



CHILDREN'S
HOME
SOCIETY OF
CALIFORNIA

Email 101

Presented By
Children's Home Society of California
San Diego Office
FCCHEN Program



Agenda

- Composing an Email on a Computer
- Composing an Email on a Mobile Device
- Resources

Composing an Email on a Computer



Step 1: Access Your Email Account

- You may access your email account by visiting the website of your account and logging in with your email address and password.



Gmail



Yahoo



GoDaddy

Aol Mail

Aol Mail



Hotmail



Outlook



Office365



Exchange



iCloud



GMX



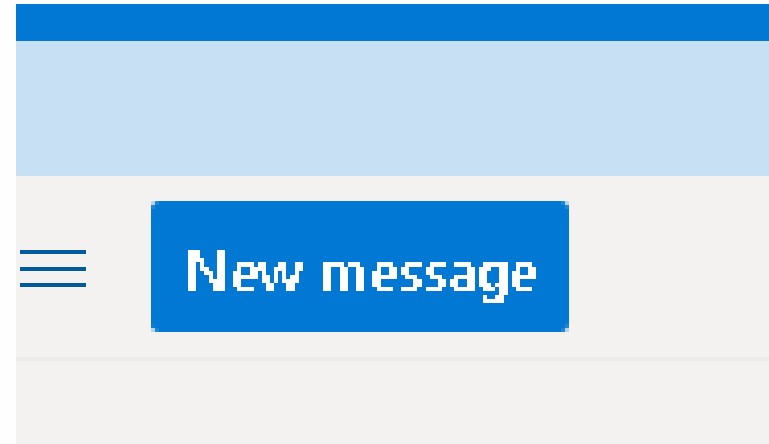
Zoho



FastMail

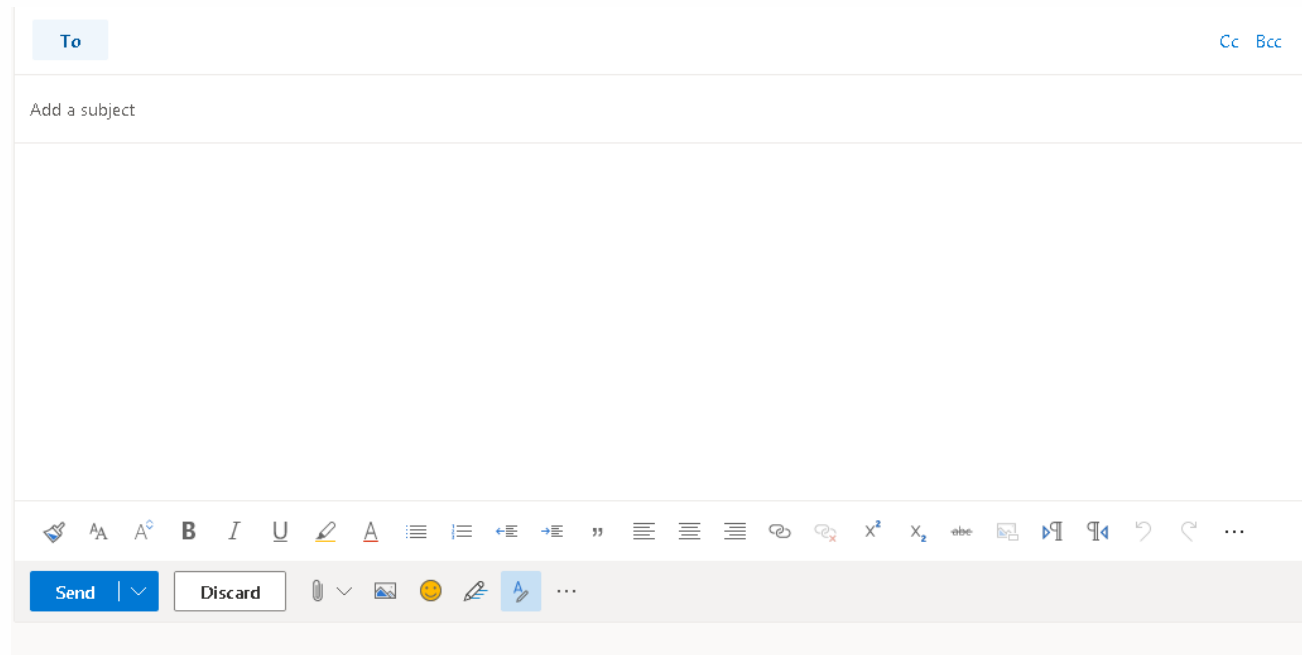
Step 2: Begin an Email

- Once logged in, select *New Message* or *New Email*.
- Each email provider is different; however, this option is usually at the top of the page.



