

# EMAIL BASICS



## CREATING A USERNAME AND PASSWORD

- Usernames must be unique, so it may be hard to find something not already taken.
- You may need to add numbers or other identifying factors to it.
- Select a username that is appropriate to share with anyone you may give your email to, such as your child's teacher or an employer.
- Enter your name and **create a password** for your account.
  - a. My email address is: \_\_\_\_\_
  - b. My password is: \_\_\_\_\_

## TIPS FOR STRONG PASSWORDS

- Don't share your password with others. Passwords should be kept private.
- Gmail requires a password that is a minimum of eight characters.
- It should not be easy to guess, like "password" or "123456."
- Don't include personal information, like your address or name.
- Don't use the same password on multiple accounts and websites.
- Make the password longer. The best defense is length.
- Use short phrases like "cowshelpmakecheese."

## FORGOT YOUR PASSWORD?

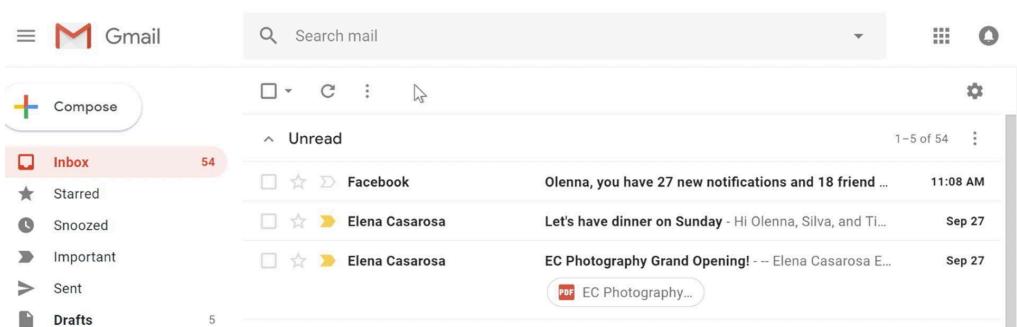
- If you've forgotten your password or your password isn't working, there are ways to reset it. Click "Forgot Password"
- Depending on the website, you may have different choices for resetting your password: email, phone, or answering security questions
- Follow the prompts by the website, or call the customer support line if you get stuck

## MULTIFACTOR/TWO-FACTOR AUTHENTICATION

- Some websites require two types of identification in order to access your account. They may ask for your phone number so they can text you a secret code, or for an authenticator app, which you can download on your phone from the app store.
- Before you can log in, the website will send your phone or authenticator app a secret code for you to enter to ensure your data is safe.
- If you are setting a recovery phone number, make sure it is one you can access.

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## INBOX



**Search:** Look for specific messages using the search box.

**Compose:** Create an email to send to another person or people.

**Menu:** Allows you to switch between folders that organize your email messages.

**Inbox:** Where your email is received.

**Sent:** Where you find the message you have sent.

**Draft:** A saved copy of an email that you have not completed. You can edit it later and send it.

**Trash:** Where deleted emails are stored temporarily—usually for about 30 days—and then deleted permanently.

**Spam:** Unwanted online communication.

**Log Out:** Sign out of your account when you are finished so no one else can access it.

## EMAIL MESSAGE

**To:** The email address(es) of the person or people you are sending the message to.

**CC:** Carbon Copy.

**BCC:** Blind Carbon Copy. The people receiving the email can't see who is inside the BCC field.

**Subject:** Lets the person know what the message is about.

**Body:** The message you're sending.

**Attachment:** Files included as part of the email.

**Reply:** Email goes only to the person who sent the message.

**Reply All:** Sends the email to everyone who received the message.

**Forward:** Sends an existing email to another person.

