



# Beginners: The email Box

- There are four tabs: **Mail**, **Addresses**, **Calendar** and **Notepad**

- You are looking at the **Mail** tab (page).
- On the right, next to your email address, there is a **Sign Out** link. Whenever you have finished using your email account, to ensure that nobody else can access it, click on the **Sign Out** link.
- On the right (on the blue bar below your email address) there is a **Help** link: clicking on it will open a help page with clear instruction on how to use your email box.
- On the left you have a list of folders. Imagine that each folder is a draw in a filing cabinet that you use to store all your correspondence:
  - ♦ **Inbox**: any email message you receive will be stored here.
  - ♦ **Drafts**: save a message that you are writing to send it later.
  - ♦ **Sent**: any email messages you have sent will be stored here.
  - ♦ **Trash**: any email messages you delete will be placed here. You

must click the "(Empty)" link to the immediate right of your Trash folder to permanently delete your mail. However, My Way will periodically empty your Trash folder (usually every seven days).

- ♦ **Bulk Mail**: your email box has a Spam (junk mail) filter, so anytime a suspected spam message arrives in your Inbox it is automatically sent to this Bulk Mail folder.
- To open a draw (folder) and look inside of it, just click on its name.
- In the middle of the screen you can see a welcome message and how many unread messages you have in your Inbox and in your Bulk Mail folders. You should 1 new message in your Inbox: this is a welcome message from myway.com, your email provider.
- Just like a postal address, an email address is unique.

**lbhsurfers@myway.com**

Name of user	at	Domain name
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- The above email is read: **"lbhsurfers at mail dot com"**
- myway** is the registered domain name (the service provider)
- co** means the domain belongs to a company
- uk** means the domain is on a computer in the United Kingdom
- Unlike a postal address, an email address must be entered exactly - one small spelling mistake, an extra dot or a space will make your mail undeliverable.
  - email addresses are not case sensitive.
  - email addresses **never** contain spaces.
  - Sometimes people separate their first name and last name in their email address by using a dot or an underscore, e.g. john.smith@aol.com, or john\_smith@hotmail.com
  - Your email account has an address book to store email addresses.