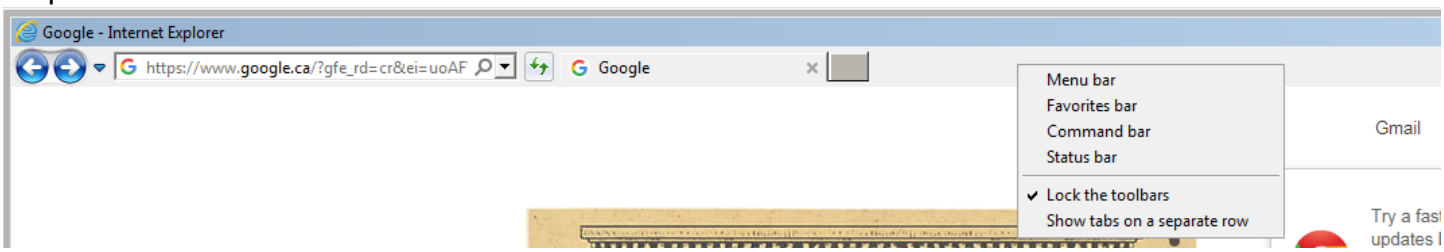
# EMAILS EMAILS EMAILS

Use the MicroSoft Internet Explorer and set up the **Home Page** as Gmail/login.

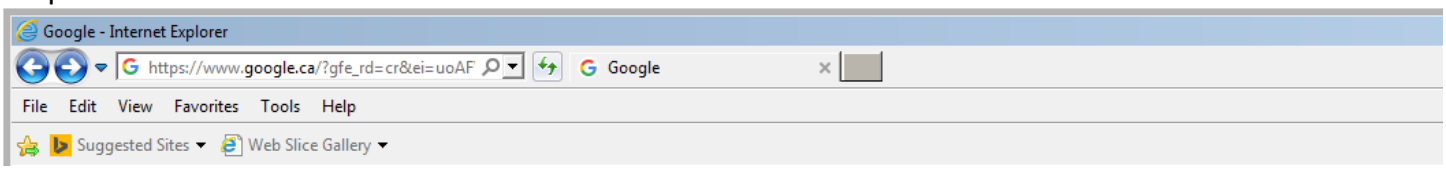
IF you use Google or Microsoft Edge you will not be able to set up Menu bar, so go directly to step 3.

Step 1



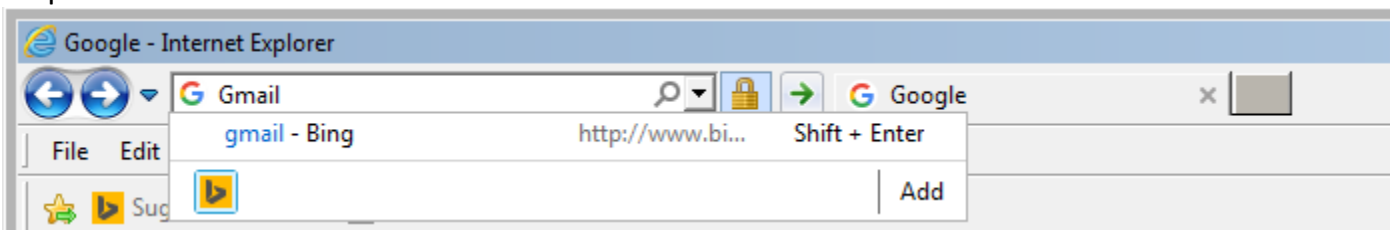

**First, make sure that the Menu bar & the Favorites bar are both enabled. If they are not (like in the example above, RIGHT click just below the top bar (called the Title bar) and check the Menu bar & the Favorites bar options. So that it will look like this:**

Step 2

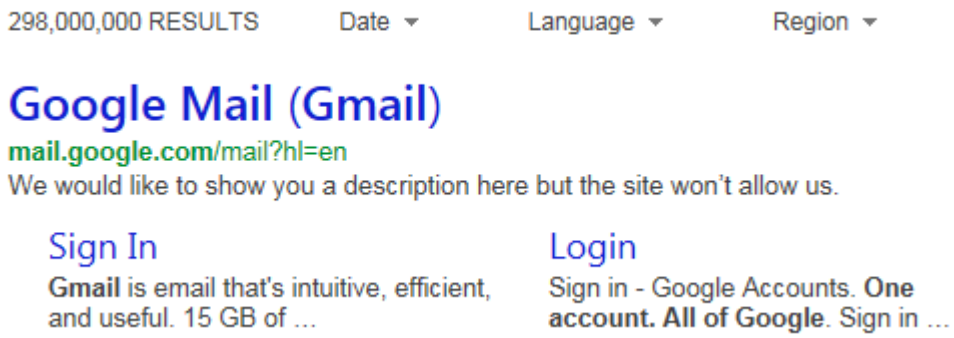



**Then type into the URL (Uniform Resource Locator) slot, Gmail (just like in the example below) and hit Enter.**
**The second bar from top (under the Title bar) is sometimes called the Address bar (that's where the address of the website is displayed).**

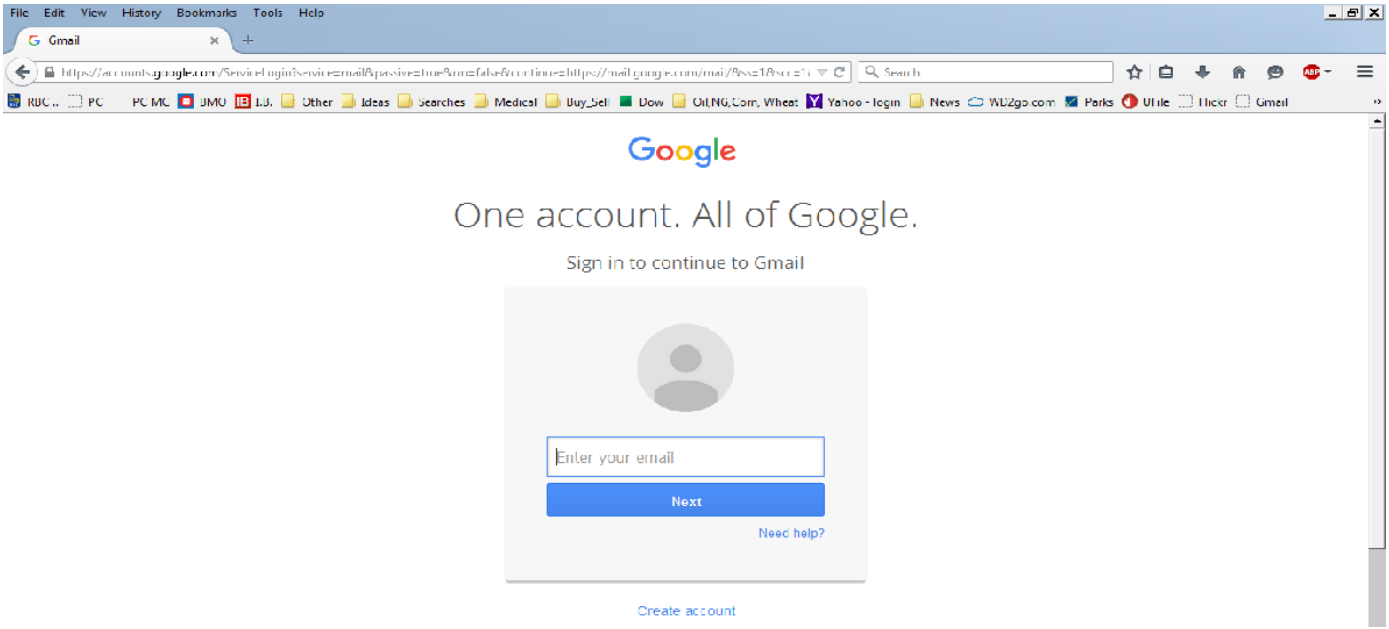
Step 3



This is what you should see:




Click on the **Login** and you should end up on the Gmail/login page.




Click on Create account (at the bottom of the page) and you will be on your way.

Make note about making this a home page (or a bookmark) we will go through this – it is different from browser to browser.

While we will go through the steps, make a note of them right here.

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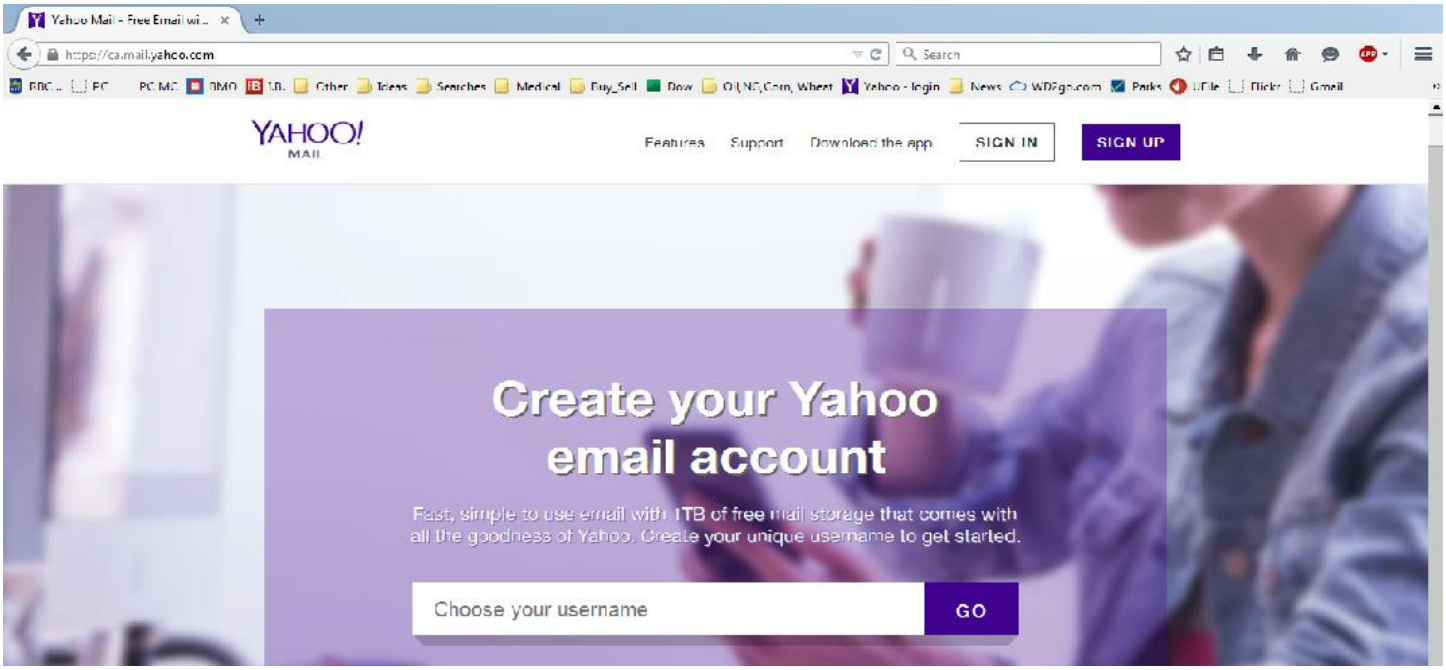
And here we will set up a Yahoo email.




Start by choosing a username then click GO.

Again, keep track of the steps.

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# Set up your account in Mail for Windows 10

Home

As soon as you set up your account in Mail or Calendar for Windows 10, you can start using the apps. You can set up an Exchange or Office 365 account as well as other accounts such as Outlook.com, Gmail, or iCloud.

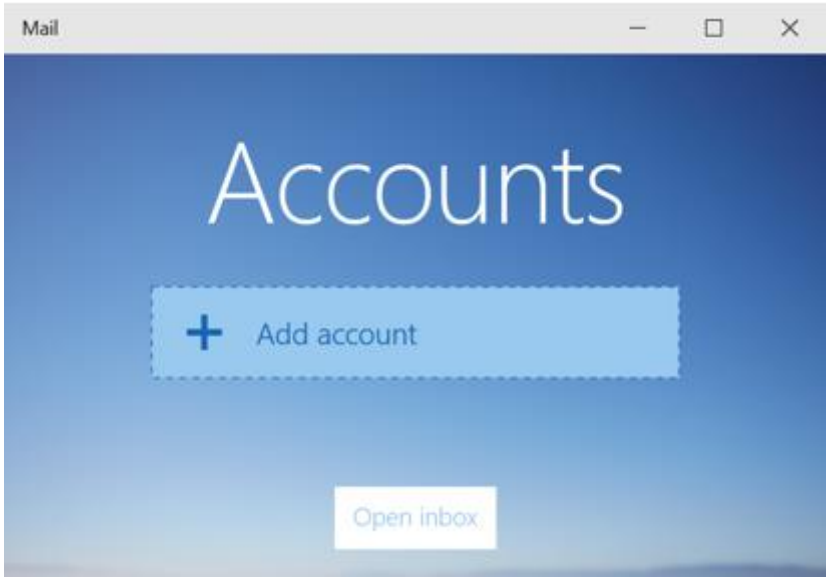
**Note:** If you signed in to your Windows 10 computer with a Microsoft Account (Outlook.com, Hotmail, MSN, and Live), that account is automatically added to the Mail and Calendar apps and can't be removed. You can remove any secondary account that you added manually.

## Set up your account for the first time

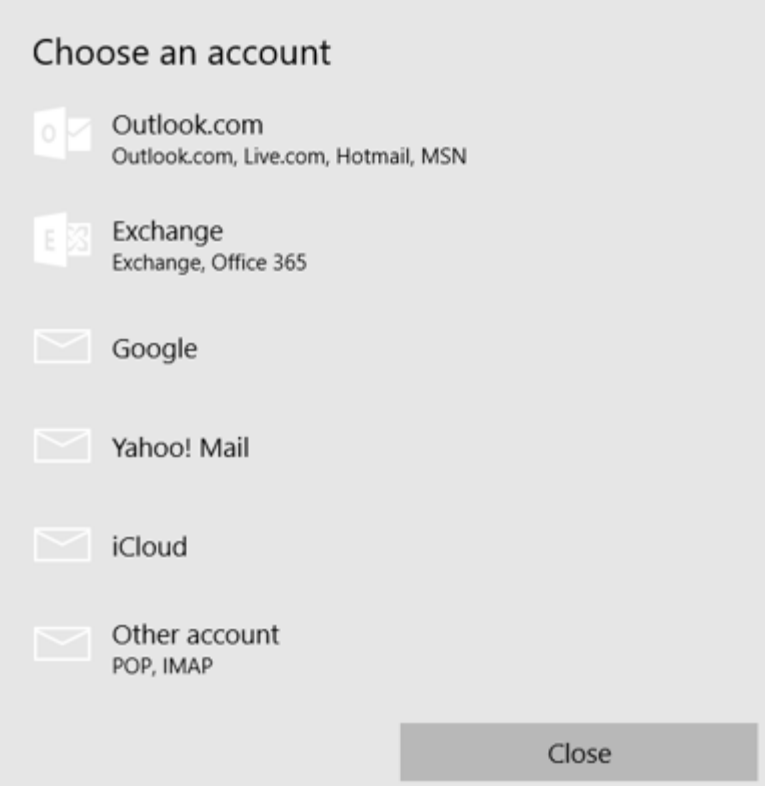
1. Open Mail or Calendar, and on the **Welcome** page, choose **Get started**.

