To: Oscar Walker and Intermediate Class
From: Archie DeVaux
Reference: Revised Class Assignment
Date: June 8, 2020

Dear Oscar and Class:

My focus for joining the computer class is to learn as much as I can about e-mail. Since I have been, in this class I have learned a great deal about e-mails. In this letter, I am going to explain some things that I have learned.

First, I will explain the steps to create or write an e-mail.

If you are sending an e-mail to someone you will need to do the following:

- Go to Email or Gmail on your computer.
- Click Compose, at the top left side of the screen.
- In the "To" bar, add the names of the persons that are receiving the mail (the people you are writing). If they are in your contact list, their addresses will already be in there and will come up when you type the names. Make sure to place a comma after each name you type. You may also highlight the names in the contact list and send to the address ("To") bar. If they are not in the contact list, you will need to type the addresses in the "To" space. Groups of contacts can be created if you want to send the email to a group of people. The groups will need to be created in your contact list. To create a group, go to "**Google Groups**" near

the top left side, click **Create group** and enter the information. Choose **settings** for the group and click on **Create.** If you want to, you can, also add people in the "**CC**" bar to send a copy of the email or the "**Bcc**" bar to send a Blind copy, by selecting or clicking on these buttons.

- In the subject space, type a title or subject for the information you are sending.
- Type the message you want to send.
- Click send at the bottom of the page.

Second, I'll explain how to send an email to the draft mode and how to remove it.

When you have finished the email message, do not send it. Instead, select file, save, or just close the window or email. The message will go into the Drafts folder. In order to get the message from the Drafts folder, open the folder and double click on the message, then click send.

Third, I'll tell you how to delete emails, other emails in your inbox, and other areas that need to be deleted.

To delete email(s) Select the message and click delete, or select the trash can icon. First, go to your email account to delete emails in your inbox, click "**edit**", then, "**all**" or check each one and click trash can. You can also highlight an email and then delete it.

Other areas that need to be deleted are the spam folder, archive, updates, read, unread, and trash.

The "All mails" folder needs to be deleted, too.

Last, I will discuss how to open a word document and attach a document to an email.

Go to Office documents, click on the icon to open a word document. Select blank or new document and start typing. In order to send the document it must be attached to an email. Open a new email or go to compose. Fill in the "To" or address bar with the name or email address of the person you are sending the document. Type in a subject or title and write a message. Now, click on the paper clip icon to attach the file. Browse through your document folder or other folders to find the file you want to attach. After you have found it, click open file or double click it. Press send!

There is much more about using email that I have yet to learn. I feel that with practice I can become more confident in using it.

Sincerely,

Archie De Vaux

AM Intermediate Computer Class