

# Conceptos básicos del correo electrónico

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SHERWOOD  
PUBLIC LIBRARY



# Agenda de hoy

- **Introducción**

- Nombrar las herramientas y aplicaciones necesarias para usar el correo electrónico

- **Desarrollo de habilidades**

- Realizar las funciones básicas del correo electrónico, entre ellas:
  - Iniciar y cerrar sesión en una cuenta de correo electrónico
  - Enviar, recibir y responder un correo electrónico
  - Reconocer y gestionar el correo no deseado
  - Organizar, buscar y eliminar correos electrónicos
- **Consejos y trucos**
  - Cómo mantener la seguridad de su cuenta
  - Cómo usar otras funciones del correo electrónico, como CC, BCC y archivos adjuntos

- **Práctica**

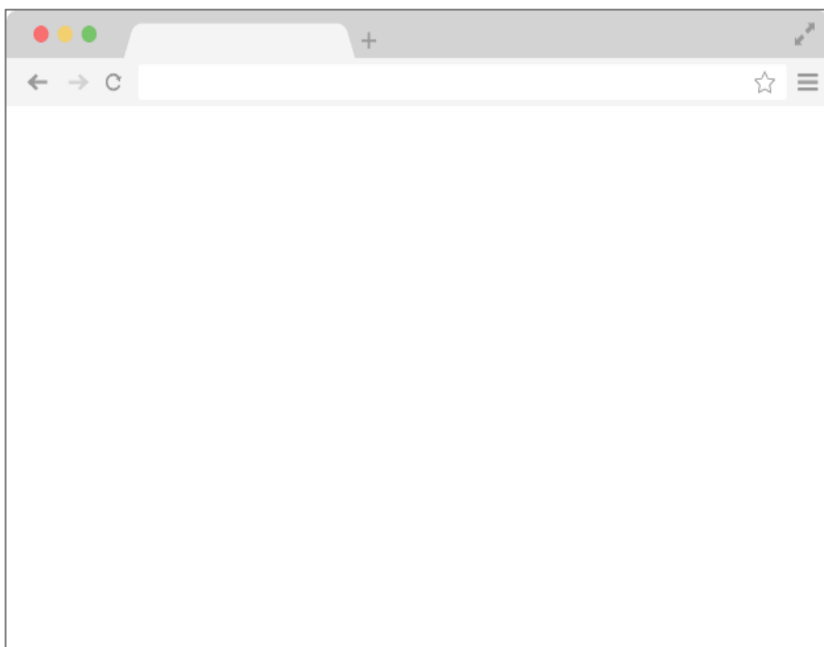
# Introducción

Pueden hacer muchas cosas con una cuenta de correo electrónico. ¿Qué quieren hacer con su cuenta de correo electrónico?



## Introducción (continuación)

**Explorador web:** Un programa que le permite ver los sitios web y navegar entre ellos usando hipervínculos



### Exploradores comunes



## Introducción (continuación)

**Correo electrónico:** Una forma de enviar correo digitalmente a través de Internet.



**yahoo!**



## Introducción (continuación)



- **Beneficios de usar el correo electrónico**

- ✓ Puede enviar un mensaje de correo electrónico a una o varias personas al mismo tiempo.
- ✓ En la mayoría de los casos, la persona o las personas recibirán el correo electrónico casi inmediatamente después de que lo envíe.
- ✓ Las personas pueden acceder al correo electrónico en cualquier dispositivo con acceso a Internet, como una computadora, un teléfono inteligente o una tableta.
- ✓ Los mensajes pueden incluir texto, imágenes, documentos, videos y otros archivos informáticos.

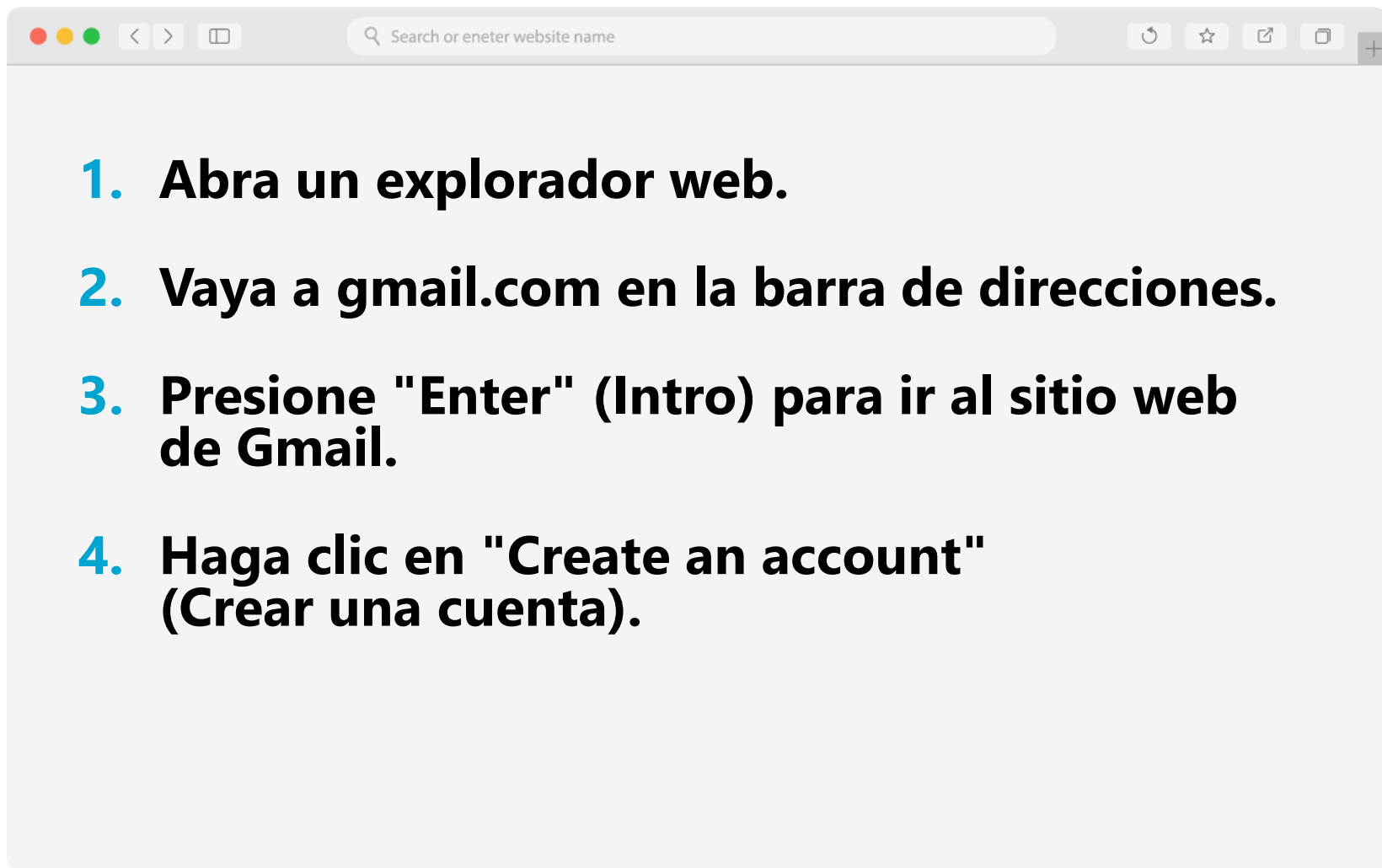


## Introducción (continuación)

- **Anatomía de una dirección de correo electrónico**



# Registrarse para una cuenta de correo electrónico



**1. Abra un explorador web.**


**2. Vaya a gmail.com en la barra de direcciones.**

**3. Presione "Enter" (Intro) para ir al sitio web de Gmail.**

**4. Haga clic en "Create an account" (Crear una cuenta).**



# Registrarse para una cuenta de correo electrónico (continuación)



## Create your Google Account

to continue to Gmail

First name  Last name

Username  @gmail.com


You can use letters, numbers & periods

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)



One account. All of Google working for you.

# Registrarse para una cuenta de correo electrónico (continuación)

- **Seleccionar un nombre de usuario**

- ✓ El nombre de usuario debe ser único
- ✓ Es posible que deba agregarle números u otros factores de identificación
- ✓ Seleccione un nombre de usuario que sea apropiado para compartir



## Registrarse para una cuenta de correo electrónico (continuación)




- **Crear una contraseña**

- ✓ No comparta su contraseña con otros. Las contraseñas deben mantenerse privadas.
- ✓ Debe tener un mínimo de ocho caracteres.
- ✓ No debe ser una palabra que sea demasiado fácil de adivinar.
- ✓ Agregue letras mayúsculas, números y símbolos para que su contraseña sea más segura.
- ✓ Mientras más larga, más segura.


