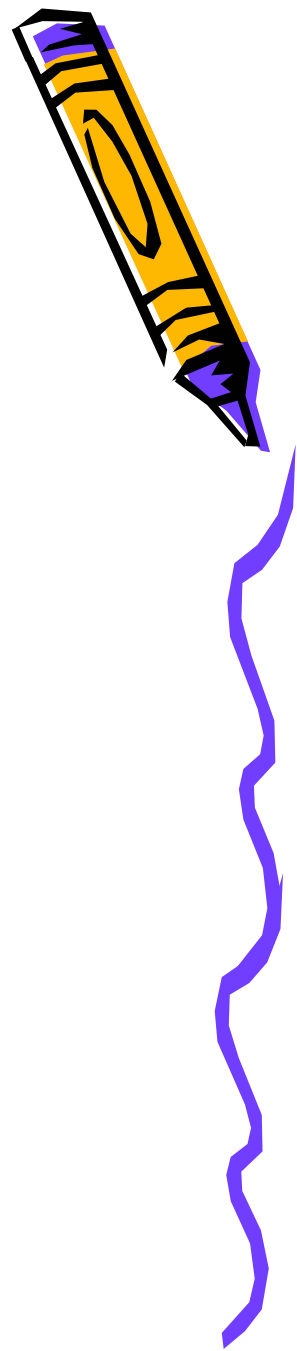


# Email training

by clint ungashick



- email etiquette
- sending to multiple recipients
- organizing your emails
- attaching files to emails
- creating PDF files



# Don't SHOUT!

## Proper case is easier to read.

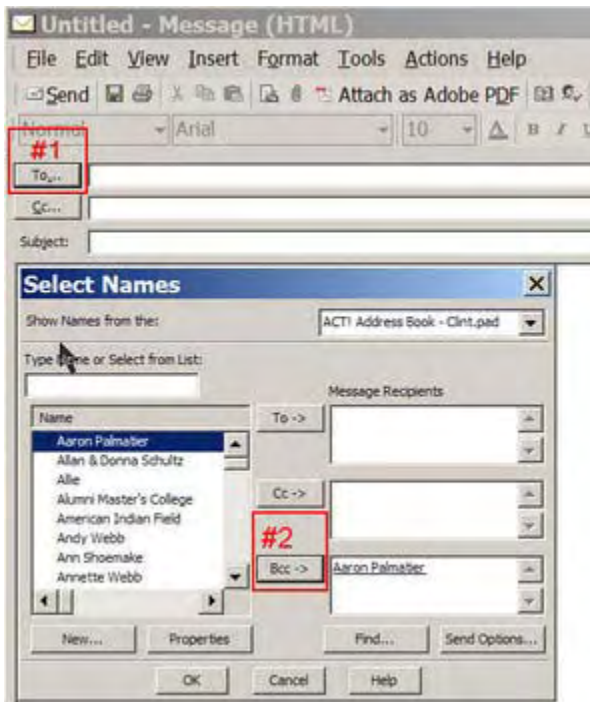
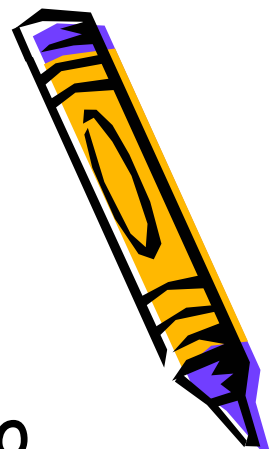


- All things are lawful for me, but not all things are helpful; all things are lawful for me, but not all things edify. **Let no one seek his own, but each one the other's well-being.** Therefore, whether you eat or drink, or whatever you do, do all to the glory of God. Give no offense, either to the Jews or to the Greeks or to the church of God, just as I also please all men in all things, not seeking my own profit, but the profit of many, that they may be saved. (1 Corinthians 10:23, 31-33)

- ALL THINGS ARE LAWFUL FOR ME, BUT NOT ALL THINGS ARE HELPFUL; ALL THINGS ARE LAWFUL FOR ME, BUT NOT ALL THINGS EDIFY. **LET NO ONE SEEK HIS OWN, BUT EACH ONE THE OTHER'S WELL-BEING.** THEREFORE, WHETHER YOU EAT OR DRINK, OR WHATEVER YOU DO, DO ALL TO THE GLORY OF GOD. GIVE NO OFFENSE, EITHER TO THE JEWS OR TO THE GREEKS OR TO THE CHURCH OF GOD, JUST AS I ALSO PLEASE ALL MEN IN ALL THINGS, NOT SEEKING MY OWN PROFIT, BUT THE PROFIT OF MANY, THAT THEY MAY BE SAVED. (1 CORINTHIANS 10:23, 31-33)