   **Note:** If you don't see the **Welcome** page when the app opens, go to Add another email account below to set up your account. Otherwise continue to step 2.

2. On the **Accounts** page, choose **Add account**.




3. Choose the type of the account you want to add, and then enter the email address and password for that account.




4. Choose **Sign in** > **Done**. Your data will start syncing as soon as your account is set up.

**Notes:**

- If you're not able to add your account using the steps above, try using the steps in adding your account by using advanced settings.
- When you open the app for the first time, you might be prompted to decide if you want the app to run in the background. Choose **Allow** or **Don't allow**. You can change this setting at any time in **Settings**.
- It may take a few minutes for your account to synchronize. During this time, you may see **Not synced yet** in the message pane. If this message persists, see Resolve sync issues in Mail and Calendar apps in Windows 10.

## Add another email account

You can add additional accounts so that you can work with all your emails in one place.

1. Open the **Mail** app, and at the bottom of the left navigation pane, choose **Settings** ⚙.

   **Note:** On a phone or tablet, choose the three dots at the bottom of the page to access **Settings**.

2. Choose **Manage Accounts** > **Add account**.
3. Choose the type of the account you want to add, and then enter the email address and password for that account.
4. Choose **Sign in** > **Done** when your account is set up.

   **Note:** It may take a few minutes for your account to synchronize. During this time, you may see **Not synced yet** in the message pane.

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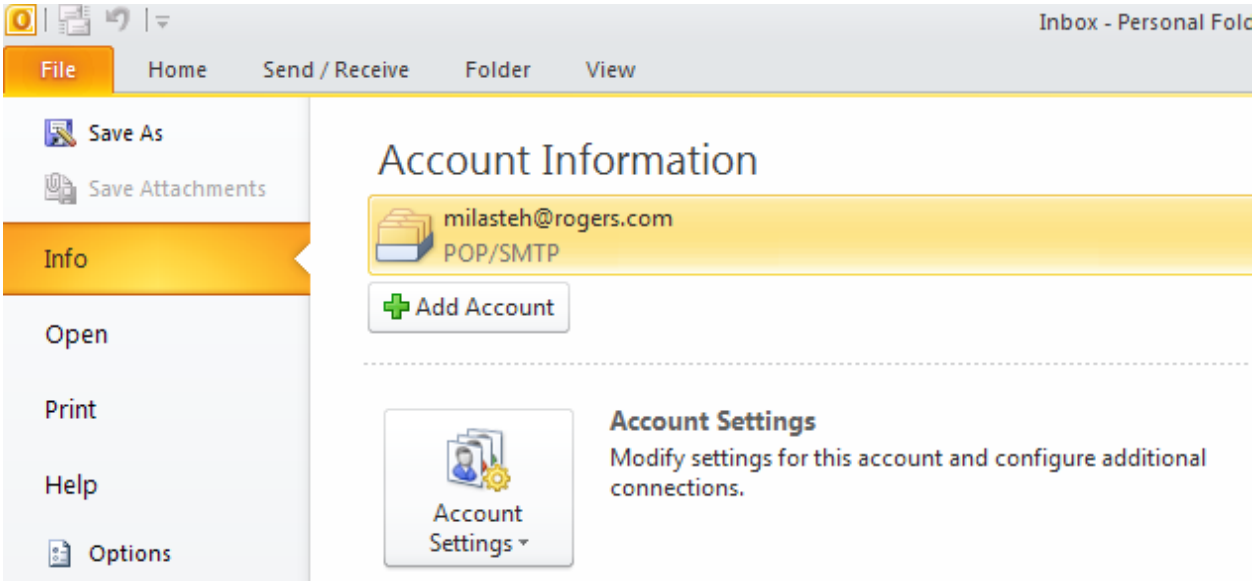
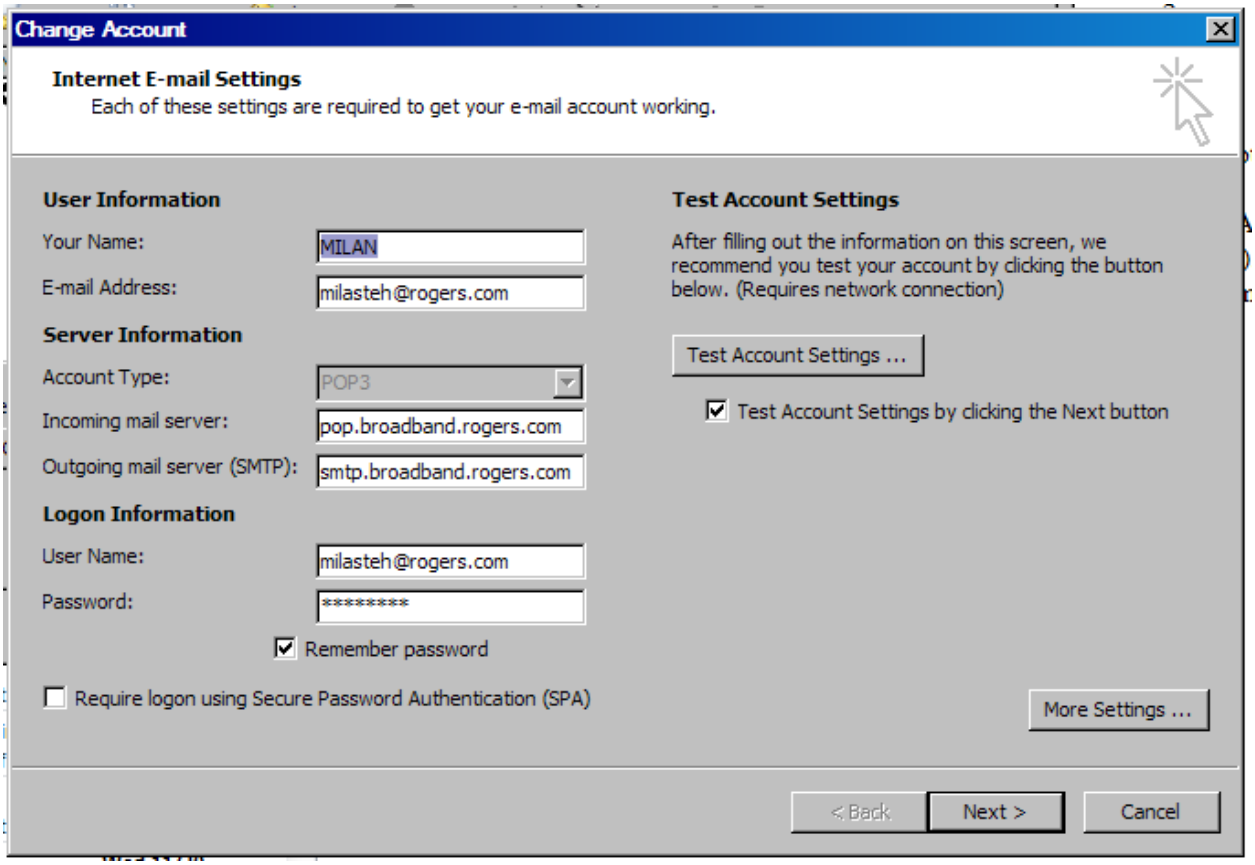
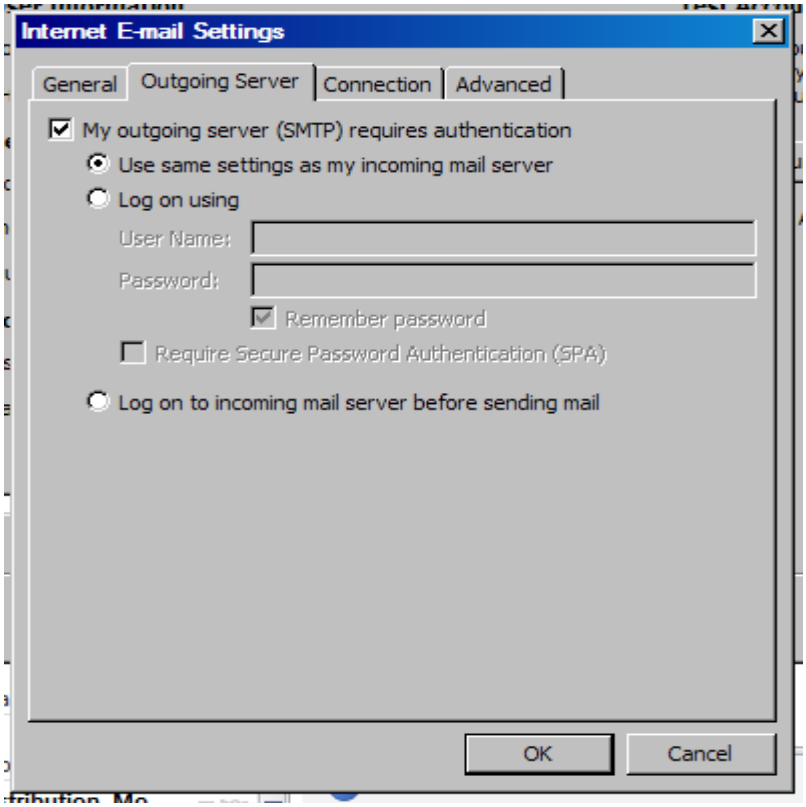
## Setting up, adding or changing an e-mail account on MS Outlook



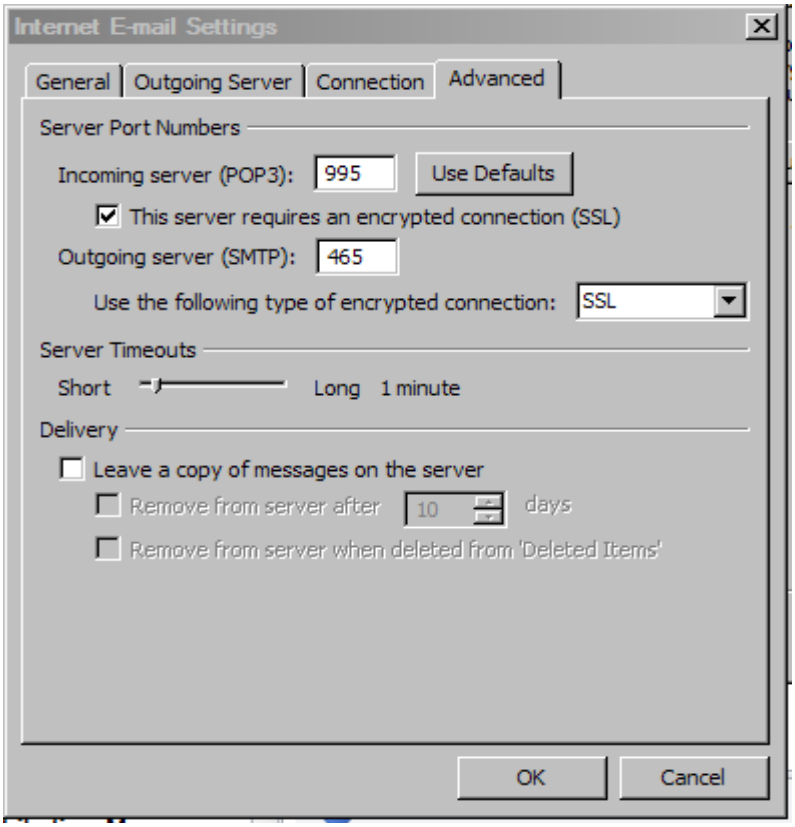

Following are screen shots with settings for the user, protocols & ports ( whether you are setting up a new account or changing and account).




After this is filled out – click on More Settings, then the Outgoing Server tab and double check the selections.




Then click the Advanced tab and make sure these are the settings: POP3 port: 995; SMTP port: 465 and SSL is selected.




After you click OK, you should be back at the second screen where it says Test Account Settings. Test it and see if everything is OK.
After that, just a short cut on the desktop that opens the email.

# mail.com

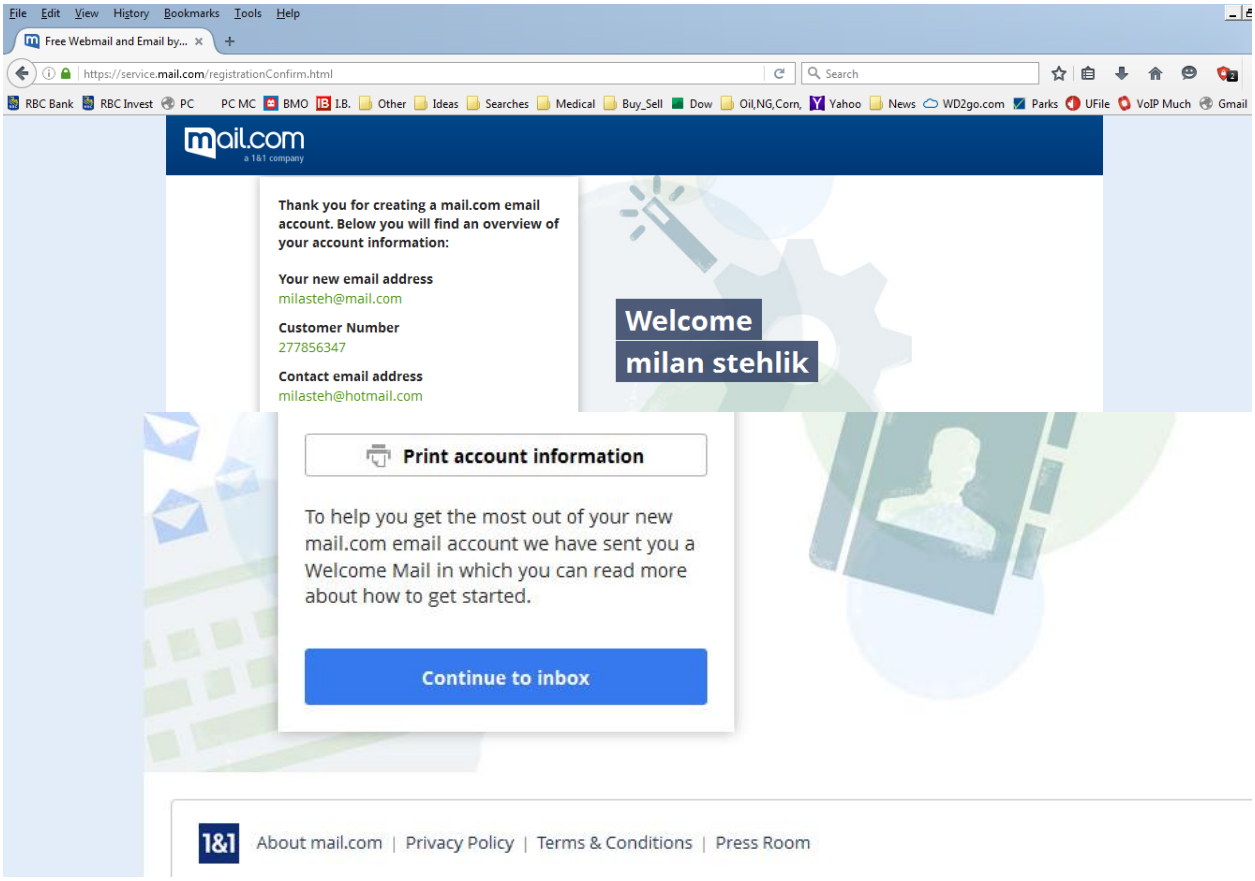
To create and account in **mail.com**, start by entering **mail.com** in the address bar. The “www” and anything else will be added automatically by your browser.

