



EMAIL BASICS

Presented by Jen Schlegel
Ohio Tech Ambassadors

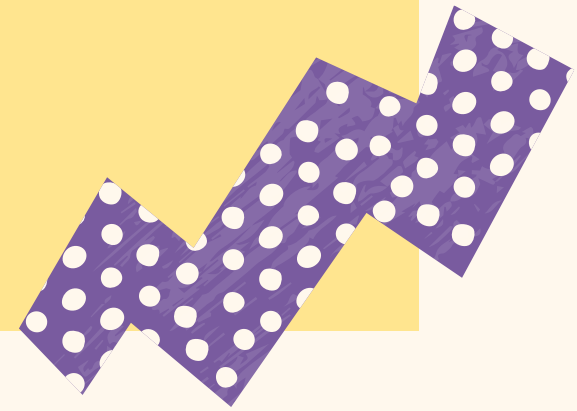
A simple guide to
choosing an email
provider, setting up
an account, and
sending your first
email.



What is Email?

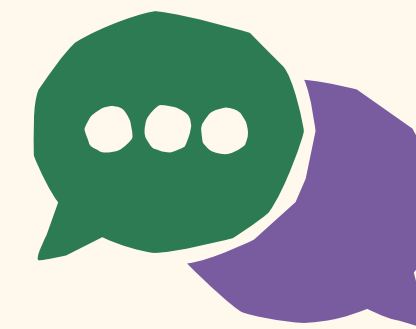


Introduction to Email

- Email (Electronic Mail) is a way to send and receive digital messages.
 - Used for communication, work, and personal use.
 - Accessible via web browsers, apps, or desktop programs.
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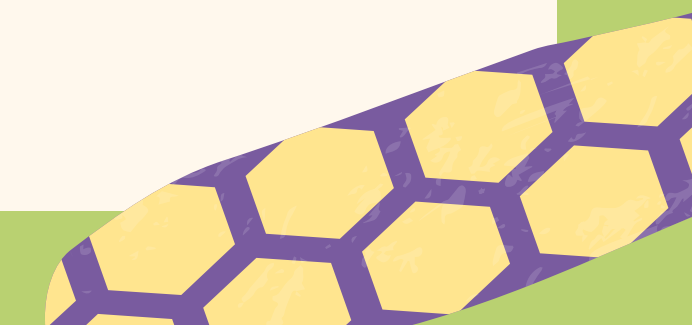
Choosing an Email Provider



Popular Email Providers

There are many free email providers, including:

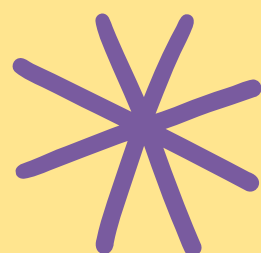
- ✓ Gmail (by Google) – Most popular, integrates with Google services.
- ✓ Outlook (by Microsoft) – Works well with Windows and Office 365.
- ✓ iCloud Mail (by Apple) – Best for Apple device users.
- ✓ Yahoo Mail – Offers large storage and classic email features.



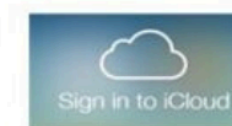
Which Email Provider is Best for You?

EXAMPLES:

- Gmail – Best for general use, easy access, and Google services.
- Outlook – Great for work and Microsoft users.
- iCloud Mail – Ideal for Apple users who want a seamless experience.
- Yahoo Mail – Good for personal use and large storage needs.