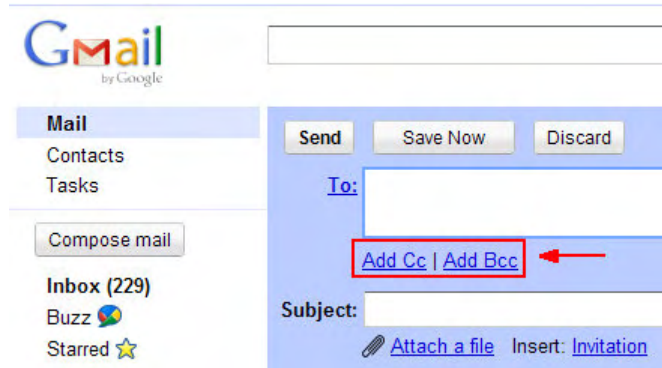
# respecting people's privacy



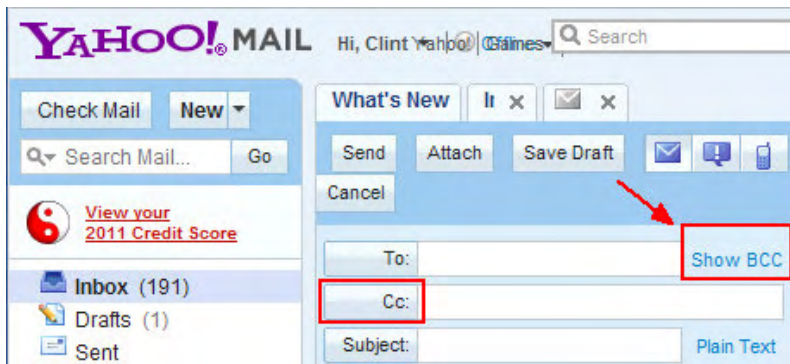
- When sending to multiple recipients, most of the time it is best to use BCC: (Blind Carbon Copy)
- Clean up forwarded emails, by removing the email addresses of others.



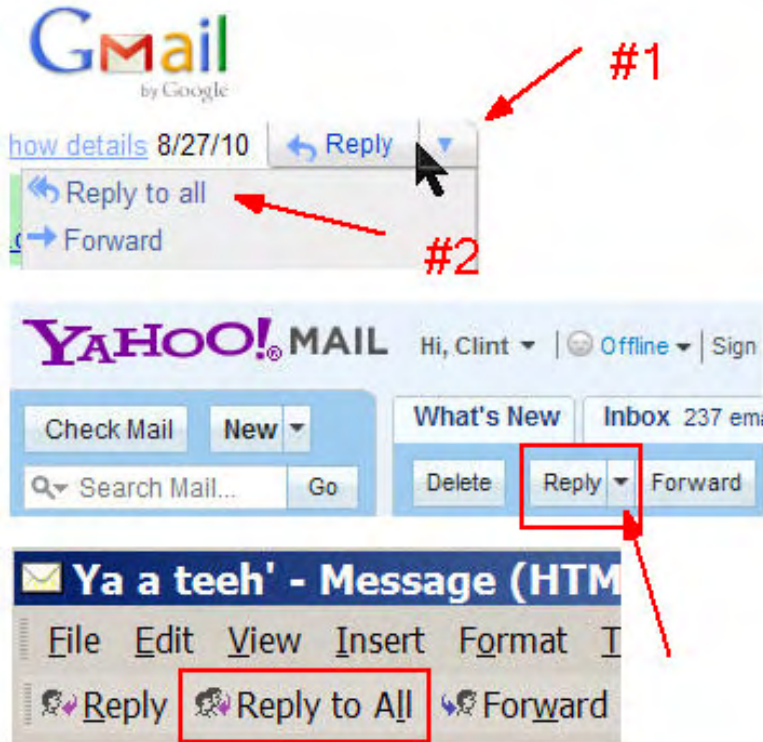
# respecting people's privacy



- If you send to multiple recipients wanting them to provide input or reply, use CC: (Carbon Copy) so everyone can become involved in the conversation.