# Registrarse para una cuenta de correo electrónico (continuación)




# Registrarse para una cuenta de correo electrónico (continuación)



Amy, welcome to Google

 amyleighsmith82@gmail.com

 Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure

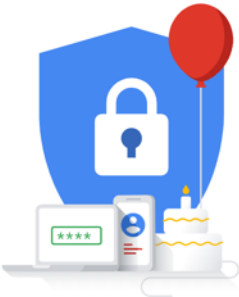
Month  Day  Year

Your birthday

Gender


[Why we ask for this information](#)

[Back](#) [Next](#)




Your personal info is private & safe

# Registrarse para una cuenta de correo electrónico (continuación)




## Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (202) 555-0162


[Back](#)

[Not now](#) [Send](#)




Your personal info is private & safe

# Registrarse para una cuenta de correo electrónico (continuación)



## Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (202) 555-0162

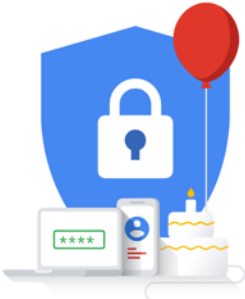
Enter verification code

G-

[Back](#)

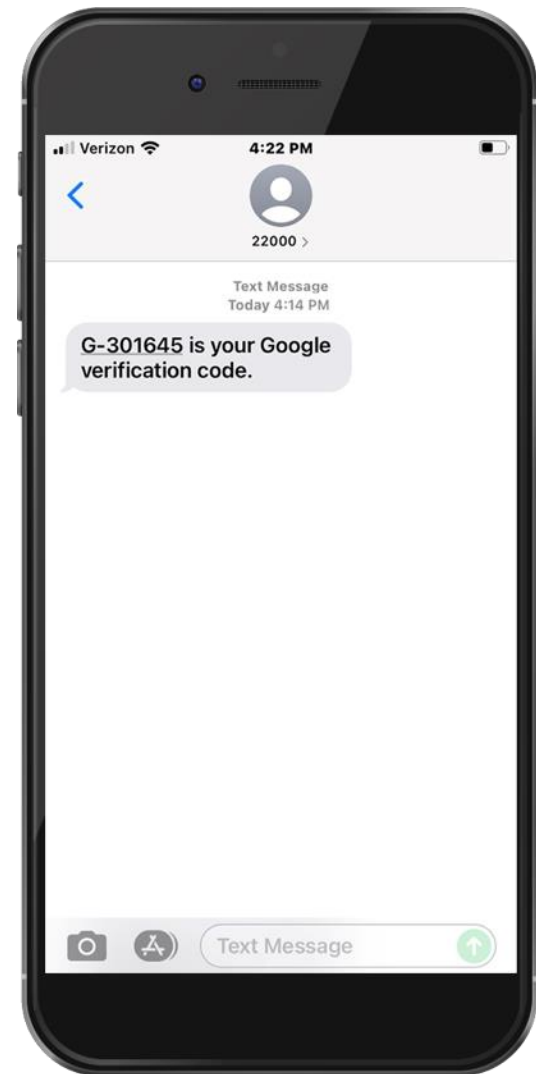
[Call instead](#)

[Verify](#)




Your personal info is private & safe

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)




# Registrarse para una cuenta de correo electrónico (continuación)



## Verify your phone number

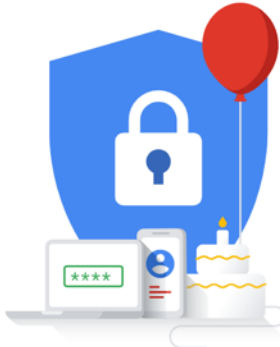
To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (202) 555-0162

Enter verification code

[Back](#)

[Call instead](#) [Verify](#)



Your personal info is private & safe



# Registrarse para una cuenta de correo electrónico (continuación)



## Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

### Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

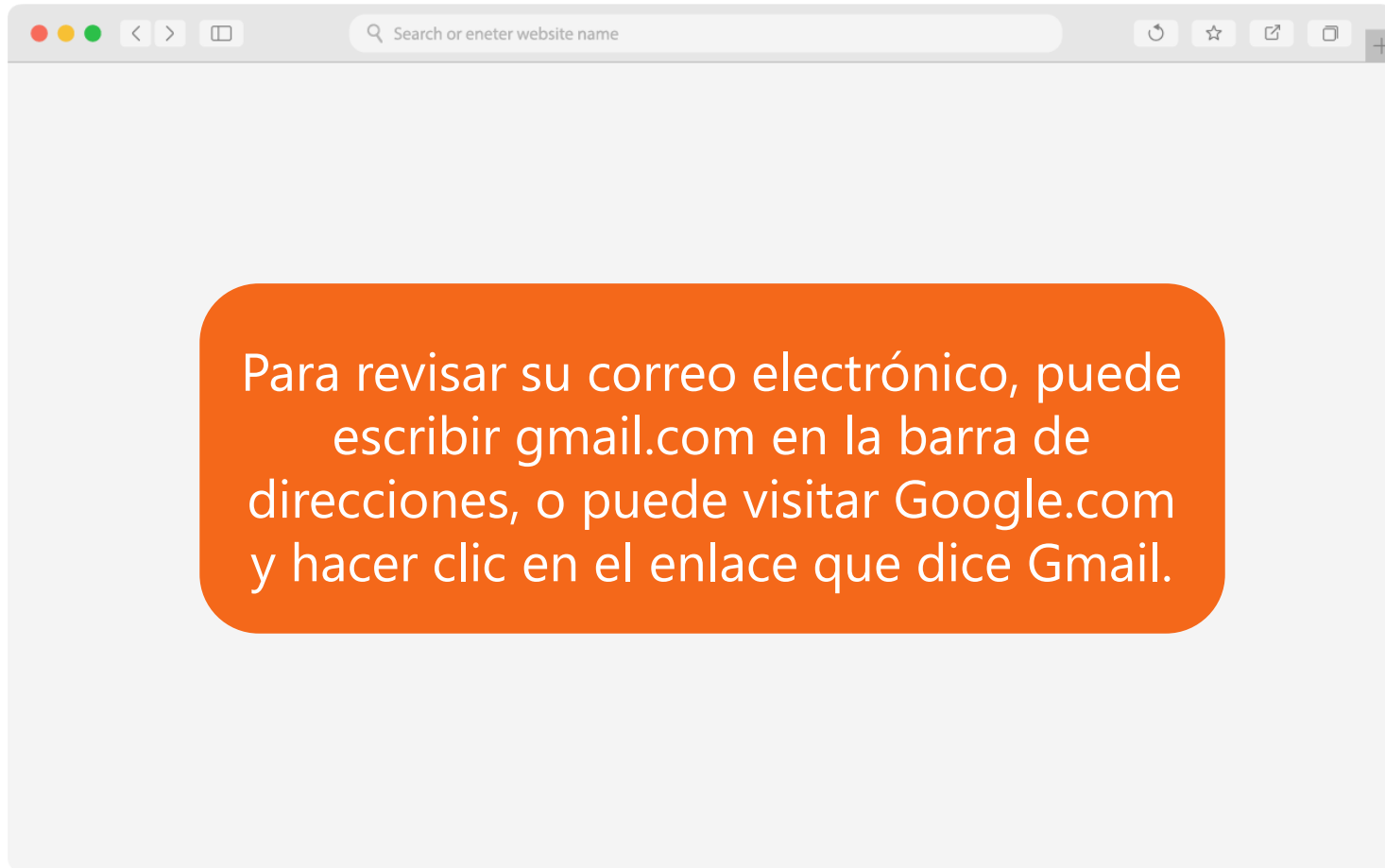
### Why we process it

We process this data for the purposes described in [our policy](#), including to:

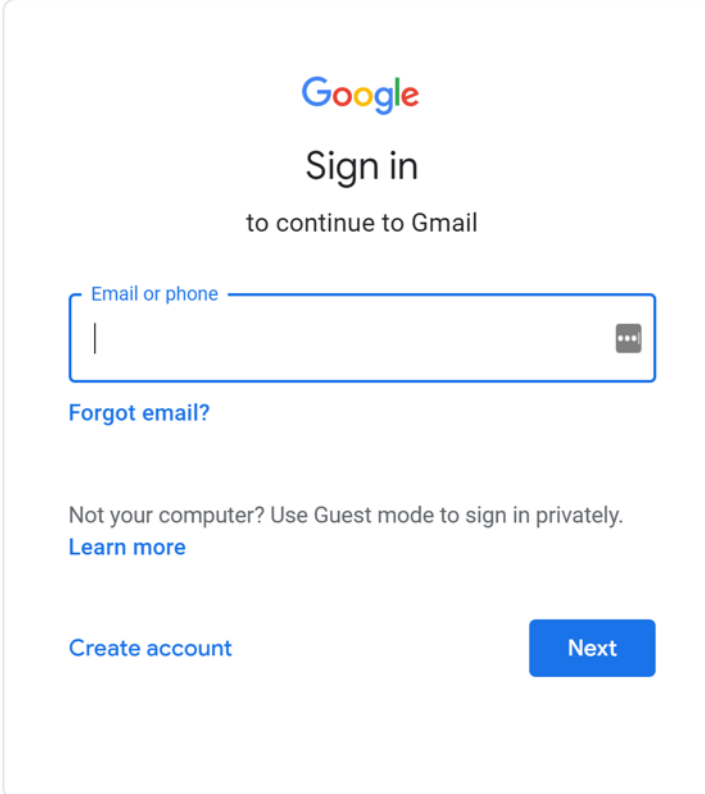


You're in control of the data we collect & how it's used

# Iniciar sesión en su cuenta de correo electrónico.



# Iniciar sesión en su cuenta de correo electrónico (continuación)



The image shows a Google sign-in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Email or phone" and a vertical cursor. To the right of the input field is a small icon of three dots. Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Google

