



Figure 1 The Writing Center and Academic Resource Center logo

COMPUTER BASICS: LAVC & YAHOO EMAIL

How to set up an LAVC email address:

You can create an e-mail address in the Los Angeles Valley College Universal Internet Access System (UIA) at the LAVC website. You can access your e-mail account from the UIA system as long as you're enrolled at Los Angeles Valley College. Note that your UIA e-mail account will be automatically deleted at the end of each semester.

Go to the LAVC homepage and click on the Writing Center link at the bottom of the left side navigation bar. From there, click on the "Set up an LAVC Email Account" link located on the navigation bar on the left. Next, if you click on the link, <http://www.lavc.edu/IT/studentuia.html>, located in the text of the page it will bring you to the **UIA System**. To access your account or to set up an account, click on the link, <http://academic.lavc.edu>, within the Student UIA Emails column on the left. You will then be presented with the LAVC welcome screen.

- Under Login Name, enter your UIA username and press the Enter key.

UIA usernames:

- The first 2 letters of the first name +
- The first 2 letters of the last name +

- The last 5 digits of the SSN#
- Then, you will be presented with a popup window that asks for your User Name and Password.

UIA passwords:

- Month/Day of birth in school records.
- Re-type your UIA username and UIA password. Press the Enter key.

Student e-mail addresses:

- *UIAusername*@email.lavc.cc.ca.us
- Remember, e-mail addresses do not have spaces.

Example:

- Jose A. Garcia with SSN # 111-22-3333 born on January 11.
- His UIA username is JOGA23333. His e-mail is JOGA23333@email.lavc.cc.ca.us. His password is 0111.

How to access, send an attachment, and send a message from your LAVC email address:

- Once you have created your LAVC email address, you can access it like any other website.

Example: www.joga23333@academic.lavc.edu

(jo=first two letters of your first name)

(ga=first two letters of your last name)

(23333=last five digits of your social security number)

- After you type in your web address, a “Welcome Screen/Log In” page will appear. Under “log in name” type your user ID (joga23333) and press enter.
- Next, a small box appears asking again for your user ID (joga23333) and your password. Your password is the four-digit day and month of your birthday.

Example: Jose’s birthday is April 25. His password then is 0425.

- To start a new email, click on the far left icon of the upper toolbar.
- You can now create a “new message.”
- To send an attachment, click on the “attachment” tab on the top of your screen. Browse to find your document, double click on it and then click “add attachment.” (Make sure that your Microsoft Word document is saved with a .doc at the end of the file name). Once you have completed the attachment and any text to the body of the email, you are ready to send your email. Click on the small envelope icon on the far left of the toolbar.
- Your mail is sent!



Figure 2 A cartoon image depicting a pile of mail

Another email option is through YAHOO!

- Go to www.Yahoo.com
- Click on the *mail* icon directly to the right of the yahoo title.
- You will then see a page that says *Yahoo Mail*. Scroll down toward the bottom of the page and click on *Sign Up Now*.
- You will enter a page that says *Welcome to yahoo! Mail*. On that page there are three different options of e-mail. For free Yahoo Mail click on *Sign Up Now* in the *Free Yahoo! Mail* box on the left.
- You will then see a page that says *Sign up for your Yahoo! ID with Mail*. That page will ask you to type a Yahoo ID and a password. Come up with a user name (Example: "dairyman88" or "free2rhyme"). Then it will ask you to type in a password. Come up with a 6 letter password that will be memorable for you but hard for others to guess. Note: It will ask you to retype your password.
- There will be a security question for you to answer. This is information you will need to confirm when you forget your password or need help with your account.
- Fill out the rest of the information on the page. (It asks for your first name, last name, etc.)
- Once you are done filling out all the questions, scroll down to the bottom of the page and click on *Submit This Form*.
- On the next page you will see your Yahoo ID and your e-mail address.
- Congratulations you now have an e-mail address at Yahoo.com

E-mail Do's and Don't's

DO:

LOG OFF AND/OR LOG OUT

Logging off is very important when using a public lab. If you do not log off, the person on the computer after you may use your account to send e-mail and the recipient will assume that *you* sent the e-mail. When using e-mail at home, remember to log off and disconnect from the Internet if you pay for your Internet connection by the hour.

