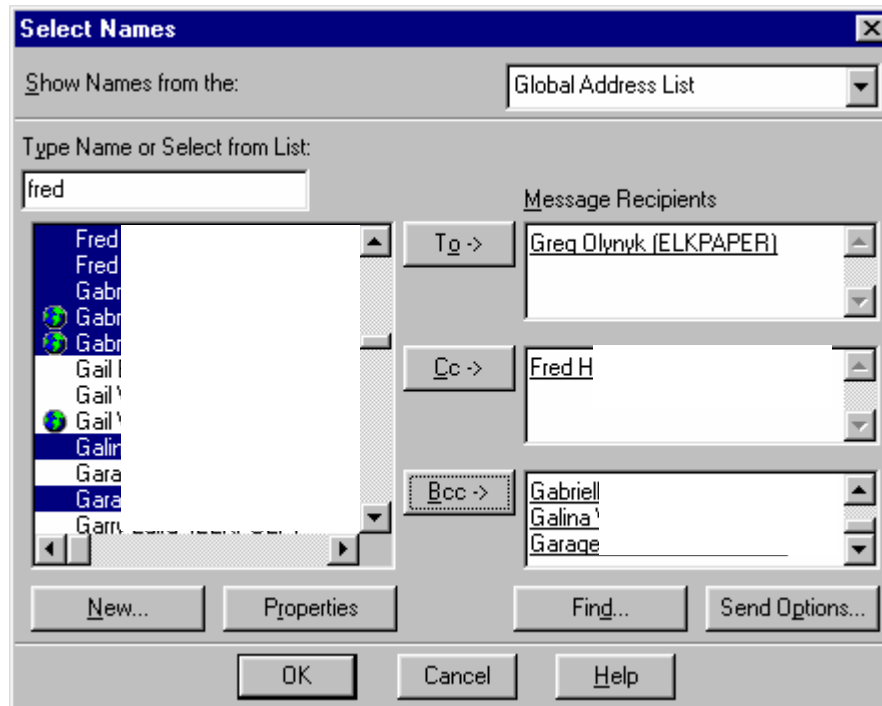
move messages – click & drag / cut & paste

copy messages – [Ctrl] drag / Copy & paste

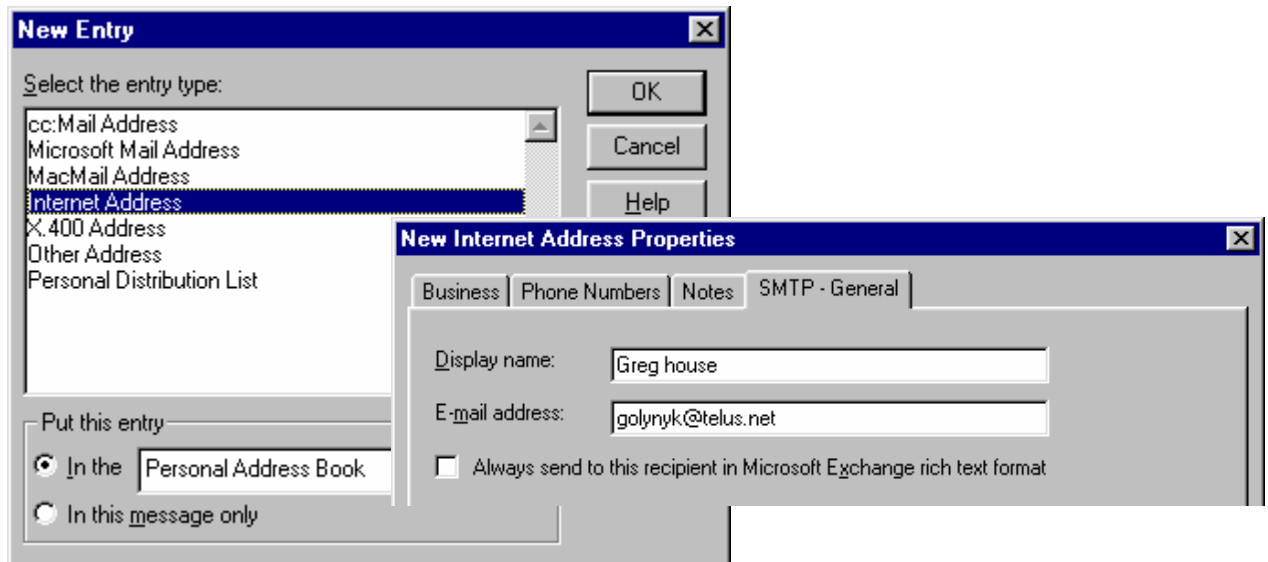
select multiples – [Shift] for groups or [Ctrl]