Then click on **Sign up**

Fill out the form. If you wish to use a nickname or your second name, you can do that. Make sure, you write all the data down, so you will not forget anything.

When signing up for a web based mail, I stay away from the sites that ask for my cell phone number.

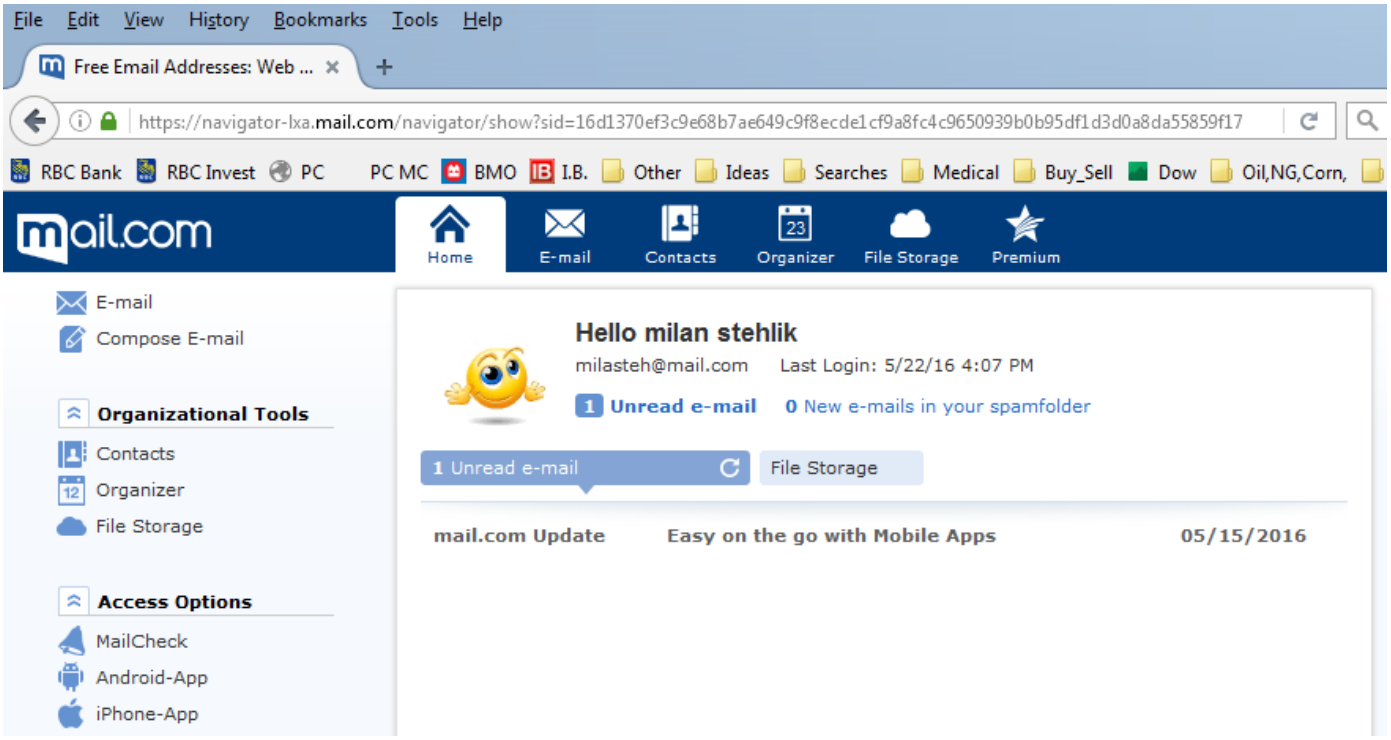
When everything is OK, you will get this page:



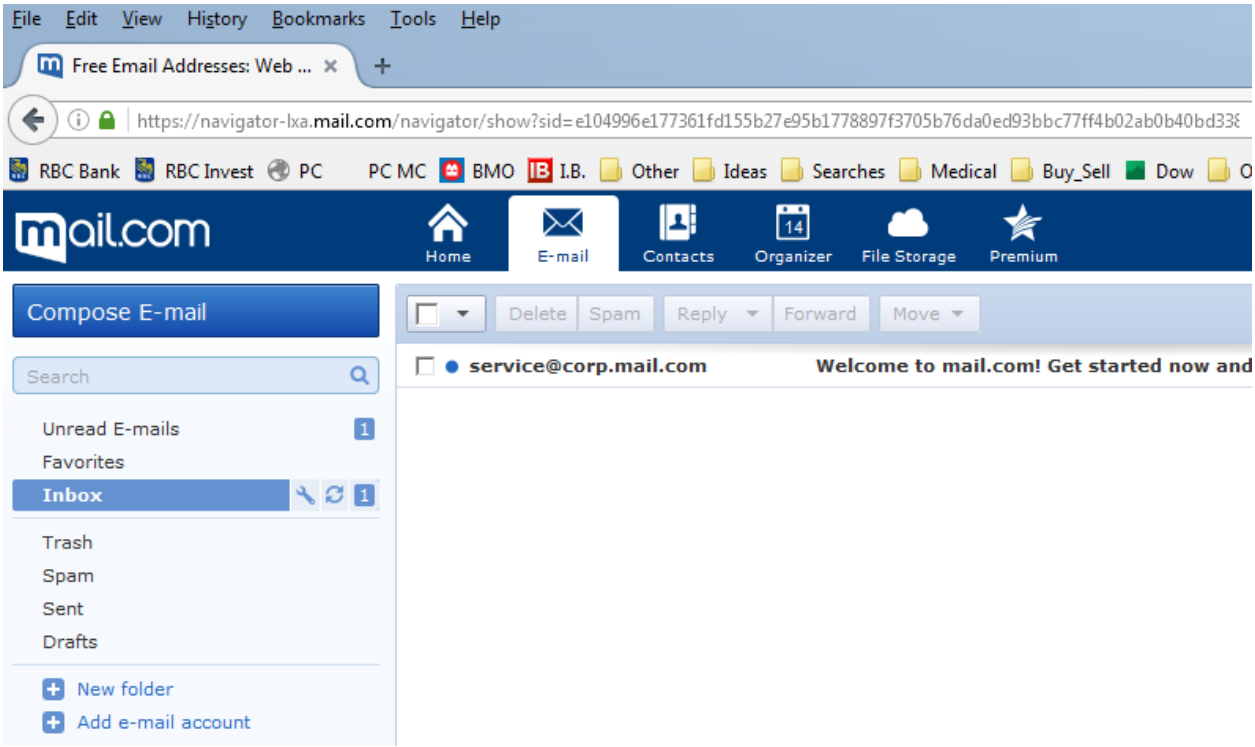

As suggested, write, or print your account information (there are too many people who forget their passwords, ID numbers, security questions and answers, etc. etc.).
Now you are ready to **Continue to inbox**

**On the next page, look for the: No thanks, go to mail.com** (in small letters at the bottom).
After all you just wanted a free email, so why pay for all the extra features, unless you may have some business reason to use them.
Now you should be able to see your mail page.

Typically, it opens in the **Home** folder:

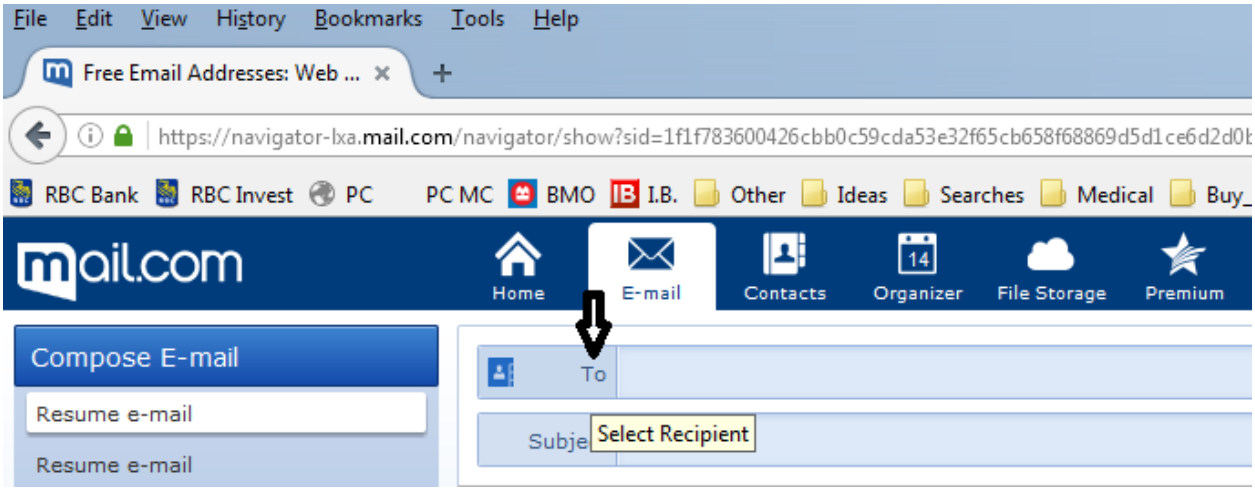



When you click on the **E-mail** icon, you will see the layout, you may be used to from other e-mails.

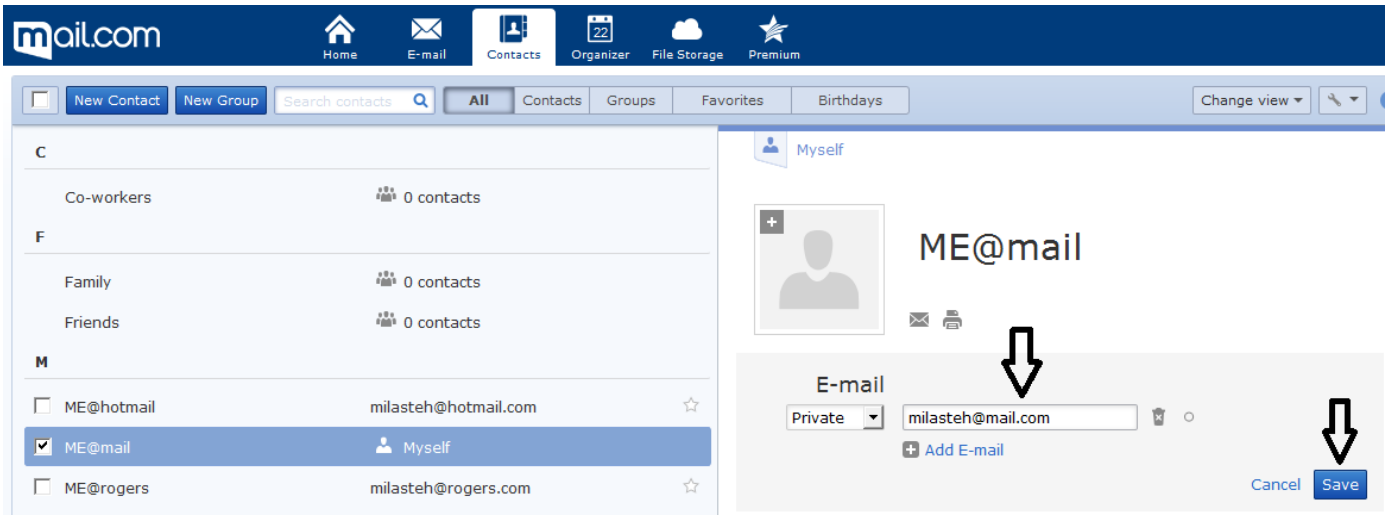



Let's test the e-mail by sending a simple test message to yourself.

First, you have to add yourself to the **Contacts.** Notice that if you look at the Contacts, it looks like you have been automatically added (as **Myself**). If you start a new e-mail (by clicking on **Compose E-mail**) and click on the **To** (Select Recipient) and a particular contact is not showing (including **Myself)**, the E-mail part of the contact has not been saved.




If you entered a new contact, and it is not showing up when you click the **To** (Select Recipient), make sure to **Edit the E-mail portion** of the contact and click **Save**.




Now you can test it by sending yourself a “test” email.
Send yourself another email with a link and a description on how to create a group.

Here is a suggested link: [https://help.mail.com/en/email/sending.html](https://help.mail.com/en/email/sending.html)

After you created a group (2 people will make a test group), email (forward) this email (how to create a group) to the group you just created.

Here is an example of the email:

## Link and a description on how to create a group

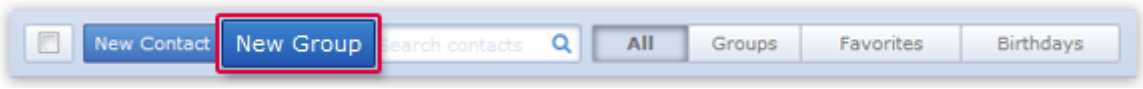
## https://help.mail.com/en/email/sending.html

## Creating a Group

In addition to the pre-defined groups ("Friends", "Family" and "Co-workers"), you can create any number of custom groups.

**How to create a new group:**

1. Click the "New Group" button at the top left.




2. Give the group a name and click "Save" to confirm.
3. Click the "Add more Contacts" link
4. In the contact list (on the left), activate the check boxes of all contacts you want to add. You can restrict the list by filtering or using the search function.
5. Click the "Save" button on the right to confirm your selection.

Now you can use your new group. You can add new contacts to the group or remove them from the group at any time.

**How to create a new group in Contacts by drag and drop:**

This method only works if you already know at least two contacts who are to be members of the new group.

1. Drag one of the two contacts to the other.
2. Give the group a name and click "Save".
3. If required, add more group members by dragging them to the group using the same method.