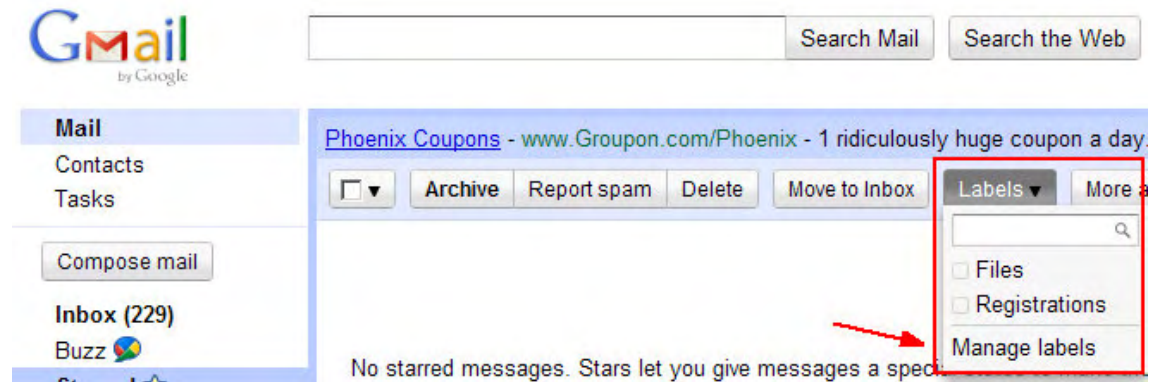
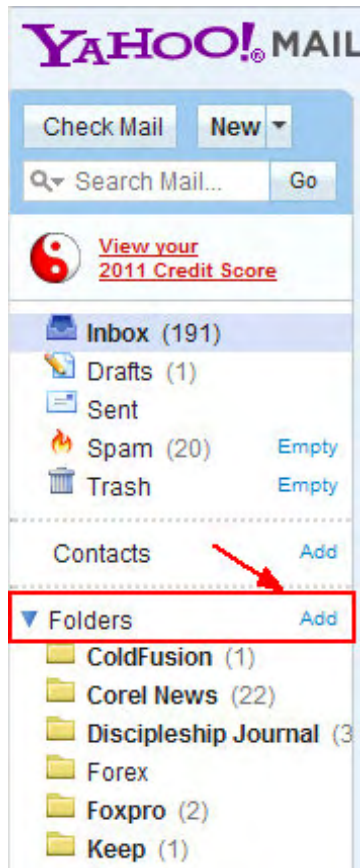
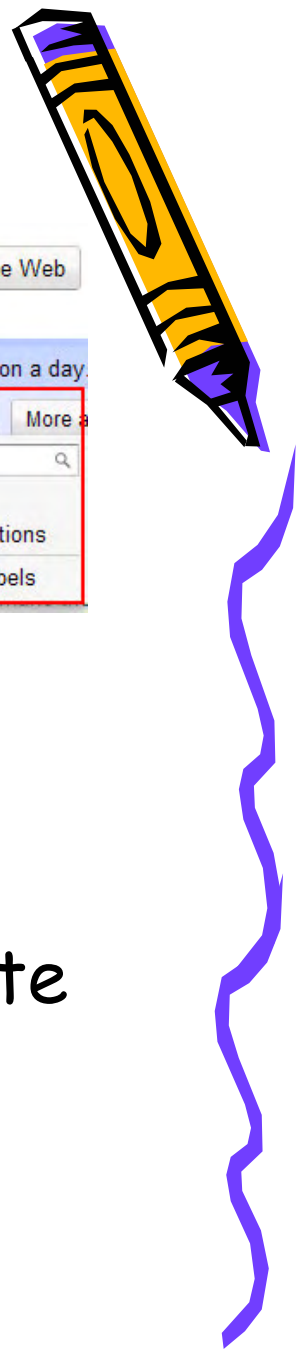
# "Reply" vs. "Reply to All"



If you receive an email that is addressed to multiple recipients asking for a reply, it usually means you should reply to all the people to whom it was addressed.