Select Multiples

click first – [Shift] click last -- [Ctrl] click to add/remove single item

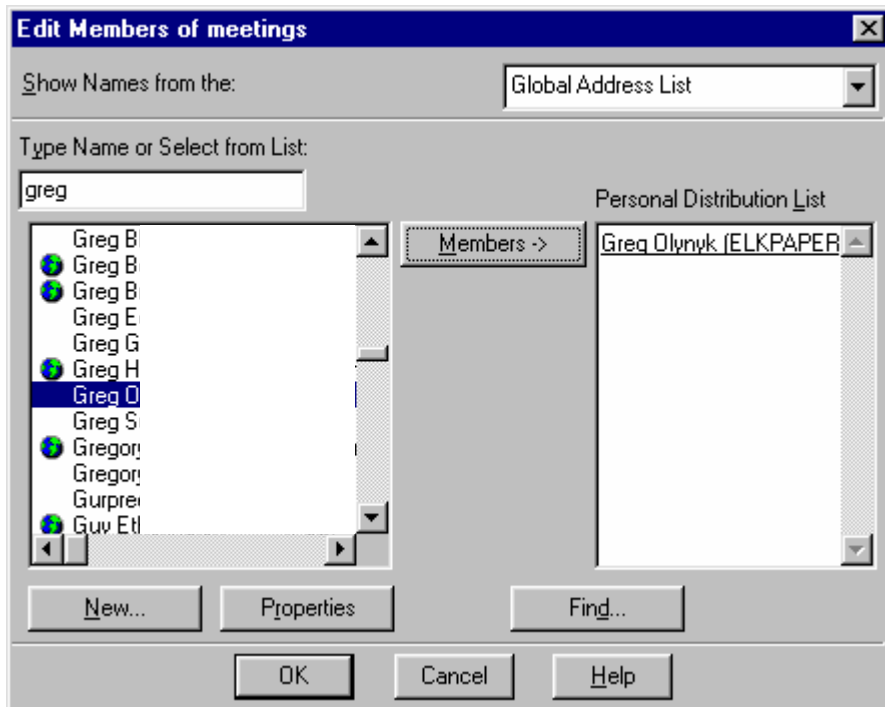
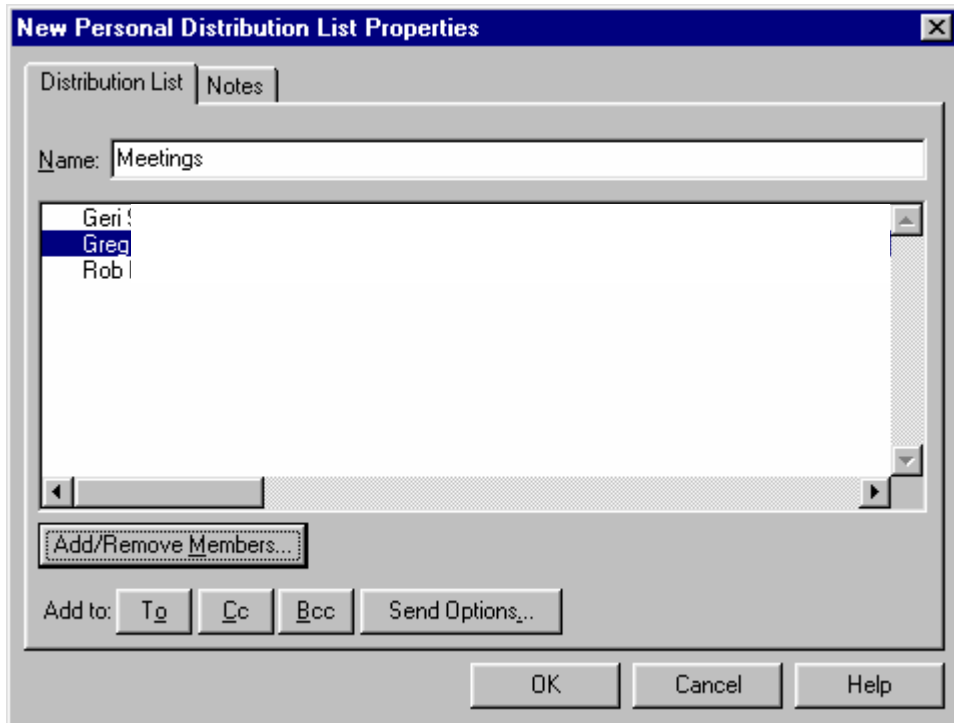


New Internet e-mail address;



Personal Dist. List (Mail group)

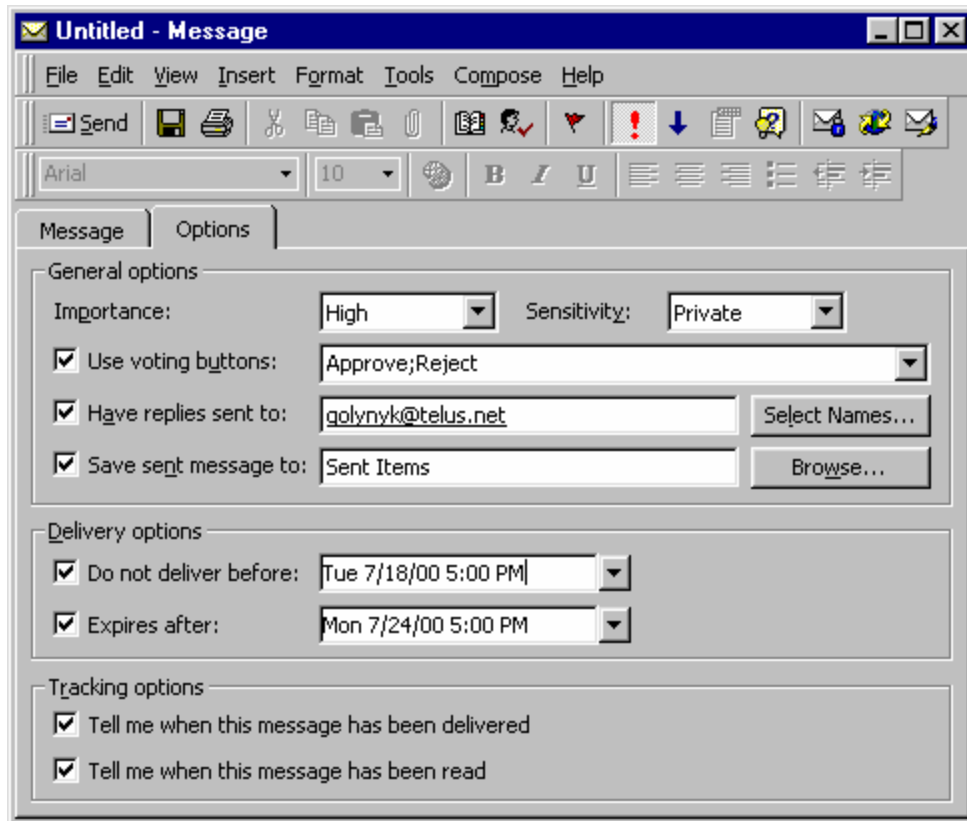
File > New > personal Distribution List



click Members button to add member (or double click member)
 select member on right side – [delete] to remove member from group
 Send to group – use *nickname* (meetings)

