Guide to Emailing

Email is short for 'electronic mail' and is a way of keeping in touch with friends and family.
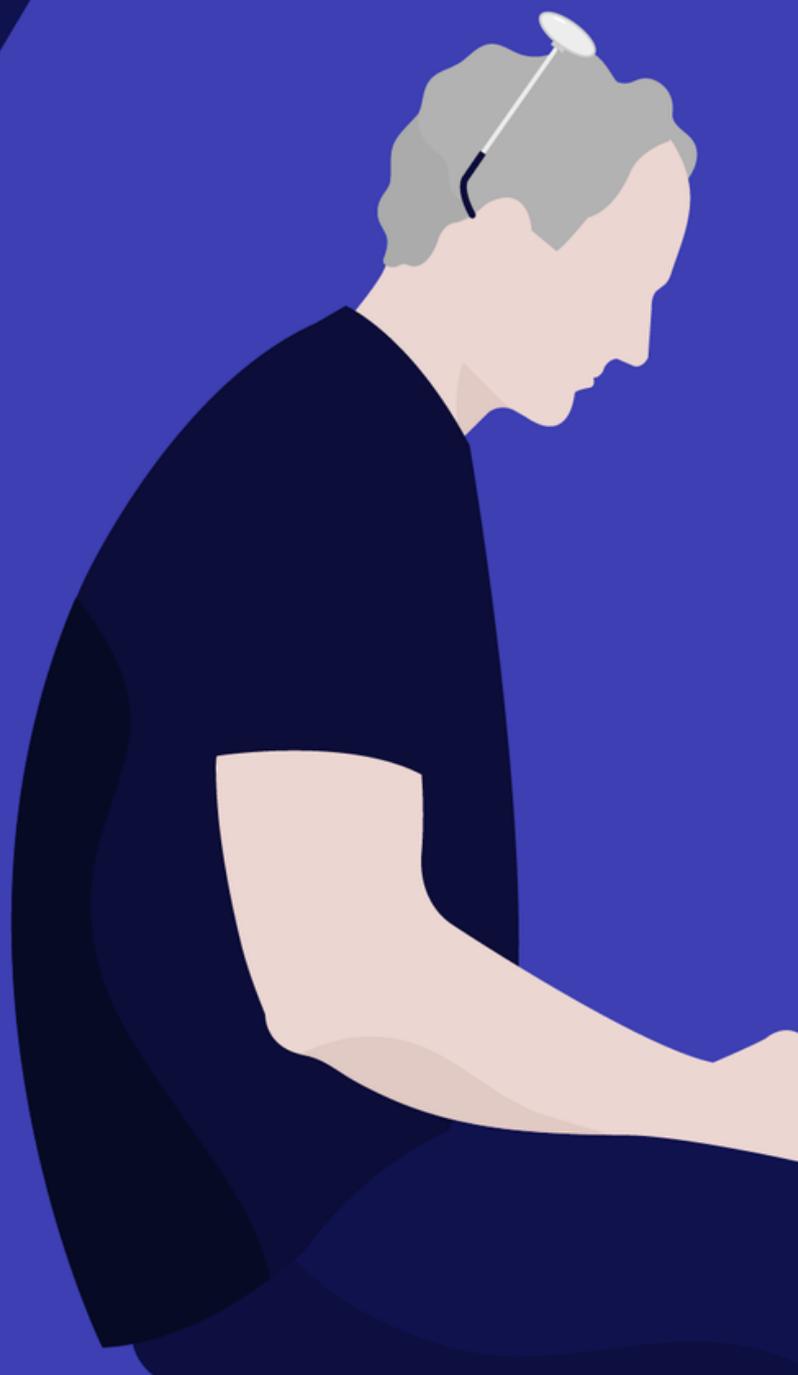
How to Email

You can set up an email account using one of the many online services, such as Google Mail (commonly known as Gmail), Outlook and Yahoo.