Best Free Email Service Providers





How to Sign Up for an Email Account

Step-by-Step Guide to Creating an Email Account

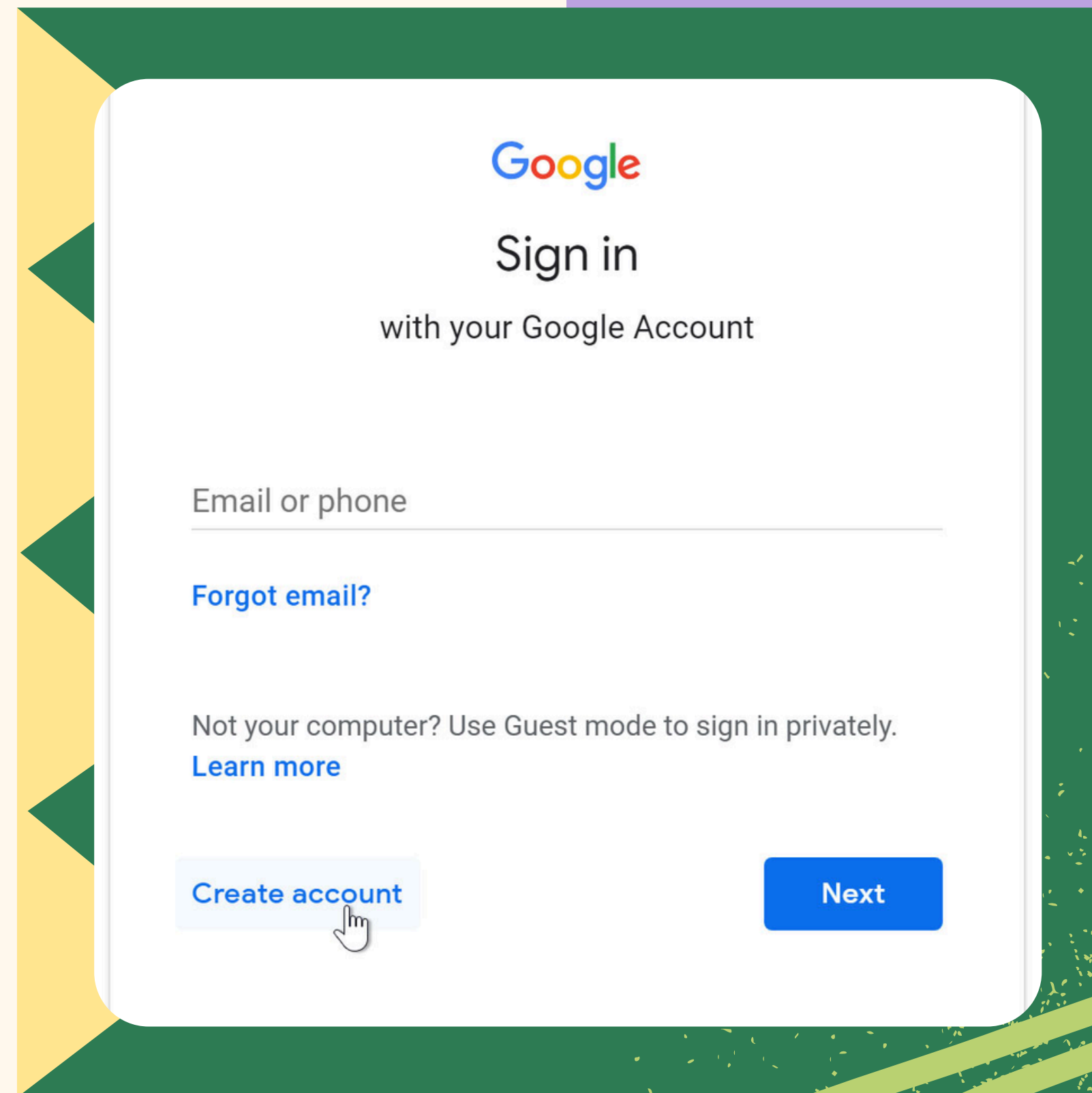
💡 Example: Creating a Gmail Account

- 1 Go to the email provider's website
 - Gmail: www.gmail.com
 - Outlook: www.outlook.com
 - iCloud: www.icloud.com
 - Yahoo Mail: www.yahoo.com



