

Connect with Ease

LESSON 2

How do I send emails to friends and family?

Once you've set up your email account and signed in, you can start sending emails.

- Click on Compose or New message.
- Type the email address of the person you want to talk to in the 'To' box at the top.
- Below this, type a few words in the 'Subject' box. The subject is a short summary or title of what your email is about, for example 'holiday update'.
- Type your main email message in the largest box.
- Clicking on the paperclip icon will allow you to choose photos from your computer to attach to the message.
- Click 'Send'.

After you've sent someone an email once, you won't have to remember their address for next time – their address will be suggested once you start typing their email address.

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How do I know if I have received an email?

To check if you have received any new emails:

- Go to your email provider in the internet browser.
- Sign in to your account.
- The number of unread emails you have will be shown next to where it says Inbox on the left. If there isn't a number there, then you don't have any unread emails.
- The unread emails will be in bold text compared to the older emails that you have already read.
- Click on the email to open it.
- Respond by clicking on the symbol that looks like an arrow. This will create a new message for you to write and send.

If you access your email through an app on your smartphone or tablet, you will receive a notification. For emails, this is an envelope symbol and will appear on the screen along with details of the email. Click on the notification to open the email and respond.

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