Each email service will need slightly different information from you to set up an account. Usually, you would have to complete an online form with your full name, date of birth, gender and your choice of email address. This has to be unique, so you might have to try a few times to come up with one that isn't already in use; e.g. 'joe.bloggs@gmail.com' or 'joe.bloggs@outlook.com'.

Your choice of password should be strong. Try using a combination of letters numbers and symbols if possible.

Your phone number may be used to verify your account, where you'll get sent a code over text message which you need to enter onto the web page.
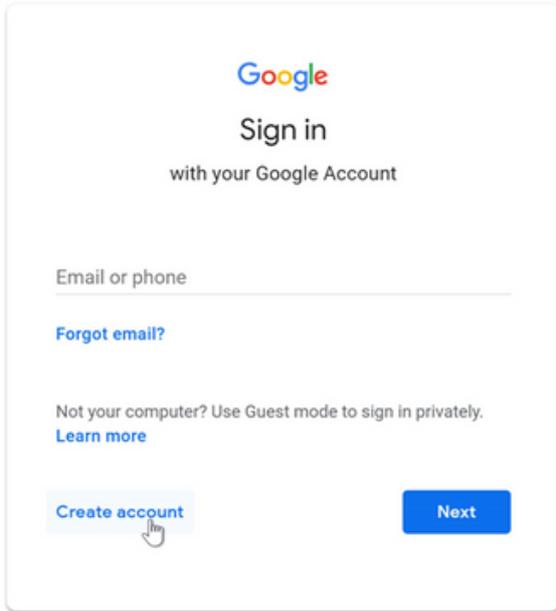
You can also download the email apps, to access your emails easily on your smartphone or tablet. If you have an Android phone, the Gmail app will be automatically downloaded to your phone.

These are the different icons for email. Depending on your device the picture could be one of the 4 examples.
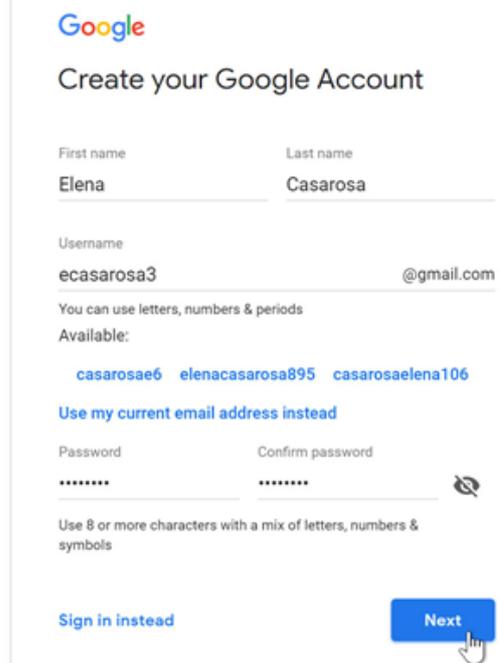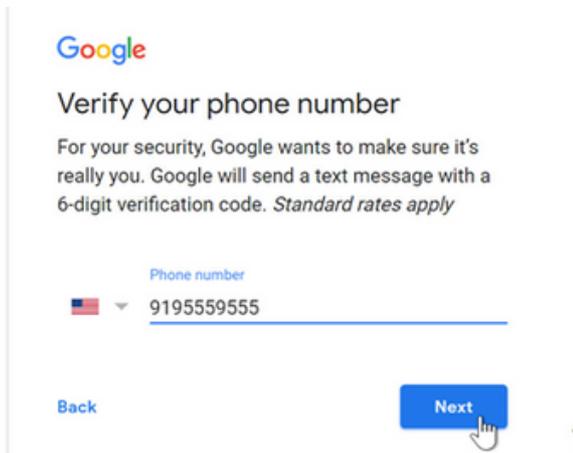
How to set up a Gmail Account

1.