How to Sign Up for an Email Account

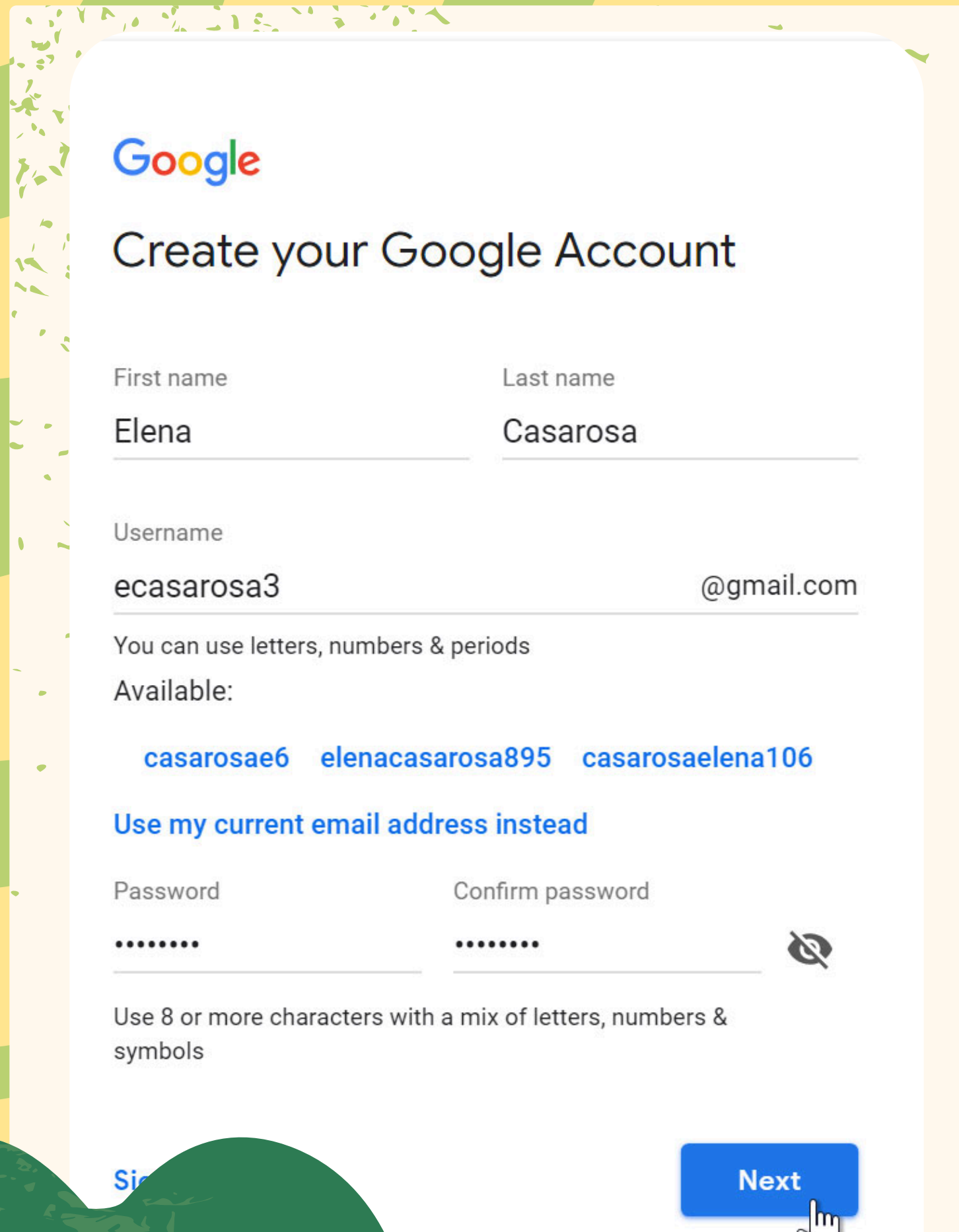
2 Click on "Create an Account" or "Sign Up."



