

# Easy E-mail

Featuring EarthLink e-mail and the AARP Web site

**E-mail is similar to regular postal mail.** An Internet service provider like EarthLink acts as the post office, the Internet is the mail carrier, and e-mail addresses are street addresses.

**Senior EarthLink e-mail address:** \_\_\_\_\_

**Student personal e-mail address (optional):** \_\_\_\_\_

## Section 1: E-mail

- 1 Double click on the EarthLink TotalAccess® icon on your desktop screen and click "Web" on the EarthLink toolbar at the top of your screen. This will bring up your EarthLink Personal Start Page.<sup>sm</sup> Review the setup of your EarthLink Personal Start Page.<sup>sm</sup>
- 2 Double click the EarthLink MailBox icon on your desktop to bring up your EarthLink MailBox. (Note: If you are using a Mac, ask your teacher how to access your EarthLink MailBox.)
- 3 Your inbox is where you receive new e-mails, and they will remain there until you delete them. New messages will appear in bold. Practice opening, closing, and deleting the "Welcome" message from EarthLink.
- 4 From your mailbox, click on the "Write" button near the top of the screen. This will open an e-mail that can be sent to anyone who has an e-mail address. At the top of the message, type your student partner's e-mail address or another GenerationLink senior's e-mail address into the "To" field. In the "Subject" field, type "Practicing E-mail." Complete the e-mail by writing a short note. Then click "Send."
- 5 Go to your "Sent" folder on the left side of the screen. Notice that your message is stored there. If possible, bring one or two e-mail addresses to the next GenerationLink class.

## Section 2: Web Sites

- 1 Go to your EarthLink Personal Start Page<sup>sm</sup> and type [www.aarp.org](http://www.aarp.org) into the browser bar at the very top that says "Address." Most Web sites start with "www" (which stands for "World Wide Web") and end with ".com" or ".net" (commercial Web sites), ".org" (nonprofit groups), or ".gov" (government Web sites).
- 2 Identify and discuss the purpose of the following parts of the AARP Web site: navigation bars, search and browse options, and home page. Browse the AARP Home Page.
- 3 Identify the Internet bar at the top of your browser and discuss the purpose of the following buttons: "Back," "Forward," "Stop," and "Refresh." Click on the "Back" button to return to [www.aarp.org](http://www.aarp.org), if necessary.
- 4 At [www.aarp.org](http://www.aarp.org), go to your state's AARP section by clicking on "AARP in Your State" in the left-hand navigation bar. Select your state by clicking on it, and browse the state site.