Sign in  
to continue to Gmail

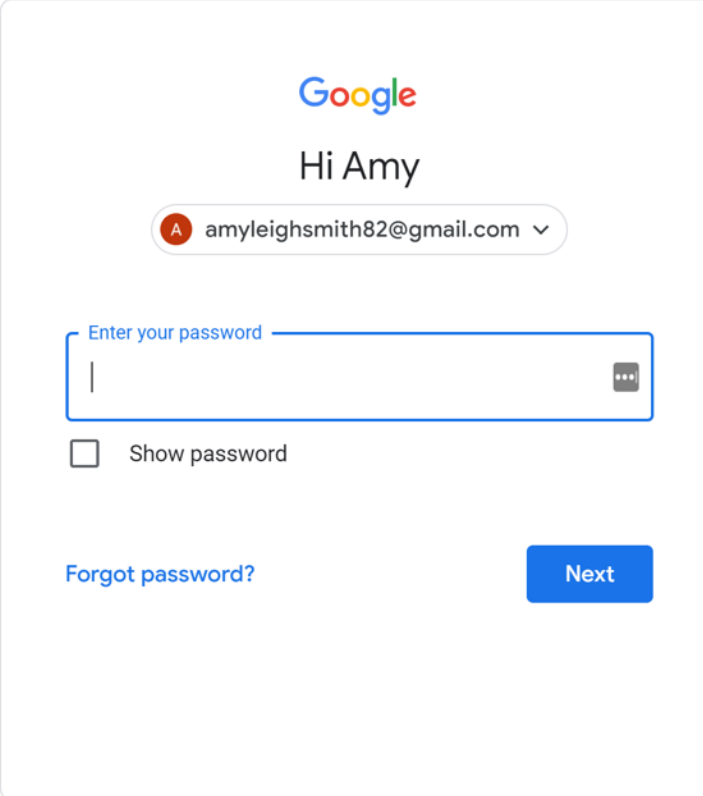
Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

# Iniciar sesión en su cuenta de correo electrónico (continuación)



The screenshot shows the Google account login interface. At the top is the Google logo. Below it, the text "Hi Amy" is displayed. A dropdown menu shows the email address "amyleighsmith82@gmail.com" with a small "A" icon on the left and a downward arrow on the right. Below the email is a password input field with the placeholder text "Enter your password" and a small "x" icon on the right. Underneath the password field is a checkbox labeled "Show password". At the bottom left of the form is a link "Forgot password?". At the bottom right is a blue button labeled "Next".

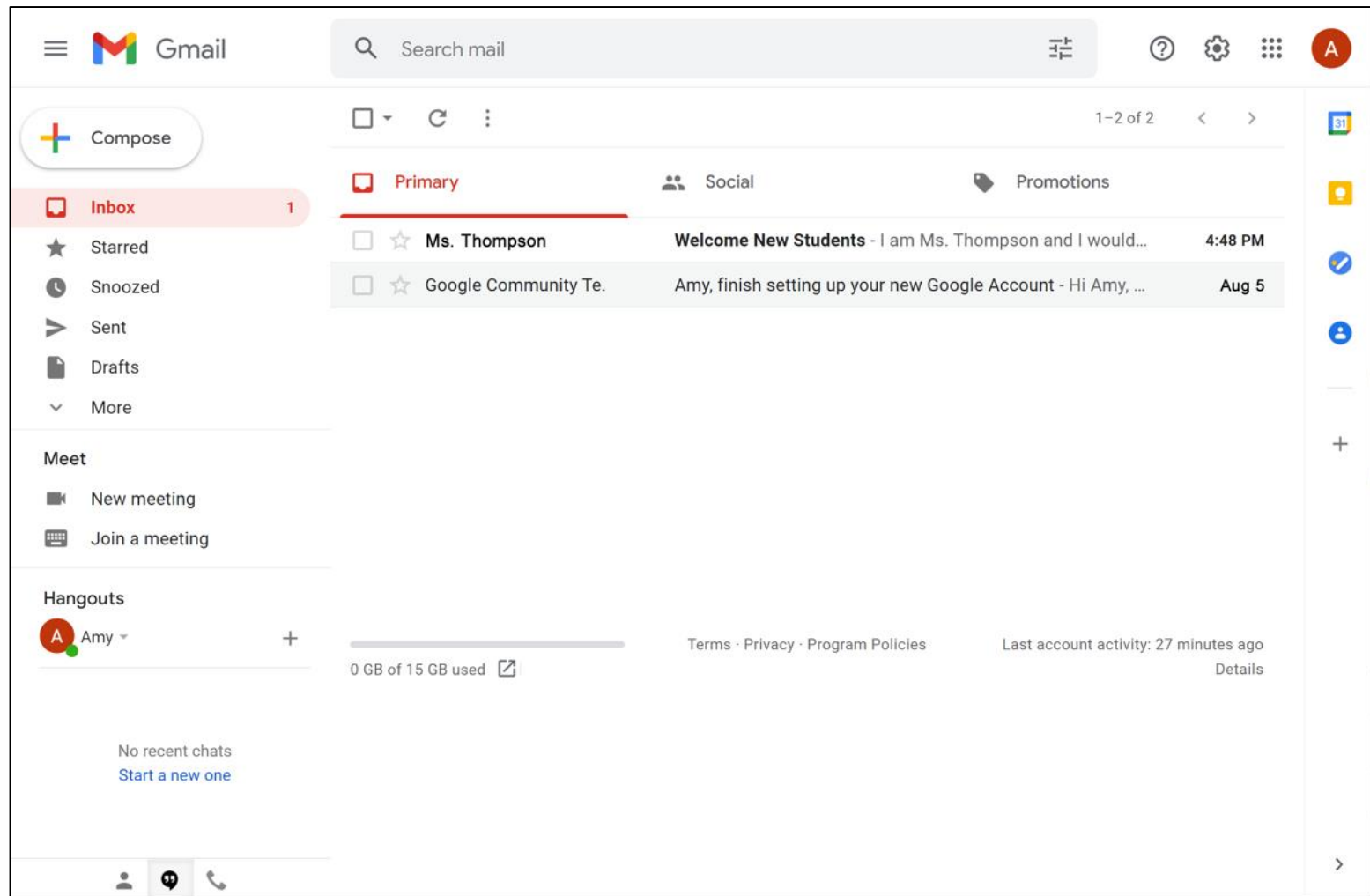
English (United States) ▼

[Help](#)

[Privacy](#)

[Terms](#)

# Iniciar sesión en su cuenta de correo electrónico (continuación)



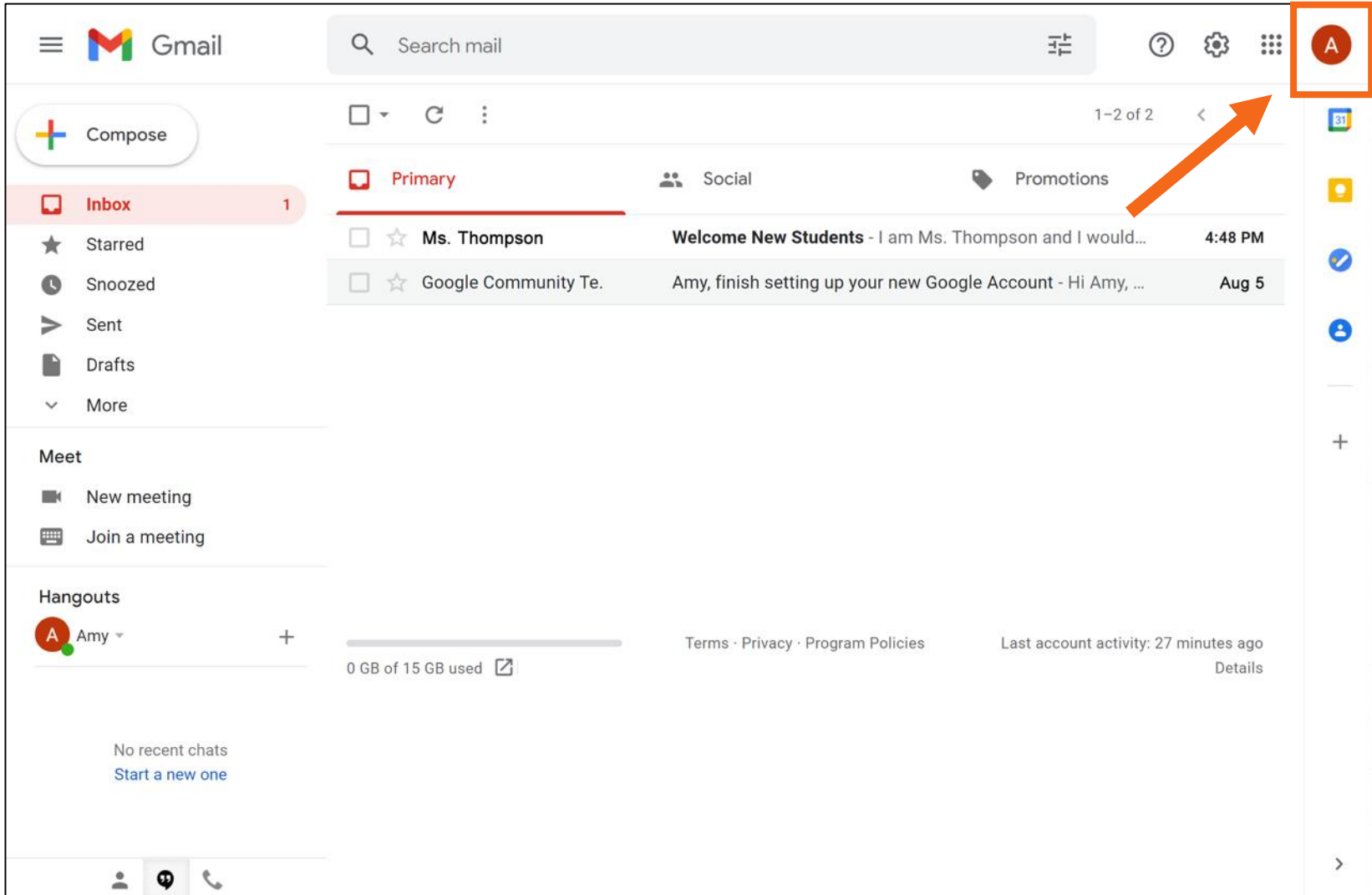
## Iniciar sesión en su cuenta de correo electrónico (continuación)

Cuando abra su correo electrónico, verá la bandeja de entrada.