PROTECT YOUR PASSWORD

Never let anyone know your password. Do not use common names or numbers for your password (such as your name, your cat's name, your birthday, or your telephone number). These are too easy for someone to guess.

CHECK YOUR MAIL REGULARLY

E-mail is more useful when you check it regularly. Since more and more people rely on electronic communications, they will be annoyed when you don't answer to questions or miss other messages.

WRITE BRIEF E-MAILS

Define the purpose of the e-mail in the first paragraph. Some people receive hundreds of e-mails a day, so keep e-mail short and to the point. But be aware —rushed messages can lead to bad grammar and miscommunication.

AVOID FLAMES

A "flame" is an inflammatory or critical message. Avoid sending junk e-mails, e-mails with insufficient information, or any other e-mail that might trigger an upsetting response from the recipient. Also, remember that your e-mail is not necessarily private and it can be forwarded easily without your knowledge.

CLEAN YOUR E-MAIL

Try to keep the number of messages in your inbox at a minimum by deleting unneeded e-mails from your inbox and folders frequently. You can also set up unique folders and move messages to these folders, thus freeing up space in the inbox area and ultimately speeding up e-mail productivity.

WRITE COURTIOSLY

Consider how you word your messages. The written word does not have the same context (body language, facial expression, tone of voice, etc.), so writing clearly is a **must** in order to be understood.

WRITE IN THE SUBJECT LINE

Write a brief explanation in the subject line of each message. This is a courteous practice that helps the recipient. Dull or unimportant-sounding messages often get ignored.

NOTIFY RECEIPIENTS ABOUT ATTACHED MAIL

Write a brief notice within a message when there is an enclosure (an attached document). This will ensure that the recipient knows to download the document and not delete it with the message.

MAKE SURE YOU'VE GOT THE RIGHT ADDRESS.

It's very easy to e-mail the wrong person. When forwarding messages, make sure sensitive information is not included by accident.

DON'T:

USE ALL CAPS

Don't use a string of capital letters in your correspondence. This is the online equivalent of SHOUTING!

SEND ATTACHMENTS WITHOUT CONSIDERING THE READER.

Many attachments take a long time to download or can't be opened by recipients. Plus, virus protection programs don't cover attachments.

OPEN ATTACHMENTS WITHOUT CHECKING FOR VIRUS.

If you simply have to open an attachment, be sure to save it to a holding folder and scan it with your anti-virus before attempting to open. Become aware of what file extensions are most commonly used to mask viruses and make sure your computer is set to show all file extensions.

BE SARCASTIC

Humor may not be well communicated when writing e-mail. There are no nonverbal signals from which other people can understand any underlying meaning to your message.

GET PERSONAL

Don't put something in an email message that you would not want read by everybody. E-mail can be misdirected, even when you are careful. Always double-check your list of recipients. If you get someone else's message, let the sender know.

SEND JUNK MAIL

Don't create or forward "chain-letter" email. This practice uses valuable network resources and is not appropriate in the workplace or on the Internet.

This handout is based on the following site:

Dr. Gendreau Personal Care Home. 27 December 2000. Community Access Program. 15 October 2003
<<http://www.gendreau-pch.ca/cap/email.html>>.

OCTech. Orangeurg-Calhoun Technical College. 15 October 2003 <<http://Octech.edu>>.

For further reference, see the following sites:

Desert News. 2003. Alan Blakely Photography and Nick Sokoloff Photography. 10 November 2003
<<http://desertnews.com/dn.view/0,1249,270011684,00.html>>.

James Cook University. 24 October 2000. 10 November 2003 <<http://jcu.edu.au/office/itr/policies/do-don't-mail.shtml>>.

All of the above sites are available online at The Writing Center.

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