

What is E-mail?

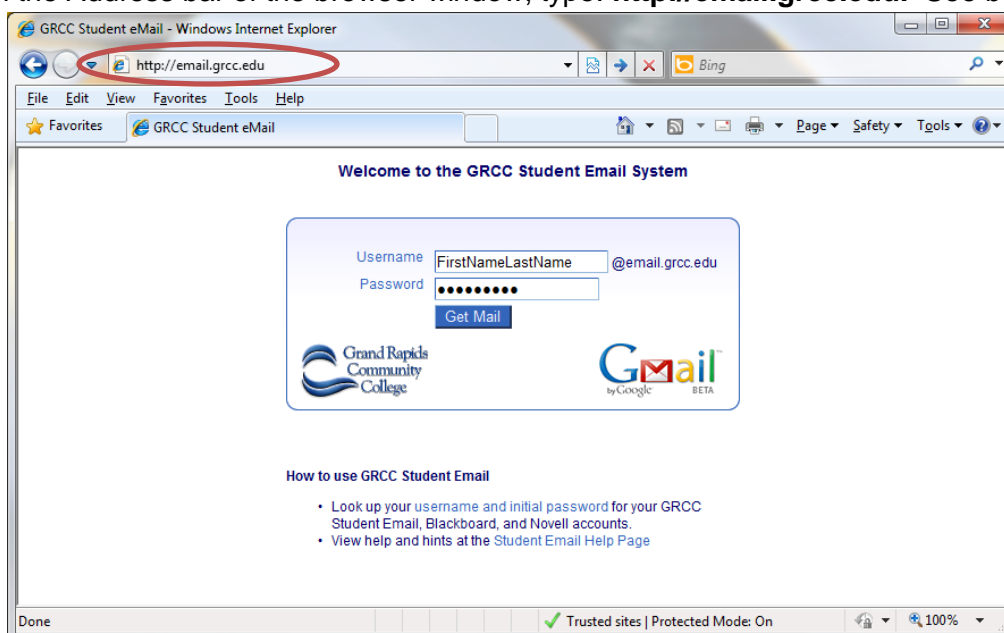
Email is electronic mail and a method to exchange messages and files over a computer network. Instead of using a pen to write a letter on paper, you use a keyboard to type an email message. When the message is written and has been addressed to the recipient's email address, press the Send button instead of licking a stamp and stopping at the Post Office! Email is similar to postal mail, except more convenient, faster, easy to store, and free (except for the fee paid to access the internet).

Email can be accessed by using an **e-mail program** such as Outlook, Eudora, or Windows Mail or by using a **Web-based email service** such as Hotmail, Yahoo! or Gmail. As a GRCC student you use a Web-based email service called GRCC Gmail. This service uses the power of Google Gmail for all your email needs. It is a user friendly, highly configurable service that includes virus scanning and spam filtering.

Logon and Accessing your GRCC Email

Your GRCC Email Address is your **username@email.grcc.edu**. For example, Lloyd Johnson's email address is LloydJohnson@email.grcc.edu. An email address is not case sensitive, which means you may type it in upper or lower case letters or any combination thereof. GRCC Email can be accessed from any computer with Internet access, including all computers on campus, the public library, Internet cafés, or a home computer hooked into the Internet.

1. Open a browser window. Internet Explorer or Firefox are two of the most popular browsers. It does not matter which browser you use.
2. In the Address bar of the browser window, type: **http://email.grcc.edu**. See below.



3. Enter the username and password you use on campus.
 - a. Lloyd Johnson would type lloydjohnson in the username box. There are no spaces between the first and last name. The username is not case sensitive.
 - b. The password is the same password used to logon to the computers on campus. The password IS case sensitive.
4. Click the **Get Mail** button or press the **Enter** key on the keyboard.

Your GRCC Gmail Web-based email service is available in the browser window. See below.