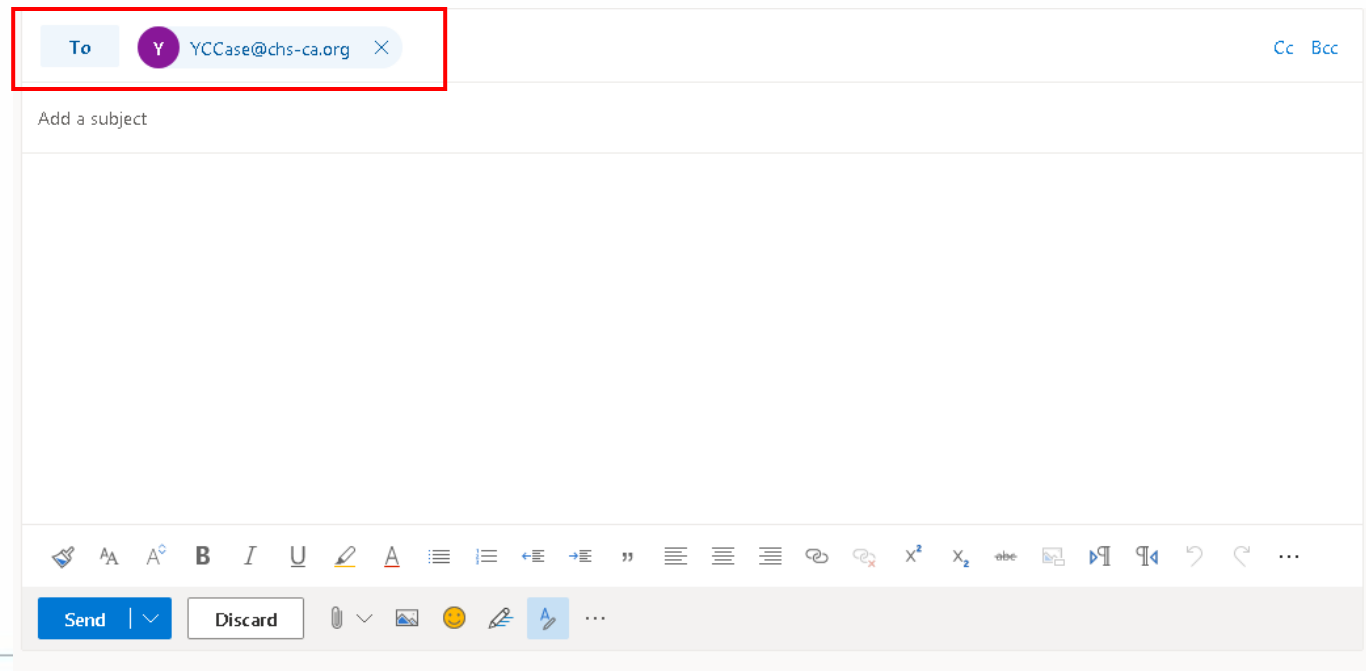
Step 3: Compose an Email

- A blank email field will appear.
- There will be a *To* line, a *Subject* line, and the body of the email.



