NCCCO FOUNDATION

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Creating Opportunities for a Better Life

Email Basics

To use email, you need an internet connection and an email account, which can be created through popular services like Gmail, Yahoo, or Outlook. This tutorial introduces you to how to use email for online communication.

Where to Access Your Email

You can check your email through several methods:

- Webmail (Browser-Based Email) – Log in via a web browser at your email provider (e.g., Outlook, Gmail, or a corporate portal).
- Email Apps on Computers – Use applications like Microsoft Outlook or Apple Mail to manage multiple email accounts in one place.
- Mobile Email Apps – Download your provider's app (e.g., Outlook, Gmail) for access on iOS or Android.
- Company Portals – Some workplaces require login through a specific site, such as Office 365 or an internal email system.

Common Email Features

- Inbox – Stores new messages.
- Compose/New Message – Write and send emails.
- Reply & Forward – Respond to or share messages.
- Folders & Labels – Organize emails for easy access.
- Search Bar – Find emails by keyword or sender.
- Spam & Trash – Store unwanted or deleted emails.

Sending Emails

When composing an email, follow these steps:

- To, CC, & BCC Fields – Enter recipients in "To" (main recipient), "CC" (copy others), or "BCC" (blind copy without revealing recipients).
- Subject Line – Keep it clear and concise to reflect the email's purpose.
- Body – Write your message professionally; use bullet points for clarity if needed.
- Attachments – Click the paperclip icon to add files like documents or images.
- Send & Scheduling – Click "Send" or use scheduling options to send later.

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✓ What is Email?

✓ Common Email Features

Want to learn more about email and set up an email account?

Scan the QR to access the free GCFGlobal Tutorial!

SCAN TO GET STARTED!