How to Sign Up for an Email Account

3 Enter your information

- First & last name
- Desired email address (username)
- Strong password (mix of letters, numbers, and symbols)



Google

Create your Google Account

First name Last name

Elena Casarosa

Username

ecasarosa3 @gmail.com

You can use letters, numbers & periods

Available:

[casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[Use my current email address instead](#)

Password Confirm password

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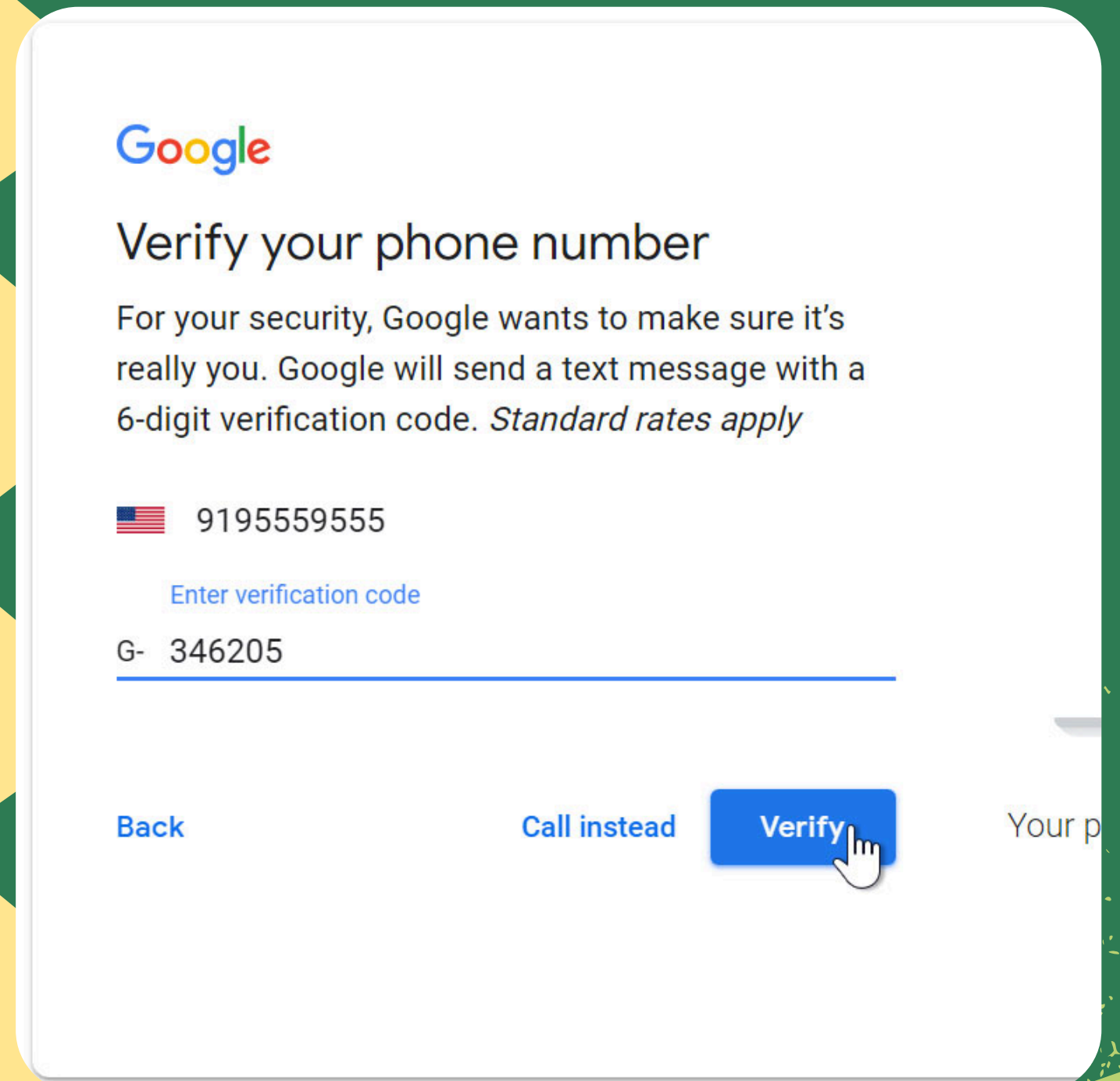
Use 8 or more characters with a mix of letters, numbers & symbols

Next

How to Sign Up for an Email Account

4 Verify your identity:

- Provide a phone number for security.
- Enter the verification code sent to your phone.