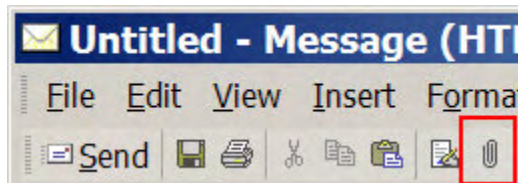
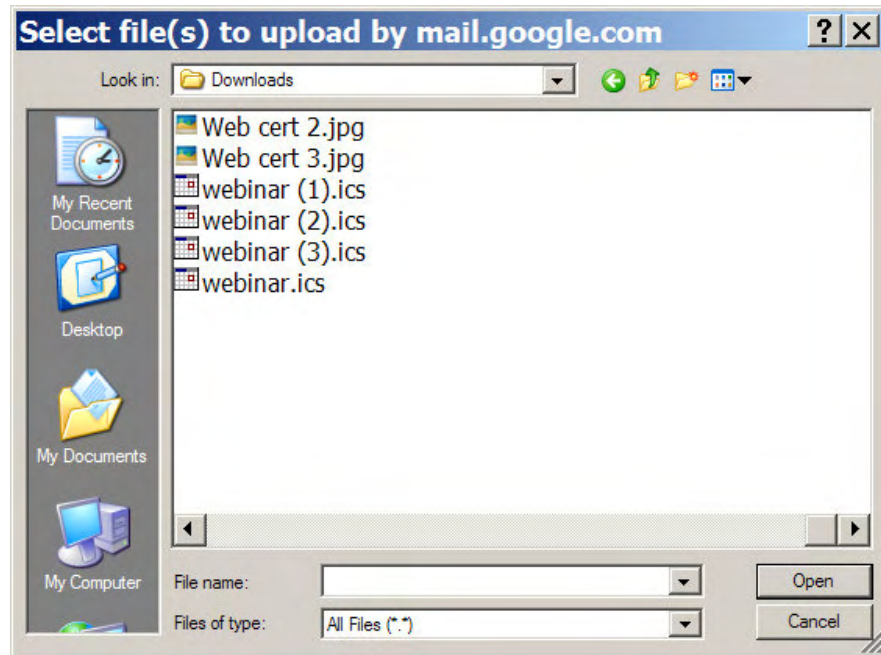
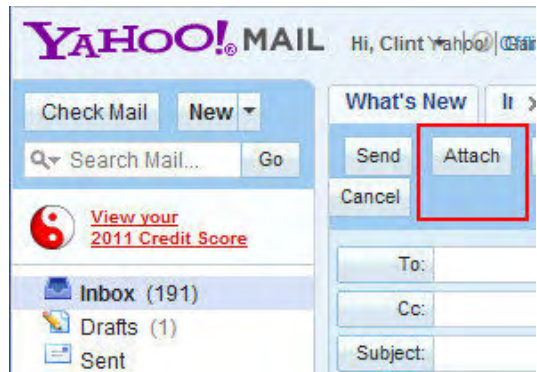
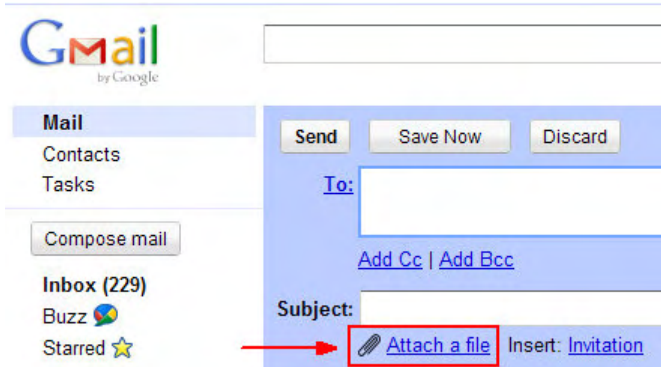
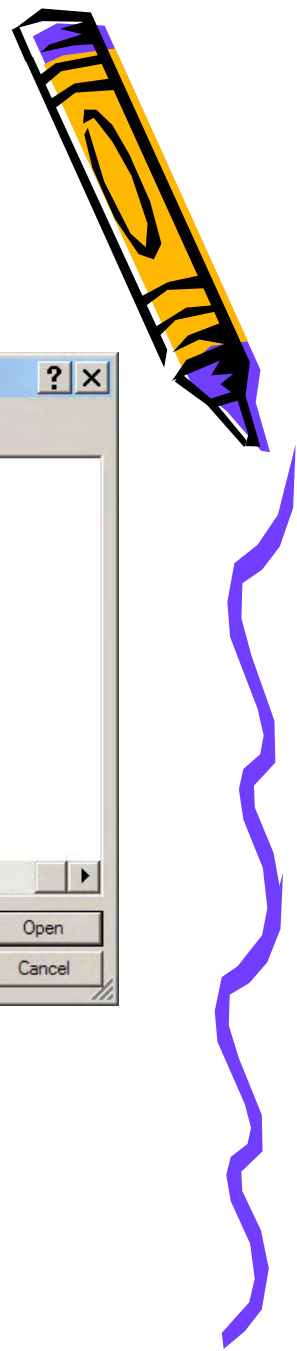
# organizing your emails



- Most email “clients” have a method where you can create custom folders to file your emails in a more organized manner.