- ✓ Hay una lista de mensajes de correo electrónico en el medio de la pantalla.
- ✓ El menú en el lado izquierdo le permite cambiar entre carpetas que organizan sus mensajes de correo electrónico, como la bandeja de entrada, correo enviado, borradores y mensajes eliminados.
- ✓ Puede buscar mensajes específicos utilizando el cuadro de búsqueda en la parte superior.
- ✓ Y puede acceder a la configuración de su cuenta en la parte superior derecha.

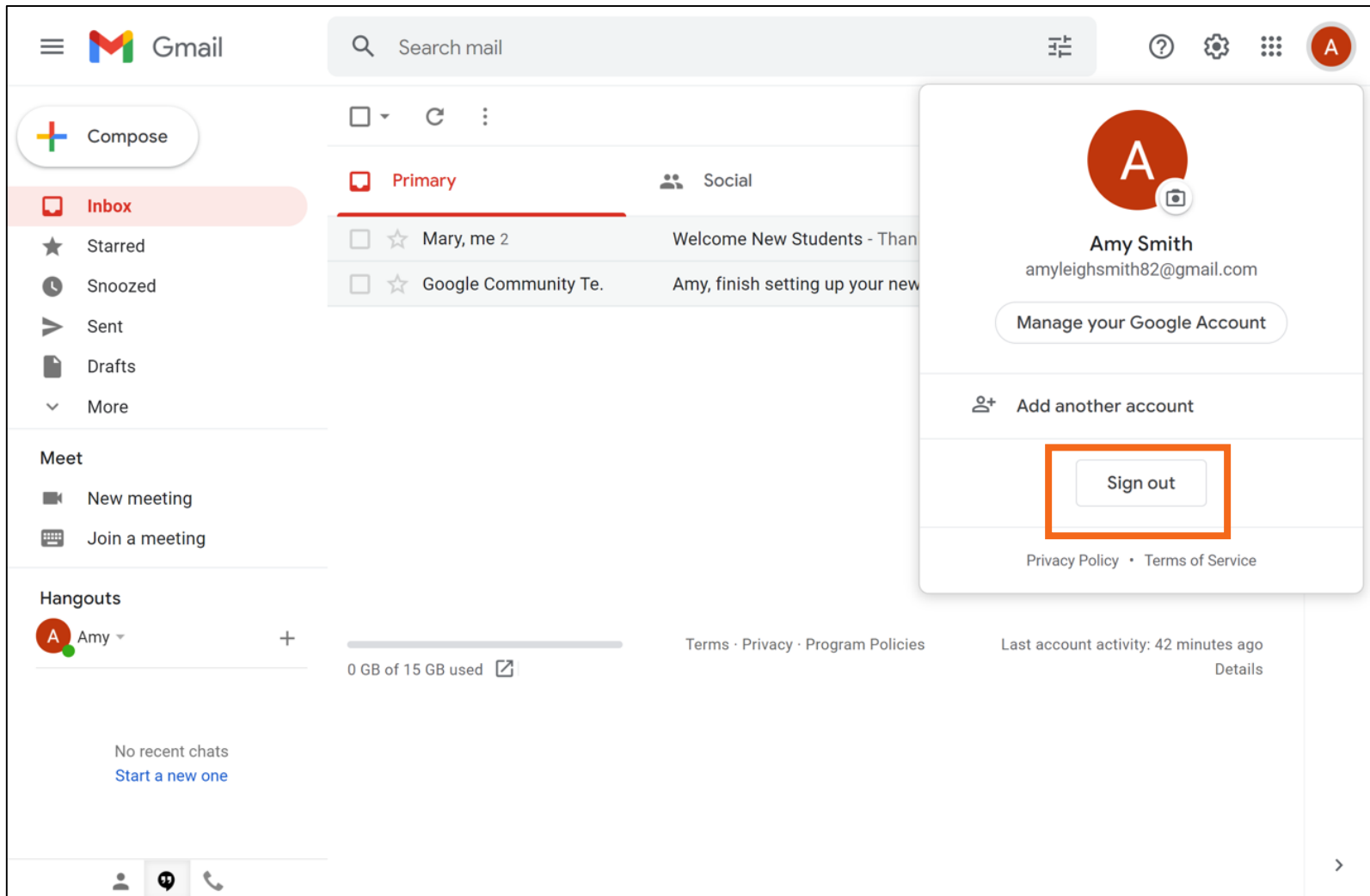


# Cerrar la sesión de su correo electrónico



The screenshot displays the Gmail web interface. In the top right corner, the user's profile icon (a red circle with a white 'A') is highlighted with a red square. An orange arrow points from the right side of the email list towards this profile icon. The interface includes a search bar, navigation tabs (Compose, Primary, Social, Promotions), a list of emails, and a bottom navigation bar with icons for home, messages, and phone. The user's name 'Amy' is visible in the bottom left corner of the interface.

# Cerrar la sesión de su correo electrónico (continuación)



The screenshot displays the Gmail web interface. On the left, the navigation sidebar includes 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet', and 'Hangouts'. The main area shows the 'Primary' inbox with two emails. A user profile card for 'Amy Smith' is open on the right, featuring a red circular profile picture with a white 'A'. The card includes the name 'Amy Smith', the email address 'amyleighsmith82@gmail.com', and a 'Manage your Google Account' button. Below this, there is an 'Add another account' section with a plus icon. The 'Sign out' button is highlighted with a red rectangular border. At the bottom of the card are links for 'Privacy Policy' and 'Terms of Service'. The bottom of the screen shows the 'Hangouts' section with a profile card for 'Amy' and a '+', a storage indicator '0 GB of 15 GB used', and a footer with icons for a person, a speech bubble, and a phone.

**Sign out**



# Actividad 1

## **ACTIVIDAD 1: Su cuenta de correo electrónico**

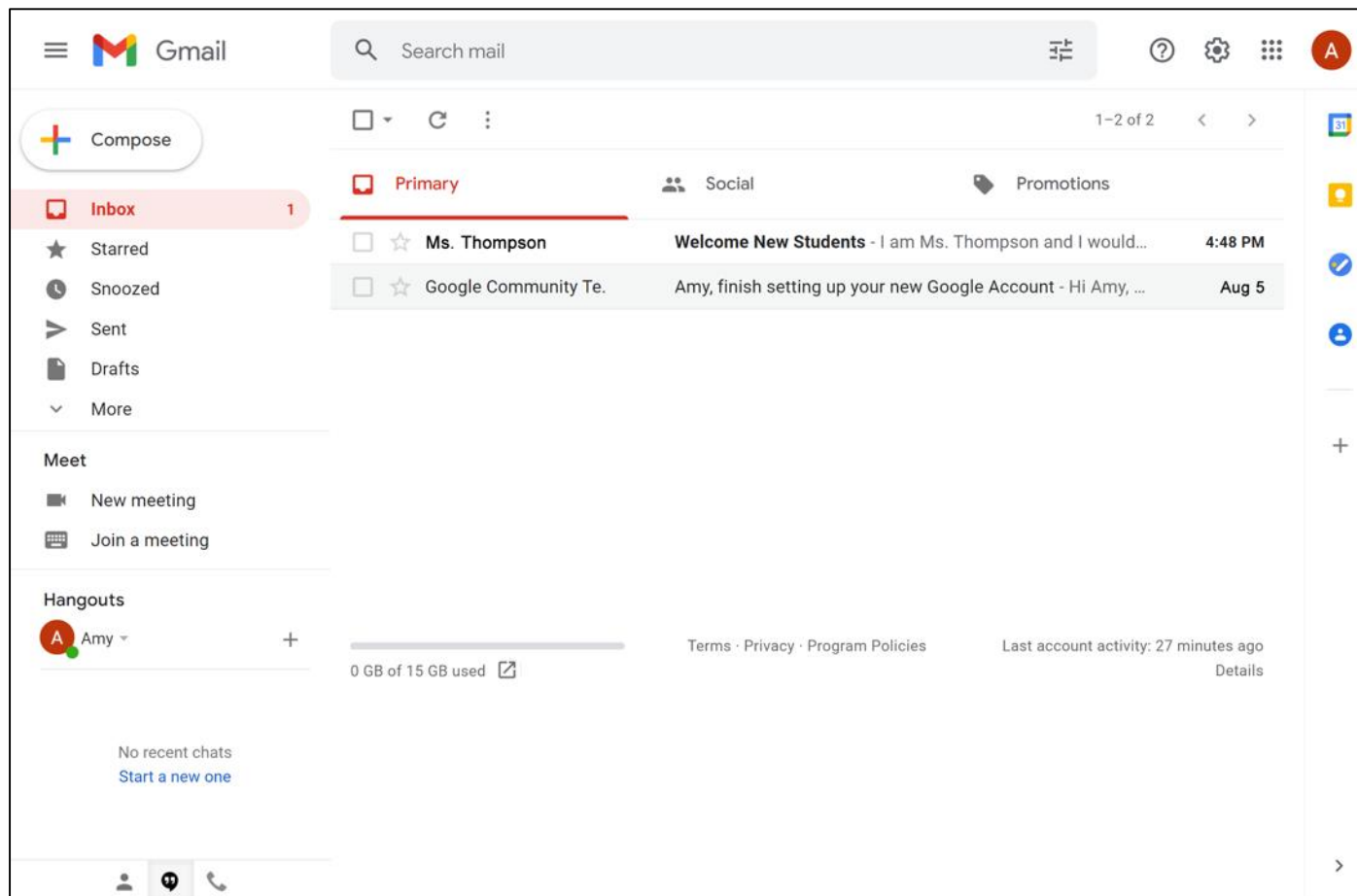
Utilice el escritorio de la computadora para responder las siguientes preguntas.

Si no tiene una computadora propia, siga al instructor para completar las siguientes tareas.