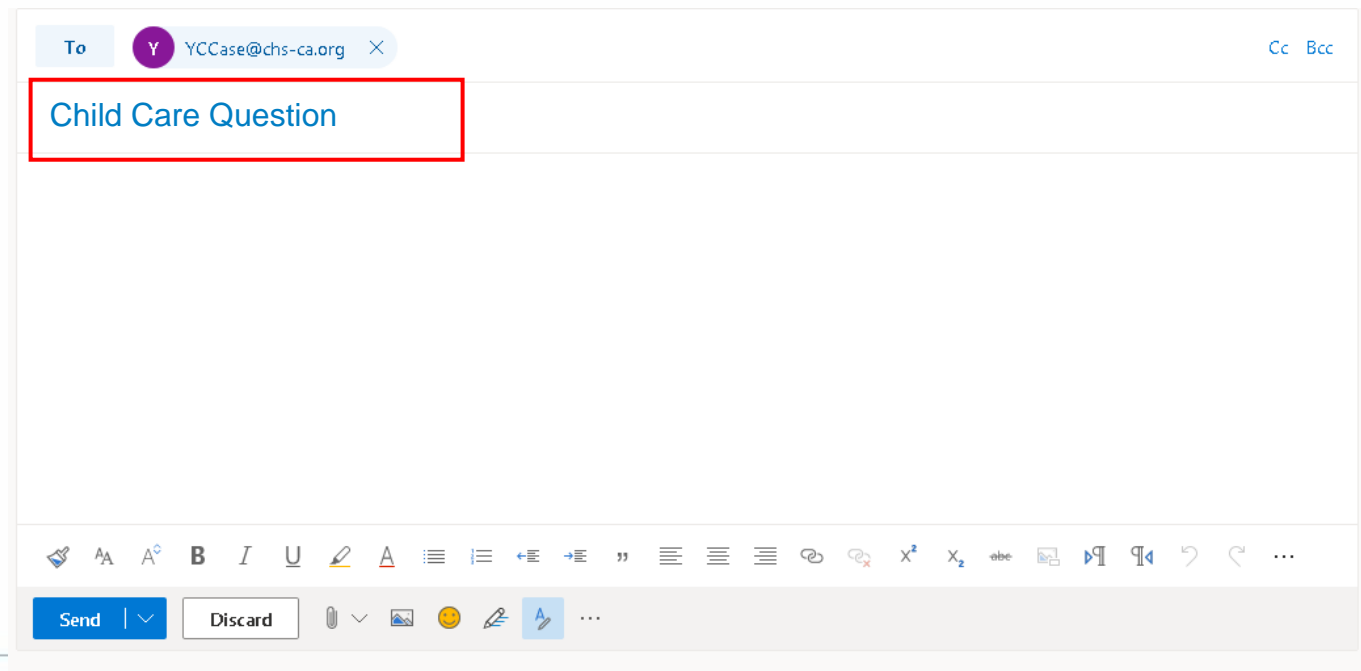
Step 3a: The *To* Field

- The *To* field is the line for the recipient of the email. This is where you put the email address of the person you would like to receive the email.