Sending Options

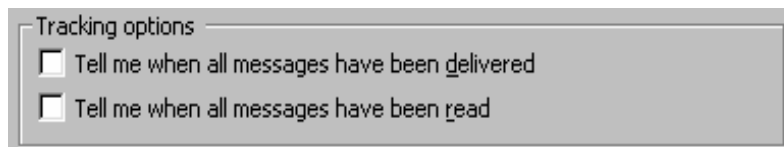
OPTIONS Tab (within new email)



Tracking on specific email or all emails;

Tools – Options – Sending

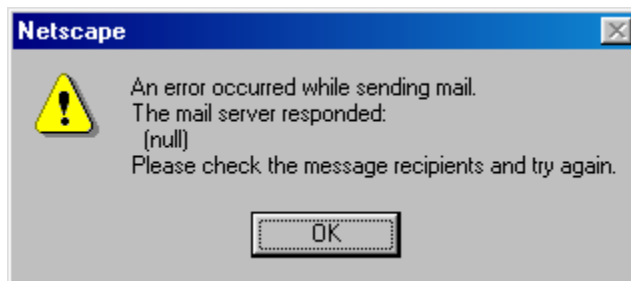
global option activation....



Returns a message to you to verify the date and time a message arrives at the post office of the recipient.

Returns a message to you to verify the date and time a message is opened by the recipient.

Problem – may not work if out of network – Internet e-mailers do not all support this function properly or allow user to Cancel sending your receipt proof.



Other Options

Tag Importance – use sparingly (cry wolf?)

Voting Buttons

Replies sent elsewhere – useful if on holidays, job for other person, etc.

delay delivery

expires after - timed invitation or offer (expires show as slashed)

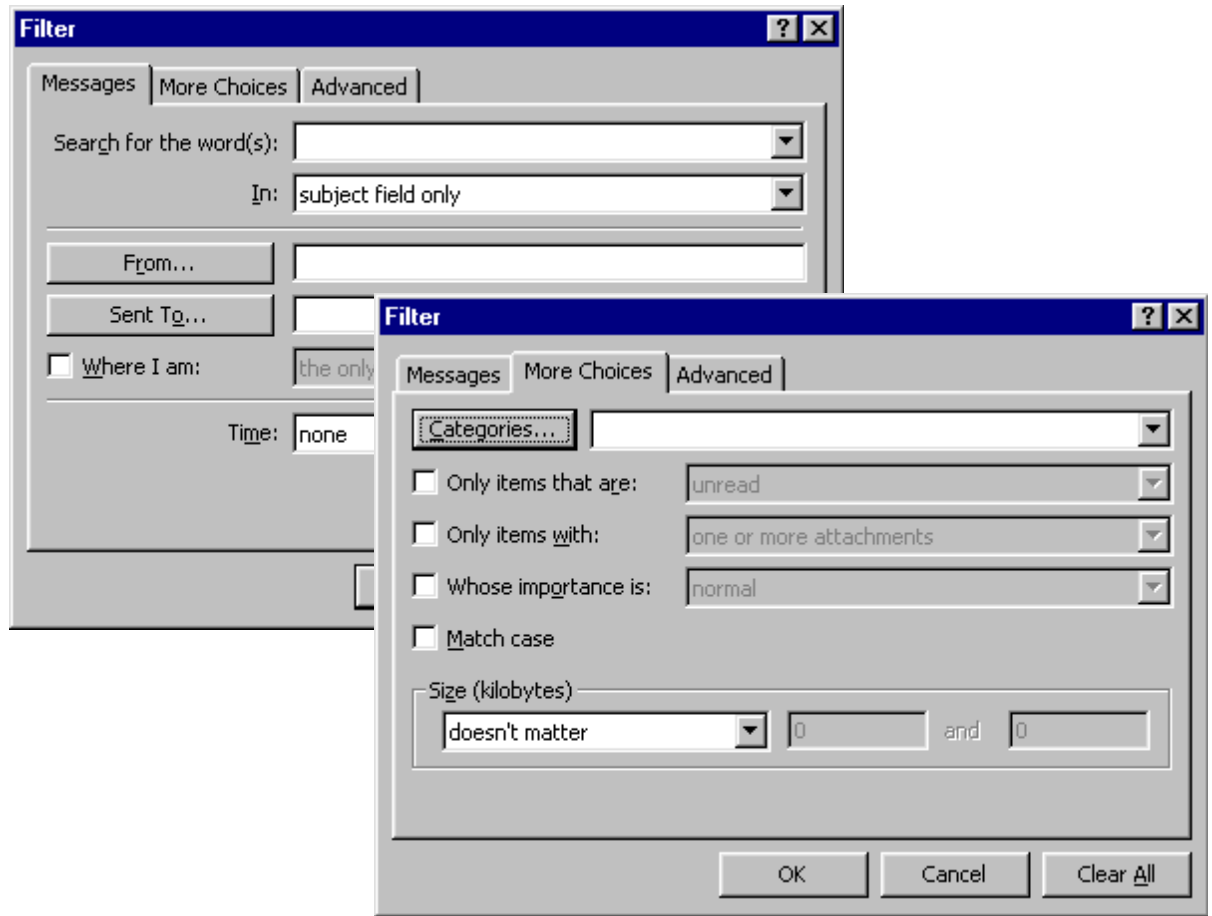
Find Address

 A "Find" dialog box with a blue title bar and a close button. It has a "General" tab selected. The form contains several input fields: "Display name:" (a single wide field), "First name:" and "Last name:" (two separate fields), "Title:" and "Alias name:" (two separate fields), "Company:" and "Department:" (two separate fields), "Office:" (a single wide field), and "City:" (a single wide field). At the bottom are three buttons: "OK", "Cancel", and "Help".