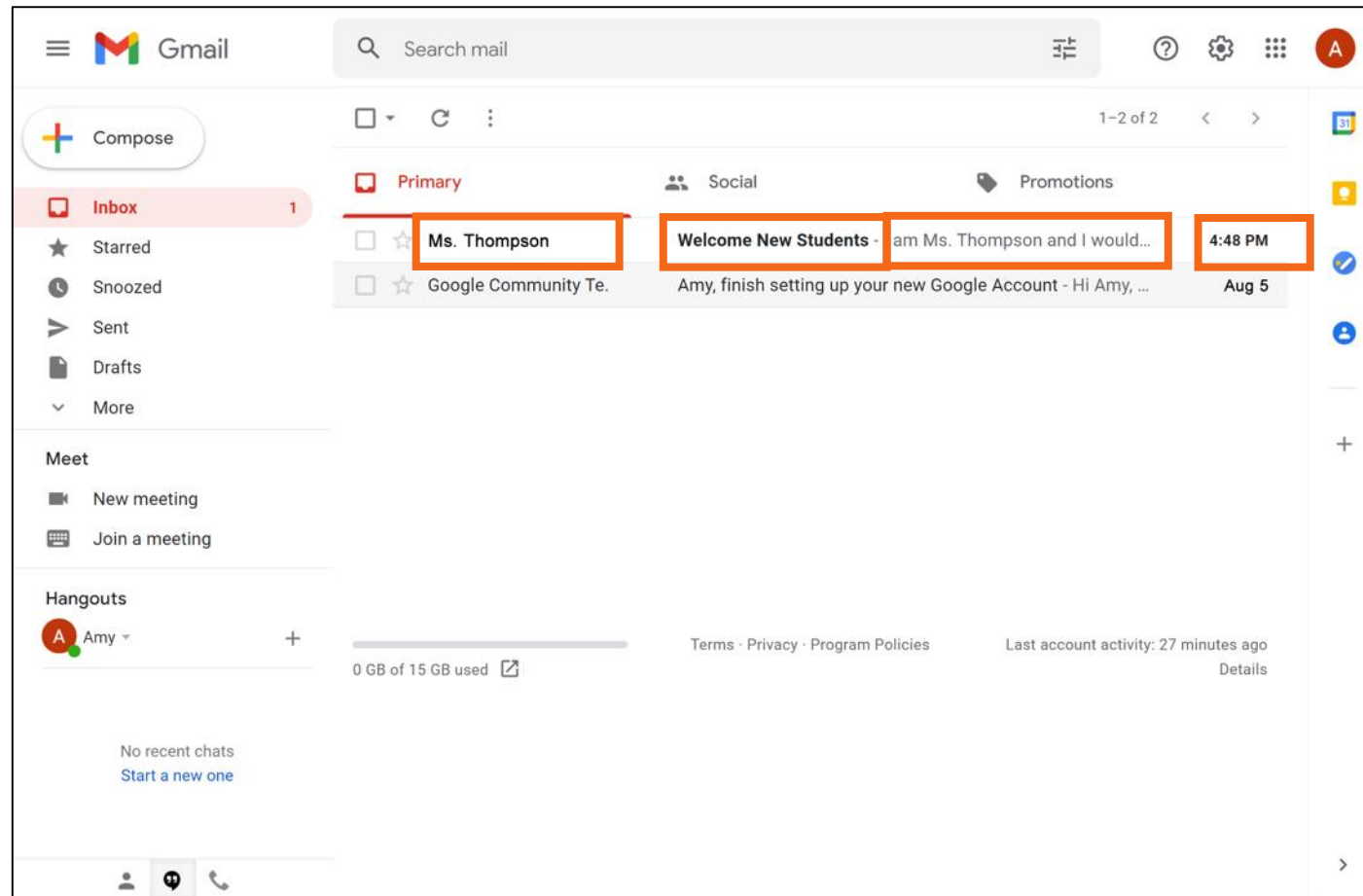
1. Abra un explorador web y manténgalo abierto.
2. En la barra de direcciones, escriba [www.gmail.com](http://www.gmail.com).
3. Inicie sesión en su cuenta de Gmail.

# Abrir y responder

- **Bandeja de entrada:** Donde recibe sus correos electrónicos



# Abrir y responder (continuación)



The screenshot shows the Gmail interface. The left sidebar contains navigation options: Compose, Inbox (1), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Amy). The main inbox area shows two emails. The first email is from Ms. Thompson, with the subject 'Welcome New Students - am Ms. Thompson and I would...' and a time of 4:48 PM. The second email is from Google Community Te. with the subject 'Amy, finish setting up your new Google Account - Hi Amy, ...' and a time of Aug 5. The sender name, subject line, and time of the first email are highlighted with orange boxes. The top of the interface includes the Gmail logo, a search bar, and various settings icons. The bottom of the interface shows a status bar with icons for profile, chat, and phone, and a storage usage indicator (0 GB of 15 GB used).

# Abrir y responder (continuación)

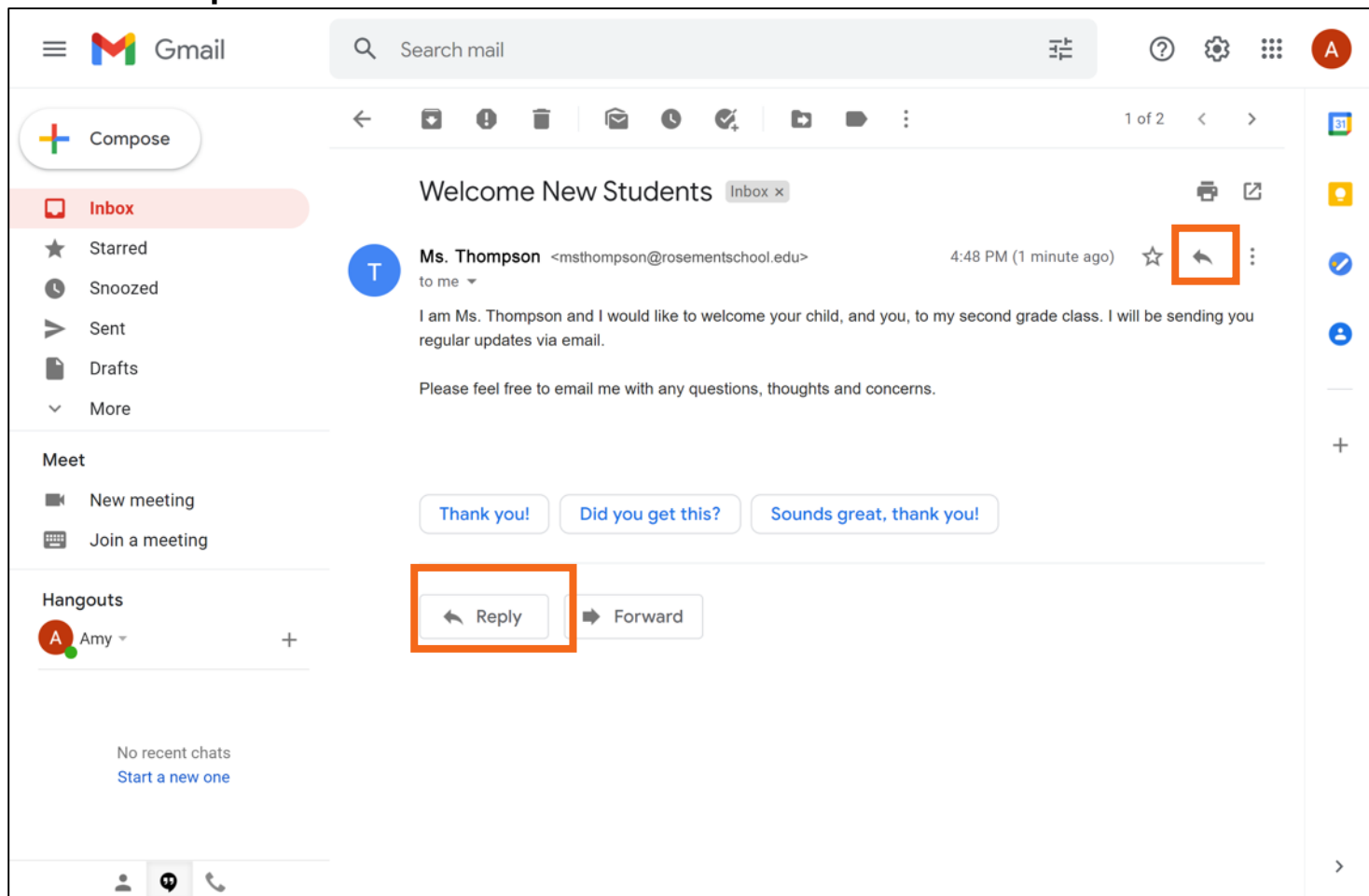
The screenshot shows the Gmail web interface. Several key components are highlighted with orange boxes:

- Search bar:** Located at the top center, containing the text "Search mail".
- Profile icon:** A circular icon with the letter "A" in the top right corner of the header.
- Left sidebar:** Contains navigation options: "Compose", "Inbox" (with a "1" notification), "Starred", "Snoozed", "Sent", "Drafts", "More", "Meet" (with "New meeting" and "Join a meeting" options), and "Hangouts".
- Mail list:** A list of two emails is shown, with the first one selected. The first email is from "Ms. Thompson" with the subject "Welcome New Students" and a timestamp of "4:48 PM". The second email is from "Google Community Te." with the subject "Amy, finish setting up your new Google Account" and a timestamp of "Aug 5".

At the bottom of the interface, there is a status bar showing "0 GB of 15 GB used" and "Last account activity: 27 minutes ago".

