

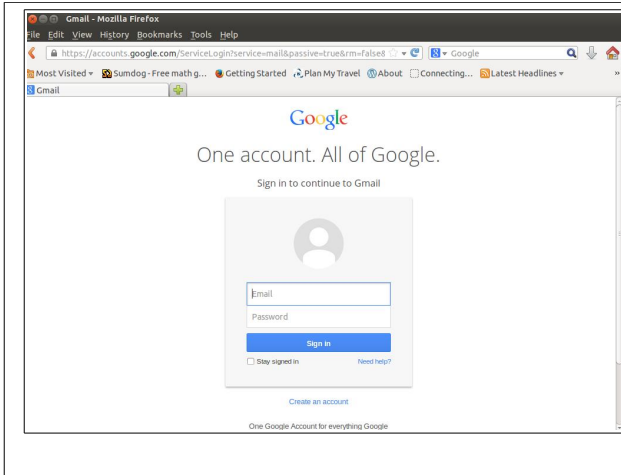
## Objectives (Emailing and communicating with each other) ಸೆಷನ್ ಉದ್ದೇಶಗಳು (ಇಮೇಲ್ ಮತ್ತು ಪರಸ್ಪರ ಸಂವಹನ)

- ICTs allow us to create and share. What are the tools and methods for connecting?  
ICT ನಮಗೆ ರಚಿಸಲು ಮತ್ತು ಹಂಚಿಕೊಳ್ಳಲು ಅವಕಾಶ ನೀಡುತ್ತದೆ. ಸಂಪರ್ಕಿಸುವ ಸಾಧನಗಳು ಯಾವುವು?
- To be able to share using emails  
ಇಮೇಲ್ ಗಳನ್ನು ಬಳಸಿಕೊಳ್ಳಲು ಹಾಗೂ ಹಂಚಿಕೊಳ್ಳುವ ಸಾಮರ್ಥ್ಯ
- Participation in an email forum and working together / collaborating  
ಇಮೇಲ್ ವೇದಿಕೆಯಲ್ಲಿ ಭಾಗವಹಿಸುವಿಕೆ ಮತ್ತು ಒಟ್ಟಿಗೆ ಕೆಲಸ / ಸಹಯೋಗ
- Different teacher communities  
ವಿವಿಧ ಶಿಕ್ಷಕ ಸಮುದಾಯಗಳು
- Emails and message groups as means of communication and build skills of communicating and networking  
ಇಮೇಲ್ಗಳು ಮತ್ತು ಸಂದೇಶವನ್ನು ಗುಂಪುಗಳು, ಸಂವಹನ ಮತ್ತು ನೆಟ್ವರ್ಕಿಂಗ್ ಕೌಶಲ್ಯಗಳನ್ನು ನಿರ್ಮಿಸುವುದು

## How to create an email id

To create an email id you can go to any of the following websites

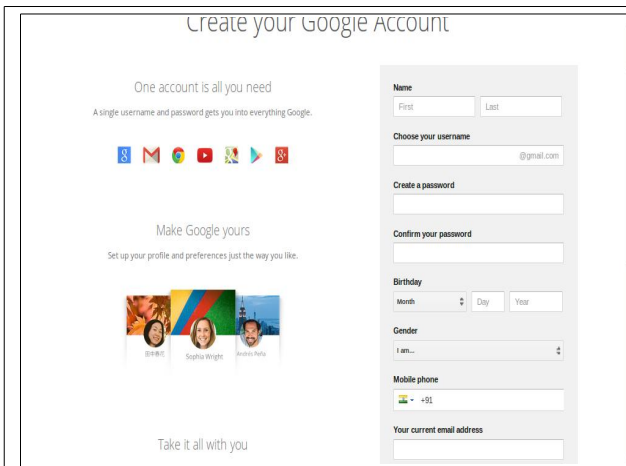
[www.gmail.com](http://www.gmail.com), [www.yahoomail.com](http://www.yahoomail.com), [www.rediffmail.com](http://www.rediffmail.com). This handout will explain how to do this on [www.gmail.com](http://www.gmail.com)



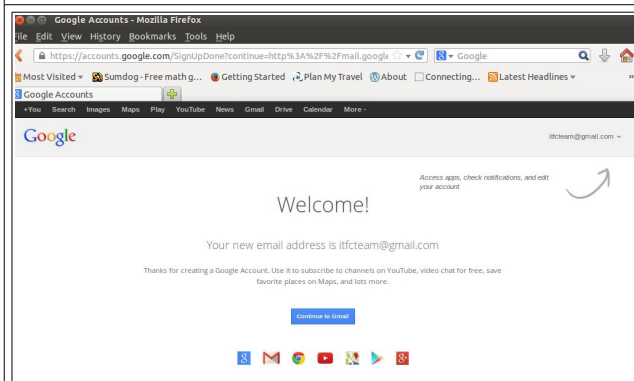
Open any browser - Mozilla Firefox or Google Chrome and type [www.gmail.com](http://www.gmail.com) in the address bar.