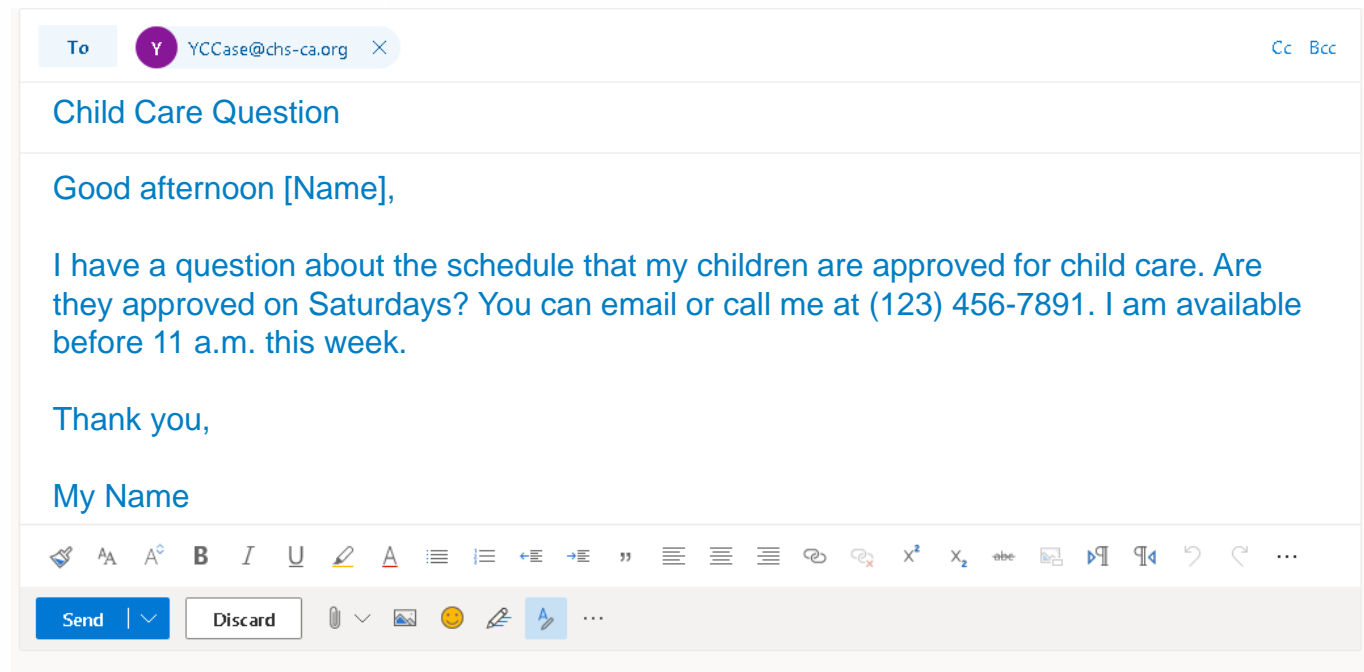
Step 3b: The *Subject* Field

- The *Subject* field should provide brief information about the purpose for the email. This is the first thing the recipient will see when they receive the email.



Step 3c: The *Body* Field

- This is where you add a detailed description of what you would like to share with the recipient.



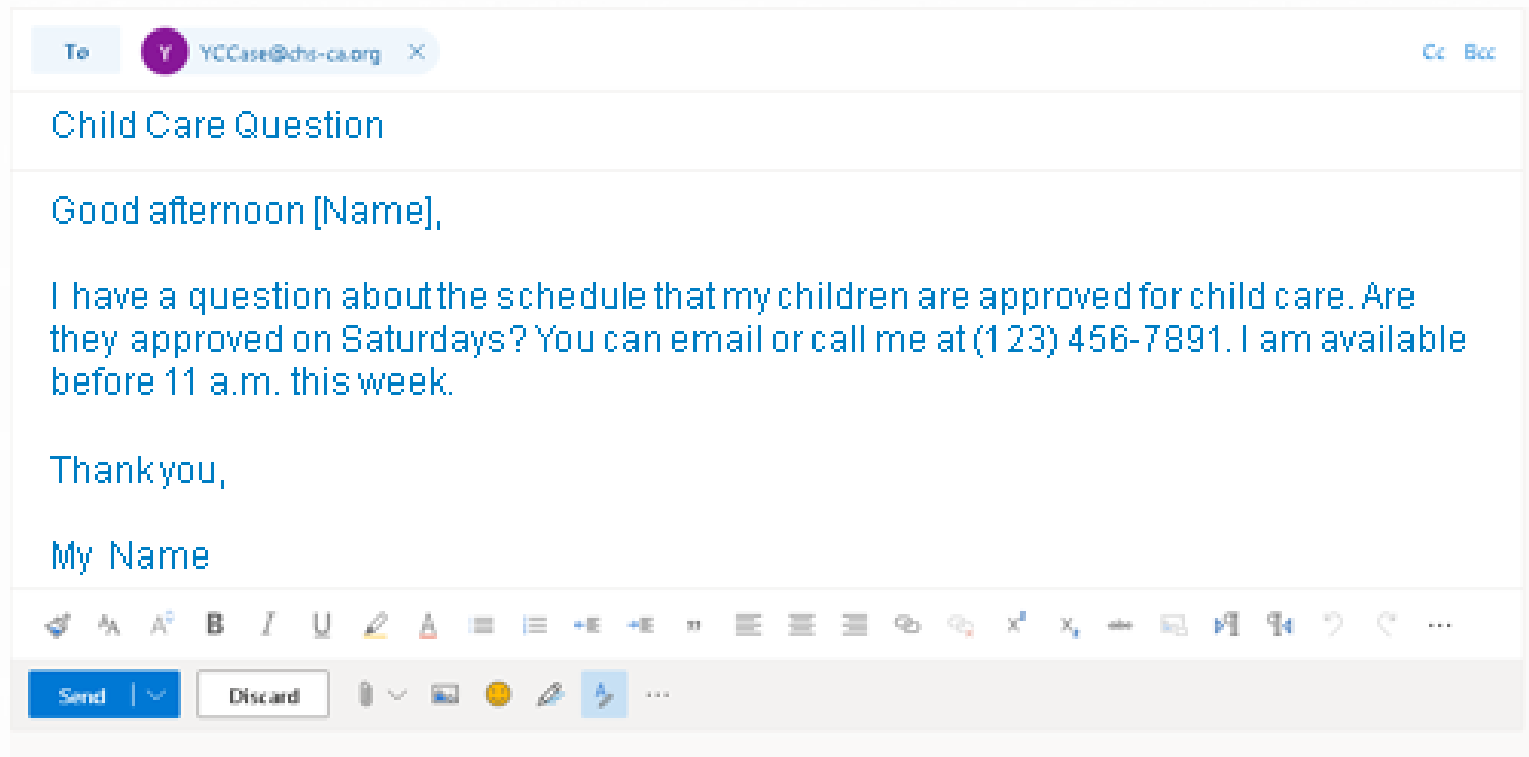
Step 3c: The *Body* Field

In the *body* of your email, include the following:

1. A **greeting** to the recipient. If you know their name, you can include it here.
2. The **information** you would like to share with the person. You can include a specific question or specific information.*
3. A **signature** at the end of the email to finalize your email.*

*You can include your **contact information** in #2 or #3 if you would like to hear back from the recipient.

Step 3c: The *Body* Field



The image shows a screenshot of an email composition interface. At the top, the recipient is listed as 'YCCase@chs-ca.org' with a purple profile icon and a close button. The subject line is 'Child Care Question'. The body of the email contains the following text: 'Good afternoon [Name],', 'I have a question about the schedule that my children are approved for child care. Are they approved on Saturdays? You can email or call me at (1 23) 456-7891. I am available before 11 a.m. this week.', 'Thank you,', and 'My Name'. Below the text is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom, there are buttons for 'Send', 'Discard', and other actions.

To YCCase@chs-ca.org X Cc Bcc

Child Care Question

Good afternoon [Name],

I have a question about the schedule that my children are approved for child care. Are they approved on Saturdays? You can email or call me at (1 23) 456-7891. I am available before 11 a.m. this week.

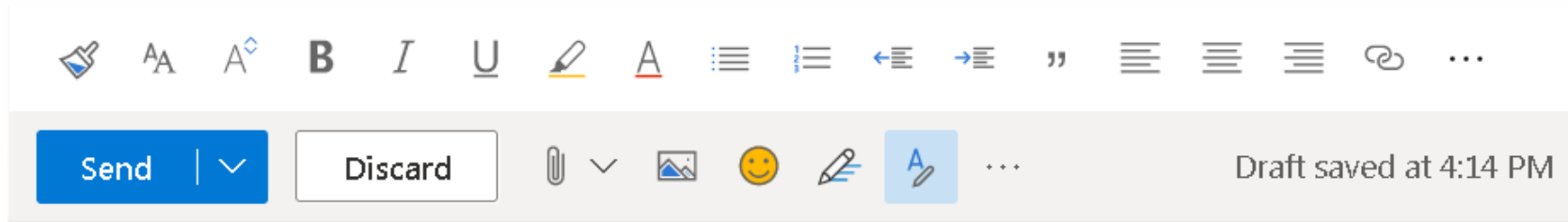
Thank you,

My Name

Send Discard

Step 3d: Format your Email

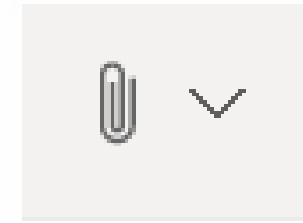
- Some or all of the following options may be available to you:



- These options help you customize the format of your email. You can also attach pictures and documents to your email.

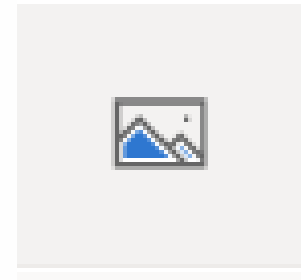
Step 3e: Attach Documents

- You can select the *Paperclip* icon to attach documents.
- When you click the icon, a box will appear, allowing you to search for a document that is saved on your desktop or in a specific folder.
- Once you find the document you would like to attach, click on the document, and select *Open*.
- The document will then be attached to your email.



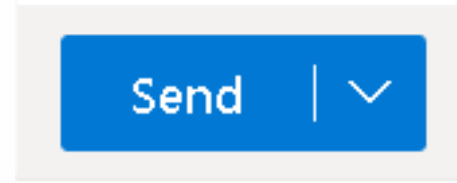
Step 3f: Attach Documents or Images

- You can select the *Camera* icon to attach pictures.
- When you click the icon, a box will appear, allowing you to search for a document that is saved on your desktop or in a specific folder.
- Once you find the picture you would like to attach, click on the picture, and select *Open*.
- The picture will then be attached to your email.