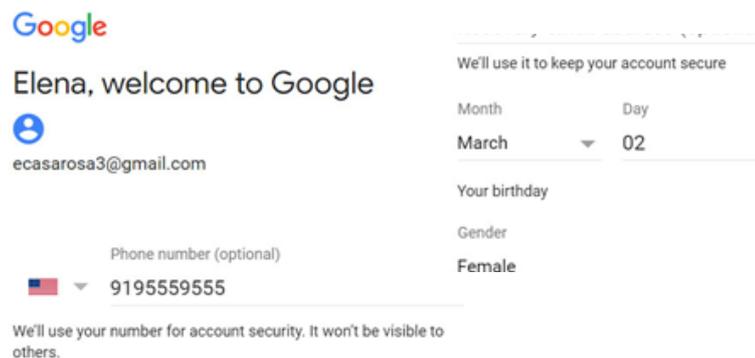Go to www.gmail.com and click 'Create Account'.

2.

The sign-up form will now appear. Enter in the information required and click 'Next'.

3.

Enter your phone number to verify your account - this is for your security. Enter the code your have been texted to verify.
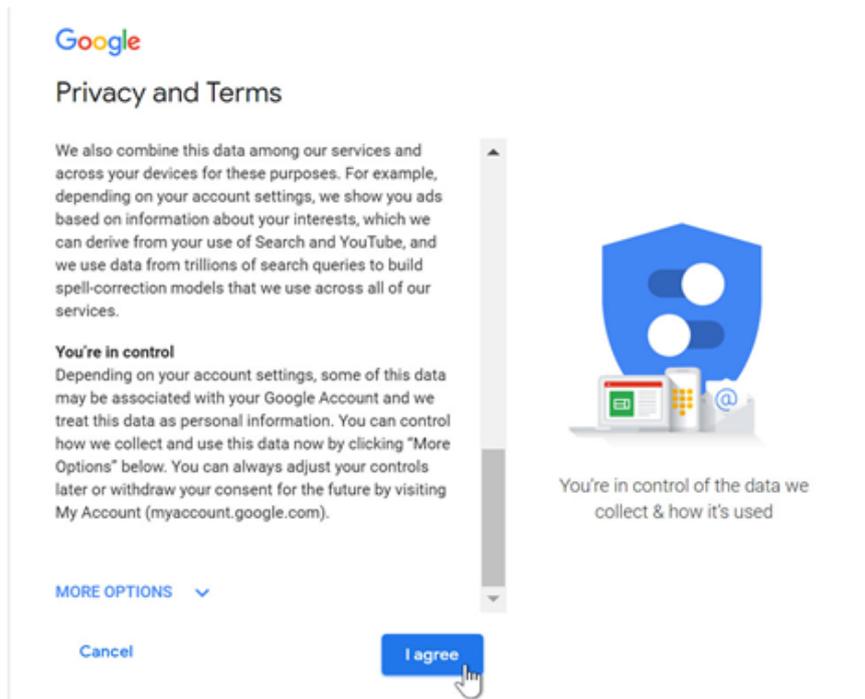
4.

Now enter your personal information required such as your name and date of birth.
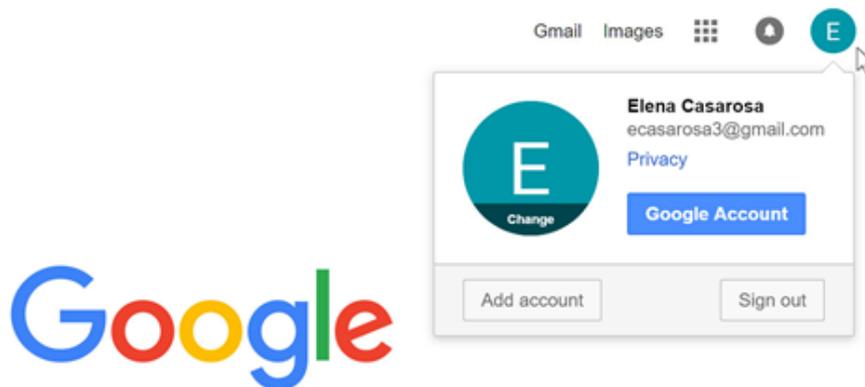
How to set up a Gmail Account

5.