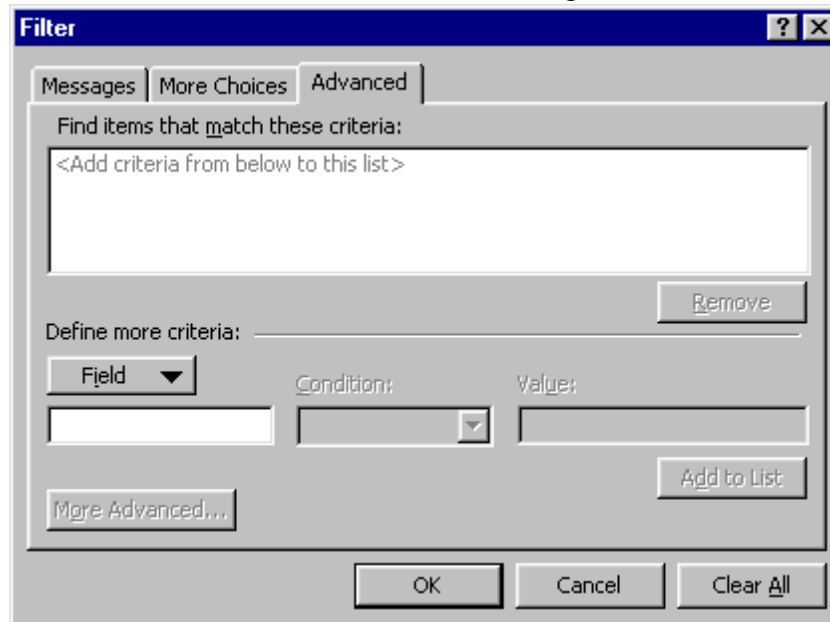
Tools - Find (or FIND icon)

Find E-mail

Tools - Find Items

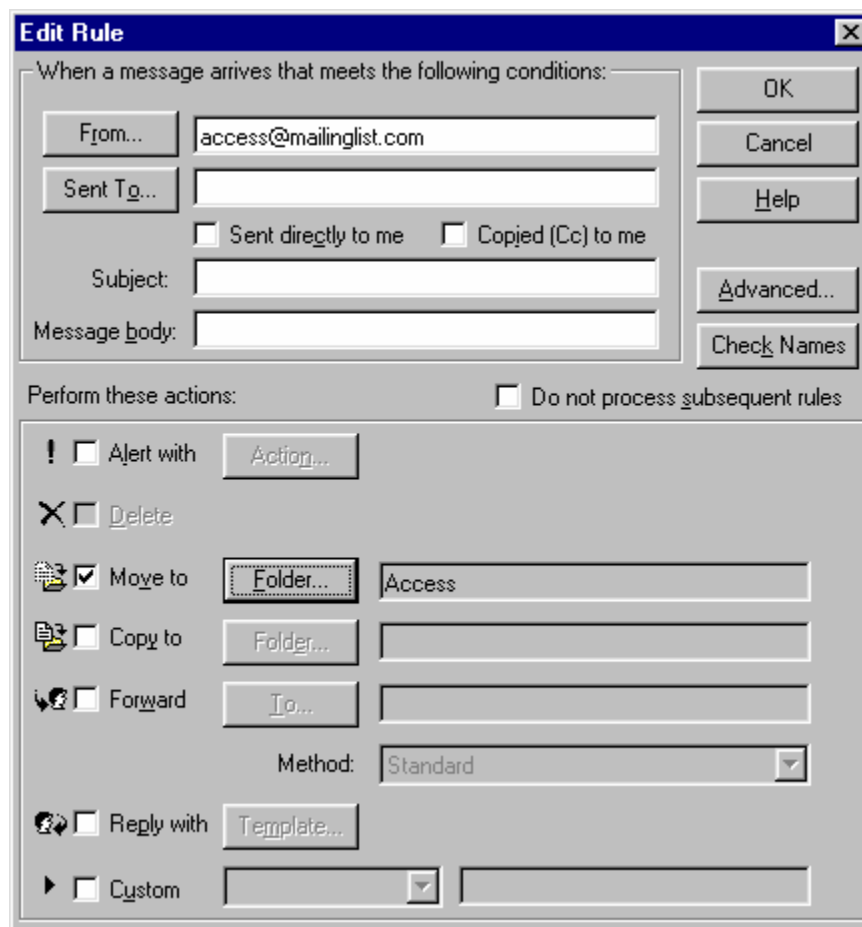
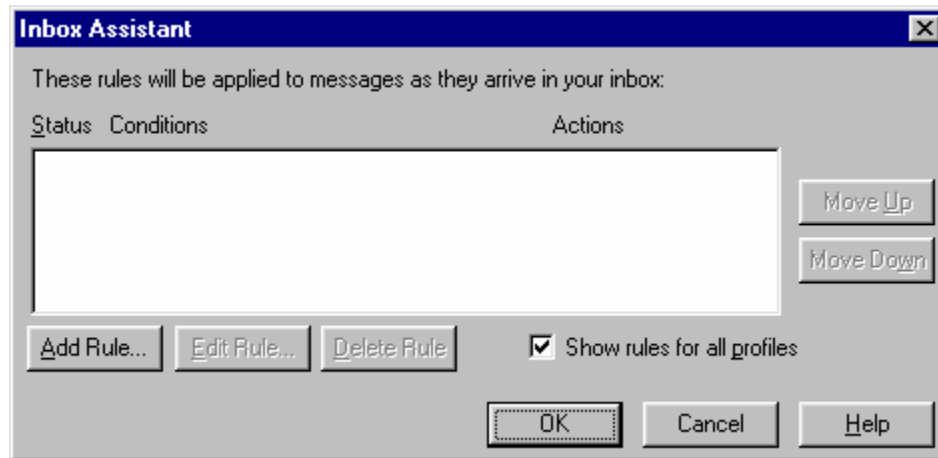