# attaching files



# attachments

- Most email providers limit email size to 10Mb
- Sending more than 2Mb in one email is slow and can cause problems for some people's systems
- [www.yousendit.com](http://www.yousendit.com) provides a free account for sending files up to 100 Mb using a web interface.

File types that can be attached include PDFs, JPGs, PPT, and ZIP files. Microsoft Word .DOC files are usually best converted to PDF before sending.



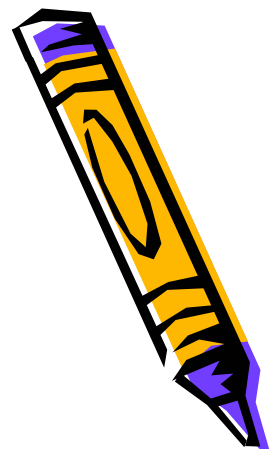
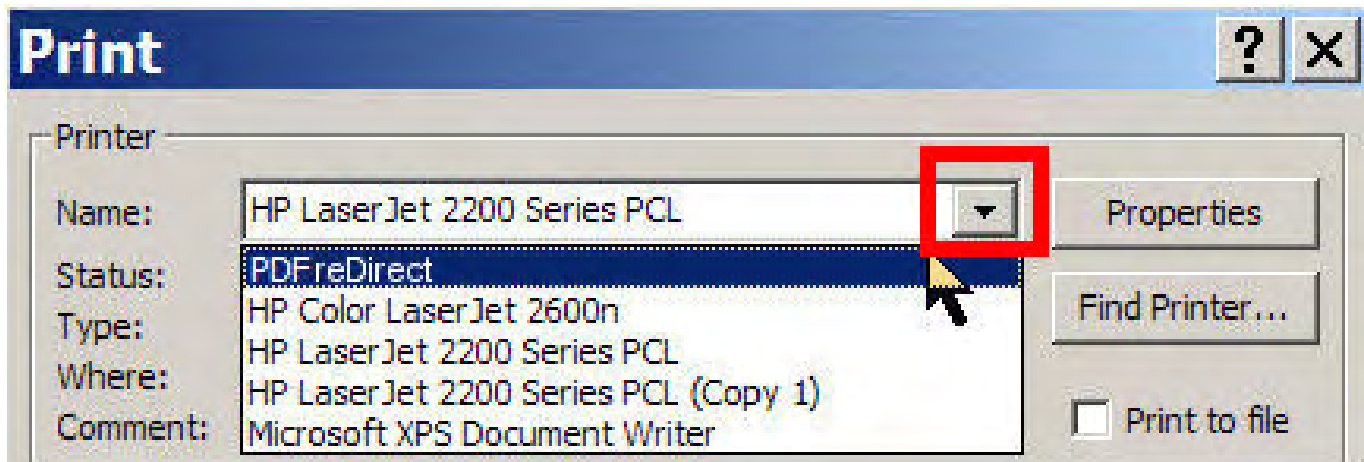


# creating PDF files

With PDF reDirect, you can print from any Windows program to a PDF file, which is readable by the free Adobe Reader.

visit <http://www.exp-systems.com> to download & install

from any Windows program: click File > Print...



Folders

- Desktop
  - Libraries
  - Michel\_K17
  - Computer
    - SSD\_RAID (C:)
      - HD\_RAID\_1 (D:)
        - BACKUP
        - EXP
        - My Backups
        - PDF\_Test\_Files
          - Delme
          - DPI Comparison
          - Font Comparison
          - Font Test
          - Landscape
          - Large Files Test
          - Master Presentations
          - Ontario Maps
          - Report for Molly
          - RTG\_Jarte
          - Single PDF within
          - Solar System

Files

Name	Size
BATCH - EXP-MAIN - Goog...	35.8 KB
BATCH - Google.pdf	35.9 KB
Delme.pdf	2.94 KB
Draft Proposal.pdf	229 KB
FUTURE STAMP.pdf	19.9 KB
Sample.pdf	410 KB
Sample_p3.pdf	155 KB
STAMPED.pdf	326 KB
Temp.pdf	466 KB

Merge List

- Printer Output 010878250 (15 KB)

Printer Output Settings

Picture Quality: Good (Default)

Color Model: Force all to RGB (Default)

Page Rotation: Automatic (Default)

Security

Encrypt PDF File

Password:

Preview

Pg 1/1



PDF Output Filename

View in PDF Reader after saving

Filename: Sample.pdf

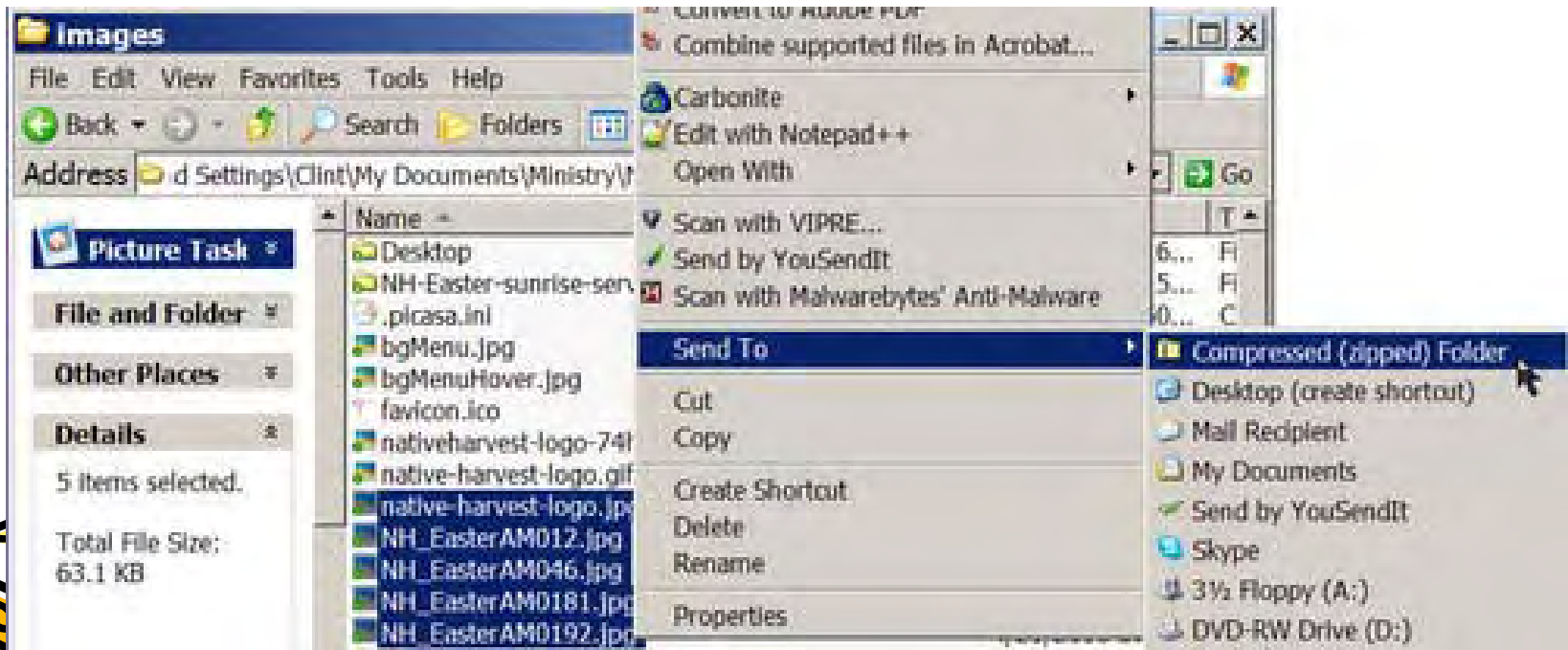
View Style: Window (Default) | 100% Zoom (De)

Startup Page: 1

Save Exit

# creating ZIP files

Open My Documents and navigate to the folder where your files are located. Using your mouse to select the files that you want to ZIP up. Right-click the files > Send To > Compressed (zipped) Folder