You now need to review Google's Terms of Service and Privacy Policy. Once you have read these click 'I Agree'.
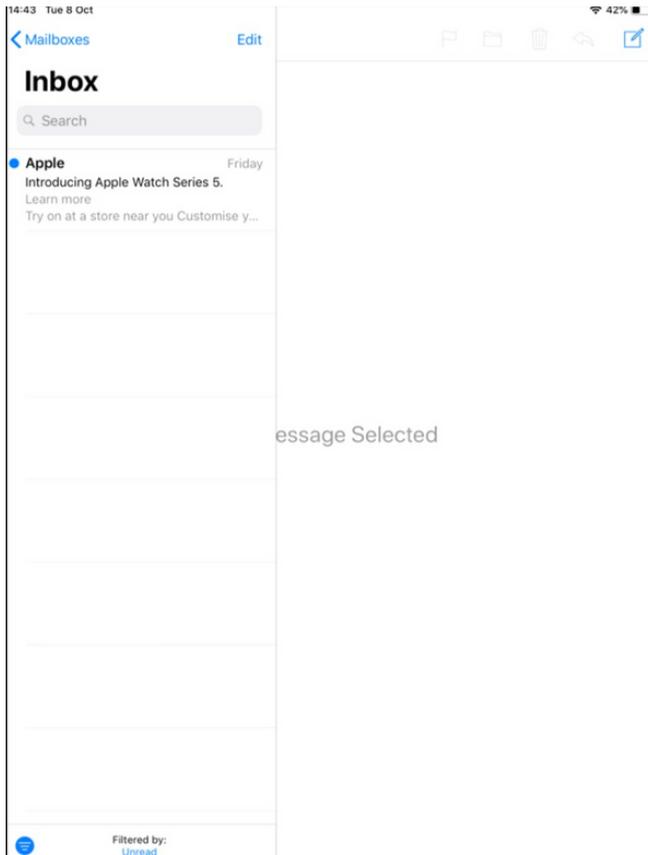
6.

Your account has now been created!

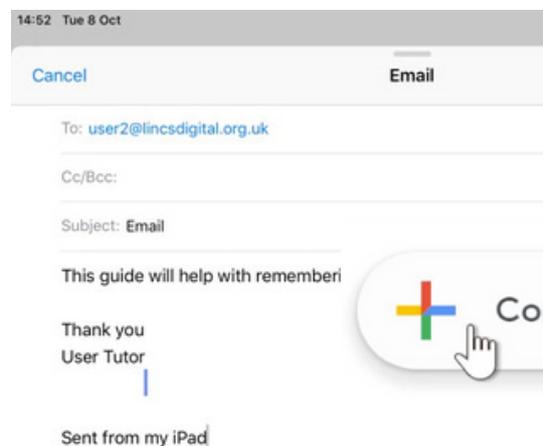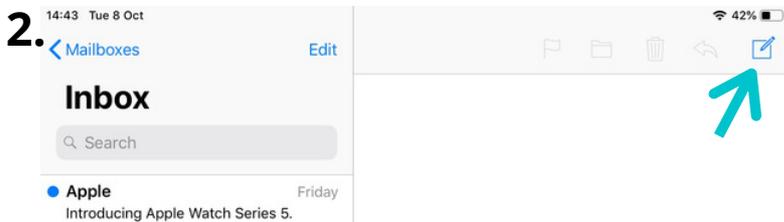© **Age UK Camden** Emailing

Reading & Sending Emails

1.