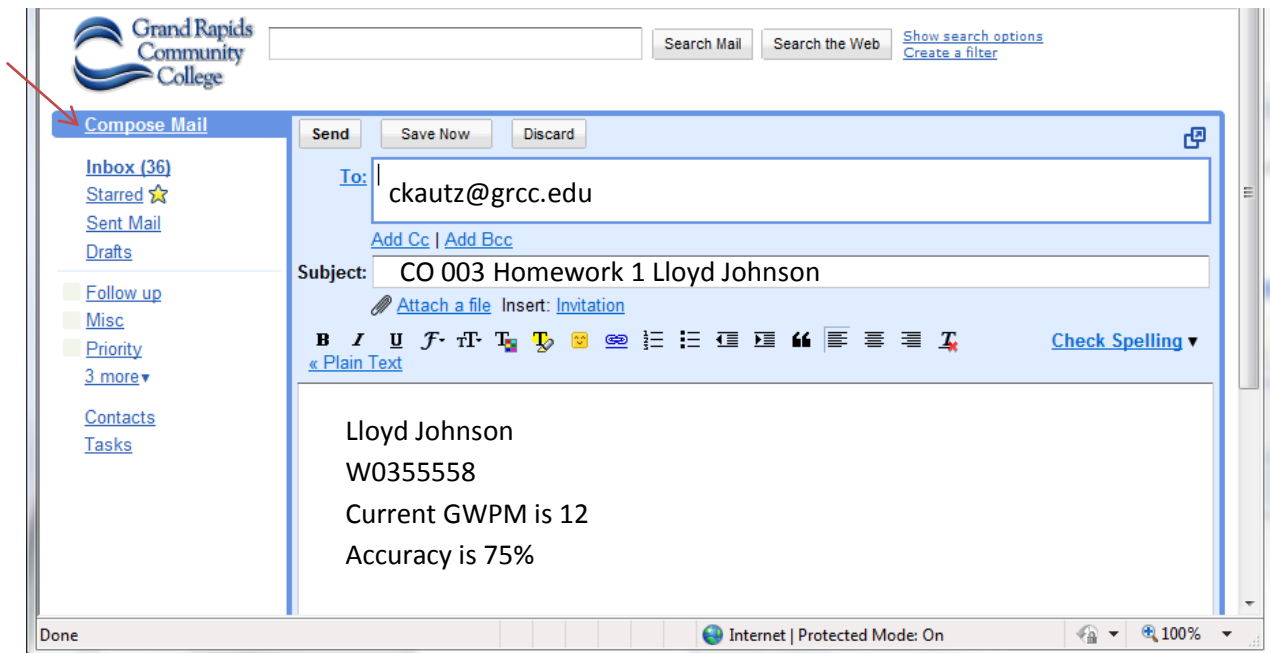
The screenshot displays the GRCC Gmail web interface. At the top, there are navigation links for Mail, Calendar, Documents, and Sites. The user's email address is displayed as FirstNameLastName@email.grcc.edu, along with a 'New! Priority Inbox' badge. Below the navigation bar is the Grand Rapids Community College logo and a search bar with 'Search Mail' and 'Search the Web' buttons. The main content area shows the 'Inbox (36)' with a list of emails. The selected email is from 'Mursalata Muhammad' with the subject 'EN102.9223.F10: Peer Review'. The list includes various announcements and notices, with dates ranging from Sep 21 to Oct 16.

From	Subject	Date
Mursalata Muhammad	EN102.9223.F10: Peer Review - It is the day before your Peer Reviews are	Oct 16
noreply	New Announcement Available in course English Composition-2 - EN102.922	Oct 11
noreply	New Announcement Available in course English Composition-2 - EN10	Oct 11
noreply	New Announcement Available in course English Composition-2 - EN10	Oct 6
noreply	New Announcement Available in course English Composition-2 - EN10	Oct 5
noreply	New Announcement Available in course English Composition-2 - EN10	Oct 2
noreply	New Announcement Available in course English Composition-2 - EN10	Oct 2
noreply	New Announcement Available in course English Composition-2 - EN10	Sep 29
Grand Rapids Community C	Notice: Attempted Purse Snatchings Near Campus - A purse snatching	Sep 27
Mursalata Muhammad	EN102.9223.F10: Grading Guidelines for Letter (Composition Test #1) -	Sep 22
noreply	New Announcement Available in course English Composition-2 - EN10	Sep 21

Compose a message

After you have logged on to your Gmail account, you are now ready to compose a new email message.


1. Click the **Compose Mail** link located in the upper left underneath the Grand Rapids Community College logo. See Below.
2. Enter your recipient's email address in the *To:* field. For your assignment, you will send an email to your instructor. Therefore, in the *To* field enter: ckautz@grcc.edu. See below.
3. Enter a subject for your message in the 'Subject:' field. A subject should be descriptive of the content of the email. Enter the Subject: *CO 003 Homework 1 and your first and last name*. For example, Lloyd Johnson would enter the subject: CO 003 Homework 1 Lloyd Johnson.
4. Write your message! Click in the large field and type away. For your assignment, include the following:
 - Name
 - Student ID
 - Your current GWPM and Accuracy



