

Email and Social Media

Blue Ridge Regional Library Video Tutorials



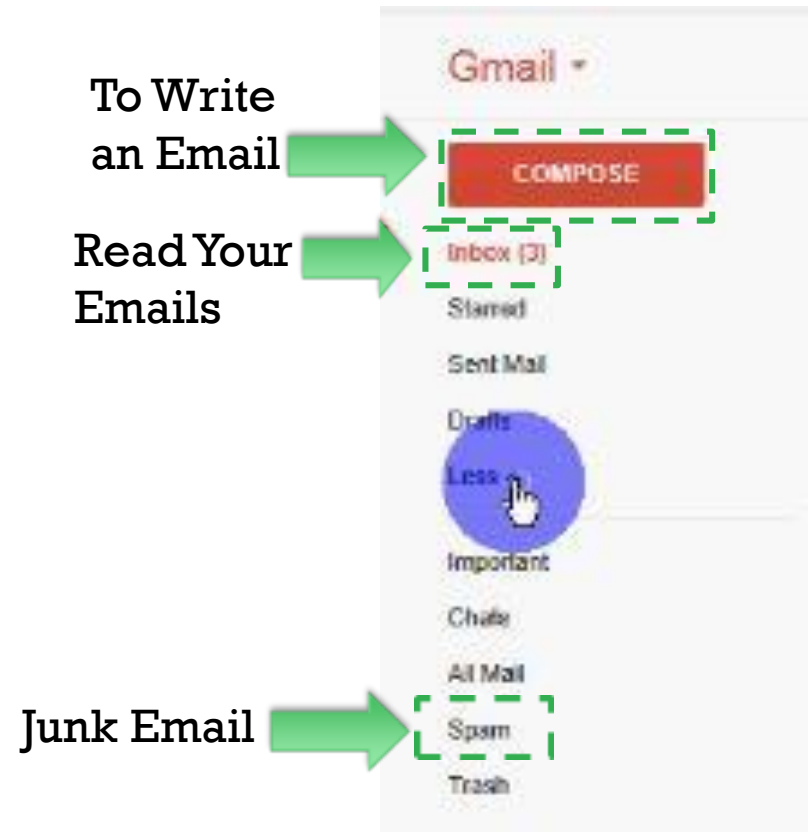
Setting Up an Email Account

- There are many email services you can use such as yahoo and Google's Gmail.
- After you pick an Email provider, click "Create an Account" and answer the personal information questions.
- You will also be asked to create your email address and password
- Avoid choosing something embarrassing as your email address or something easy to guess as your password.

A screenshot of a web form for creating a Gmail account. The form includes fields for Name (First and Last), Choose your username (with a dropdown menu showing '@gmail.com'), Create a password, Confirm your password, Birthday (Month, Day, Year), Gender (I am...), Mobile phone (with a country code dropdown), Your current email address, and Default homepage (with a checked checkbox for 'Set Google as my default homepage'). At the bottom, there is a 'Prove you're not a robot' checkbox.

Using Your Email

- From your account you can compose mail to send and read the emails.
- To send emails you must know the recipient's email address.
- E-mails sent to you will usually arrive in one of two places: either the inbox or spam folder.



The Spam Folder

- Spam emails are usually harmful to your computer or a scam.
- However, sometimes emails you are expecting can end up in the spam folder, so if you cannot find an email you need in the inbox, check the spam folder to see if was sent there.



Facebook

- Begin by going to www.facebook.com.
- There, you will be prompted to sign in at the top you if you already have an account; If you do not have an account, you will need to sign up for one.
- They ask for your email address in addition to your name so be sure you have one before trying to sign up for Facebook.
- Your Facebook Password should be different than your email password.



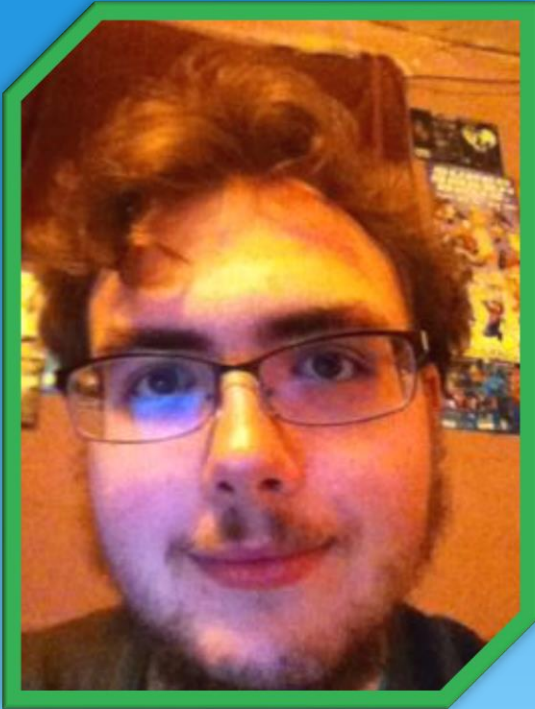
The image shows a screenshot of the Facebook sign-up page. At the top, there is a dark blue header with a search bar and a 'Login' button. Below the header, the main content area is light blue and features the 'Sign Up' heading and the text 'It's free and anyone can join'. The sign-up form includes fields for 'First Name', 'Last Name', 'Your Email', and 'New Password'. There are also dropdown menus for 'Sex' and 'Birthday' (Month, Day, Year). A green 'Sign Up' button is located at the bottom of the form. Below the form, there is a link that says 'Create a Page for a celebrity, band or business.'

Using Facebook

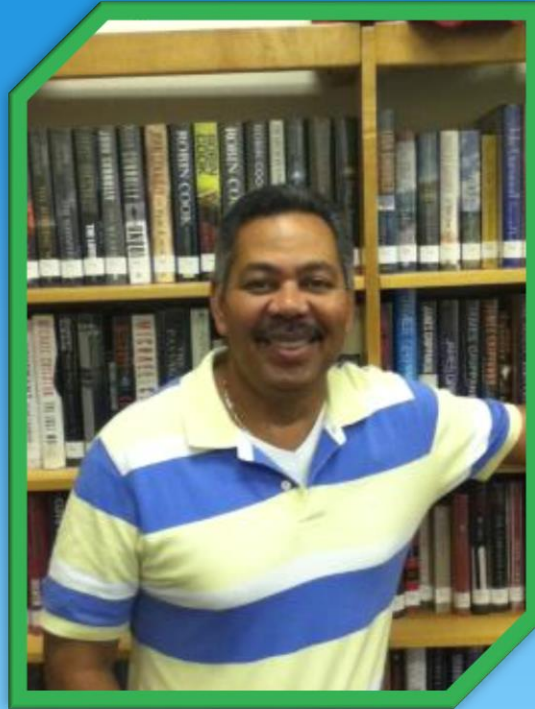
- You can use the search bar at the top to look for certain people you want to connect with.
- You may have to search through a list of people with similar names to find who you are looking for.
- When you find the right person, you can ask them to be your friend and see some of the things they have posted.
- You can manage your account by clicking on your profile in the top right.



Credits



Scripts, Powerpoints,
and Sound Director:
Byron Gilley



Narration: James Martin



Scripts and Audio/Video
Editor: Andrea Dalton