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E-mail Basic Review

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I am going to assume you already have an email address and are enjoying sending and receiving emails. But perhaps you are not aware of the fun and helpful options available in all email applications. Hopefully something in this article will push your curiosity button and encourage you to “ask google” for more information. Although each email provider (app or program) may look different on your device (and even the SAME provider can look quite different on a Windows computer than on an iPad, etc.) all are capable of doing the following:

Entering people in your “TO:” box – If you just start typing the name of someone, your email will search your “contact list” or “address book” to find a match and list what it finds. Just click on the name you want. Be sure to keep your contact list of email addresses current. It is easy to click on a name which may have an OLD email address. If no name matches, you have to enter the email address yourself. Why not add that person to your contact list for next time?

Learn to use “group” email addresses. You can use your contact list to create a “group” email such as for a club or family group. This means you only have to enter the group name, and ALL the email addresses in that group will be placed in the “TO:” box for you. This is a great time saver. Of course, you need to keep the group current. It is easy to learn how to “add” or “delete” people from a group.

Clean out your “inbox” by deleting old emails or keeping only the emails you want by moving them to a folder. Your “inbox”, “deleted emails”, “drafts”, etc., are all folders or places – you can add your own folders to this list and move the emails you want to keep to them. I have a folder for STUG emails and for another club I belong to. This keeps the emails in my inbox to a minimum.

Learn to SEARCH for emails in any or all folders. You can search and find words in the subject line or in the emails themselves. You can search for all emails to or from a specific address too. This is helpful if you forget where you put an email.

Emails you delete will go to the “deleted emails” folder and they need to be deleted again from that folder to be deleted forever. Check to see if your email has an automatic delete setting for this folder. I have my email set to delete emails older than 90 days from my “deleted emails” folder. Do NOT keep thousands of emails! (Yes, there are people who like to keep everything, they call them “hoarders” and they have their own television show!).

Sharing photos using email is easy. You just “attach” the photo (or ANY file) to your email before you send it. Yes, you can attach more than one, but don’t go crazy and attach too many, usually three or four is plenty. Photos take a lot more time to send than text.

Learn to access your email on another device. This is very helpful when you are traveling or need to use another computer to get to your email. You should always be able to access your email by going to your email internet webpage and entering your email account and password there. I highly recommend that you try this to be sure you can do it when you need to.

All emails provide many tools and options to help you. Most of them are easy to use, too. Please “ask Google” or use YouTube and watch a short video about your email and the possibilities it provides. There is always more to learn, and I hope this information will be helpful for you to find and use the tools you need for better emailing!