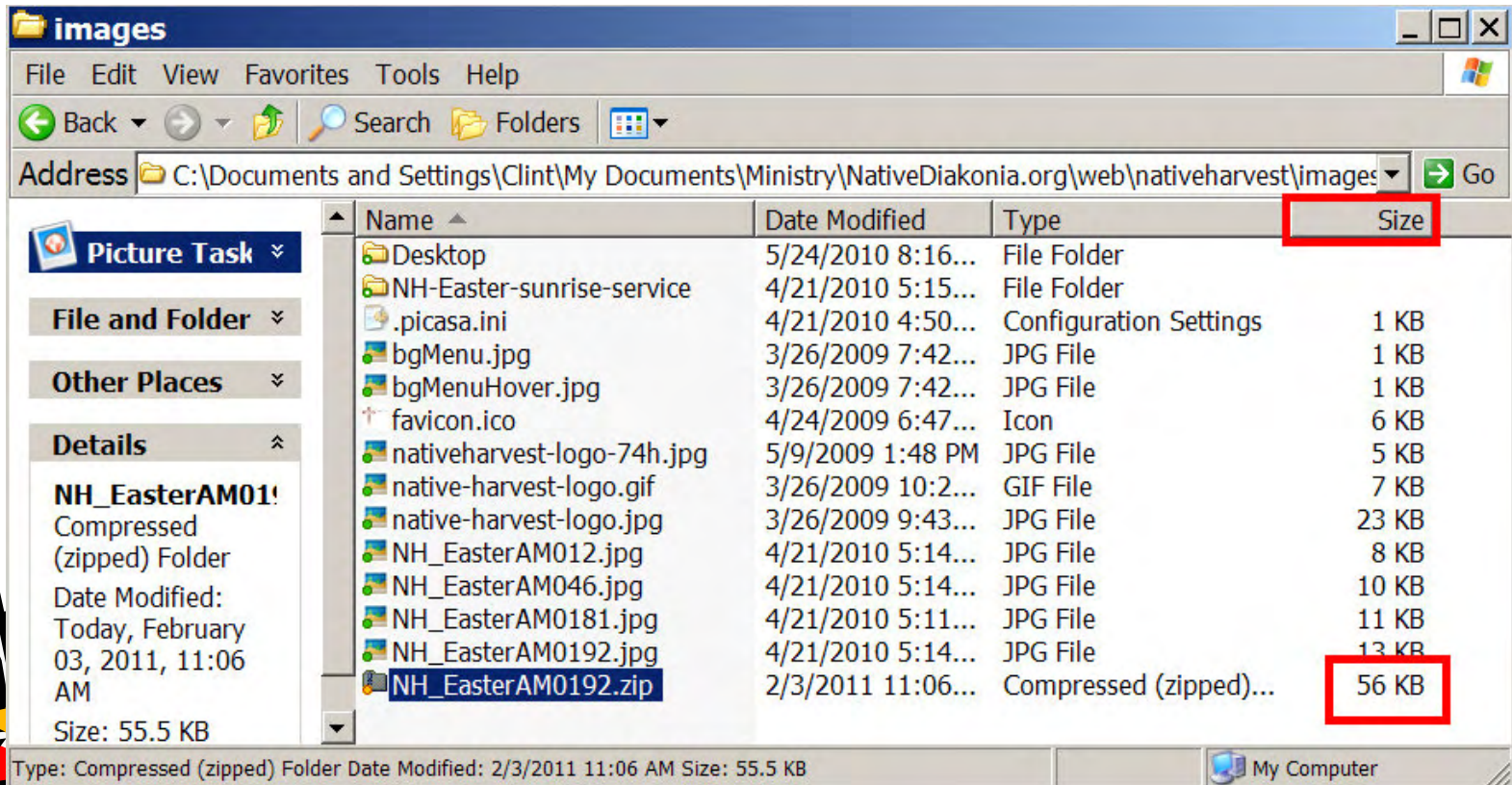


# determining file size

Open My Documents and navigate to the folder where your files are located. Look at the Size column.

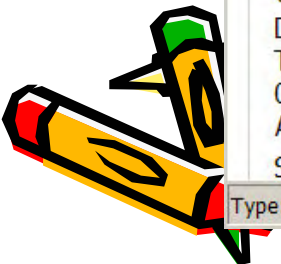
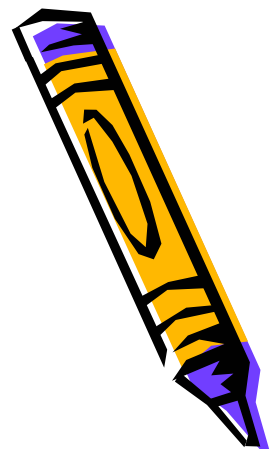
KB = KiloByte = 1,000 bytes

MB = MegaByte = 1,000,000 bytes



The screenshot shows a Windows Explorer window titled 'images' with the address bar pointing to 'C:\Documents and Settings\Clint\My Documents\Ministry\NativeDiakonia.org\web\nativeharvest\images'. The left sidebar shows 'Picture Task', 'File and Folder', 'Other Places', and 'Details' for 'NH\_EasterAM0192.zip' (Size: 55.5 KB). The main pane displays a list of files and folders with columns for Name, Date Modified, Type, and Size. The 'Size' column is highlighted in red. The file 'NH\_EasterAM0192.zip' is highlighted in blue, and its size '56 KB' is also highlighted in red.

