Hi, I'm Sarah and I'm here to get you started with email. We will follow along with Amy, who is setting up a Gmail account. Let’s begin by talking about what email is and how it works.
If you’ve never heard of e-mail before, it’s just like mailing someone a letter at the post office, except that the letter is mailed digitally through the Internet and the person receives the letter instantly.

You can include all kinds of things in an e-mail in addition to a letter. You can include pictures, documents, videos and other computer files.
You can send an e-mail to multiple people at the same time and you can access your e-mail on any device that has the Internet, like your computer or your mobile phone.

Best of all, sending an e-mail is free, so there is no need to pay for postage.
In order to receive e-mails, you will have to have your own private e-mail account, which is an electronic mailbox just for you.

You also need to have your own e-mail address so that people will know where to send you an e-mail.
Like a real address, the e-mail address has to be typed in correctly, or the other person will not receive their mail.

An email address will always have three parts:

- The first part of the email address is the person’s username. This is similar to the name you write on a regular address.

- The second part is the @ symbol (pronounced “at”). Just like you may send mail to someone at work or at home, the @ symbol connects the person and the location fields of the email address because email addresses can’t have spaces in them.

- The third part of the email address is the location. It could be the name of an email provider, the organization the person works for, or a website that the person is associated with.

To recap, an email address is made up of who you are sending the email to, @, and the location for their email, just like a regular address is made up of who and where.
Your e-mail account is protected by a password of your choice, so that the only person who has access to your e-mail is you.

Think about your password as the key to your mailbox. This provides you with protection and privacy.