The screenshot shows a white rounded rectangle on a dark green background. At the top left is the Google logo. Below it is the heading "Verify your phone number". A paragraph explains that Google will send a 6-digit verification code via text message. Below this, a phone number "9195559555" is displayed with a US flag icon. A blue link "Enter verification code" is present. A text input field contains "G- 346205". At the bottom, there are three buttons: "Back", "Call instead", and "Verify". A mouse cursor is clicking the "Verify" button. The text "Your p" is partially visible on the right side.

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 9195559555


[Enter verification code](#)

G- 346205


[Back](#) [Call instead](#) [Verify](#) Your p

Google

Elena, welcome to Google

 ecasarosa3@gmail.com

Phone number (optional)

 9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

March 02 1982

Your birthday

Gender

Female

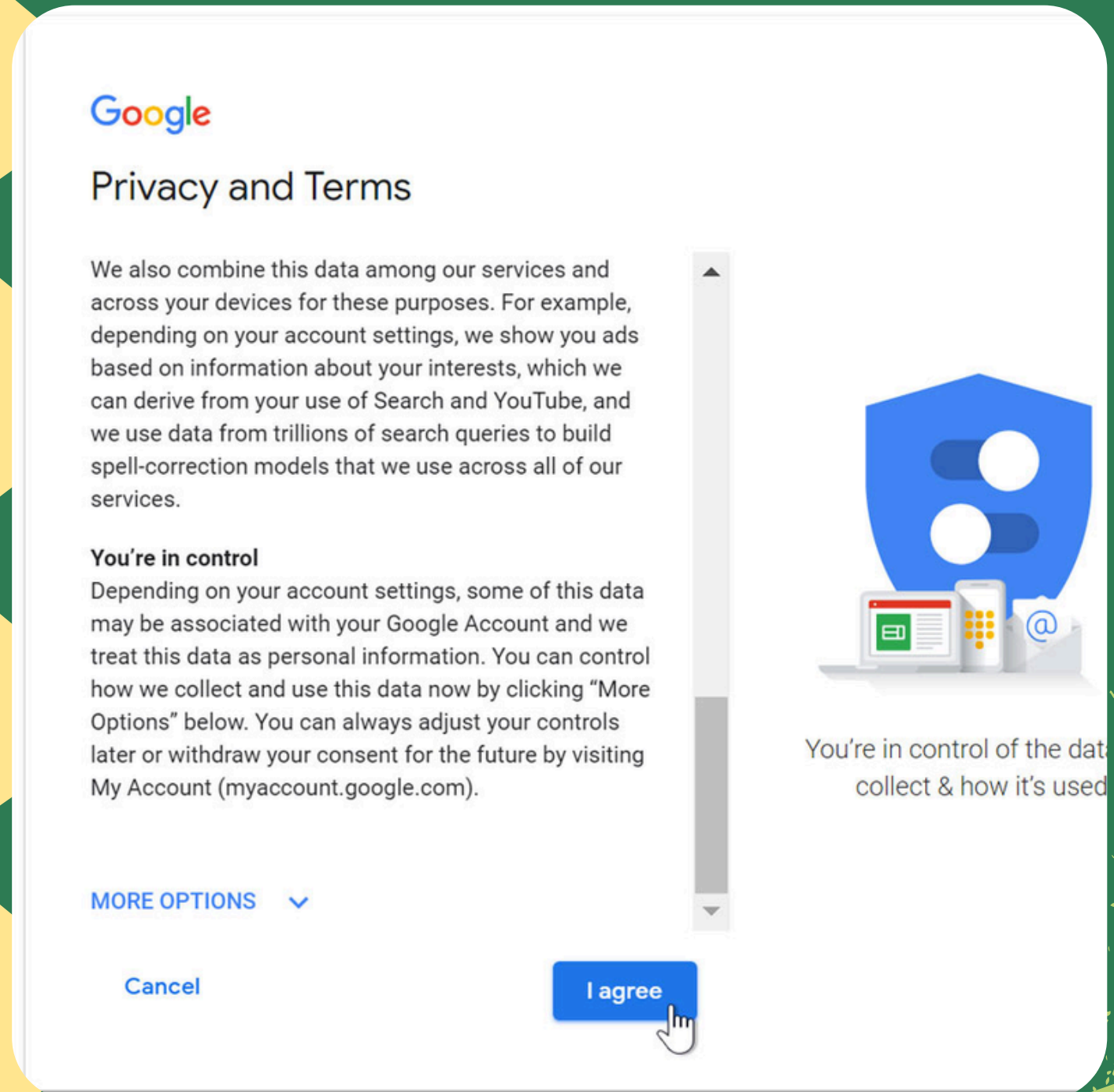
Why we ask for [this information](#)