Step 4: Review and Send the Email

- Once you have composed the email, review it to make sure all the information is correct, and that you have included any pictures and/or attachments that you would like to send.
- To send the email, click *Send* and your email will be sent to the recipient.

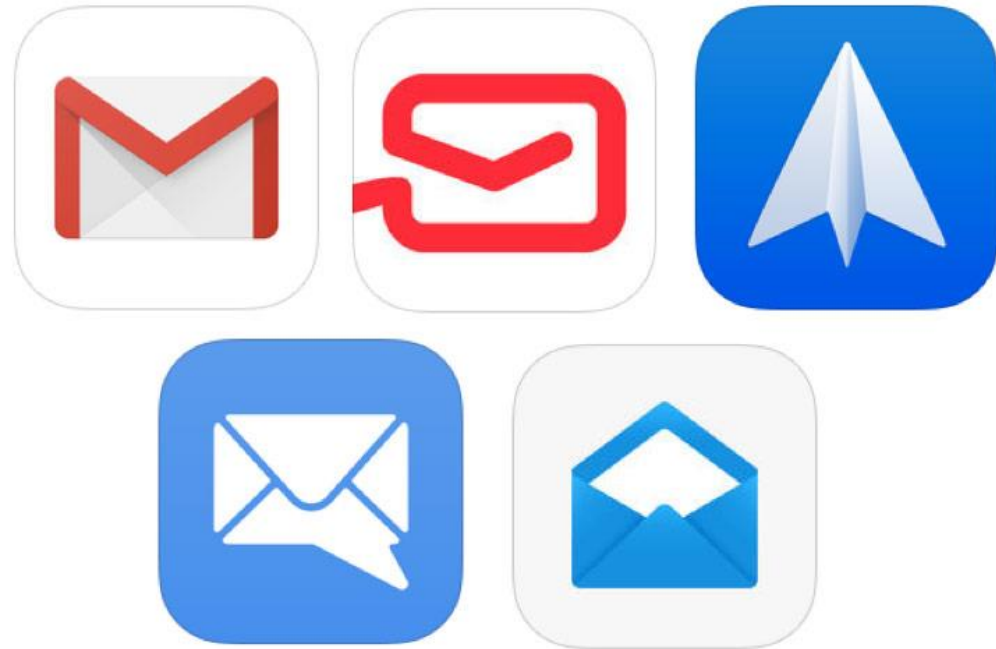


Composing an Email on a Mobile Device



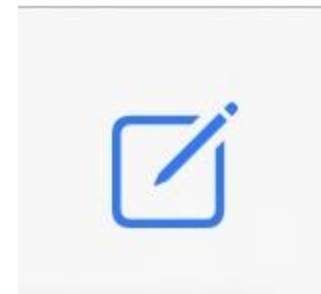
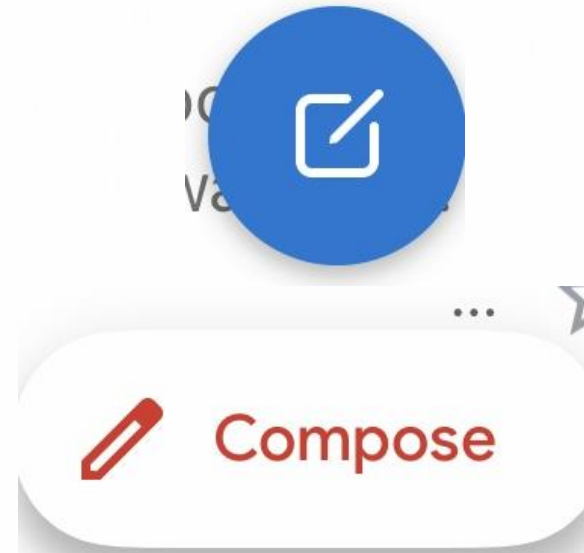
Step 1: Access Your Email Account

- You may access your email account by clicking the application (app) of your email account and logging in with your email address and password.
- You may need to download the app to your smart phone, if it is not already available.



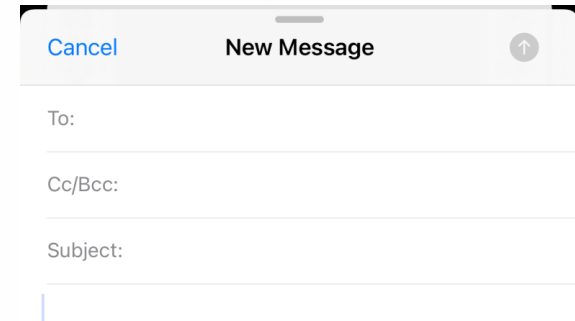
Step 2: Begin an Email

- Once logged in, look for an icon similar to those shown here.
- Each email provider is different; however, this option typically has a pencil or pen in it.