View - Filter - Clear All - to show all e-mails again



Inbox Assistant - Outlook '97

Tools – Inbox Assistant



Out of Office

Tools - Out Of Office Assistant

Out of Office Assistant

I am currently In the Office

I am currently Ot of the Office

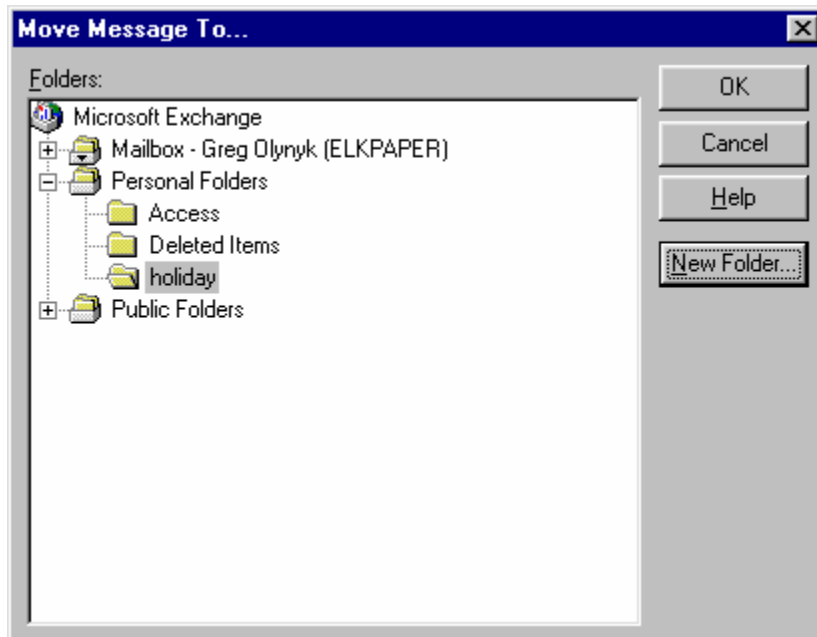
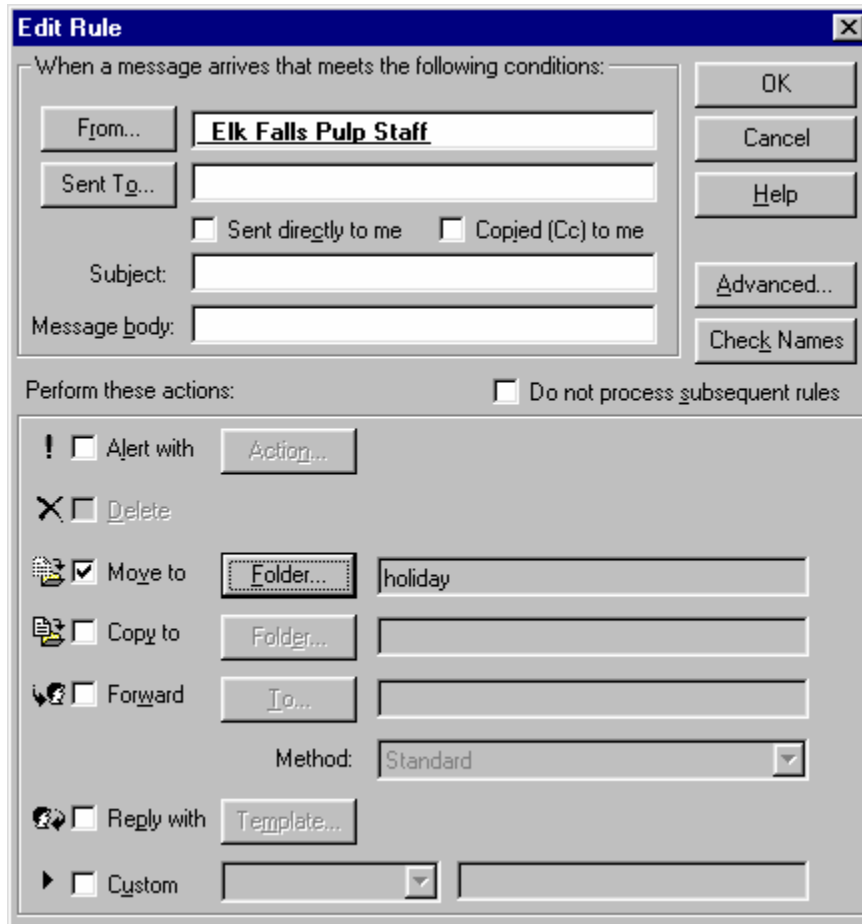
AutoReply only once to each sender with the following text:

Sorry, Greg Olynyk is currently in Vancouver, if urgent - contact Rob Patten or Geri Symington - back July 12, 2000

These rules will be applied to incoming messages while you are out of the office:

Status	Conditions	Actions
<input checked="" type="checkbox"/>	FROM: _Elk Falls Pulp Staff	MOVE TO: holiday