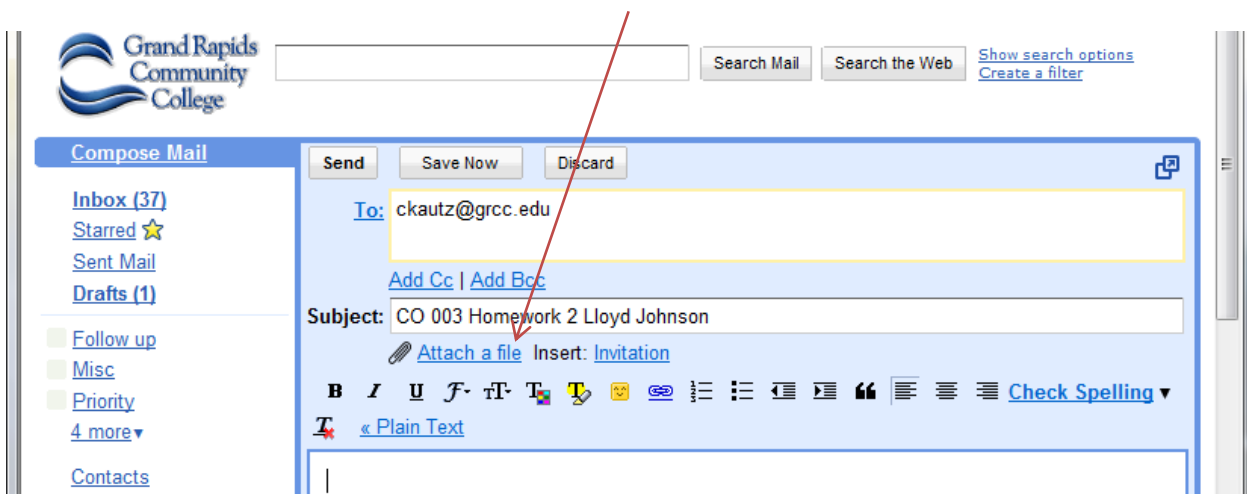
5. Click the **Send** button located in the upper-left.

Compose a second message and add an attachment

Next you will learn how to add an attachment to an email message. When attaching a file and sending it to the recipient, remember that the recipient must have the necessary software installed on their computer to be able to open the attachment. For example, if you send a Microsoft PowerPoint file, the recipient must have Microsoft PowerPoint on their computer to be able to open and view the PowerPoint presentation.

- Complete steps 1 – 3 on the previous page to compose a second message, except enter the Subject: *CO 003 Homework 2 Your Name*.
- Using the skills learned about the Windows Operation System, take a screen capture of your flash drive, paste it into Word, and attach it to the new email message.
 - Leave the email window open on your computer.
 - Click **Start > My Computer** to open a second window.
 - Navigate to your flash drive to view the contents. On campus, the flash drive is E (sometimes F). Be sure your flash drive is still organized before taking your screen capture!
 - Press the **Print Screen** key on the keyboard to capture the screen.
 - Next, open Word and paste the picture into a document.
 - Click the **Start** button.
 - Point to **All Programs** menu
 - Point to Microsoft Office
 - Click **Microsoft Office Word 2007**
 - In the new, blank Word document, type your first and last name.
 - Press the Enter key twice and then click the Paste button on the Home tab. 
 - Click the **Save** button located top-left of window (looks like a floppy disk).
 - Locate your flash drive and save the file in your Email folder with the file name *Email Practice Your Name*. For example, Lloyd Johnson would type the name: LloydJohnsonEmailPractice.
 - Click **Save**.
 - Click the white **X** in the red box located in the upper-right of the window to close Word.
- In your email window, click the **Attach a file** link.

Note: You need to know where your file is located in order to attach to the email message.



4. In the *Choose File to Upload* window, locate the *LloydJohnsonEmailPractice* file you saved to your flash drive in the previous step.
5. After you locate the file, click it once to select it.
6. Click **Open**.
7. Notice the name of your file now appears below the Subject in your email window, indicating that it is attached to the message.
8. Write your message in the large field. For your assignment, include the following:
 - Name
 - Student ID
9. Click the **Send** button located in the upper-left.