If you have your email ID and password, please enter them in these boxes you will see. Do not click on the box which says "Stay signed in". This means your gmail account will always be open.

If you do not have an account click on Create Account and the following form will appear.

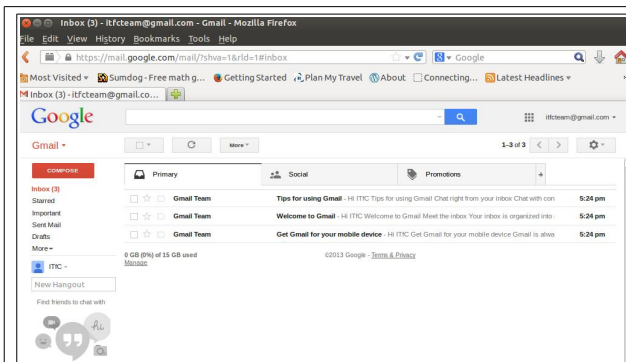


1. Enter your name
2. Enter username and password. User name can be the same as your name. Keep your password simple - so you can remember it. Do not share your password with anyone
3. Enter your date of birth, gender and phone number. To prove that it is a human being registering, you must enter the code numbers.

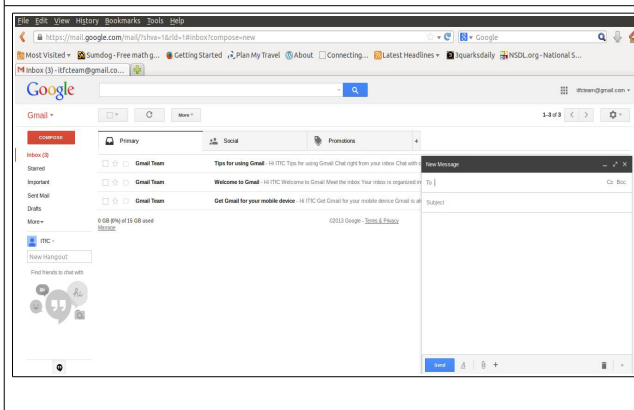


4. Enter another email address if you have one.
5. Check the privacy and terms and conditions box.
6. Click on Next Step and your new gmail account is ready.

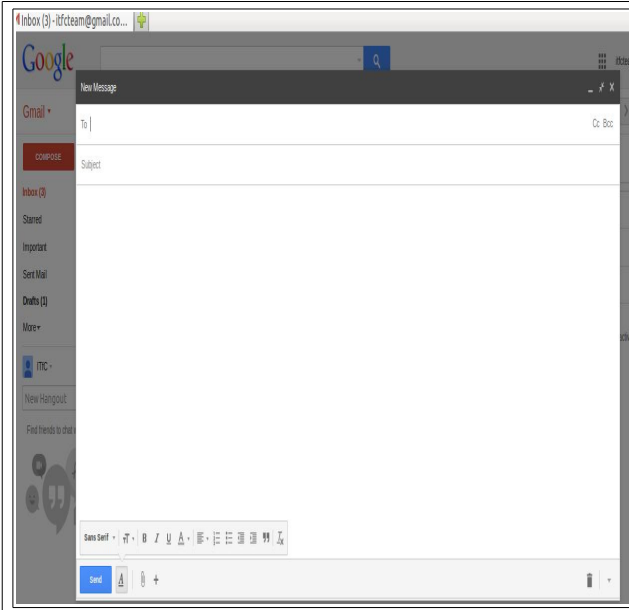
## How to send an email



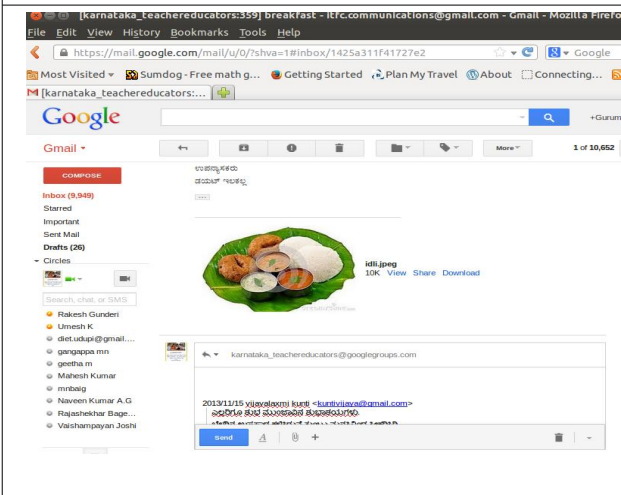
1. Type the website for your mail ([www.gmail.com](http://www.gmail.com) for gmail) in the address bar.
2. Enter your username and password without any spelling mistakes.
3. Do not check the "Stay Signed In" box.
4. To check your existing messages, go to Inbox.
5. Your new Inbox will look like this with Welcome Message from Gmail