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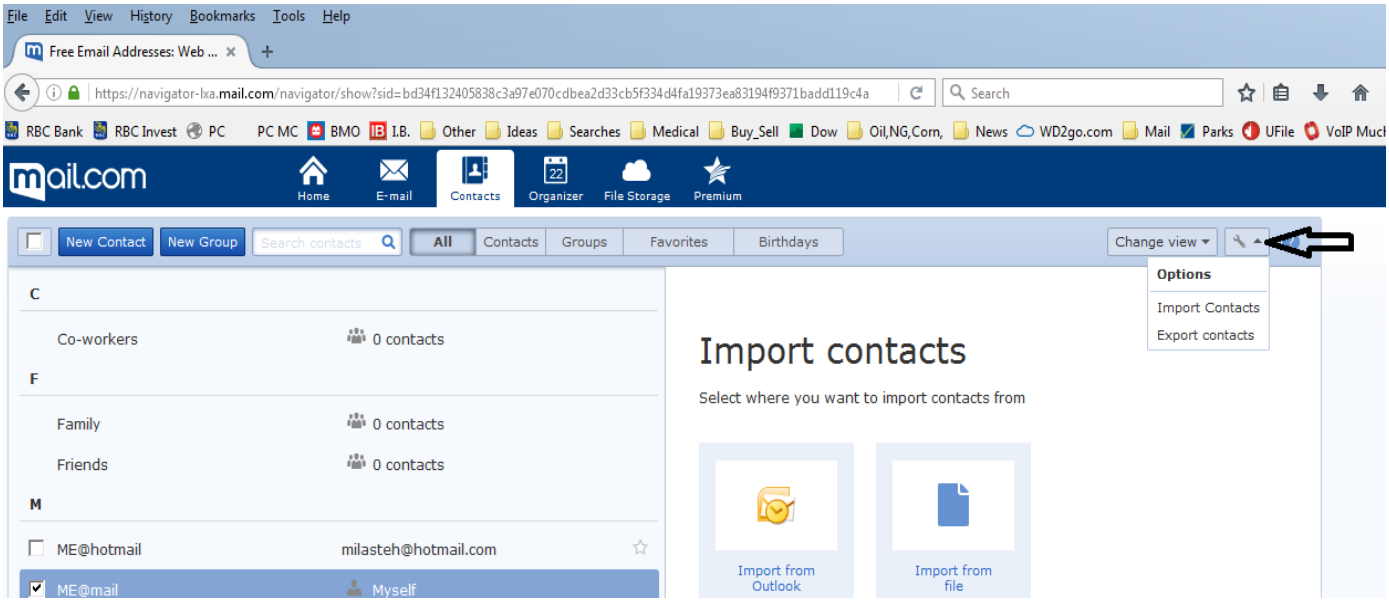
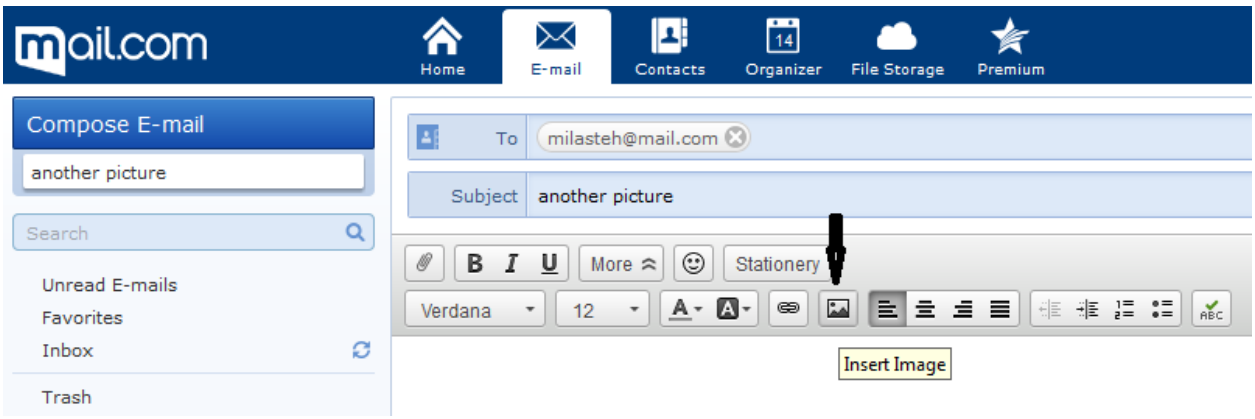
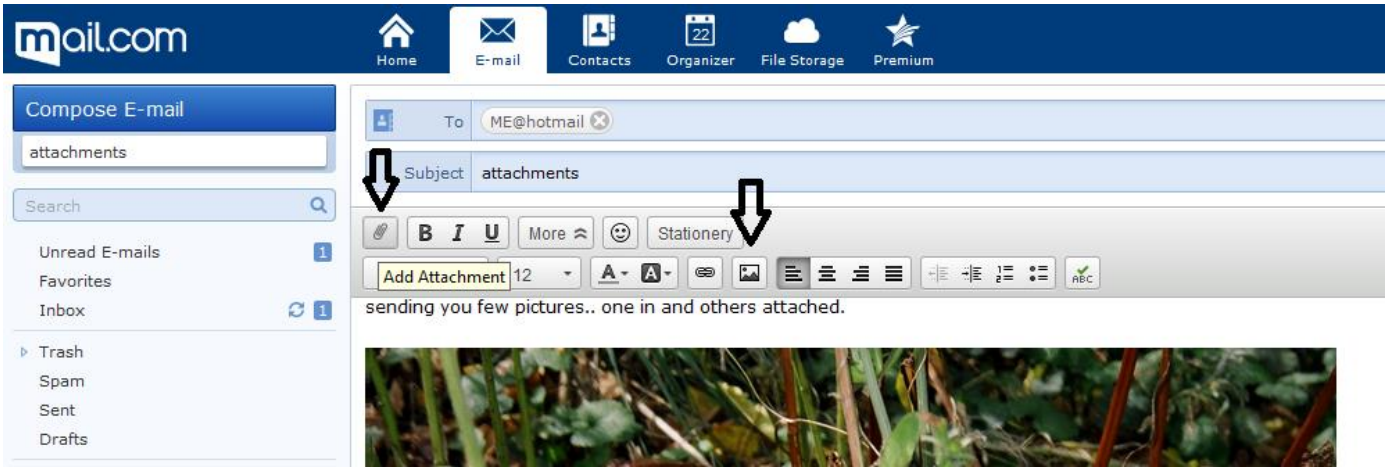
**To import contacts from other emails, click on the wrench icon then Import Contacts and follow the instructions:**



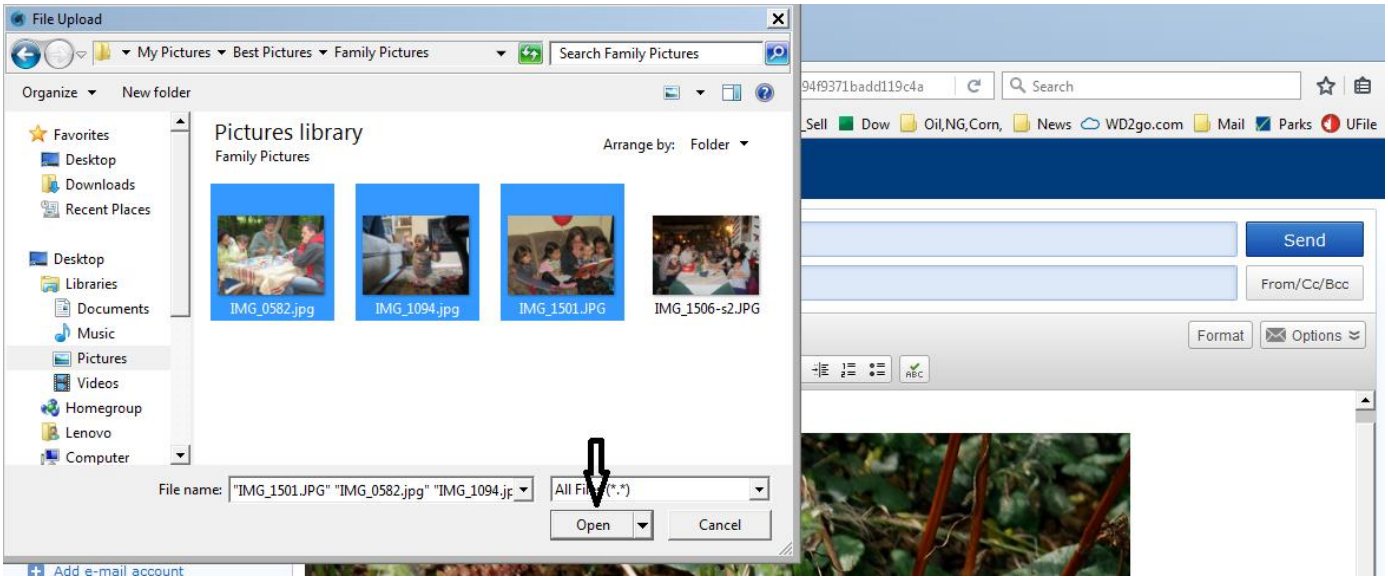

For the next practice, let's find a picture, insert it into the email message and also attach it to the email. When inserting a picture into the email message, you cannot just copy and paste it (as in some other mail programs) you have to click the **More** button and then the "picture" icon indicated by the arrow.



To attach a picture (or any other file, or even multiple files) the process is very similar.

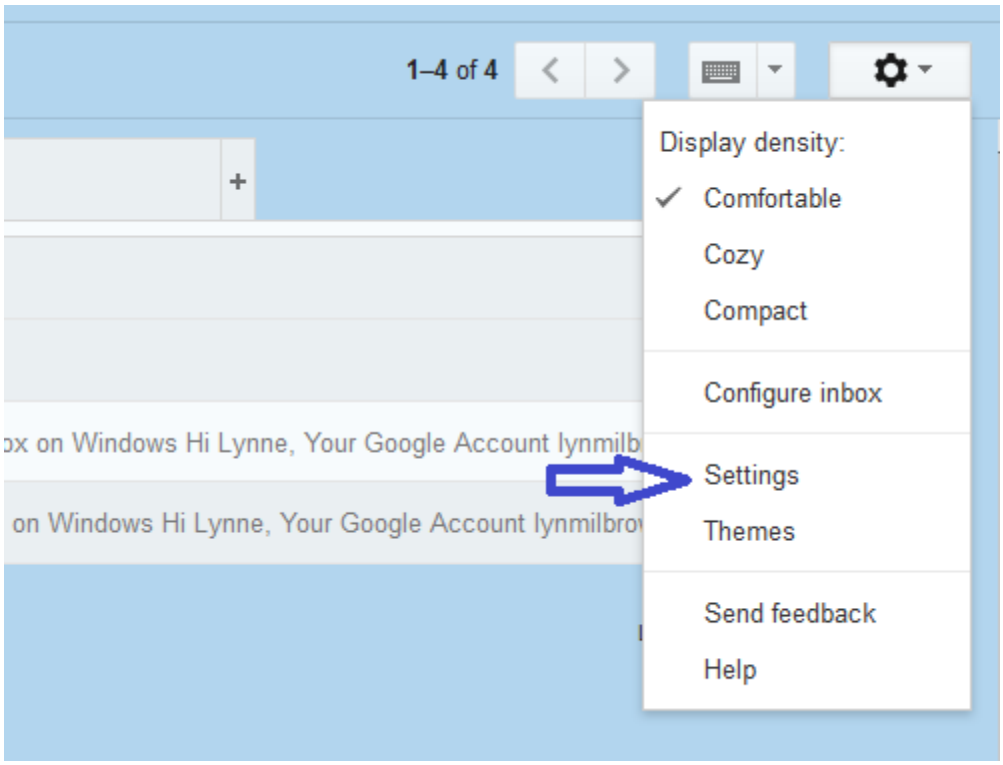



Click on the **paper clip** icon, select the pictures (files) then click the **Open** button. And you are ready to send.

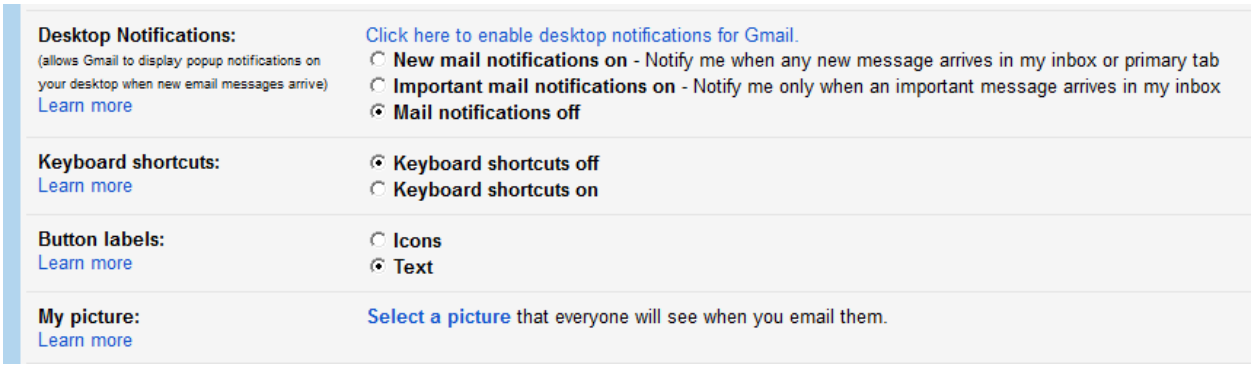


# Gmail

Lots of people seem to be using Gmail, so let's do a bit of work in it.
We will start by changing some of the settings: click on **Settings** ("**cog**" wheel), then on **Settings** again.

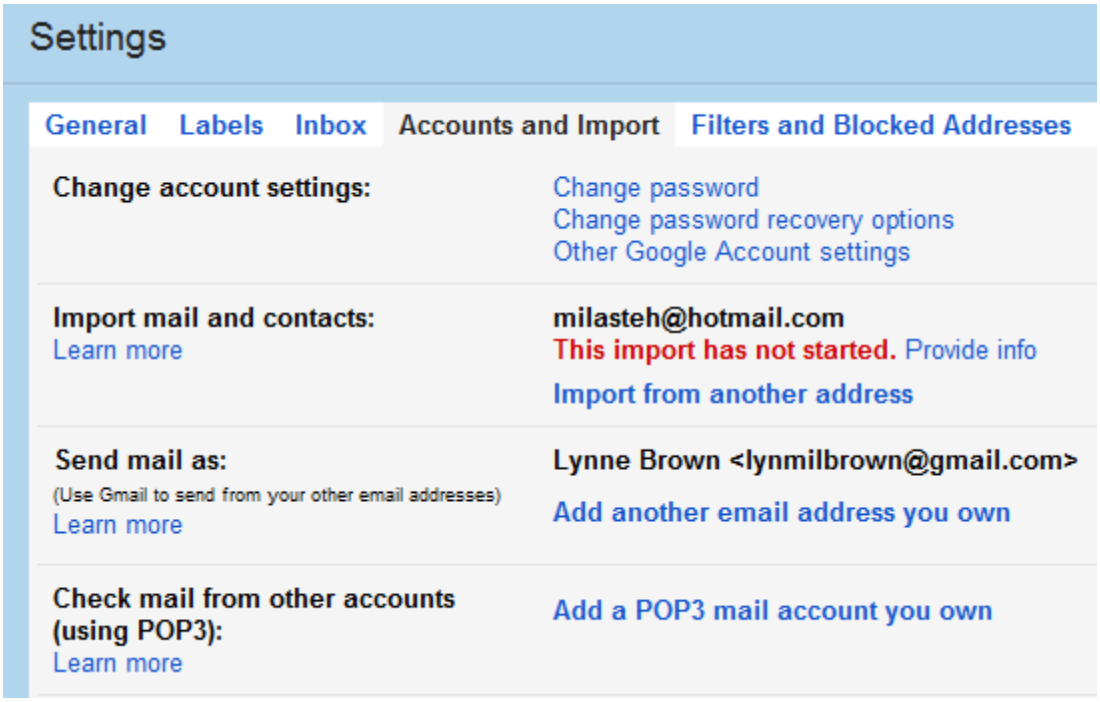



Here are some of the settings. I picked **Text** as **Button labels**. After making your choices, do not forget to scroll all the way down and click **Save Changes**.