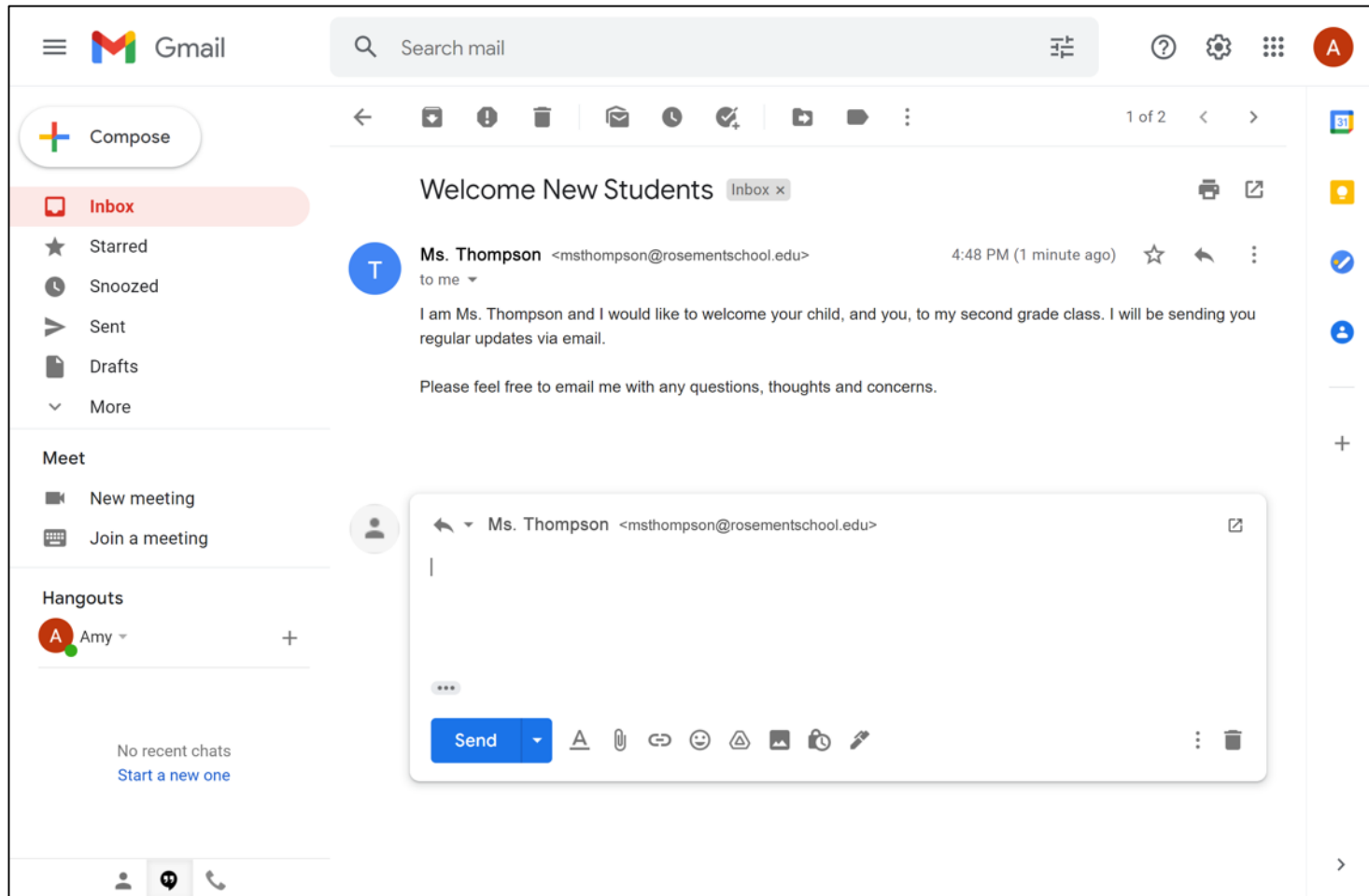
# Abrir y responder (continuación)

- **"Reply" (Responder):** Para enviar un mensaje solo a la persona que envió el correo electrónico.



# Abrir y responder (continuación)

- **Responder**



The screenshot displays the Gmail web interface. At the top, the Gmail logo and a search bar are visible. The left sidebar contains navigation options: Compose, Inbox (highlighted), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Amy). The main content area shows an email titled "Welcome New Students" from Ms. Thompson. The email body reads: "I am Ms. Thompson and I would like to welcome your child, and you, to my second grade class. I will be sending you regular updates via email. Please feel free to email me with any questions, thoughts and concerns." Below the email, a reply box is open, showing the sender's name and email address, and a "Send" button. The bottom of the interface features icons for profile, chat, and phone.

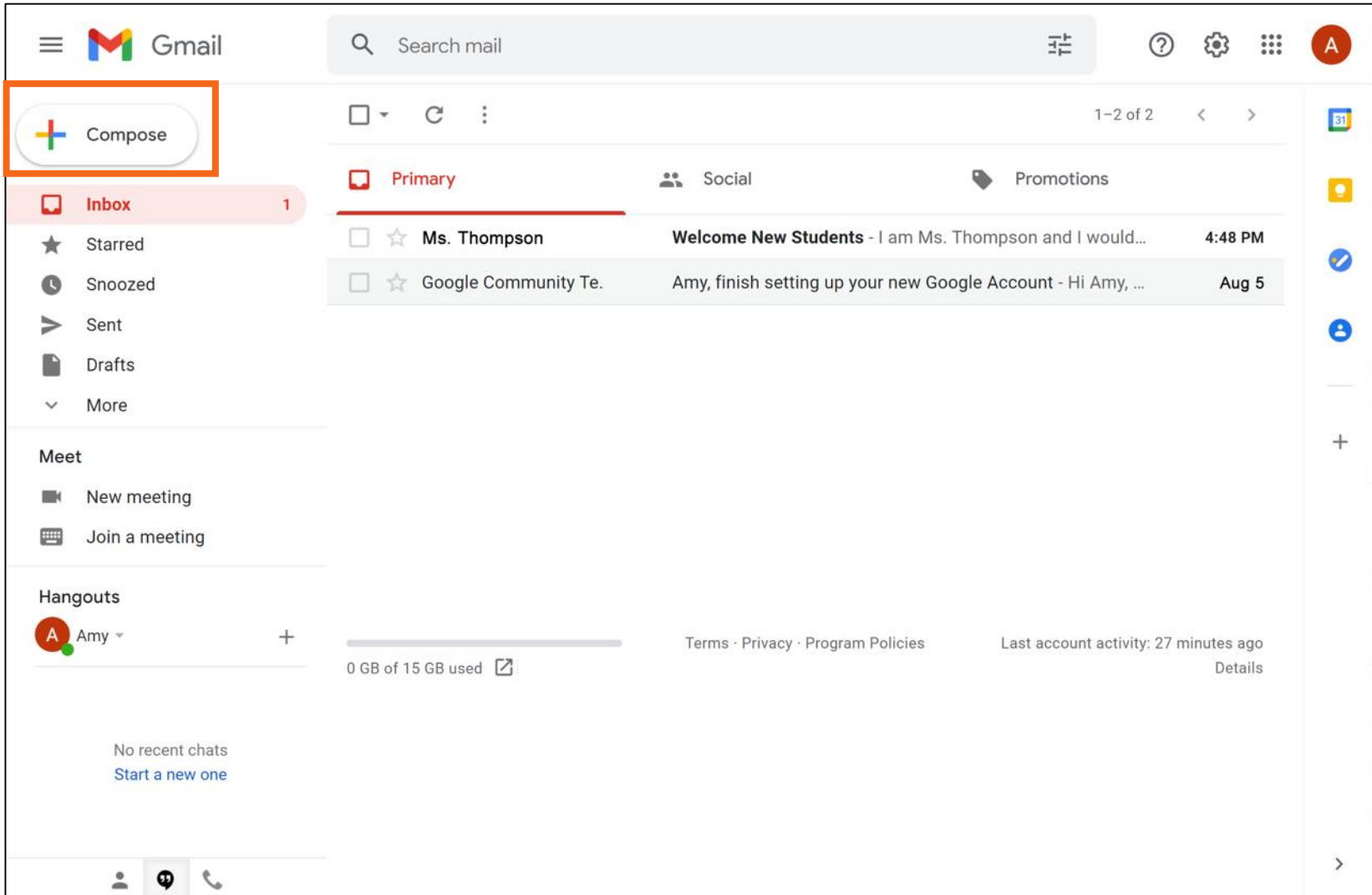
# Abrir y responder (continuación)

- **Responder**

The screenshot displays the Gmail interface. At the top, there's a search bar and navigation icons. The left sidebar shows the 'Compose' button and a list of folders: 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. Below these are 'Meet' options ('New meeting', 'Join a meeting') and 'Hangouts' with a contact named 'Amy'. The main area shows an email thread. The first email is from 'Ms. Thompson' (msthompson@rosementschool.edu) with the subject 'Welcome New Students', sent at 4:48 PM. The body text reads: 'I am Ms. Thompson and I would like to welcome your child, and you, to my second grade class. I will be sending you regular updates via email. Please feel free to email me with any questions, thoughts and concerns.' The second email is a reply from 'Amy Smith' to Ms. Thompson, sent at 4:53 PM, with the text: 'Thank you for reaching out. My daughter is looking forward to being in your class.' Below the reply are 'Reply' and 'Forward' buttons. At the bottom, a dark notification bar says 'Message sent. Undo X'. The bottom status bar shows icons for profile, chat, and voice call.



