

# Brighton & Hove U3A – Computer Beginners

## Getting to know your E-mail Client


The internet carries other things besides web pages; as well as individual files (music, videos, TV programmes) it carries electronic mail or e-Mail. E-mail is handled by **e-mail providers**, including

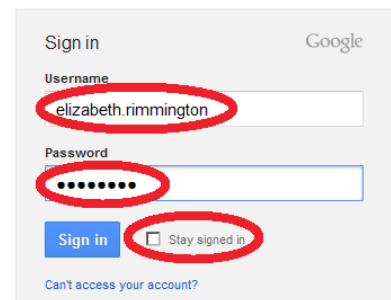
<b>BTInternet</b>	provided by BT or British Telecom
<b>Gmail</b>	provided by Google Inc. via web site
<b>Hotmail</b>	provided by Microsoft Inc.
<b>NTLWorld</b>	provided by Virgin Media
<b>Yahoo! Mail</b>	provided by Yahoo! Via the web site

These companies run **mail servers** which receive and store messages sent from one client (a computer program as well as the person using it) ready for other client(s) to be ready to receive them.

Your computer may include a specialised program or app called a **Mail client** for you to use. Or you may use a **web interface** though a normal web browser. The safest web browser to use is **Firefox**.

### Exercise 1 – Open your e-mail and sign in

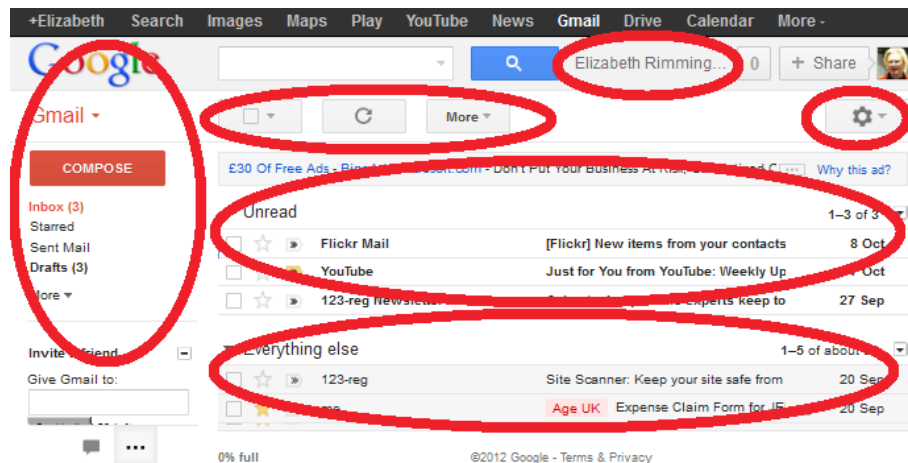
1. Open your mail service, eg Mail  or mail.google.com
2. Sign in as usual with your e-mail address and password
3. Look for a **tick-box** to **Stay Signed In** or Remember me ... and make sure it is **unticked** (**why?**)
4. Tap **[Sign in]**



### Exercise 2 - Examine the main page

What you see (the **client interface**) depends which email client you use. All have the same components. Look at the structure of **your** client interface and compare it with the picture below. **Hover** over likely places to see what they do. Where are these things on YOUR e-mail interface?

1. List of **messages**
2. **Folders**  
(**Inbox**, Sent mail, **Drafts**, Bin)
3. Start a **new message**
4. List of **addresses** or **contacts**
5. Where to sign out?



Write on this diagram to help you find things again!