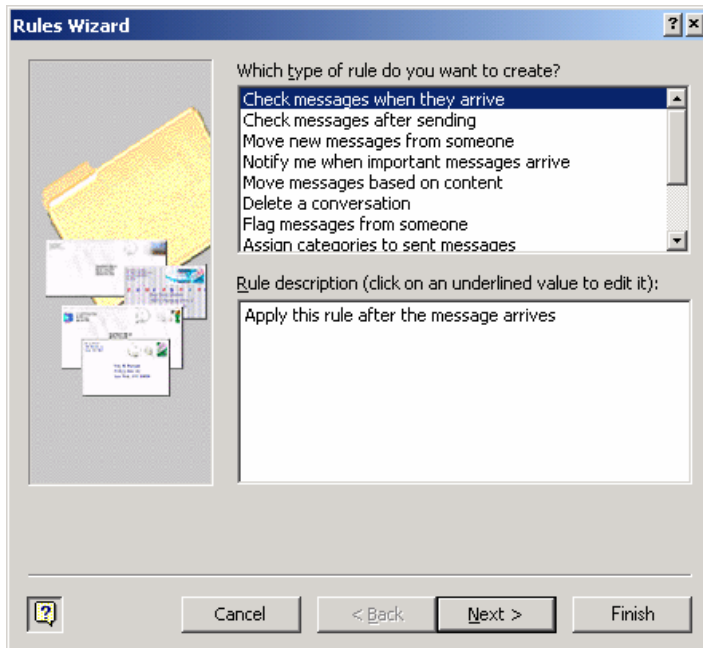
Show rules for all profiles



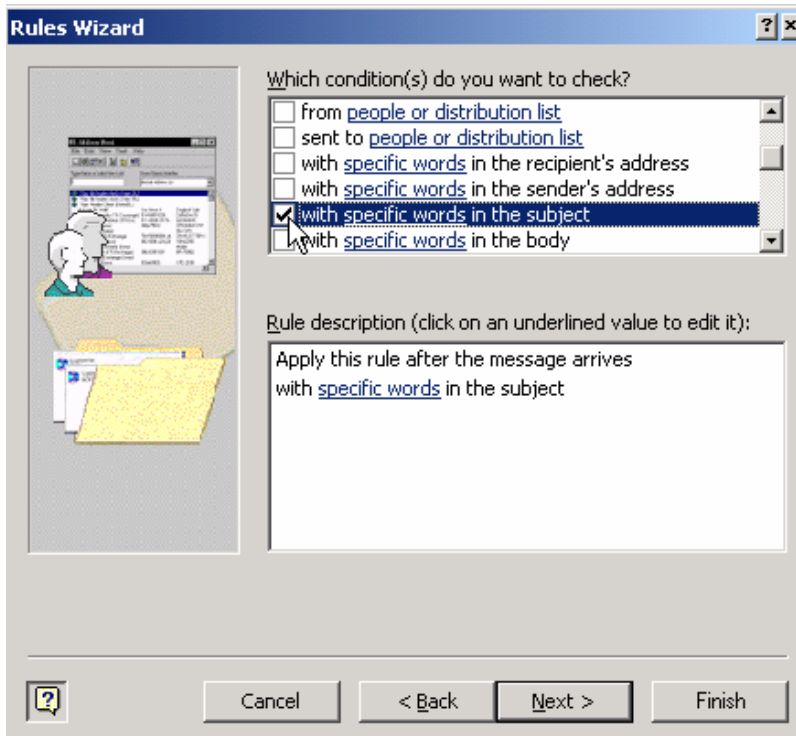
Inbox Wizard – Outlook 2000

Scenario example: Anything that comes in with subject “Newsletter:” put in special folder called Newsletters...

Tools > Rules Wizard... NEW



Condition ?



Specifics?

Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
with specific words in the subject

Search Text

Specify words or phrases to search for in the subject:

Add new: word(s) that appear in subject uniquely... Add

Search list

Search Text

Specify words or phrases to search for in the subject:

Add new: Add

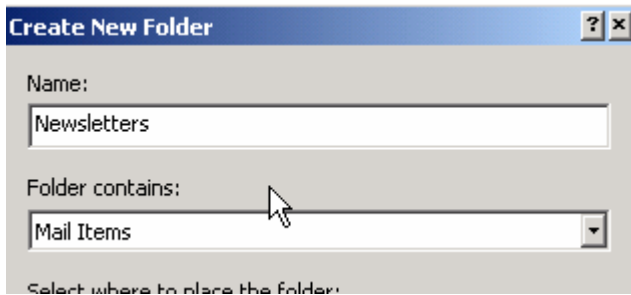
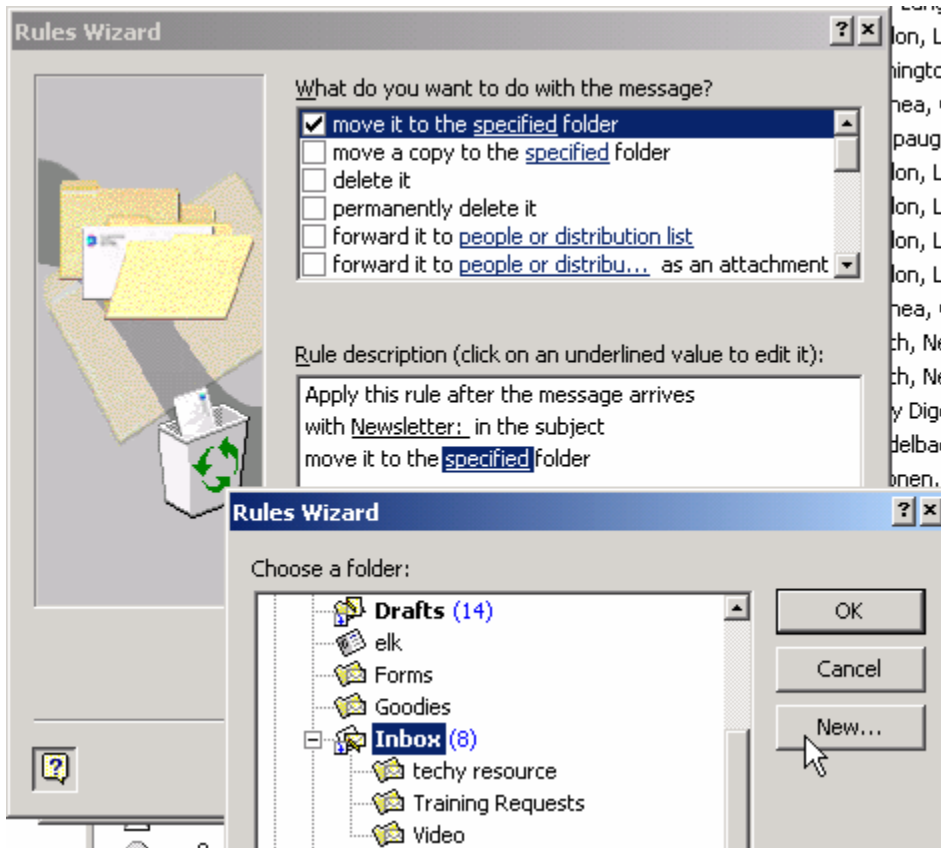
Search list