# Enviar mensajes nuevos



The screenshot displays the Gmail web interface. At the top left, the Gmail logo and a search bar are visible. The 'Compose' button, located in the top left corner of the main content area, is highlighted with an orange rectangular box. Below the search bar, there are navigation icons for archive, refresh, and a menu. The main content area shows a list of emails under the 'Primary' tab. The first email is from 'Ms. Thompson' with the subject 'Welcome New Students - I am Ms. Thompson and I would...'. The second email is from 'Google Community Te.' with the subject 'Amy, finish setting up your new Google Account - Hi Amy, ...'. On the left side, there is a sidebar with navigation options: 'Compose', 'Inbox' (with a red notification badge), 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet' (with 'New meeting' and 'Join a meeting' options), and 'Hangouts' (with a contact 'Amy' and a '+'). At the bottom, there are icons for a person, a chat bubble, and a phone. The bottom right corner shows a right arrow icon.

# Enviar mensajes nuevos (continuación)

The screenshot displays the Gmail web interface. At the top, there is a search bar labeled "Search mail" and a profile icon for "Amy". The left sidebar contains navigation options: "Compose", "Inbox" (with a red notification bubble containing the number "1"), "Starred", "Snoozed", "Sent", "Drafts", "More", "Meet" (with "New meeting" and "Join a meeting" options), and "Hangouts" (with a contact card for "Amy"). The main content area shows the "Primary" tab selected, displaying two email entries:

Sender	Subject	Time
Ms. Thompson	Welcome New Students - I am Ms. Thompson and I would...	4:48 PM
Google Community Te.	Amy, finish setting up your new Google Account - Hi Amy, ...	Aug 5

At the bottom of the interface, there is a status bar showing "0 GB of 15 GB used", links for "Terms · Privacy · Program Policies", and "Last account activity: 27 minutes ago" with a "Details" link. The bottom-most bar contains icons for a person, a speech bubble, and a phone.

# Enviar mensajes nuevos (continuación)

The screenshot displays the Gmail web interface. On the left, the navigation sidebar includes 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts' (with a count of 1), and 'More'. Below these are sections for 'Meet' (with 'New meeting' and 'Join a meeting' options) and 'Hangouts' (showing a contact named 'Amy'). The main area features a search bar and tabs for 'Primary', 'Social', and 'Promotions'. A list of emails is visible, including one from 'Ms. Thompson, me 2' with the subject 'Welcome New Students - Thank you for reaching out. My ...' and a timestamp of '4:48 PM'. A 'Draft saved' notification is overlaid on the interface, indicating that a new email is being composed. The draft's 'To' field contains two recipients: 'nikkijosmith82@gmail.com' and 'tjones2021@gmail.com'. The 'Subject' field is currently empty. At the bottom of the draft editor, there is a 'Send' button and a toolbar with icons for text formatting, attachments, links, emojis, images, and other functions.

## Enviar mensajes nuevos (continuación)

New Message — ↗ ✕

To Cc Bcc

---

Subject

---

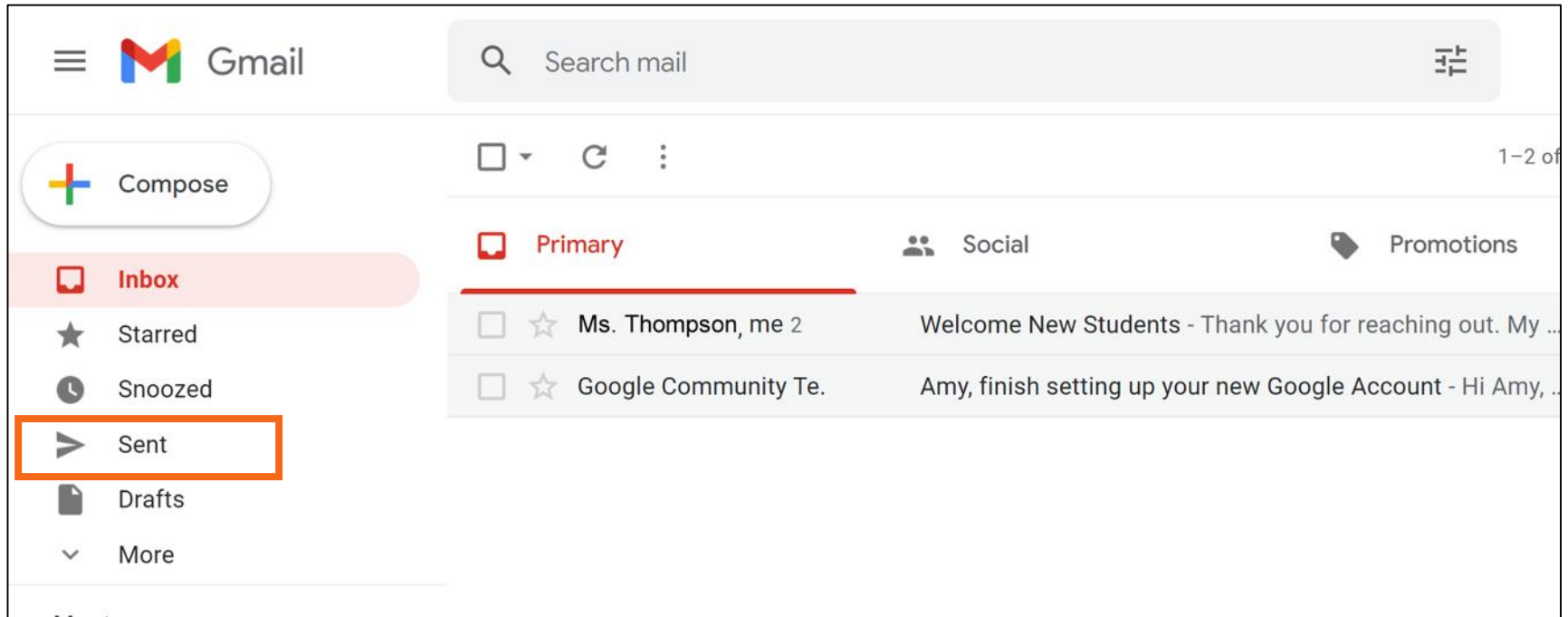
- ✓ Incluya la dirección o las direcciones de correo electrónico de las personas a las que envía el mensaje.
- ✓ Escriba un asunto que le permita a la persona saber de qué se trata el mensaje.
- ✓ Escriba un mensaje en el cuerpo del correo electrónico.

Send ▾ 🔗 📎 🔗 😊 📧 🕒 ✍️ ⋮ 🗑️

# Enviar mensajes nuevos (continuación)

The screenshot displays the Gmail web interface. At the top, there is a search bar with the text "Search mail" and a "Gmail" logo. Below the search bar, the interface is divided into several sections. On the left, there is a navigation menu with options like "Compose", "Inbox", "Starred", "Snooked", "Sent", "Drafts", and "More". Below this, there are sections for "Meet" (with "New meeting" and "Join a meeting" options) and "Hangouts" (with a contact "Amy" and a "+"). The main area shows a list of emails under the "Primary" tab. Two emails are visible: one from "Ms. Thompson, me 2" with the subject "Welcome New Students - Thank you for reaching out. My ..." and a time of 4:48 PM, and another from "Google Community Te." with the subject "Amy, finish setting up your new Google Account - Hi Amy, ..." and a time of 4:26 PM. At the bottom of the screen, a dark notification bar is highlighted with an orange border, containing the text "Message sent." followed by "Undo" and "View message" links, and a close button (X).

# Enviar mensajes nuevos (continuación)



The screenshot displays the Gmail web interface. On the left sidebar, the 'Sent' folder is highlighted with an orange rectangular box. The main content area shows the 'Primary' tab selected, with two email messages listed below it. The top message is from 'Ms. Thompson, me 2' with the subject 'Welcome New Students - Thank you for reaching out. My ...'. The second message is from 'Google Community Te.' with the subject 'Amy, finish setting up your new Google Account - Hi Amy, ...'. The search bar at the top contains the text 'Search mail'.

**Compose**

**Inbox**

Starred

Snoozed

**Sent**

Drafts

More

Search mail

Primary Social Promotions

Ms. Thompson, me 2 Welcome New Students - Thank you for reaching out. My ...

Google Community Te. Amy, finish setting up your new Google Account - Hi Amy, ...

# Actividad 2

## ACTIVIDAD 2: Enviar mensajes nuevos

1. Abra un explorador web y vaya a [www.gmail.com](http://www.gmail.com)
2. Inicie sesión en su cuenta de Gmail si aún no lo ha hecho.
3. Redacte un mensaje nuevo. Incluya la siguiente información en el mensaje nuevo:
  - a. En el campo "To" (Para) ingrese la dirección de correo electrónico proporcionada.
  - b. El asunto: Conceptos básicos del correo electrónico
  - c. En el cuerpo: Este es un mensaje nuevo.
  - d. Haga clic en "Send" (Enviar).



## ACTIVIDAD 2: Enviar mensajes nuevos

4. ¿Dónde puede encontrar el mensaje que acaba de enviar?
5. Redacte un mensaje nuevo. Incluya la siguiente información en el mensaje nuevo:
  - a) Su dirección de correo electrónico
  - b) El asunto: Conceptos básicos del correo electrónico: Lo que he aprendido
  - c) En el cuerpo: Escriba algo nuevo que haya aprendido sobre el uso del correo electrónico en el taller de hoy.
  - d) Haga clic en "Send" (Enviar).

## Comunicación en línea no deseada

¿Cuáles son algunos ejemplos de correo no deseado que recibe en casa?



