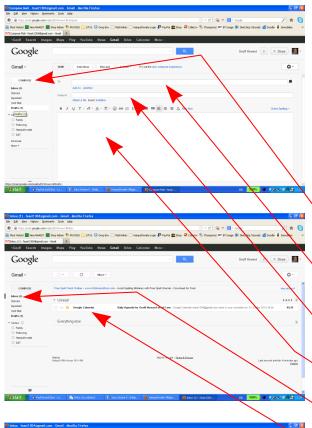
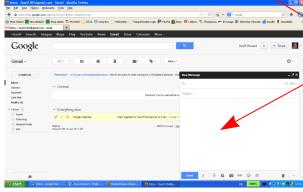
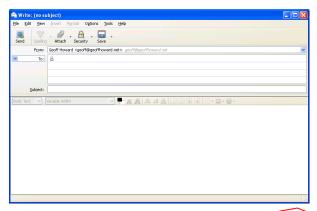
## Hampsthwaite Online: using email









## Web-based emails

- These are the easiest to set up and use and all are very similar to each other.
- Either load a Web Browser and Search Engine or go directly to either GMail, HotMail or Yahoo! Mail if known.

**Note:** for more detailed guidance go to: www.webdevelopersnotes.com/tips/gmail/send-gmail-email.php

www.webdevelopersnotes.com/tips/hotmail/compose-send-email-hotmail.php

for **Hotmail**; www.webdevelopersnotes.com/tips/yahoo/compose-send-email-yahoo-account.php for **Yahoo! Mail** 

- Click on the Compose to create a new email
- Enter the Recipient email address carefully

**Note:** this will become more automated as an **Address Book** or **Contacts List** is developed.

Include a title or Subject here

**Note:** some **Spam Filters** will reject your email if you do not include a **Subject** 

- Type in the Body Text of the email here.
- Click on Send when ready to do so.
- Click on Inbox to see any email received.
- Click on a Message to see it in full and reveal options to Reply, Forward or Delete for example.

**Note**: you may now be offered a more simplified **Compose** window when using **GMail**.

## Client-based emails

- This requires a software package to be installed on your computer - eg Outlook or Thunderbird
- Follow instructions carefully you will be asked for:
   Username this is often your email address
   Incoming Server Name this will be supplied by your
   Internet Service Provider (ISP) eg mail.btinternet.com
   Note: you may have a choice of either Post Office
   Protocol (POP) or Internet Message Access Protocol
   (IMAP) but this will be clear on your ISP information.
   Outgoing Server Name this also will be provided by your ISP and is usually Simple Mail Transfer Protocol
   (SMTP)

**Password** - you will be challenged for this usually when you first start to use the email account.

- It is possible to arrange things such that web-based emails can also be accessed and composed off-line through client-based email software.
- Conversely, any client-based email account can be accessed via the internet at www.mail2web.com
  you will need your email address and password