How to Sign Up for an Email Account

- 5 Set up recovery options (optional but recommended).
 - Add an alternative email or security questions.

How to Sign Up for an Email Account

- 6 Agree to terms & conditions, then click "Next" to finish!
- ✓ Your email account is now ready to use!

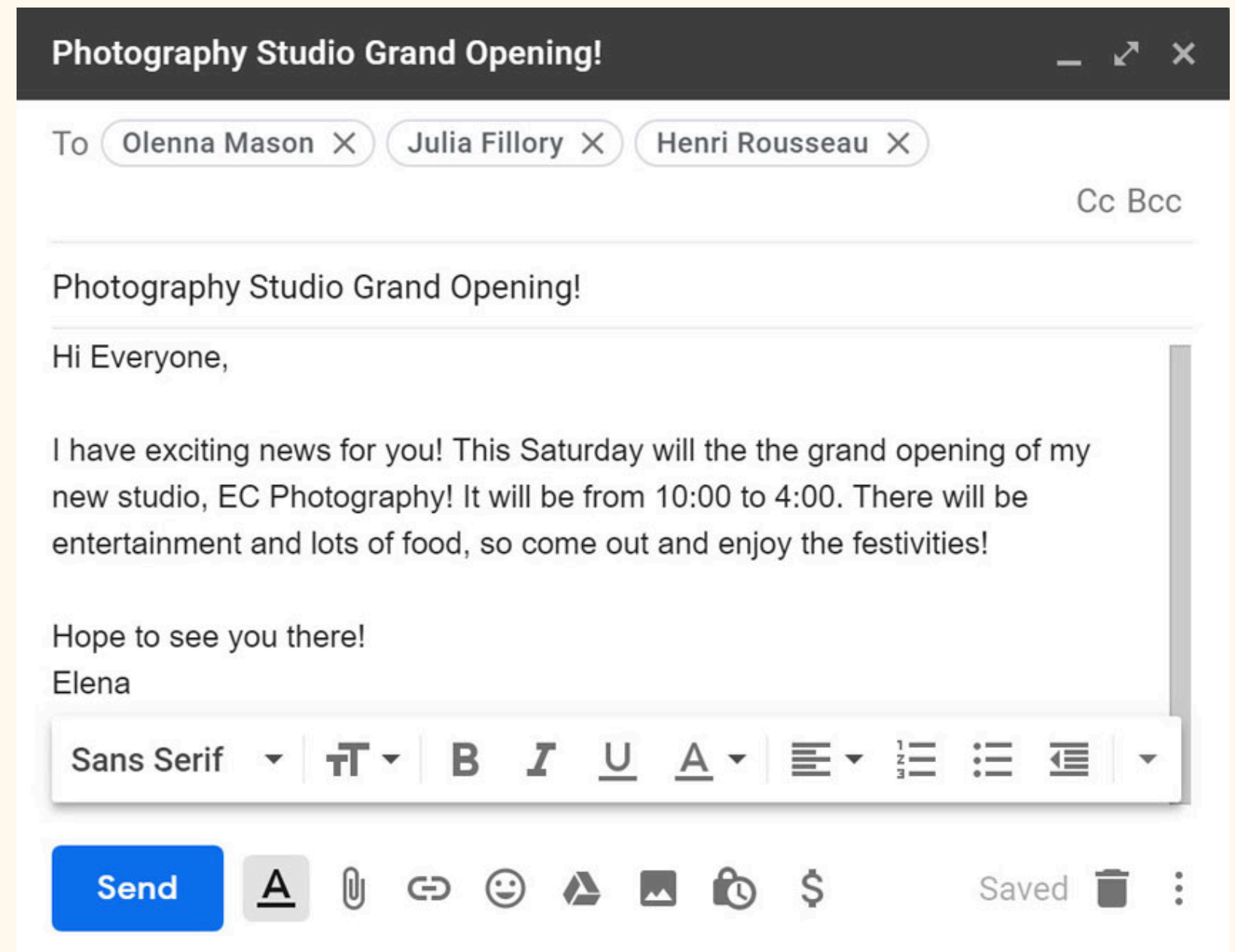


The screenshot shows a white dialog box with rounded corners, titled "Google Privacy and Terms". The Google logo is at the top left. The text explains that data is combined across services and devices for purposes like targeted advertising and spell-correction. A section titled "You're in control" states that data may be associated with a Google Account and that users can control data collection and use through "More Options". To the right, there is an illustration of a blue shield with two white circles, a laptop, a smartphone, and an email icon, with the text "You're in control of the data collect & how it's used". At the bottom, there are two buttons: "Cancel" and "I agree", with a mouse cursor clicking on "I agree". A vertical scrollbar is visible on the right side of the text area.

How to Draft and Send an Email

Composing an Email – The Basics

- 1 Log in to your email account
- 2 Click on "Compose" or "New Email"
- 3 Enter recipient's email address (e.g., example@gmail.com)
- 4 Write a subject line (e.g., "Meeting Reminder")
- 5 Write your message in the email body
- 6 Add attachments (optional) (e.g., pictures, documents)
- 7 Click "Send" to send your email!






