

# DU Learning Guide

## E-mail

*"Now I don't need to hunt for a stamp."*

### What's it all about?

Electronic mail, or "e-mail", uses the Internet to send messages from your computer to the computer of anyone who has an e-mail address. A message arrives within a few minutes of you sending it. You pay nothing in addition to your Internet connection fee.

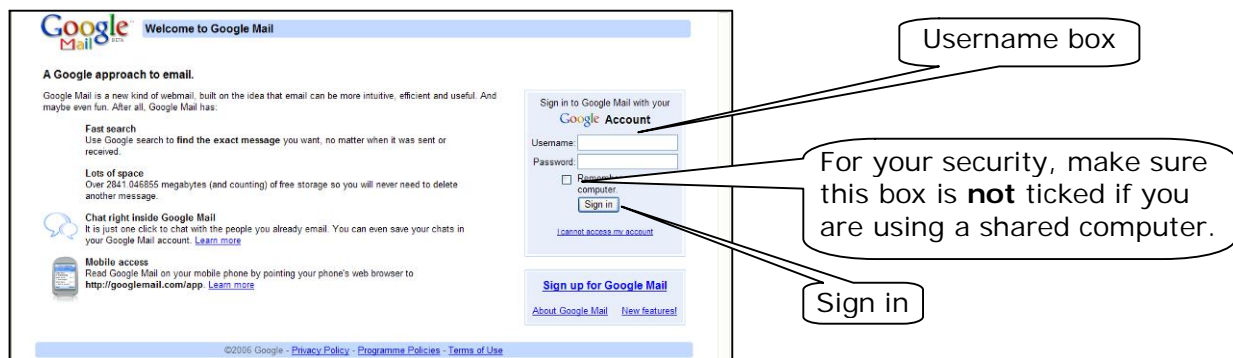
Some e-mail services can be used from any computer, so you don't even need to have a computer at home to use them. You can use the computers in the library, or in an Internet café.

### Try this

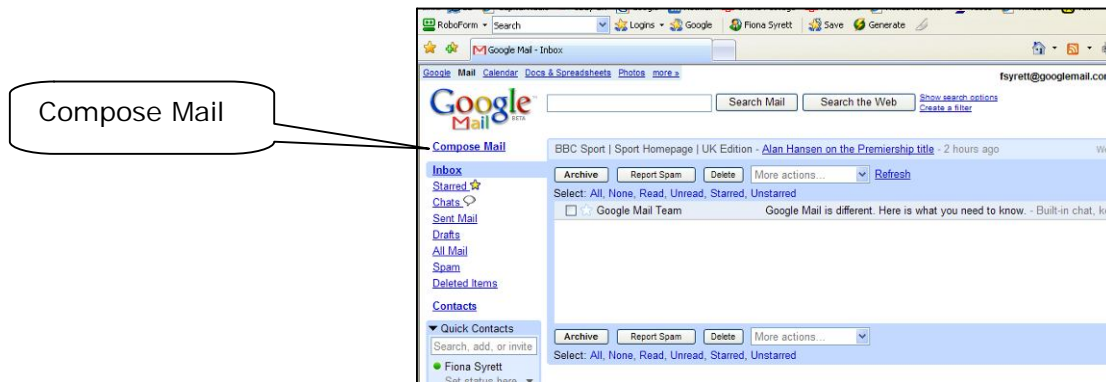
To use e-mail, you need to register with an e-mail service provider and get an address. You can recognise an e-mail address, because it always has the @ sign in the middle.

We have asked anyone holding a Silver Surfers' Day Event to set up some addresses on **Google Mail** for visitors to practise; the following assumes that this has been done.

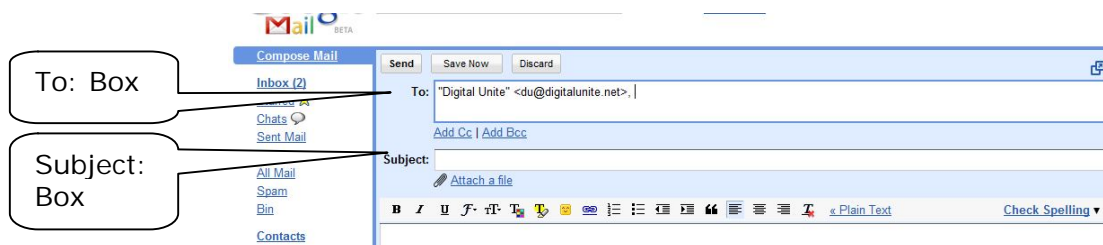
- Type [www.google.co.uk](http://www.google.co.uk) into the address bar of your browser
- Press **Enter** and the Google home page will be displayed
- Point to the word [more](#) and click once
- On the next page, click on [Google Mail](#)
- The sign-on page will be displayed
- If you don't have a Google Mail address and want to go further, you will have to click on [Sign Up for Google Mail](#) and register
- If you do have a Google Mail address, sign in as follows
- Type your Username. Your Username is the first part of your email address before the @. Make sure the flashing Insertion point is in the Username box before you start typing. If not, place your mouse pointer anywhere in the box and click once.
- Press **Tab** on your computer keyboard and type your Password



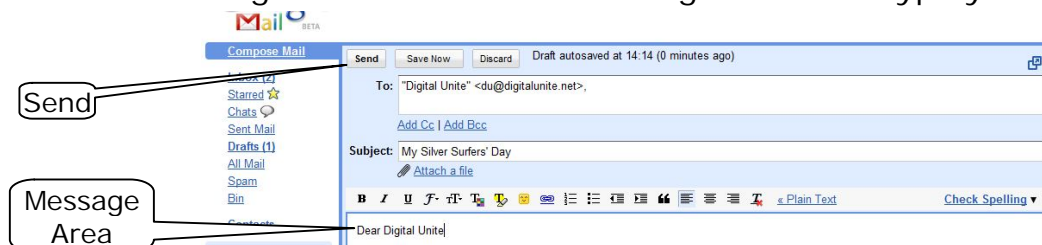
- Click [Sign in](#)
- On the next page, click [Compose Mail](#) to start a new message



- Type the address  
The Insertion point should be showing as a vertical line that blinks on and off in the To: box. If it is not, place your mouse pointer anywhere in the box and click once.  
Type the address in the To: box.  
If you don't know anyone to send a message to, send one to us! Use the address **du@digitalunite.net**



- Press **Tab** again to move to the Subject box.  
It is important to put something in the Subject box. If you do not, the person you are sending the message to may think that it is *Spam* (i.e. junk mail) and delete it. You only need a few words to say what the message is about.
- Press **Tab** again to move to the Message Area and type your message.



- When you are satisfied with your message, click the [Send](#) Button.  
The e-mail message will be sent and will arrive in the addressee's Inbox soon afterwards.

To see how to open a message see **Learning Guide: Use E-mail**.