Review Sent Mail

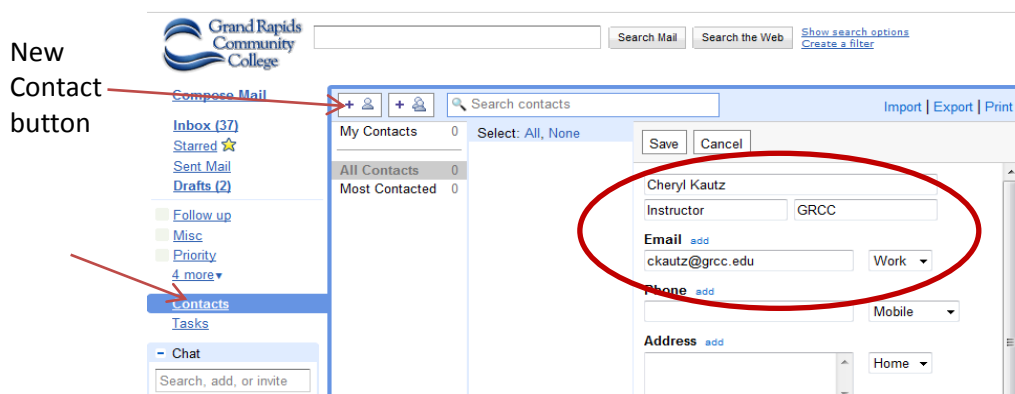
After you send a message, it is placed in the Sent Mail folder.

1. With your Email window open, locate the **Sent Mail** link on the left-hand side.
2. Click the **Sent Mail** link to view the two messages recently sent.
3. Click the **Inbox** link to look at received messages.

Adding Email Addresses to a Contact List

You need to know a person's email address to send an electronic message. If you are like most of us, there is no way you are going to remember all of these addresses. As a result, all email programs and services have a way of saving these addresses for you. What follows is how to add an email address and other information to a Contact List.

1. On the left side of your email window, click the **Contacts** link. See below.
2. Next, click the **New Contact** button.
3. Enter your instructor's contact information as shown below.

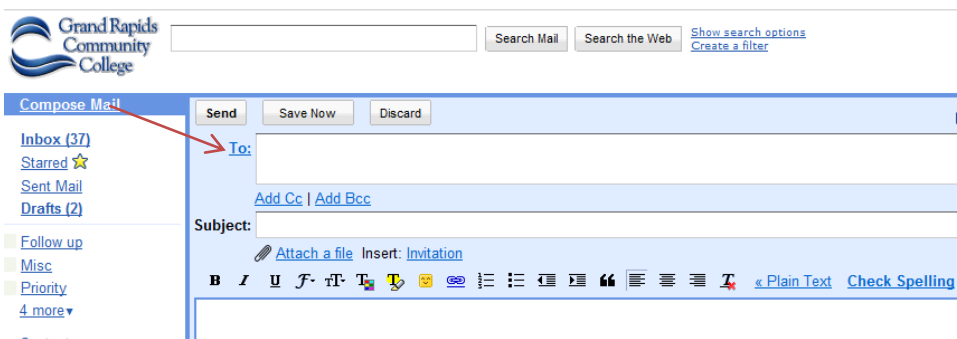


4. Click the **Save** button.

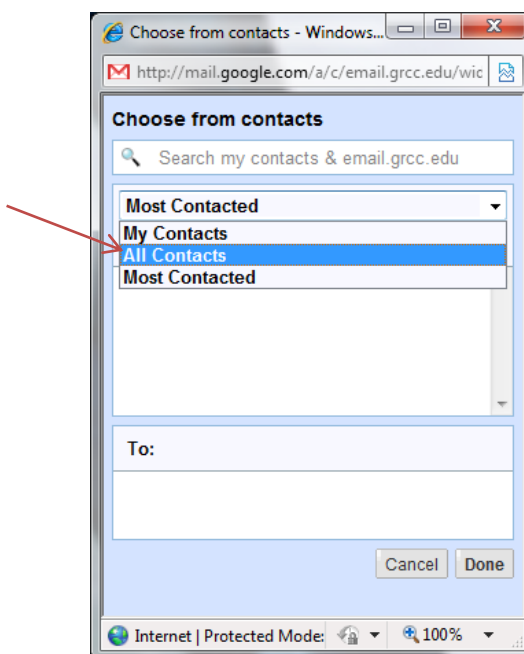
- Click the **New Contact** button again and add a classmate's email address using the same steps on the previous page.

Compose a third message using the Contact List

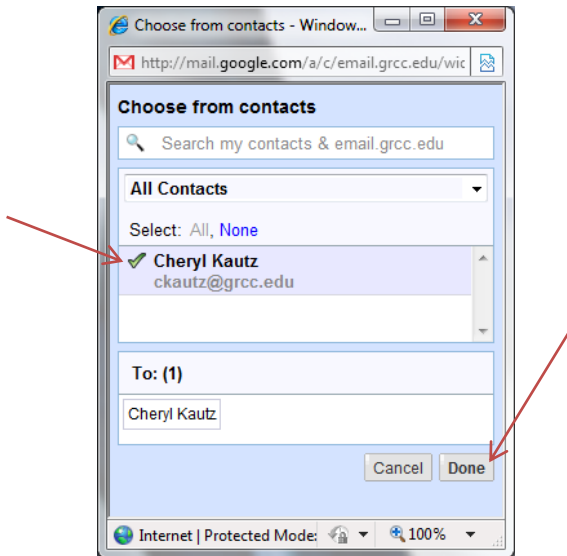
- Compose a new message using steps 1 – 3 on page 3, except enter the Subject: *CO 003 Homework 3 Your Name*.
- Click the **To:** link to open your Contact List. See below.