Name	Date Modified	Type	Size
Desktop	5/24/2010 8:16...	File Folder	
NH-Easter-sunrise-service	4/21/2010 5:15...	File Folder	
.picasa.ini	4/21/2010 4:50...	Configuration Settings	1 KB
bgMenu.jpg	3/26/2009 7:42...	JPG File	1 KB
bgMenuHover.jpg	3/26/2009 7:42...	JPG File	1 KB
favicon.ico	4/24/2009 6:47...	Icon	6 KB
nativeharvest-logo-74h.jpg	5/9/2009 1:48 PM	JPG File	5 KB
native-harvest-logo.gif	3/26/2009 10:2...	GIF File	7 KB
native-harvest-logo.jpg	3/26/2009 9:43...	JPG File	23 KB
NH_EasterAM012.jpg	4/21/2010 5:14...	JPG File	8 KB
NH_EasterAM046.jpg	4/21/2010 5:14...	JPG File	10 KB
NH_EasterAM0181.jpg	4/21/2010 5:11...	JPG File	11 KB
NH_EasterAM0192.jpg	4/21/2010 5:14...	JPG File	13 KB
NH_EasterAM0192.zip	2/3/2011 11:06...	Compressed (zipped)...	56 KB



# protecting your email

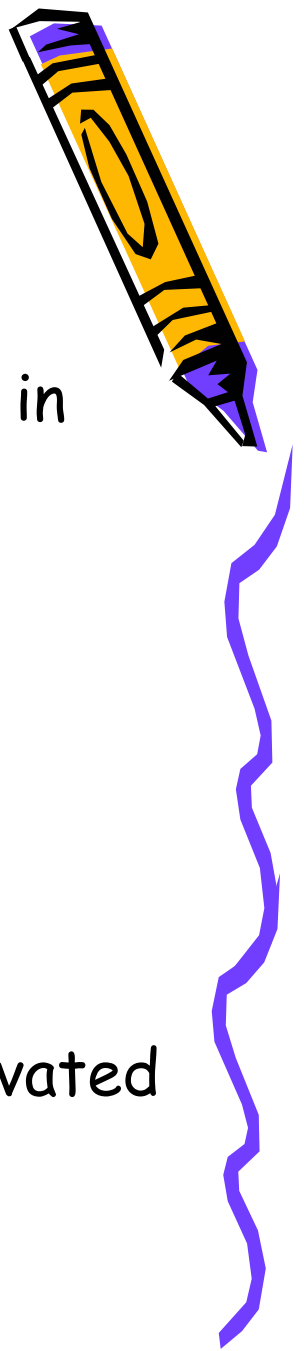
Choose an email provider that provides:

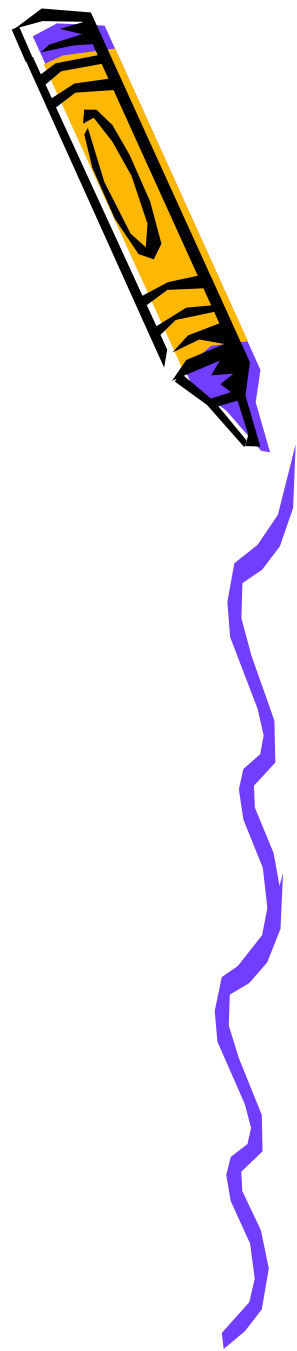
- anti-spam protection and spam management built in
- anti-virus protection

Consider having multiple email accounts

- one for web signups, which can result in spam
- one for personal email
- others for specific purposes like business

Login regularly to avoid having the account deactivated





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