2017 Email Tips and Tricks

eM Client:

Adding attachments:

1. Click New, then Mail at the top left of window
2. Click on the Paper Clip (attach file)
3. Click on the file you want to attach, Click "Open"

Changing Default Font:

1. Click on the word Menu at the top left corner
2. Click on Tools, then click on Settings
3. Click on Mail, then click on Read
4. In the Preferred Styles area, click on Font Settings and choose what you like
5. Click OK

Creating a signature:

1. Click on the word Menu at the top left corner
2. Click on Tools, then click on Settings
3. Scroll down to the word Mail, then click the arrow to left of the word Mail
4. Nest, click on Templates and Signatures
5. In the next window, click Signatures, then click on Add Signature
6. Give the signature a name, enter the desired signature into the text box, and click OK. Now back at the Settings window, complete how you would like to use this signature (New mail, replies, forwards) then click OK again

Saving Pictures from an email:

1. Right click on the picture
2. Choose "Save Image As" from the menu
3. After the Pictures Library open, give the picture a name.
4. Choose which folder where you want to put the picture
5. Click "Save"

Add a picture to an email:

1. Click New, then Mail at the top left of window
2. Click the down arrow near the word More at the right top of the message window
3. Scroll down to Insert Image. This will open your Pictures Library
4. Click on the picture you want, then click Open

G-Mail:

<u>Adding Attachments</u>:

1. At the bottom of the "New Message" window, click on the paper clip
2. Click on the file you want to attach. Click "Open"

<u>Changing Default Font</u>:

1. Click the Settings gear at the top right of your screen
2. Click on Settings, then scroll down to "Default text style"
3. Click thru the Font, Size and Color options and choose what you like
4. Scroll down and click on "Save Changes" at the bottom of your screen

<u>Creating a Signature</u>:

1. Click the Settings gear at the top right of your screen
2. Click on Settings, and then scroll down to Signature
3. Type what you want for your signature into the text box.
4. Scroll to the bottom and click "Save Changes"

<u>Saving Pictures from an email</u>:

1. If you are using <u>Google Chrome</u>:
2. Move your mouse over the thumbnail and click on the "Download" button.
3. Once the file is downloaded, open your Downloads folder. Find the picture and click "Show in folder".
4. This will open another window. Left click and drag the picture to "My Pictures
5. If you are using <u>Internet Explorer</u>:
6. Move your mouse over the thumbnail and use the "Download" button
7. Choose "Save As" in the download bar at the bottom of the page.
8. This will open the "Save As" window where you can then choose "My Pictures" option.
9. Give the picture a name, then Click "Save"

<u>Add a picture to email</u>:

1. Click on "Compose" to open the New Message window
2. Click on the paper clip at the bottom of the New Message window.
3. From your Pictures library, click on the picture that you want. Click "Open"

Yahoo! Mail:

Adding Attachments:

1. Click on "Compose" to open the New Message window
2. Click on the Paper Clip (attach file)
3. Click on the file you want to attach
4. Click "Open"

Changing Default Font:

1. Click on the Gear at the top right of the Yahoo! Mail window
2. Click on "Settings"
3. In the Settings window, click on "Writing email"
4. Choose the Font style and size from the options given
5. Click "Save"

Create a Signature:

1. Click on the Gear at the top right of the Yahoo! Mail window
2. Click "Settings" At the bottom of the Settings box, click "go to Accounts"
3. Type what you want for your signature into the text box
4. Scroll down to the bottom and click "Save"

Saving a picture from an email:

1. Right click on the picture.
2. Choose "Save As"
3. In the "Save As" folder, give the picture a name and click on the folder where you want to file the picture. Click "Save".

Add a Picture to an email:

1. Click "Compose" as the top of the list on the left of the screen.
2. Click on the paper clip at the bottom of the new message window.
3. Choose the picture you want to add, and then click "Open".

Outlook.com (formerly Hotmail and MSN mail)

Adding Attachments:

1. Click "New" to open a new message
2. Click on "Insert" and choose "Files as Attachments"
3. Choose the file you want to attach.
4. Click "Open"

Changing Default Font:

1. Click on the gear at the top right next to your name.
2. Click on "Options"
3. In the Options window, scroll down to "Writing email" and click on "Formatting, font and signature"
4. Choose the style and size of the print you want, then click "Save"

Creating a Signature:

1. Click on the gear at the top right next to your name.
2. Click on "Options"
3. Scroll down the left side to "Layout", then click on email signature.
4. Fill in the text box with the desired signature.
5. Click "Save".

Saving a picture from an email:

1. Right click on the picture
2. Click "Save Image As"
3. In the "Save As" folder, give the picture a name and click on the folder where you want to file the picture. Click "Save"

Add a Picture to an email:

1. Click "New" to open a new message
2. Click on "Insert" and choose "Files as Attachments" or "Pictures inline"
3. Pictures inline will put the picture into the body of the email, while Files as attachments will simply attach the picture.
4. Choose the picture you want to attach.
5. Click "Open"

Windows Live Mail

<u>Adding attachments</u>:

       Open Email Message at the top left of window
       Click on the Paper Clip (attach file)
       Click on the file you want to attach
       Click "Open"

<u>Changing Font</u>:

       Click the "down arrow" in the top left corner
       Choose Options, then Mail
       Click on the Compose tab in the Options box
       Click on Font Settings and choose what you like
       Click OK

<u>Creating a Signature</u>:

       Click on File in the top left corner
       Click Options, then Mail
       In the Options dialog box, click Signatures
       Click New in the Signature area. Type your message in the Edit Signature Box
       Click Set as Default, then Apply, then OK

<u>Saving Pictures from an email</u>:
       Right click on the picture
       Choose "Save Picture As" from the menu
       After the Pictures Library open, give the picture a name.
       Choose which folder where you want to put the picture
       Click "Save"

<u>Add a picture to an email</u>:

       Open Email Message at the top left of your screen
       Click on the Paper Clip (Attach file)
       Open your Pictures Library
       Click on the picture you want
       Click "Open"

Note: For this lesson, the word Click indicates "Left click" unless otherwise noted.

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