

Setting Up and Using an Email Account

First, you need to create a “User ID” or “Login ID”.

- It is usually your name, either in full, or your first and middle initial and last name.
Examples: “robert.hosken” or “rdhosken” or “rhosken” would all work, if they are available.
But if “robert.hosken” is already taken, why wouldn't it be good to use “robert.d.hosken”?
- It can't contain any spaces: in Gmail only a “.” can be used to separate first and last name.
- Some other email providers might allow a “-” or an “_” in the User ID.
- Your email User ID is like your address: it's public information you can share with others.

What's all this about a password, and how do I create one?

- Your “password” is your secret key to your email account: don't share it with anyone else!
- Never use your nickname, your wife's, husband's or child's name, “123456” or “password”.
- It should contain capital and small letters, and either number(s) or special characters.
- A password must be easy for you to remember, but hard for others to guess. Examples:
“WdutrSR,f,fa!” is the first letters of “Way down upon the Swanee River, far, far away!”
“IgfUoCi1967.” is from “I graduated from the University of Colorado in 1967.” Bad idea?
If you're religious, would “John3:16” or “Psalm23:1” be good passwords? Why or why not?
- Never use the same password for other places on the Internet – what if someone guesses it?
- So, you need a “password vault”! Go to www.LastPass.com and set up your account NOW!
- Don't use your email password as the master password for your password vault. Why?

What if I forget my User ID and/or my password?

- Use the “fail-safe” methods in Gmail: enter your phone number or another email address.
- Then, if you should forget your User ID or password, you can ask Google to send it to you.

How do you keep track of other people's email addresses?

- Use the built-in “Contacts” feature in Gmail, or “Address Book” in some other systems.
- Click on “Gmail” on the upper-left side, then click on “Contacts” > “New Contact”.
- Type in the person's name and email address, and optionally his/her address and phone.
Don't keep others' email addresses on various scraps of paper, on envelopes, napkins, etc.
- To go back to the email page, click on “Contacts” on the upper-left, then click on “Gmail”.

How do you write and send email messages?

- If you start typing the recipient's name, Gmail will try to look it up in your Contacts list.
- If you can't remember the recipient's name, open your Contacts list, find it and “hover” on it.
- A little drop-down list will appear: click on the icon for email or the word “Email”.
- An email form will have the recipient's name and address after “To:”. Add a “Subject:”.
- Type “?” in Gmail to Enable Shortcuts for some “Quick-key” commands in Gmail.
- Write the body of the message. It will be saved every few seconds to “Drafts” to finish it later.
- If you're angry click “Save” and wait a few hours or overnight, or else click “Send” to send it.

How do you receive email messages from other people?

- When you sign into your email account, any new messages will appear in your “Inbox”.
- If you're waiting for an important message, click on the circular arrow to refresh your Inbox.

How do you file away email messages you send and receive?

- You can create folders for individuals, groups of people, special topics, or “Miscel.”
- Either “flag” an email message or open it: the folder icon appears and you can choose one.
- If an Inbox message is “Spam” click on the stop-sign icon to report the sender as a spammer.
- Check your “Spam” folder periodically for non-spam messages, and delete the rest.