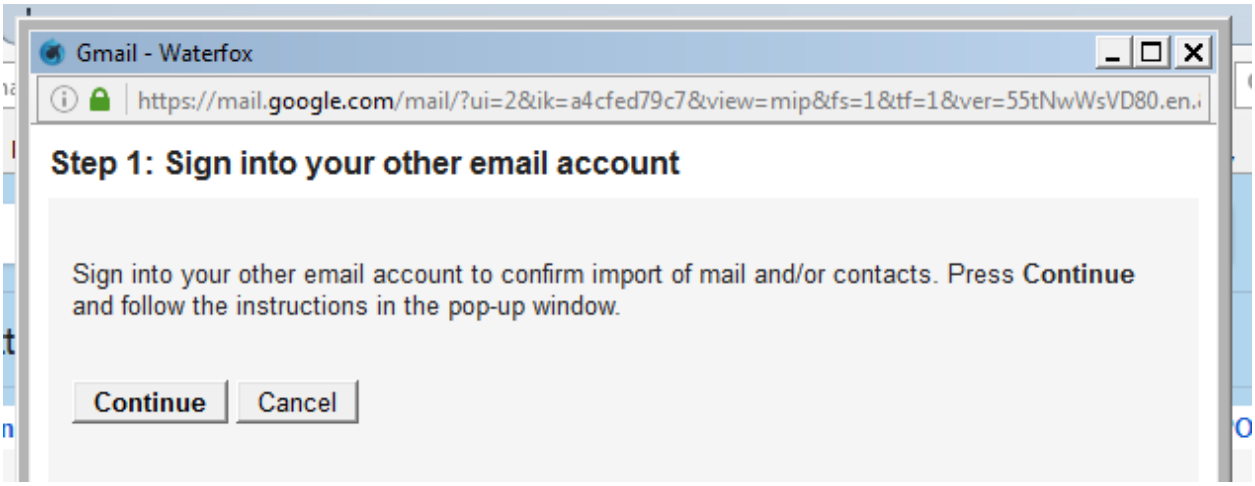



To display (hide) the various folders (Inbox, Sent Mail, Spam, etc.) – in Gmail they are called **Labels**, go to Settings > Settings > Labels and choose which folders (labels) you want to see on the left.

If you want to import emails and/or contacts from another web based email, you can go through with the following:




I have previously started an Import, but did not follow through; when I now click the **Provide info** I get the next screen and can continue where I left off last time.




After clicking **Continue**, just follow the instructions.

Here are two links (going to the same website) re adding contacts in Gmail.

## How to Add Contacts in Gmail

http://www.wikihow.com/Add-Contacts-in-Gmail

Some other notes on adding contacts:
Any time that you reply to someone or forward a message, the sender will be added to your Contacts list automatically. Check your Contacts page to see if the person is already on your list. They will be listed in the "Frequently contacted" section until they are added to your full contact list.

- If you're using the traditional Contacts interface, you'll be able to find them in the "Other Contacts" section.
- To add a contact from received mail, select the mail message, click on the little triangle next to Reply, then click Add “name” to Contact list.

## How to Make a Mailing List in Gmail

**http://www.wikihow.com/Make-a-Mailing-List-in-Gmail**

It is quite simple.

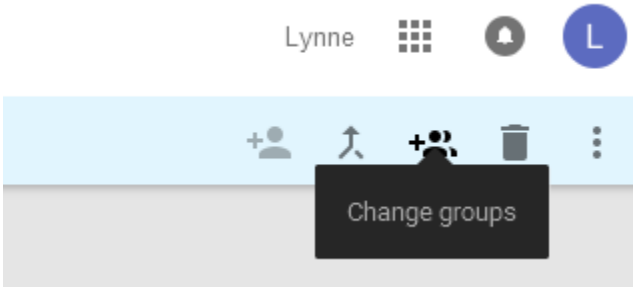
Click on Gmail > Contacts > Groups > New Group

Adding a contact to a group from **Edit Contact** click **Add to groups** (bottom left)

**Adding multiple contacts to a group:**
- Click Gmail at the top-left corner of your Gmail page, then choose Contacts.
- Select the contacts in the Contacts list.
- Click the Groups button .
- Select the name of the groups you'd like to add these contacts to, or select Create new to create a new group.

**Here is another way (in case your version does not display the Groups button):**

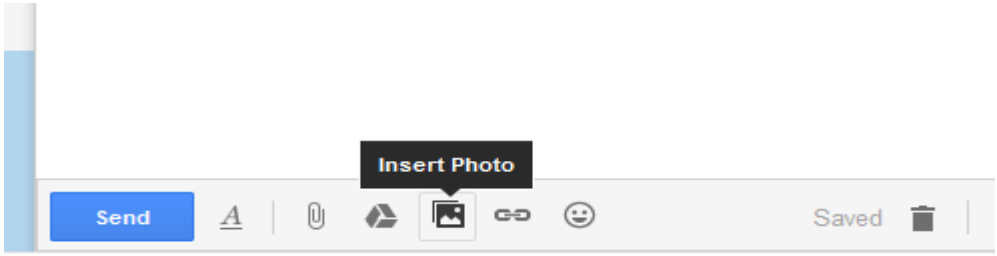
The first 2 steps are the same, but then you have to click the **Change group** icon:



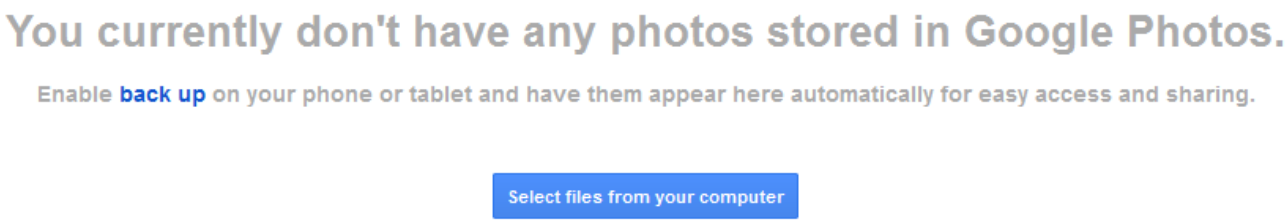

Check the desired group, then click on **the three vertical dots** icon.
The selected contacts will be added to the checked group.

**To send a picture (in the email message and as an attachment):**

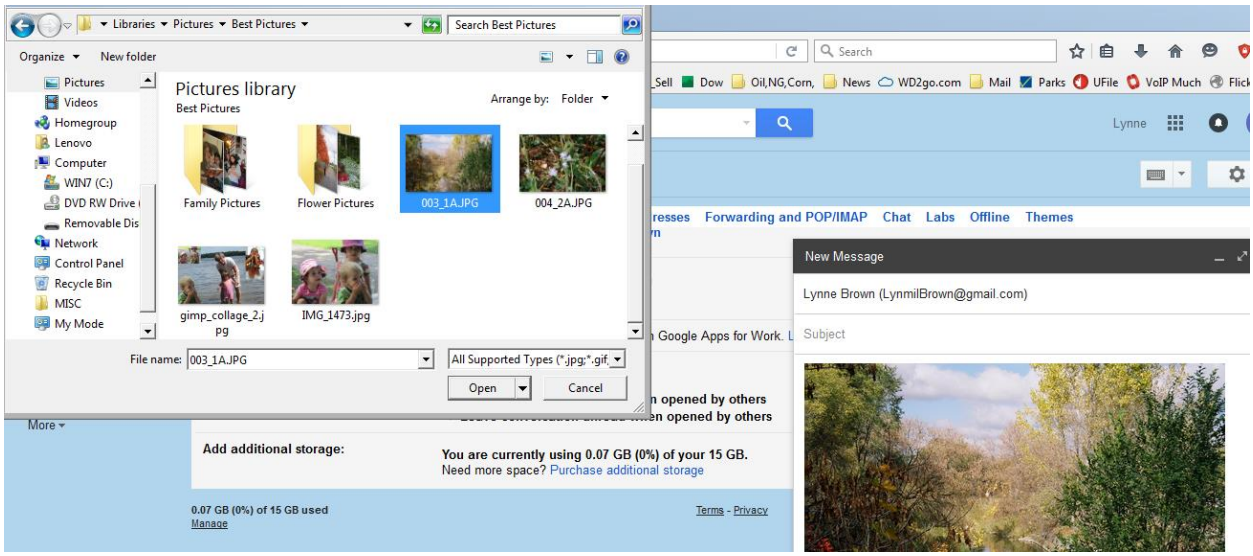
Click **COMPOSE** > click on **To** (to Select Contacts) > check the contact > click **Select** (bottom left) > click the "picture icon"



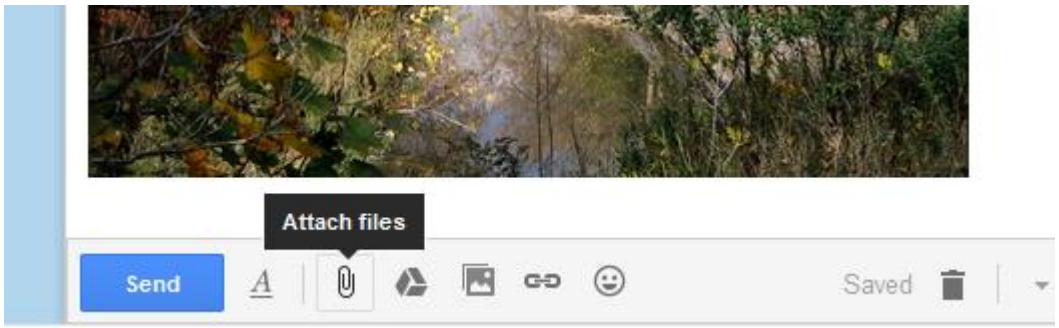

If you have no pictures uploaded in Google, click Select files from your computer



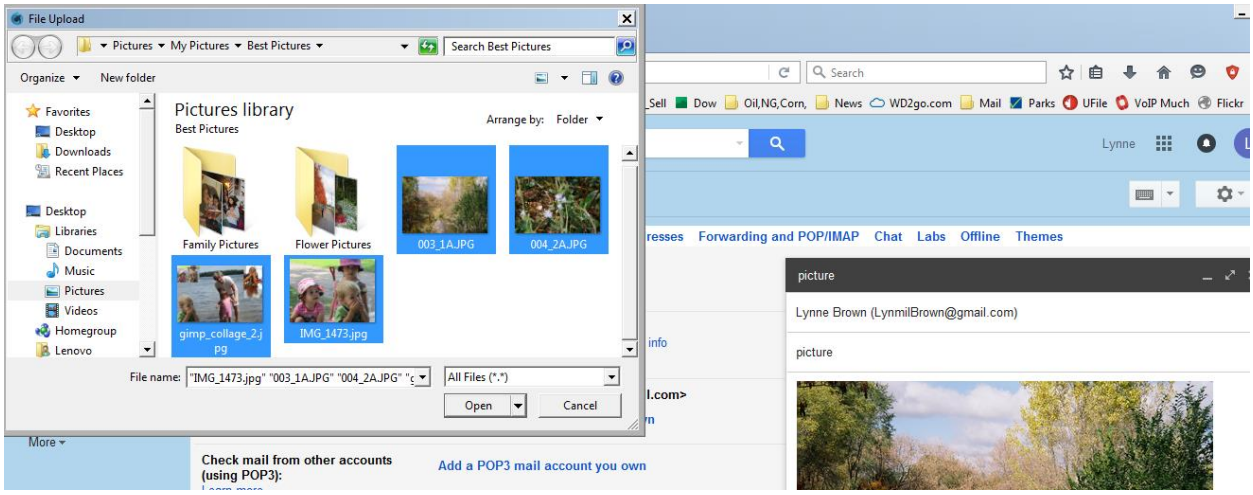

Find a picture on your computer (by now you have them organized) and drag it over to be uploaded and watch the process. When it is finished, you will see the picture in your email.



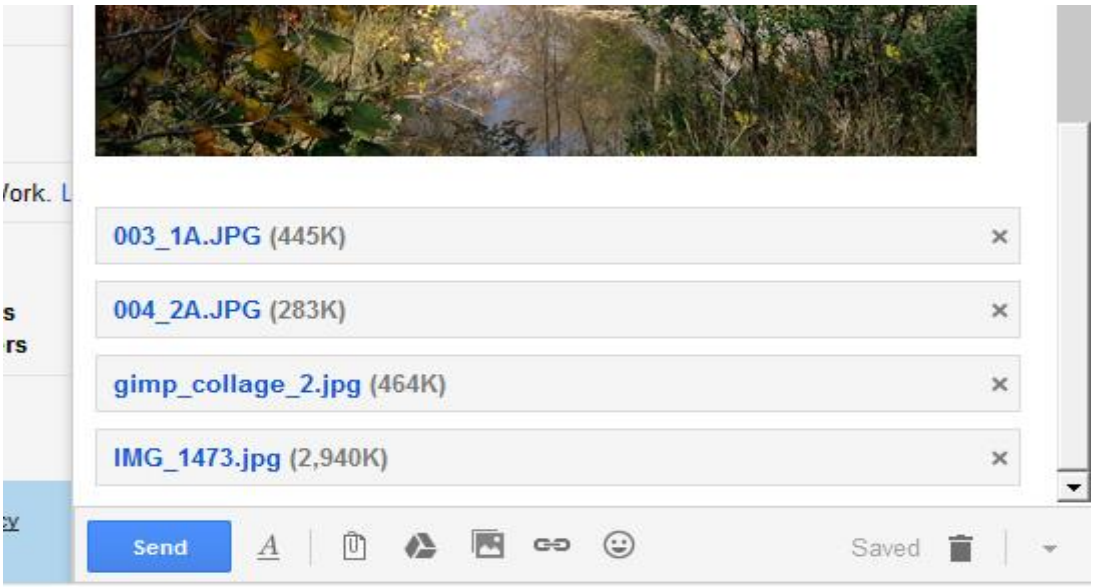
To attach a picture (or any other file)..




Click on **Attach files** and then select the pictures (or files) you want to attach. To actually "attach" the pictures (or files) click the **Open** button.