Once you open your emails it will take you into your inbox. Your inbox is where you'll receive emails. If the email is bold with a blue dot next to it, it means it is new and you haven't read it yet.
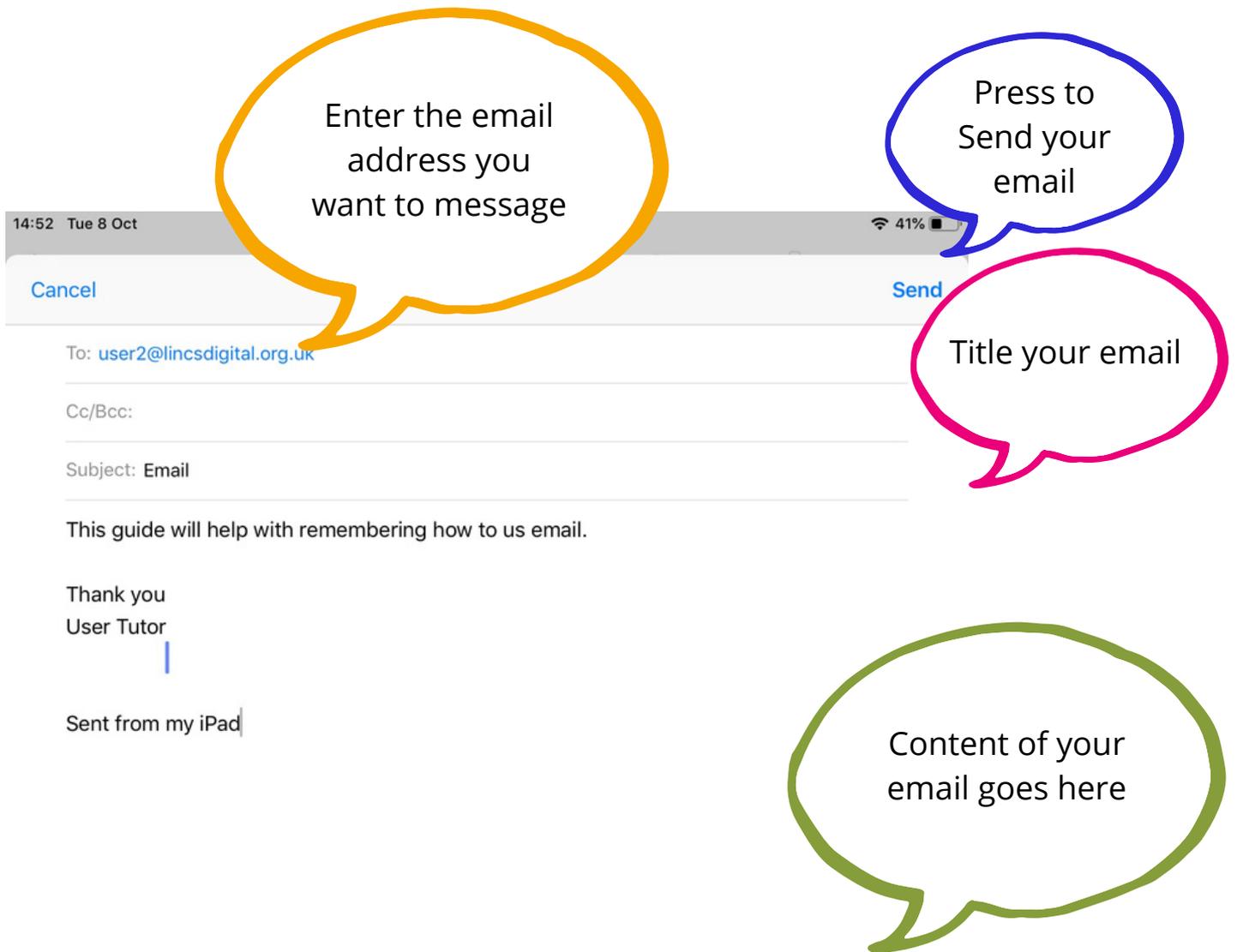
Apple Users
Gmail Users

2.

To create a new email click on the paper and pen icon, as indicated above. For Gmail users, you click on the 'Compose' icon below 'create a new email'.

A blank version of the picture above will then appear for you to type out your email.

What Goes Where?