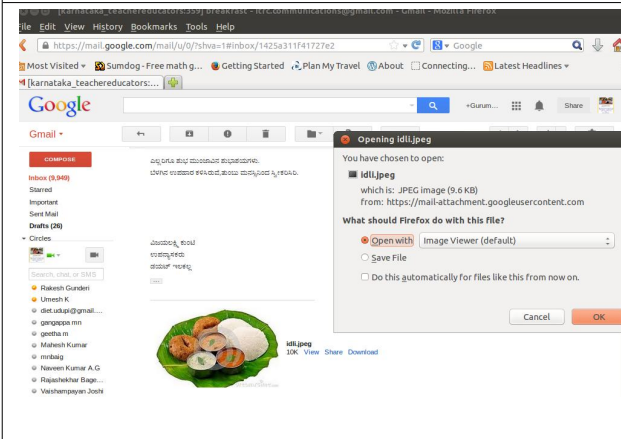
1. To compose a new message, go to "Compose". This can be found on the left panel.
2. When you click on that you see a panel open for composing a mail.
3. If you click the double arrow in the right hand corner of this panel, the compose window will pop out
4. You can see the bottom panel with formatting options



5. Enter the address of the recipient; this can be one recipient or to the mailing forum. You can post to mailing lists by entering the address of the mailing group in the "To" or "Cc" box. For example, if you type mathssciencestf@googlegroups.com, the mail will be delivered to the STF forum.
6. You can address an email to one recipient and copy the mail to others by putting their email IDs in the "cc" box.
7. Enter the subject. Type the contents in the box.
8. Attach files (if any) by clicking on the image like a clip. Click "Send" to mail.



9. If you receive an email in your Inbox you can select Reply or Forward the mail.
10. You can also reply to a mailing list. In this image the mail is being replied to the karnatakateachereducators@googlegroups.com
11. Remember that if you reply to a list, all members will get the email.



12. To download an attachment in an email, scroll down the message and come to the file attached.
13. You can either view or download the file.
14. When you click on download, you will get a window like the one shown. If you click OK the file will be saved.

## What you have learnt in this session

1. Creation of an email ID ಇಮೇಲ್ ID ಯ ರಚನೆ
2. Username and password privacy ಬಳಕೆದಾರ ಹೆಸರು ಮತ್ತು ಪಾಸ್‌ವರ್ಡ್ ಗೌಪ್ಯತೆ
3. Basic structure of an email window ಇಮೇಲ್ ವಿಂಡೋವಿನ ಮೂಲ ರಚನೆ

4. Addressing multiple recipients, how to add "cc", "bcc" and how to forward/ reply/ reply-all  
ಒಂದಕ್ಕಿಂತ ಹೆಚ್ಚು ಇಮೇಲ್ ಗಳಿಗೆ ಮೇಲ್ ಮಾಡುವುದು, "cc" "bcc" ಫಾರ್ವರ್ಡ್, ಪ್ರತ್ಯುತ್ತರಿಸುವುದು
  5. Downloading an attachment and saving - where does the file get saved by default?  
ಲಗತ್ತು ಡೌನ್‌ಲೋಡ್ ಮಾಡುವುದು ಮತ್ತು ಉಳಿಸುವುದು - ಕಡತ ಪೂರ್ವನಿಯೋಜಿತವಾಗಿ ಎಲ್ಲಿ ಉಳಿಸಲಾಗುತ್ತದೆ?
  6. How to identify fraud in emails? Safety while responding to emails. Malware/ phishing links.  
ಇಮೇಲ್‌ಗಳಲ್ಲಿ ವಂಚನೆ ಗುರುತಿಸುವುದು ಹೇಗೆ? ಸುರಕ್ಷಿತವಾಗಿ ಇಮೇಲ್‌ಗಳಿಗೆ ಪ್ರತಿಕ್ರಿಯಿಸುವುದು.  
ಮಾಲ್ವೇರ್ / ಫಿಶಿಂಗ್ ಕೊಂಡಿಗಳು.
- This is a new framework, of interaction; This is a new language; what are the rules?  
ಪರಸ್ಪರ ಪ್ರತಿಕ್ರಿಯಿಸಲು ಒಂದು ಹೊಸ ಚೌಕಟ್ಟು ಹೊಸ ಭಾಷೆ. ನಿಯಮಗಳು ಯಾವುವು?
  - Ease of communication, access. ಸಂವಹನ, ಪ್ರವೇಶ ಸುಲಭ.
  - In how many different ways can we connect with one another?  
ಎಷ್ಟು ವಿಭಿನ್ನ ರೀತಿಯಲ್ಲಿ ನಾವು ಪರಸ್ಪರ ಸಂಪರ್ಕಿಸಬಹುದು?
  - Why should I connect – collaboration and its power  
ನಾನು ಏಕೆ ಸಂಪರ್ಕ ಮಾಡಬೇಕು - ಸಹಭಾಗಿತ್ವ ಹಾಗೂ ಅದರ ಶಕ್ತಿ.

## Important Points

Remember to check your spam folder regularly. Sometimes, mails go to spam folder because the email software decides that it is spam. Messages more than 30 days will be deleted and you will lose information.

Never share password, account information on any email - even if it seems to come from banks, government organization, etc. These are called phishing mails and can lead to fraud.