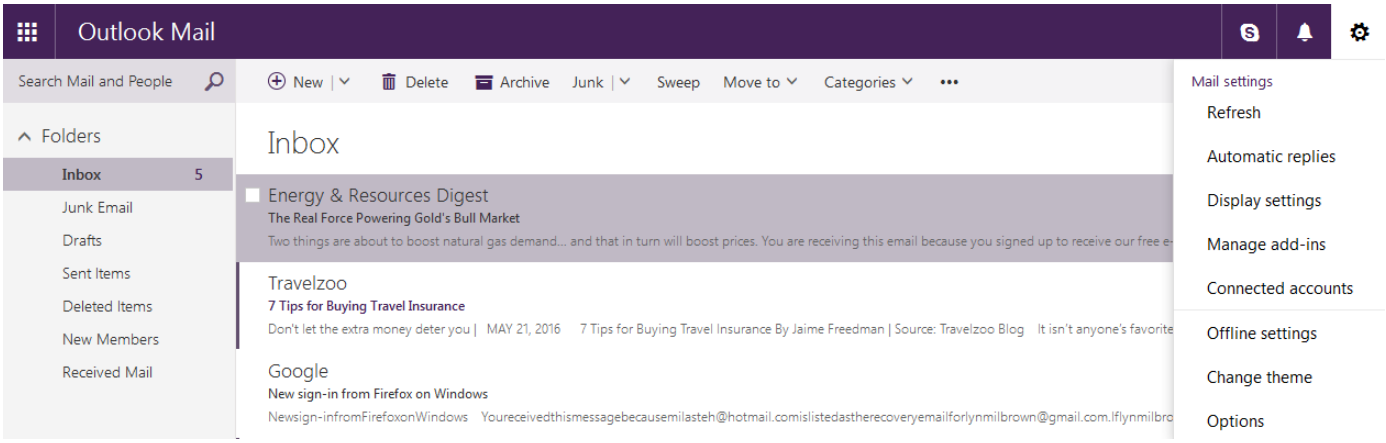



Here you can see the picture file names attached, ready to be mailed. Notice, that you can still change your mind here and click the **x** on the right of each file to "delete" (detach) a file previously attached. Word of caution, if you attach too many big files, it will take a long time to upload and send!!

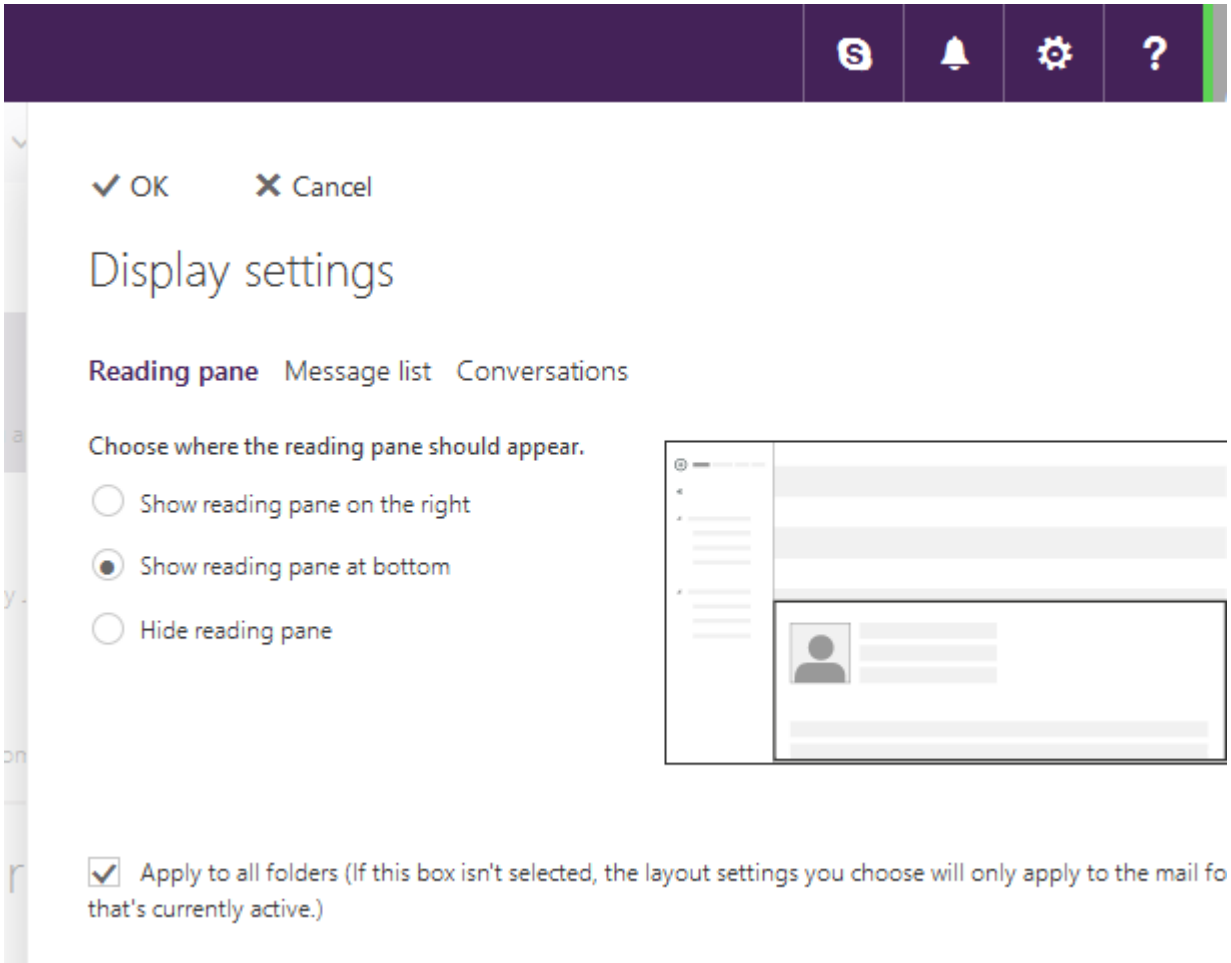


# Outlook.com

As in Gmail, the **Settings** are again accessed through the "**cog**" icon (top right).
When you click on it, you get to see the different Mail settings.

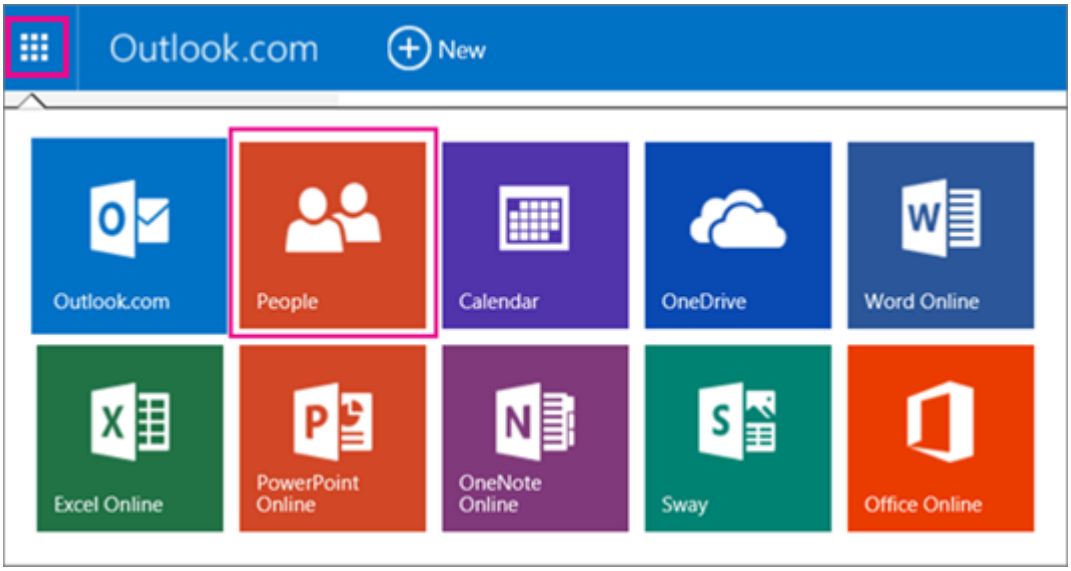



Here I selected to have a split screen, displaying the selected message in the bottom half.
**Changing Theme** can make the screen look a bit more interesting.



To import contacts into **Outlook.com**, here is what to do:

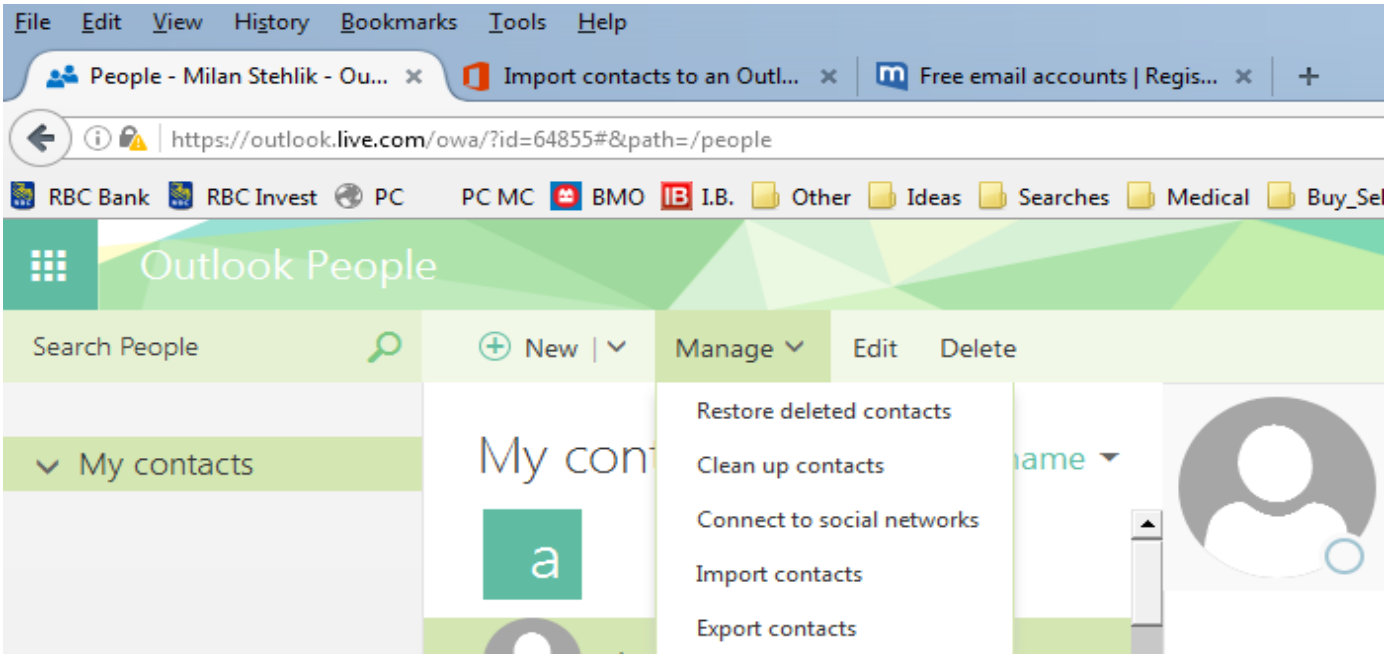
1. Go to http://people.live.com and sign in to your Outlook.com account. Or, if you're already signed in to Outlook.com, choose the app launcher > **People** to go to your contacts.



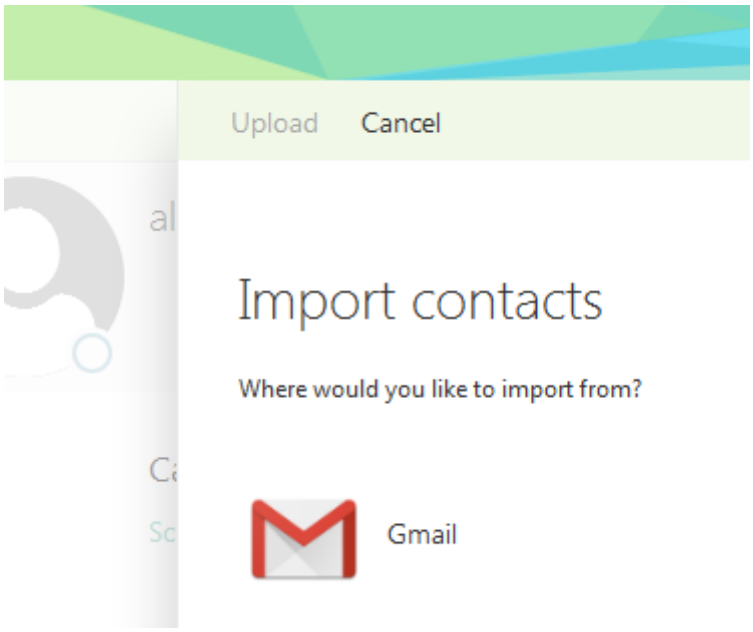

2. Choose **Import contacts** and then choose **Google**.
3. 
4. Follow the instructions on the page to export your contacts from your Gmail account as a .csv file.

   Google will export a *copy* of your contacts; you'll still have access to them when you sign in to your Gmail account.

5. **Upload** your .csv file to Outlook.com.



Here click on Gmail and follow the instructions.



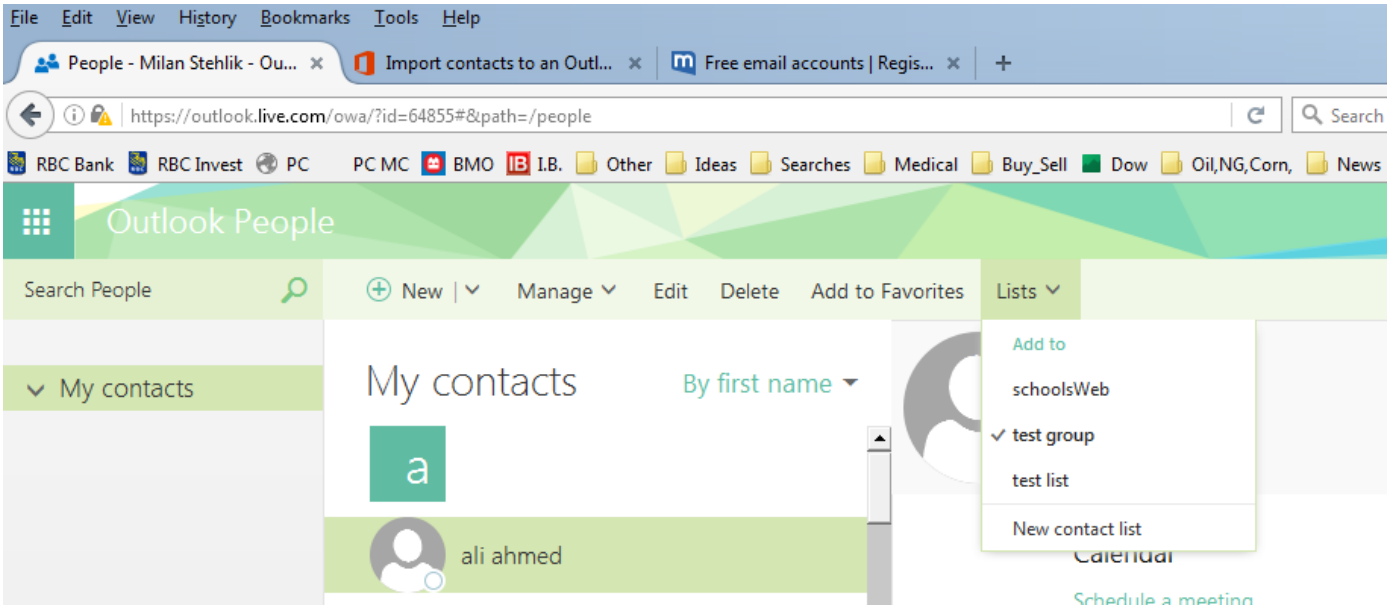

Here are the instructions:

## Import contacts from Gmail

1. Sign in to Gmail.
2. Go to Google Contacts.
3. Select More > Export.
4. Choose which contact folder to import and choose Outlook CSV format.
5. Select Export.
6. Select Save to Disk > OK.
7. Select a location to save your file and select OK.
8. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you just downloaded and select it.
10. Select Upload.