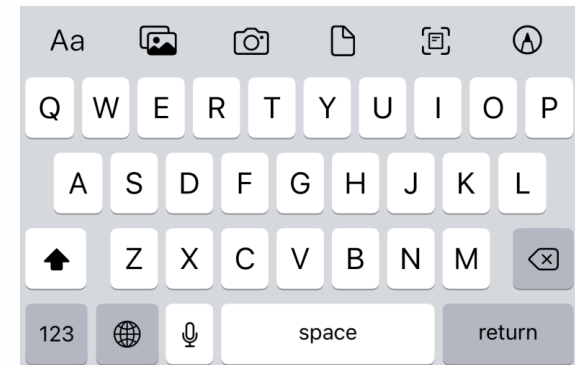


Step 3: Compose an Email

- A blank email will appear.
- There will be a *To* line, a *Subject* line, and the body of the email.
- Complete these fields as previously described.



A screenshot of an email composition interface. At the top, there is a header bar with a "Cancel" button on the left, the text "New Message" in the center, and an upward-pointing arrow icon on the right. Below the header, there are three input fields: "To:" followed by a horizontal line, "Cc/Bcc:" followed by a horizontal line, and "Subject:" followed by a horizontal line. Below these fields is a large, empty text area for the email body, with a vertical cursor line at the beginning.



Step 3a: Format the Email

- Some or all of the following options may be available to you:

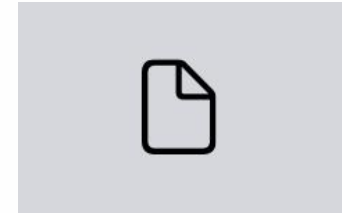
Aa



- These options help you customize the format of your email. You can also attach pictures and documents to your email.

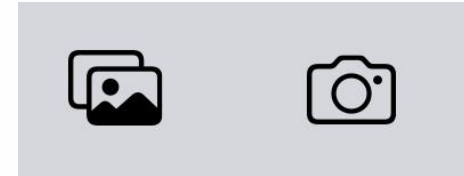
Step 3b: Attach a Document

- You can select the *Attachment* icon to attach documents.
- When you click the icon, a box will appear, allowing you to search for a document that is saved on your phone.
- Once you find the document you would like to attach, click on the document.
- The document will then be attached to your email.



Step 3c: Attach an Image

- You can select the *Camera* icon to attach pictures.
- You will have the option to choose from pictures already stored in your phone's library, or to take a new picture with your phone's camera.
- Once you find the image you would like to attach, click on the image.
- The image will then be attached to your email.



Step 4: Review and Send the Email

- Once you have composed the email, review it to make sure all the information is correct, and that you have included any pictures and/or attachments that you would like to send.
- To send the email, click the *Send* icon, and your email will be sent to the recipient.



Send | 

Resources

- How to Create a Gmail Account
<https://support.google.com/mail/answer/56256?hl=en>
- How to Create an Outlook Account
<https://www.wikihow.com/Create-an-Outlook-Email-Account>
- Anatomy of an Effective Email to Parents and Caregivers
//assets.ctfassets.net/p0qf7j048i0q/6tq935hGPL6suqJxrRRe0I/7ae834f78faf00baced0b36796576005/Anatomy_of_an_Effective_Email_to_Parents_and_Caregivers_Understood.pdf

Thank You for Participating!

- If you have any questions or would like additional resources, please contact the Resource & Referral (R&R) Program or CHS office in your area.

CHS R&R Program or CHS Office	Phone Number/Email
Greater Long Beach Area of Los Angeles County	(562) 256-7490 ReferralsLB@chs-ca.org
Orange County	(714) 543-2273/(949) 364-6605 ReferralsOC@chs-ca.org
San Diego County	(619) 293-3411 SDCase@chs-ca.org
Sutter County	(530) 645-6298 ReferralsSutter@chs-ca.org
Ventura County	(805) 437-1910 VTCase@chs-ca.org
Yolo County	(530) 645-6265 ReferralsYO@chs-ca.org
Yuba County	(530) 645-6298 ReferralsYC@chs-ca.org