

Exercise 6 - Addressing a Message

All e-mail messages have to include an address for an e-mail to be delivered, just as a normal letter has to have a house address.



An **e-mail address** is made up of:

- a **user name** - the name of the person the e-mail is being sent to. It does not have to be a full name, just enough to identify the person.
- an **@ sign** - separates the user name from the domain name (see below).
- a **domain name** - the address of the central computer which sends and receives mail.

There can be no spaces in an e-mail address.

Example: A message addressed to **tom@ciatraining.co.uk** will be sent to the **ciatraining.co.uk** computer. This computer will then transfer the message to the location it knows as **tom**.

Remembering lots of e-mail addresses may be difficult. Just like a mobile phone has a **Phone book** where the numbers you use a lot are stored, an e-mail application has an **Address Book**, where e-mail addresses are stored.

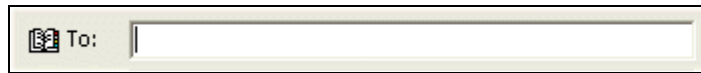
A person's e-mail address can then be found by looking in the address book and added automatically without typing.

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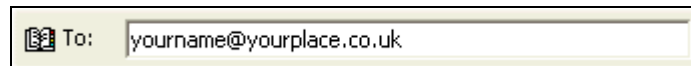
Exercise 6 - Continued

Activity

1. The message window should still be open from the previous exercise. Click in the **To** box.

A screenshot of an email client's 'To:' field. The field is empty and has a small book icon to its left. The text 'To:' is visible to the left of the input box.

2. This is where the address for the message is entered, like writing the address on an envelope. Type your own e-mail address here to send the message to yourself. This way you are sure to have a message in your **Inbox** later!

A screenshot of an email client's 'To:' field. The field contains the email address 'yourname@yourplace.co.uk'. The text 'To:' is visible to the left of the input box.


3. You could now create your message and send it to yourself, but there is another way to add addresses to messages. You can use the **Address Book**.
4. The **Address Book** in *Outlook Express* is a list where you can record lots of information about people such as their name, address, telephone number and most importantly, their e-mail address.

Info

Ask your tutor to make sure there are some names in your address book.

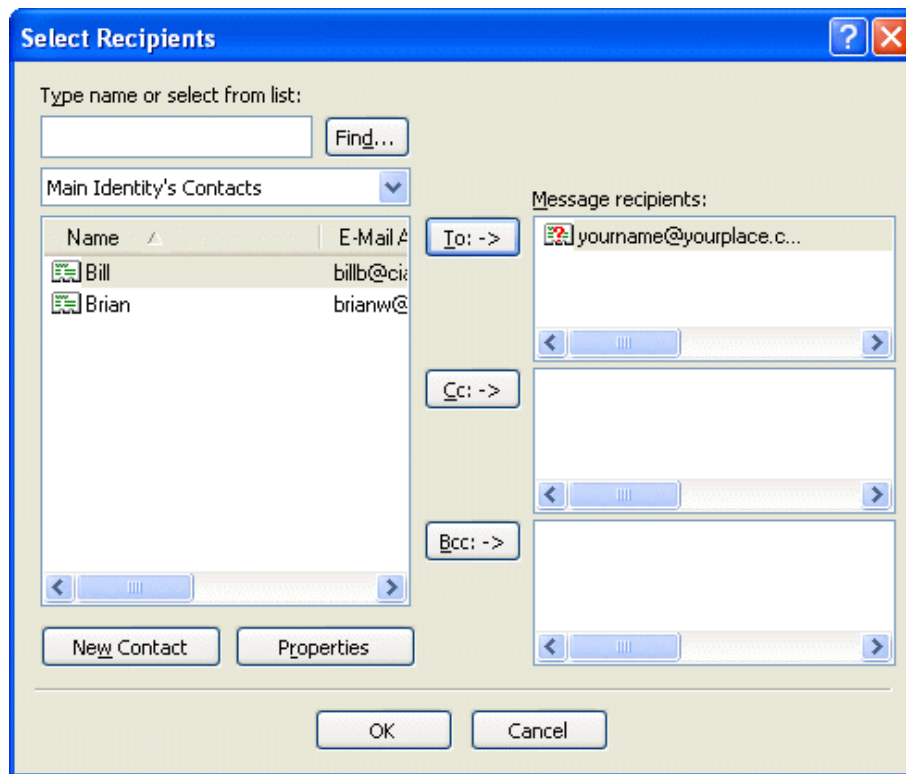
Important

Be careful about using made up e-mail addresses. They might turn out to be someone's actual address.

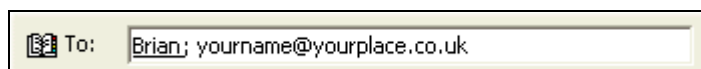
5. To use the **Address Book**, click on  next to the address box. The following dialog box is displayed.

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Exercise 6 - Continued



6. If you want to send the message to someone from this list, select the person you want and click **To: ->**.
7. Click **OK**. Now the message is addressed to 2 people, yourself and the person you have just added.



8. This is another advantage of e-mail. You can send the same message to many people at the same time.

Info

When the message in our example is sent, *Outlook Express* will use the e-mail address that is in the address book for **Brian**.

9. Leave *Outlook Express* open for the next exercise.

Exercise 7 - Enter a Subject

There is a place in every e-mail message you create to put a subject. The subject tells the person what the message is about without them having to open and read it.



Be brief and make sure the subject gives useful information about the message.

Activity

1. The message window should still be open from the previous exercise. Click in the **Subject** box.

Subject:	<input type="text"/>
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2. This is where the subject for the message is entered. Type the text **Test message**. This will tell anyone who receives this that it is only a test message and it does not need any action taken.

Subject:	<input type="text" value="Test message"/>
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3. Leave *Outlook Express* open for the next exercise.

Exercise 8 - Enter a Message

The text in an e-mail message can vary just like the text of a letter. It can be anything, for example, a short note to a friend, an order to buy something, a technical question, a set of instructions.

Tip

If you want to send a lot of text, a report for example, it is easier to create it using a word processing program and then send the document with your e-mail as an attachment.

There are some points to consider when writing e-mails:

- Where possible keep the text short. Don't ramble on.
- Be careful of offending people. Make sure the content is suitable for the person getting the e-mail. What you think is funny may upset someone else.
- Don't write anything you would not say in public. E-mails can end up in the strangest places.

Important

When you are writing an e-mail, always think about the person who will be reading it.

Activity

1. The message window should still be open from the previous exercise. Click in the main text area.
2. Type in the following text, exactly as below including the mistakes:

Hello me.

This is a test e-mail message. I am sending it to myself.

3. Leave the **Message** window open for the next exercise.