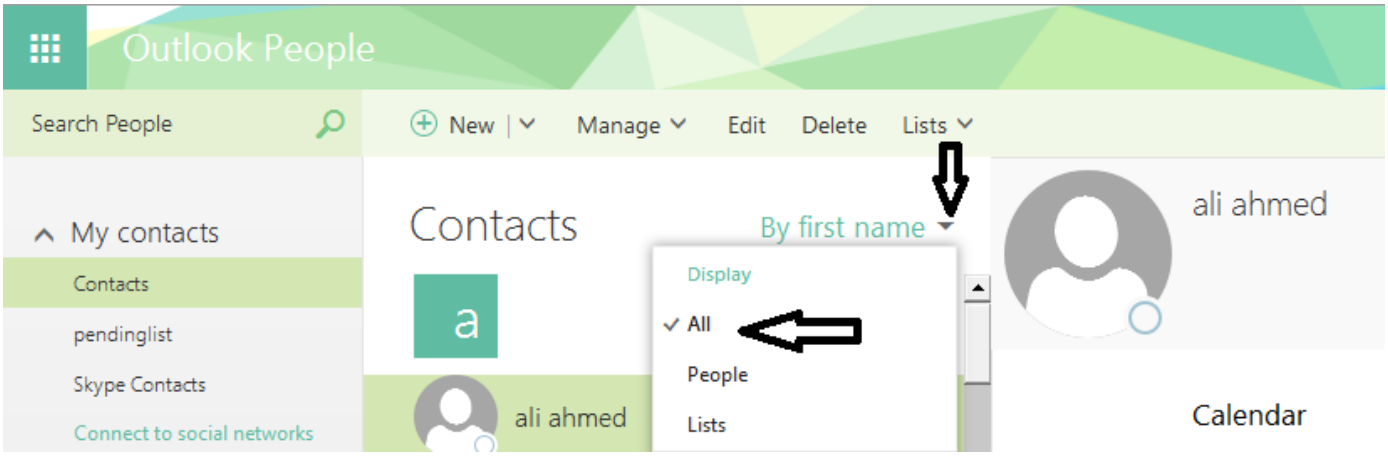
Browse

Creating a group (List) in Outlook.com is similar to creating a new group in Gmail.
Click on the "**grid**" icon (the 9 square dots in the top left) then **New** or **Lists** and you will see a choice to create a New contact list.

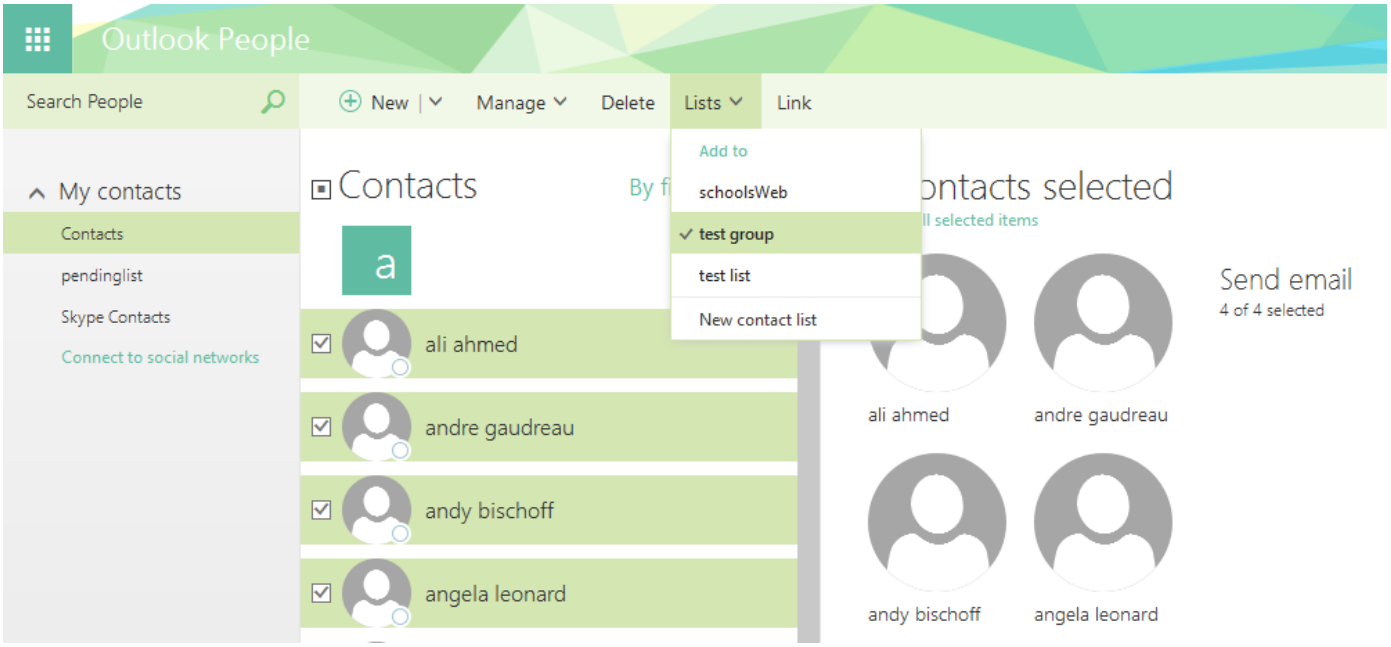



You can look up this website too:
[http://logintips.com/hotmail-sign-in/create-contact-groups-distribution-lists-in-hotmail-outlook-com.php](http://logintips.com/hotmail-sign-in/create-contact-groups-distribution-lists-in-hotmail-outlook-com.php)

If you cannot see your groups (Lists), make sure that the **All** is checked in this window:
First you have to click on the little triangle after the **By first name.**
Of course, first you have to click the "**grid**" (some call it the **App launcher**) – the nine square dots, then click on **People**.

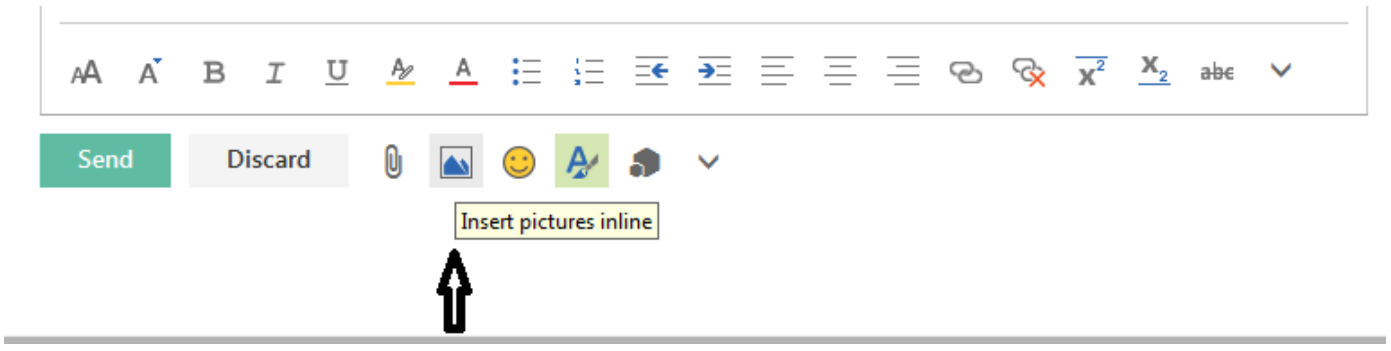


Adding contacts to a group can be a bit tricky.
First, in the Contacts column, **check** all the contacts you want to add to a group.
Then under **Lists, check** the name of the group into which you want to add the contacts.



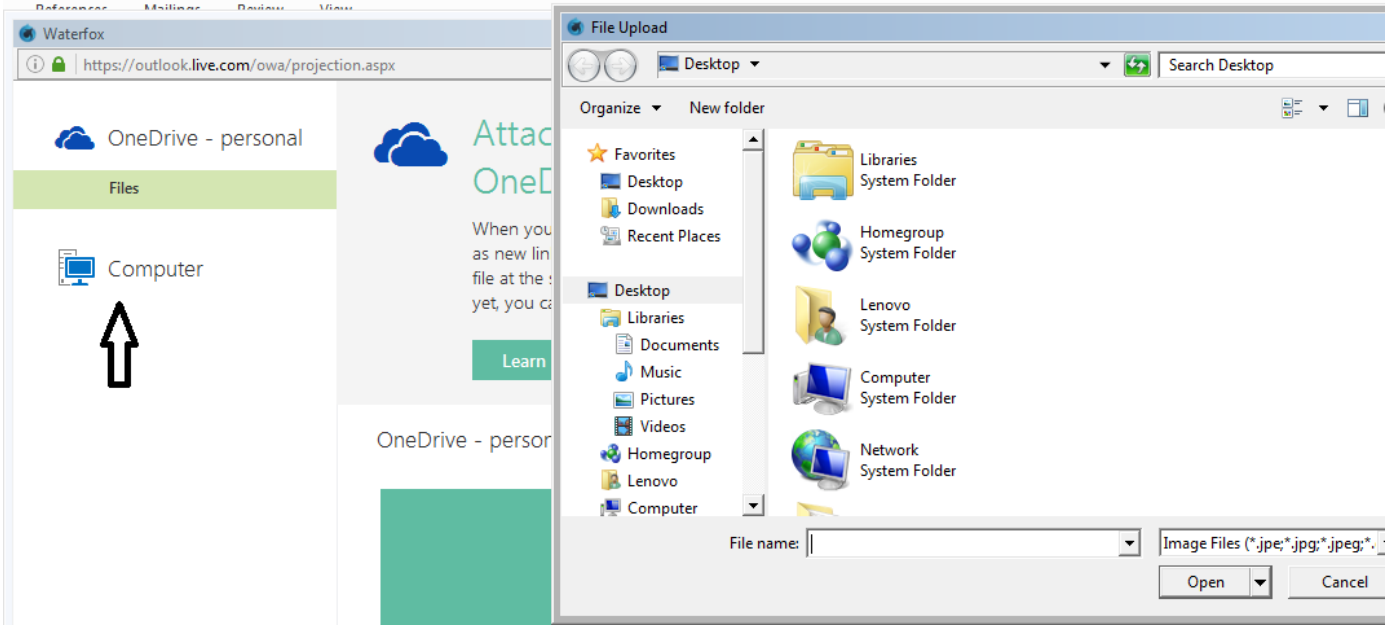

You will not see any Save nor Apply button to click!! To finish, click on the Contacts under My contacts in the leftmost column.
Then you can scroll down and click on the group to make sure the contacts have been added.

Sending a picture in an email message and/or as an attachment is very similar to the way it is done in other email applications.




Again, you see the familiar icon for inserting pictures and the paper clip icon for attaching files.

When you click on the picture icon, you have a choice of getting a picture from the files on your web email, or from your Computer. After clicking the Computer button, your computer desktop window will pop-up (shown on the right) and you can navigate to the folder with your pictures. Select the picture you want and click the Open button at the right bottom.



# Microsoft Office Outlook

Microsoft Office Outlook, is an email program (application) that is resident (installed) on your computer.
The previous 3 email applications were not installed on your computer. You have to connect via the internet to Outlook.com or Gmail.com or Mail.com servers and use their email programs (so to speak remotely). You can think of some of the advantages and disadvantages of these approaches.

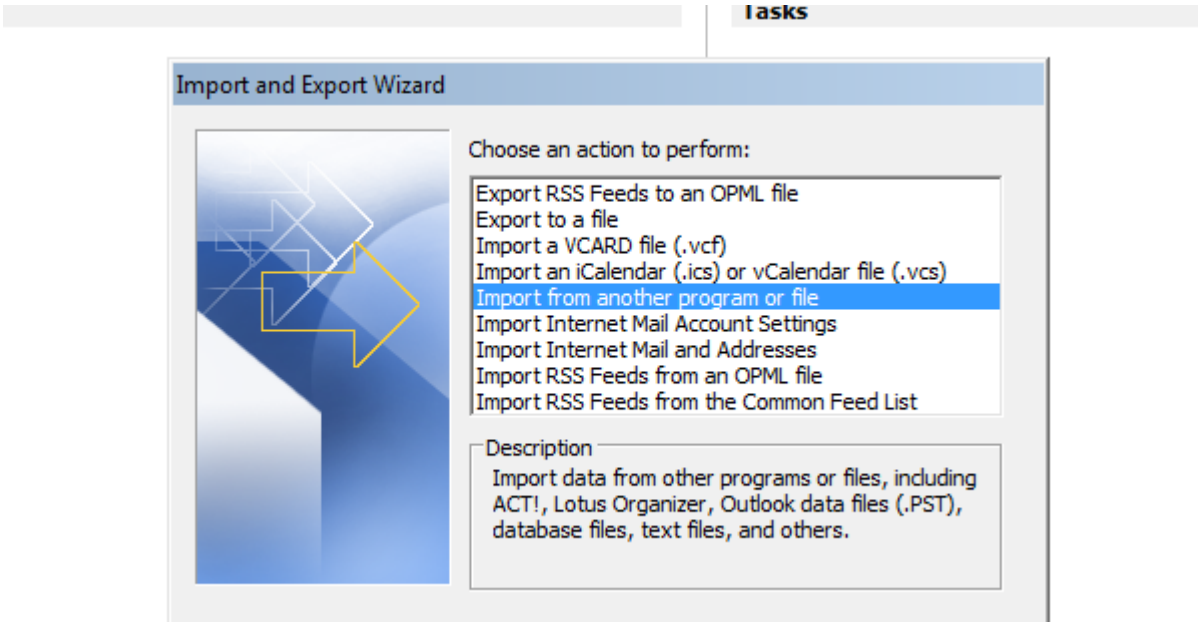
But for now let's have a look at an example of Outlook (using MS Office 2010 and Windows 7).