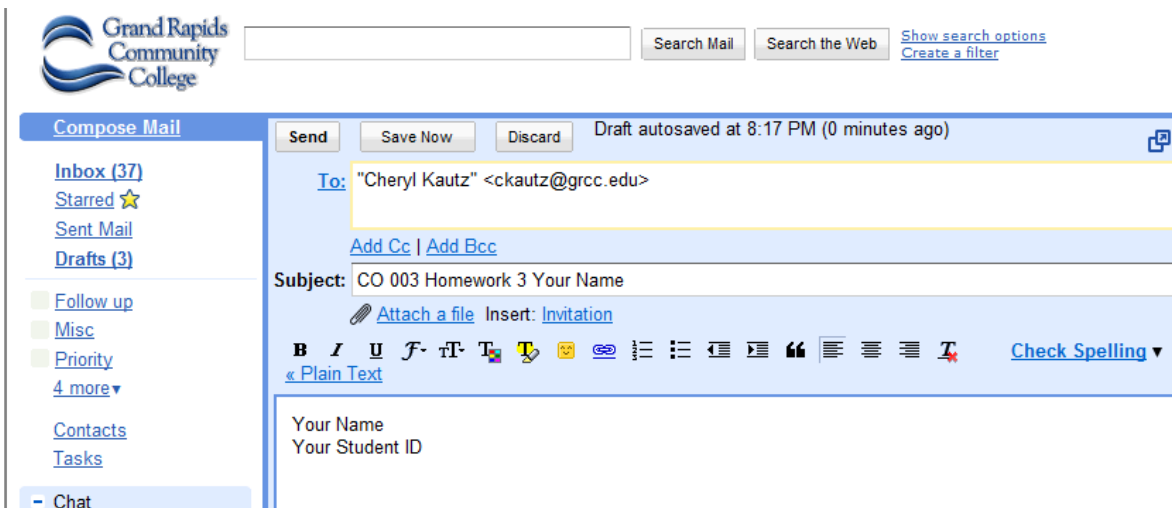
- In the *Contact List*, click the drop-down menu and click **All Contacts**. See below.



- Click your instructor's name and email address to select it and then click **Done**.



- Write your message in the large field. For your assignment, include the following:
 - Name
 - Student ID



- Click the **Send** button located in the upper-left.

Personal signature

Creating a personal signature allows you to insert your name and other preset information into an email message which saves time. The steps for creating a signature are as follows.

1. In your Email window, click the **Settings** link located near the top-right.
2. In the settings window, scroll down to the *Signature:* section. Click the option (round circle) next to the signature box. See below.
3. Enter your name, Student ID # and Phone Number in the large field.

Click the option next to the signature box.

The screenshot shows the Gmail Settings window with the following sections:

- Conversation view:** Conversation view off
- My picture:** [Select a picture](#) that everyone will see when you email them. [Learn more](#)
- Contacts' pictures:** [Learn more](#)
 - Show all pictures
 - Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed.
- Signature:** [Learn more](#)
 - No signature
 -
- Personal level indicators:**
 - No indicators
 - Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me.
- Snippets:**
 - Show snippets - Show snippets of the message (like Google web search!).
 - No snippets - Show subject only.

4. After entering your information, scroll all the way to the bottom of the page and click **Save Changes**.

Compose a fourth message using the Contact List and Personal Signature

1. Compose a new message using steps 1 – 3 on page 3, except enter the Subject:
CO 003 Homework 4 Your Name.
2. Use your Contact List to enter your instructor's email address. See page 6, steps 2 – 4.
3. Write your message in the large field. For your assignment, include the following above your signature:

Today I learned how to logon to GRCC Gmail, compose a message, add an attachment, review sent mail, add addresses to the contact list, and create a personal signature.

4. Send your message.

End your Gmail session

To end your GRCC Gmail session, click **Sign out** at the top right of your email window.

You should log out of Gmail after each session to protect the security of your email information. Logging out of Gmail is especially important if you check your email on a public computer.

Requirements

To receive credit you need to send the 4 email messages to the instructor as described in this handout