Enter the email address you want to message

Press to Send your email

Title your email

Content of your email goes here

14:52 Tue 8 Oct   41%

Cancel   Send

To: user2@lincsdigital.org.uk

Cc/Bcc:

Subject: Email

This guide will help with remembering how to us email.

Thank you
User Tutor

Sent from my iPad

Age UK Camden Emailing

Emailing Attachments

1.

> **On either your iPad or iPhone, hold your finger down on the screen over the area for the email content.**
>
> Then these options should appear as shown below. Click on either 'insert photo or video' or 'add attachment' depending on whether you want to attach a picture or a document

2.
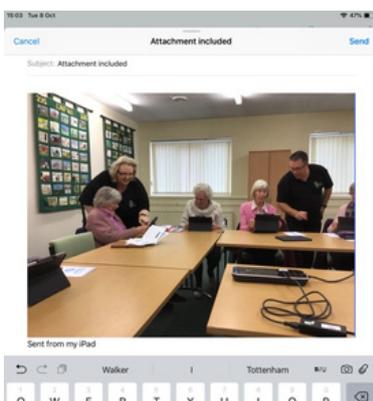
Select the document or photo you want to attach. Once it is in the email, just press 'send'.
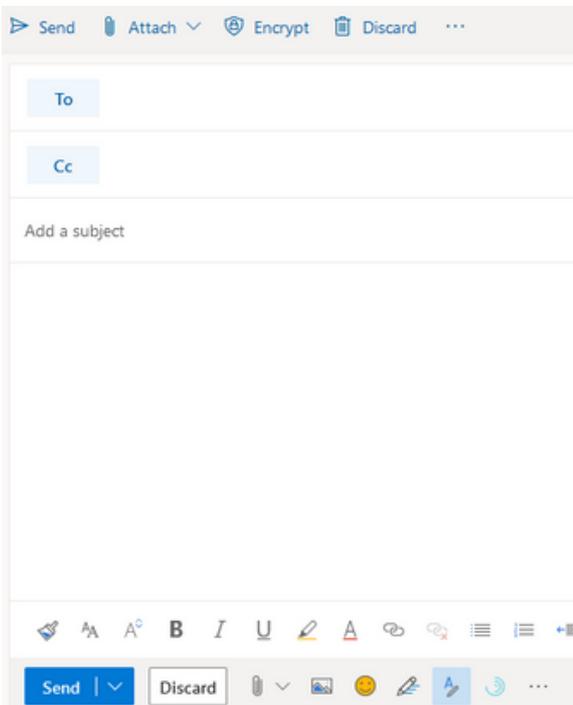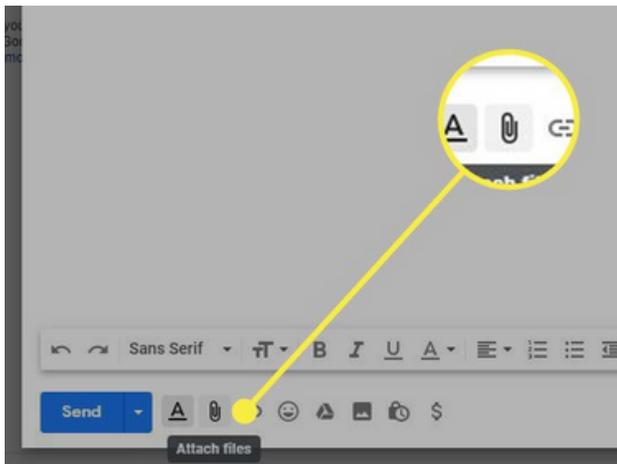
3.

To attach something on Outlook, click on the paperclip that says 'Attach'. Select what you want to attach and then click 'send'.

4.

To attach on Gmail, just click on the paperclip, that says 'Attach files' and select the document or picture and click 'Send'.

Age UK Camden can help you feel more confident with technology, via our group and 1-2-1 sessions throughout the borough.

0207 239 0400
digitalinclusion@ageukcamden.org.uk

Age UK Camden
68 Parkway, Camden, London, NW1 7AH

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