To import contacts using a .csv (Comma Separated Value) file, first you have to EXPORT the contacts from another email app or from MS Office Outlook on another computer.

Click File (top left) > Open > Import > Export to a file > Comma separated Values (Windows) > Contacts > Browse…
Select where you want to save this file (I usually pick Desktop).
Give it a name (MyContacts).

If you are getting the contacts from another computer, copy this file to a memory stick (flash drive) and take it to the computer where you want to IMPORT the contacts.
Now repeat the process, but instead of choosing "Export to a file" select

**Import from another program or file**

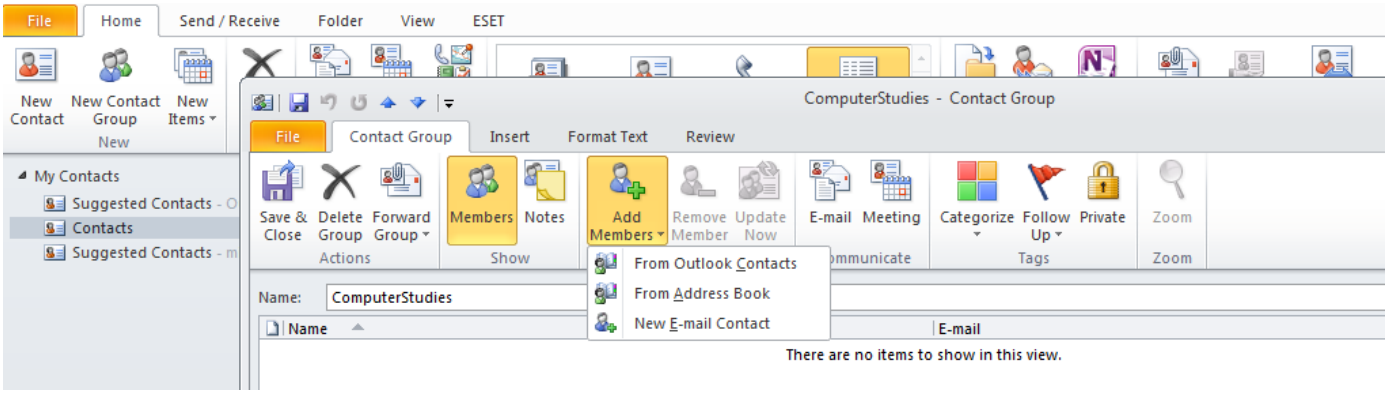


Create a new group..

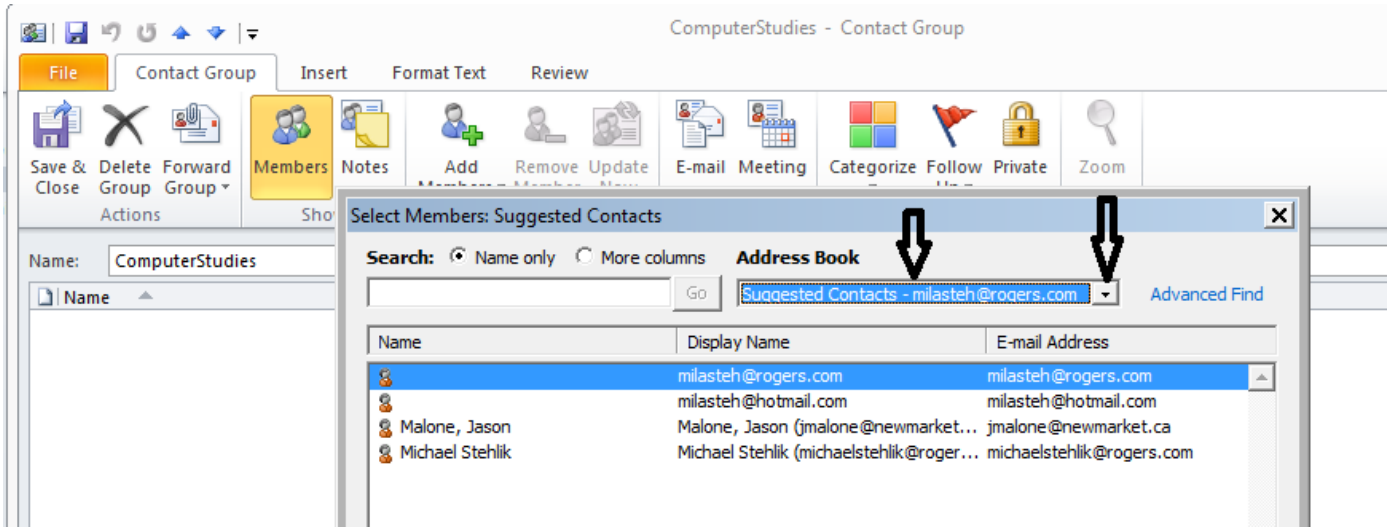
Click **Address Book** (top right) > File > New Entry > New Contact Group
OK
Name: ComputerStudies
Save & Close
Now when you click on Contacts and scroll down you should see a new group (ComputerStudies).

Adding contacts to a group.

Find and **double click** the group (ComputerStudies) so that it will open in its own window, then click **Add Members**. This is what your screen should look like:

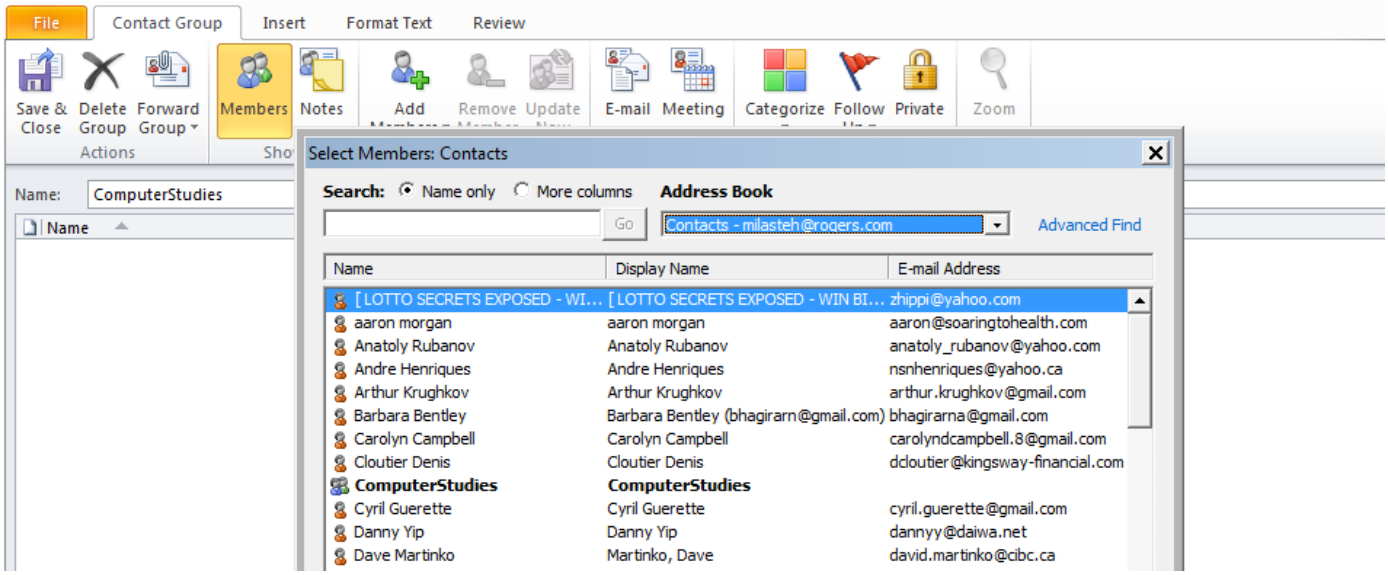



When you click Add Members you will see choices for adding members (contacts) from Outlook Contacts or from Address Book or New E-mail Contact. In this case choose the Outlook Contacts or the Address Book.
If in the **Address Book** bar you see **Suggested Contacts** (you will likely see only few contacts like this:

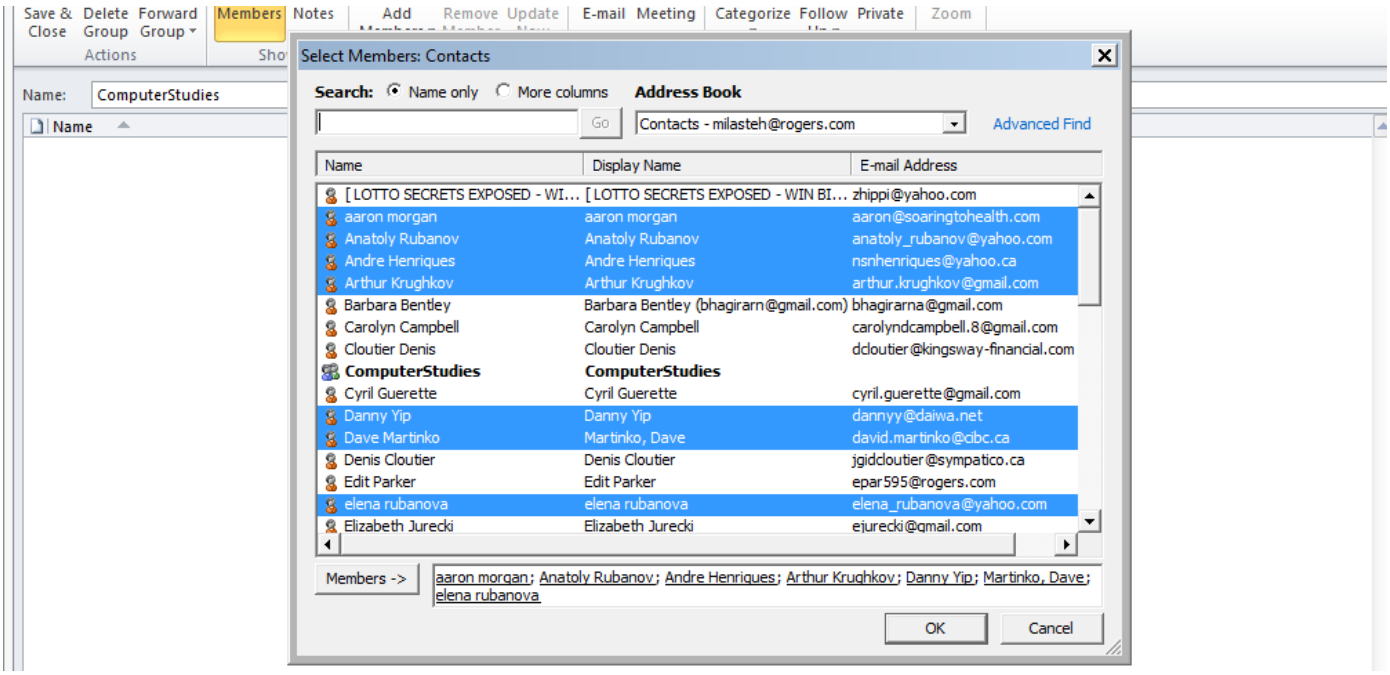
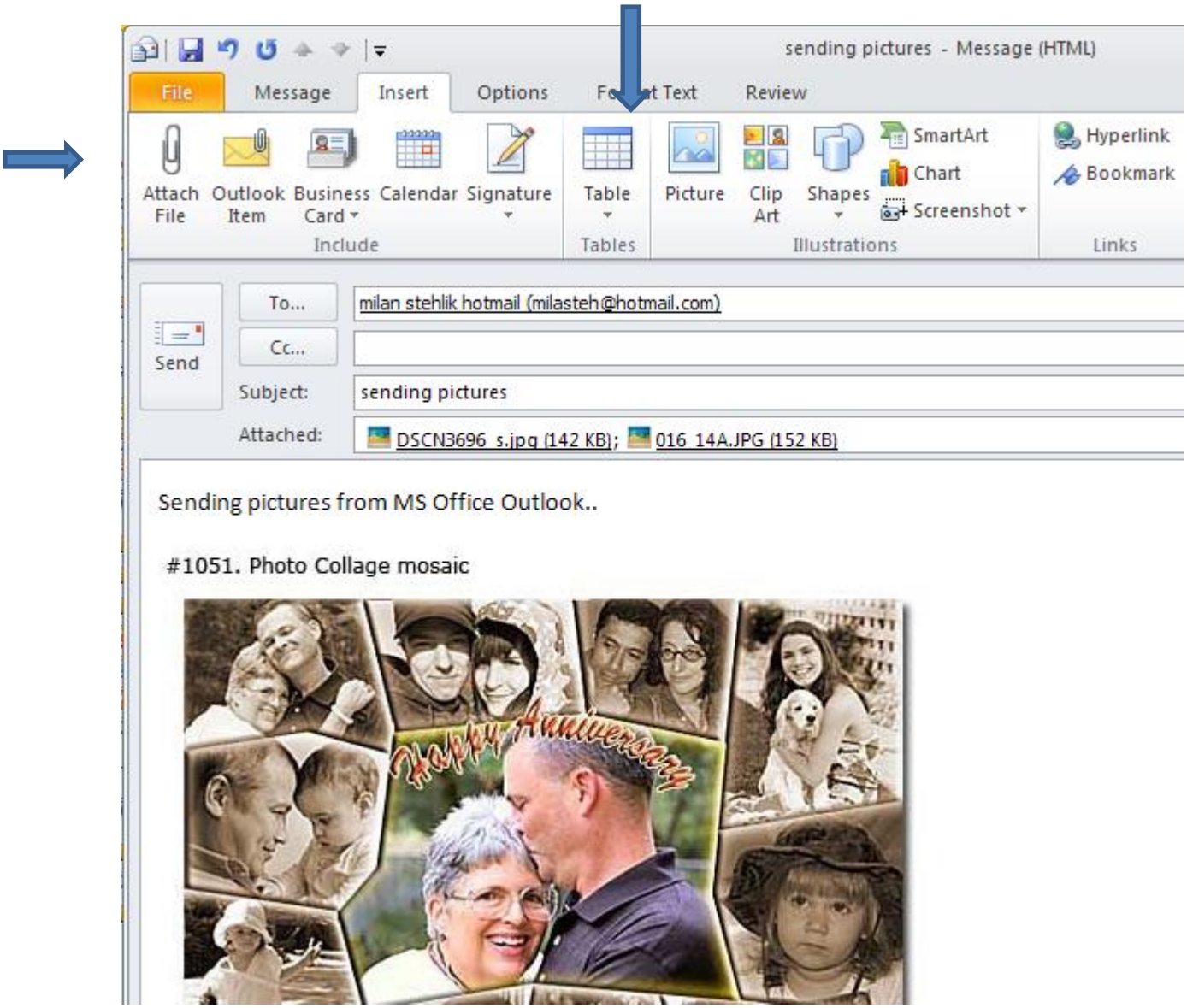



Click on the little triangle and select **Contacts**.

Your screen should look like this:




Now select (highlight) the members you want to add to the group, press **Enter**, then **OK**.



To send a picture in the email message, use the familiar **Picture** icon, and for the attachments, the paper clip icon.