- "Newsletter: "

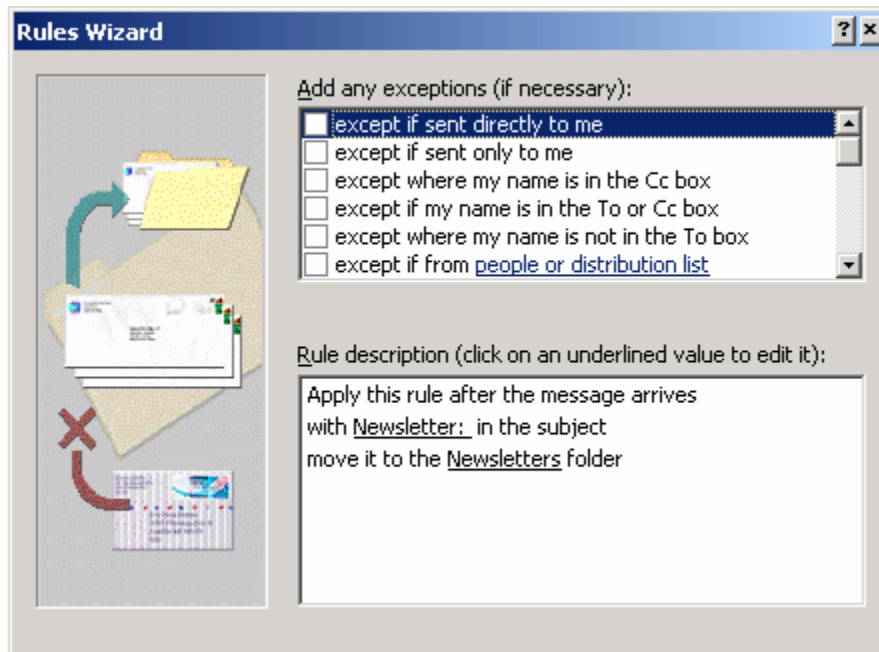
Remove

OK Cancel

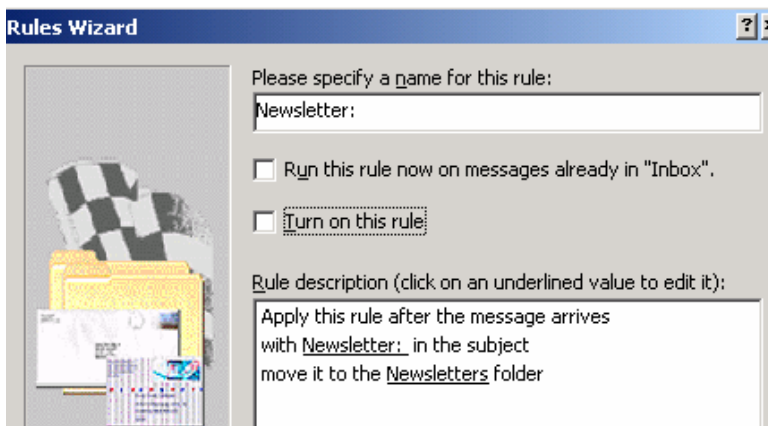
Move to Special Folder (New to create it...)



Exceptions Desired?



Descriptive name for rule then order of Rule Applications



Signatures

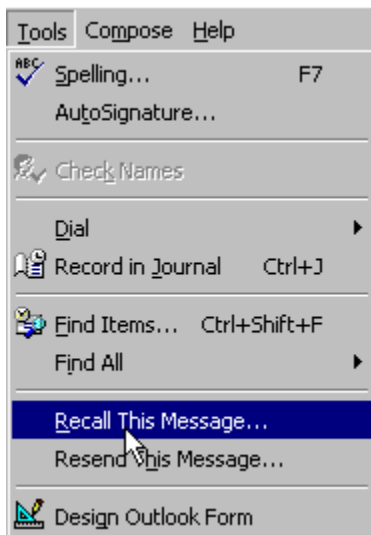
Tools - Options - Mail Format Tab- Signature Picker - New – Name it “work” - Next - type what you want; Name / Position / Phone / Web Site link... - Finish - OK OK this tips and other found at...

The Signature will appear on the bottom (footer) of your out-going mail (you can turn this feature off and on). The signature is either built into the e-mailer or a separate file, as it is in Netscape mail. You can only put ASCII text in the signature, so any computer will be able to read it, and you should keep it short (6 lines max.) and no flagrant advertising, some people might ‘flame’ you!

Send your ‘snail mail’ address as well as phone/FAX and web page address if applicable. If you send a joke or expression – change it from time to time

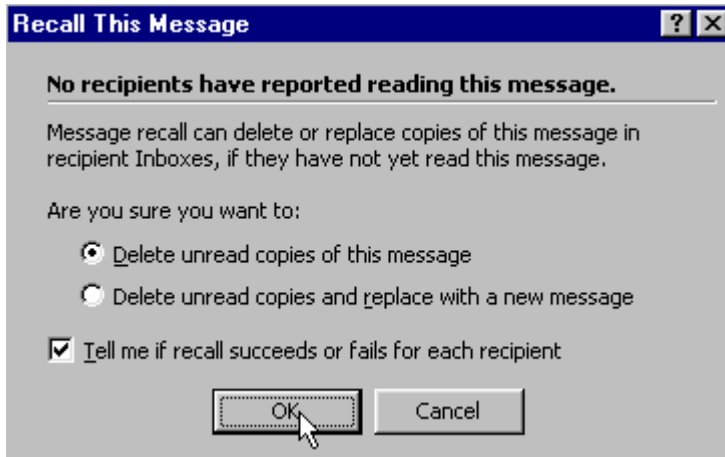
Test your signature by sending an e-mail to yourself. Your email may look different on a different e-mailing system.