The screenshot shows an email composition interface. At the top, the window title is "Photography Studio Grand Opening!". Below the title bar, the "To" field contains three recipients: Olenna Mason, Julia Fillory, and Henri Rousseau. To the right of the "To" field are "Cc" and "Bcc" options. The subject line is "Photography Studio Grand Opening!". The email body contains the following text: "Hi Everyone," followed by a paragraph: "I have exciting news for you! This Saturday will be the grand opening of my new studio, EC Photography! It will be from 10:00 to 4:00. There will be entertainment and lots of food, so come out and enjoy the festivities!". Below the paragraph is the text "Hope to see you there!" and the name "Elena". At the bottom of the composition area is a rich text editor toolbar with options for font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent. Below the toolbar is a "Send" button and a row of icons for text color, attachments, links, emojis, images, location, and currency. On the far right, there is a "Saved" status and a trash icon.




Email Tips & Best Practices

- ✓ Use a professional email address (for work).
- ✓ Check your spelling & grammar before sending.
- ✓ Be cautious with links & attachments to avoid scams.
- ✓ Use strong passwords & enable two-factor authentication.



Q&A – Any questions?



Summary & Next Steps

- Choose the best email provider for you.
 - Follow the step-by-step guide to sign up.
 - Practice composing and sending emails.
 - Stay safe and use email responsibly!
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