

# 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](http://www.webdevelopersnotes.com/tips/gmail/send-gmail-email.php) for **Gmail**;

[www.webdevelopersnotes.com/tips/hotmail/compose-send-email-hotmail.php](http://www.webdevelopersnotes.com/tips/hotmail/compose-send-email-hotmail.php) for **Hotmail**;

[www.webdevelopersnotes.com/tips/yahoo/compose-send-email-yahoo-account.php](http://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