Recall Email

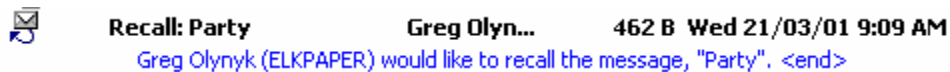


In opened email from SENT bin...

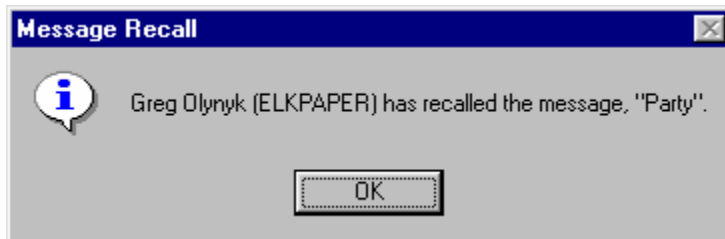
Tools - Recall!



They See;



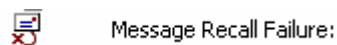
When you open it – it deletes...



You Get a Success Message;



Failure – person not in office to OK recall;



Attachments

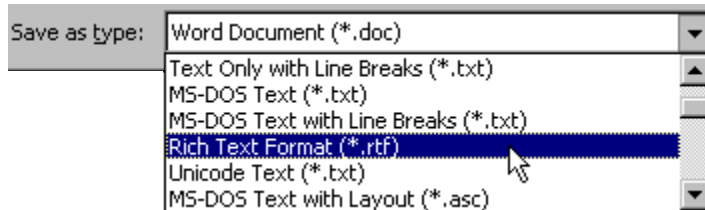
With E-mail, you can also attach a file (text, sound, graphics, video clip, etc.) If you have a large file (greater than one megabyte) you may want to learn about FTP techniques or sending through ICQ or other chatting relay, especially if you do this often. There is even software that will chop the large email into smaller chunks that all providers would accept.



Attach a file and send to everyone in the class – as blind carbon copies (you can send more than one file at the same time) The time it takes to send the email will be about the time the person will take to receive it... Be sure to check the file size before sending (some Internet providers block emails larger than a certain size) simply right click upon the file – *properties*. Forwarding an email sends the entire email, attachment and all. Replying to an email that has an attachment will not send the attachment back.

Rich Text Format

If you are sending a document to someone – without knowing which word processor they have, send as rich text format (RTF). You can **SAVE** your word processor documents **AS** (using **SAVE AS**) rich text format (RTF) which can be read by almost any word processor, be it on a MAC or IBM. RTF format retains much of the styles and alignments such as font type, size, TABS, indents, bold, etc.



If you know what your friend's word processor is then by all means, send it in that format...WORD can open various formats (import) **File – Open – change of type to be what you want – OPEN**. Works 4.0 also can open a variety of document types.

Try finding an animated GIF – “Cards” link on my web page, or search for “animated gif”.

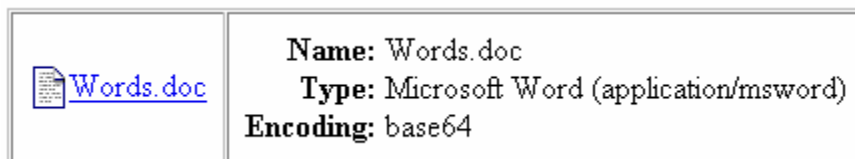
Right click upon the image – **Save image as – location – your desktop**

Send it to yourself to test...

Receiving attachments



The icon represents that the email has a file(s) attached to it. Clicking it in Netscape 4 will hide the attachment – showing only the icons of the file(s).



Click the hyperlink to open the attachment – if the file type is associated with an application on your PC – it will open with it.

You can right click the link – save link as - filename and location onto your PC.

Delete the message – the attachment is deleted.

Some attachments are instantly viewed – like htm files, jpgs and gifs.

Word Processing Basics

Capitals and Upper Symbols

The upper symbols on the keys are achieved by holding down the [SHIFT] key then tapping the key of choice. To get all CAPITALS, you activate the [CAPS LOCK] key once, but don't forget to de-activate this 'mode' when you are done oR yOU wILL eND uP wITH rEVERSE cAPS lIKE tHIS, wHICH IS mOST aNNOYING... If you watch the screen as you type you will not type a whole page before you notice this problem...WORD'97 fixes this problem for you as you type.

Cursor Keys

The mouse can be used to move the cursor simply by hovering the I-beam over the new desired location and pressing the left mouse button. Most new computer users forget to click to actually move the cursor.

[HOME] and [END]

To position the cursor at the beginning of a line of text [HOME] or the [END]; the edges of your text along the horizontal. These keys work well in all sorts of situations such as dialogue boxes as well as in various types of software.

TOP of document = [CTRL] [HOME]

Bottom of document = [CTRL] [END]

PageUp & PageDown

These keys allow you to quickly flip the current window view up or down one screen at a time, not a physical page flip. These are great to read a document, rather than scrolling line by line, which may annoy your eyes.

Delete and Backspace

Delete = Deletes a selected item or text to the right of the insertion mark

Backspace = Deletes text to the left of the insertion point

There are many ways to delete text. The most important keys are the [DEL] key, which removes characters to the right of the cursor, and the [BACKSPACE] key, which removes characters to the left of the cursor. Which you use depends on the task at hand and the position of your cursor. If you hit the [ENTER] key by accident, the [BACKSPACE] key makes more sense to use. Getting use to these keys and when they are used takes time, the more typos you make the better for practice!

UNDO

'OOPS!' When you make an error, it is usually easier to 'UNDO' immediately than to try to get back to what you had manually. **Edit | Undo** or [CTRL] [Z] or the undo icon 