# Correo electrónico no deseado y basura

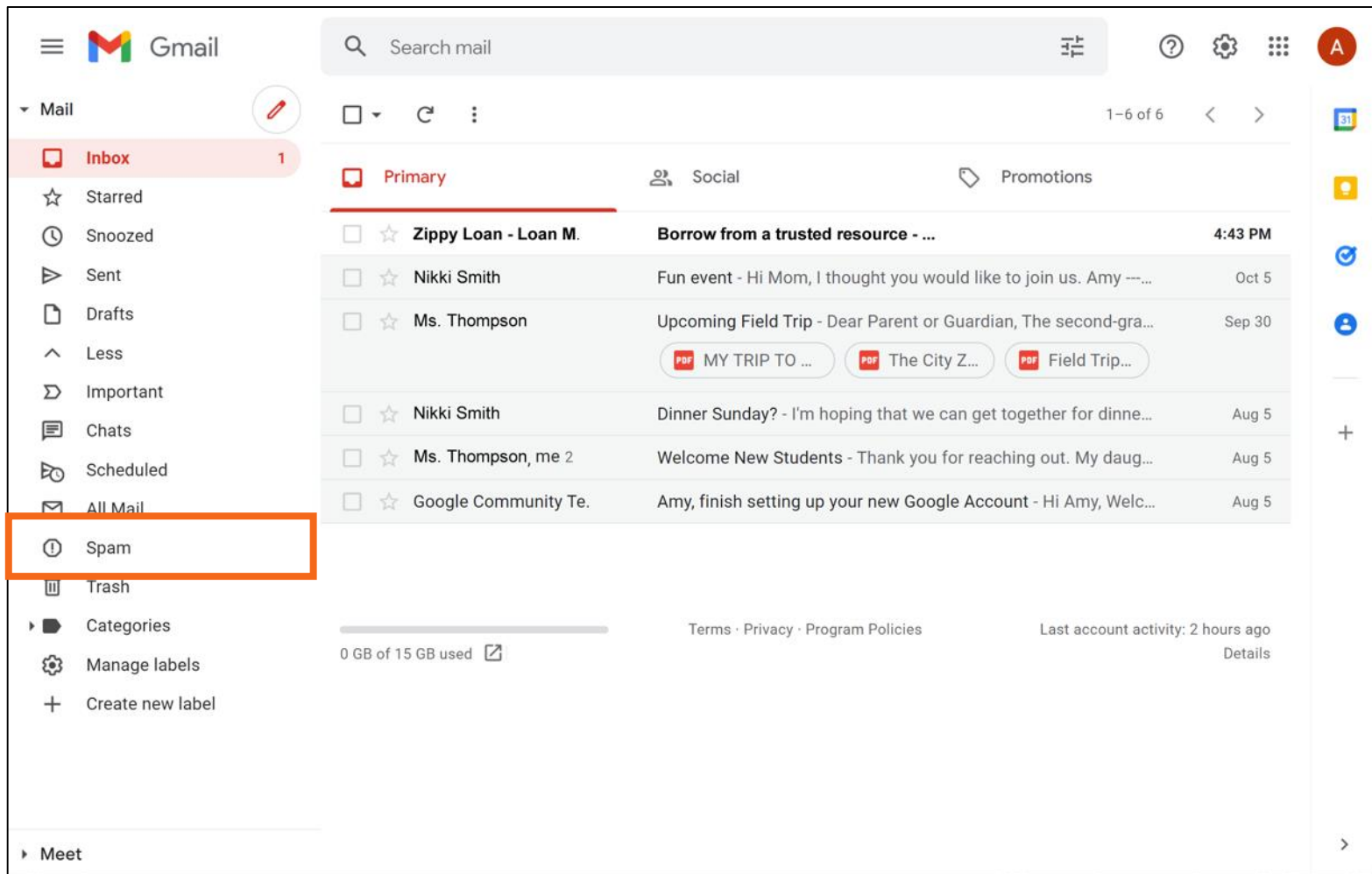
- **Correo electrónico no deseado:** Comunicación en línea no deseada

The screenshot shows a Gmail interface with the search filter 'in:spam' applied. The left sidebar lists various mail folders, with 'Spam' highlighted. The main content area displays a list of spam emails. The table below represents the data shown in the screenshot.

Sender	Subject	Date
Personal LoanPro	Dominate Your Debt	Jul 17
CashApp	\$(1) Payment sent to { mbfcommercial@gmail.co...	Jul 16
Shopping Reward	CONGRATULATIONS! You are the lucky online winn...	Jul 15
Food Stamp.	Find out if you qualify, get help with your app...	Jul 14
Last Minute Giveaway	CONGRATULATIONS! You are the lucky online winn...	Jul 13
Highway_Casino	Claim_your \$50_Free Chip_Now! - Please_Check you...	Jul 13
Apple iPhone 12	Your Name Came Up For a Apple iPhone 12 custom...	Jul 3
★OPEN-IMMEDIATELY...	★★★★ WINNING NOTIFICATION★★★★ "REF: #...	Jul 12
Amazing Deals	Confirmation_Receipt !" - CONGRATS! You Can Get \$...	Jul 11
Unclaimed-Stimulus-	may be the rightful beneficiary of unclaimed stimul...	Jul 4

0 GB of 15 GB used

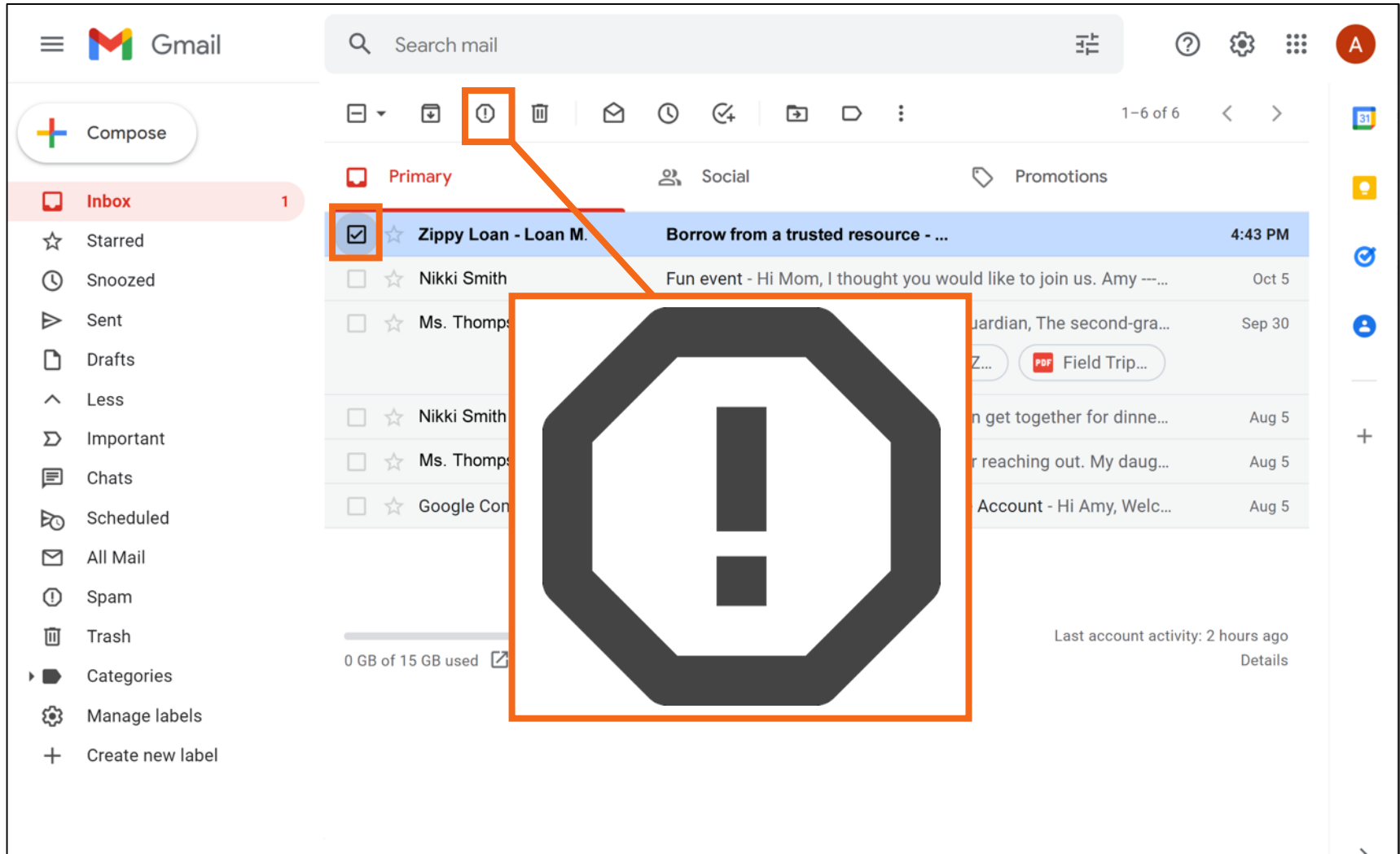
# Correo electrónico no deseado y basura (continuación)



The screenshot displays the Gmail interface. On the left sidebar, the 'Spam' folder is highlighted with an orange box. The main inbox area shows a list of emails under the 'Primary' tab. The top email is from 'Zippy Loan - Loan M.' with the subject 'Borrow from a trusted resource - ...' and a timestamp of '4:43 PM'. Below it are several other emails, including one from 'Nikki Smith' about a 'Fun event' and another from 'Ms. Thompson' about an 'Upcoming Field Trip'. At the bottom of the page, there is a storage usage indicator showing '0 GB of 15 GB used' and a 'Meet' button in the bottom left corner.

Sender	Subject	Date
Zippy Loan - Loan M.	Borrow from a trusted resource - ...	4:43 PM
Nikki Smith	Fun event - Hi Mom, I thought you would like to join us. Amy ---...	Oct 5
Ms. Thompson	Upcoming Field Trip - Dear Parent or Guardian, The second-gra...	Sep 30
Nikki Smith	Dinner Sunday? - I'm hoping that we can get together for dinne...	Aug 5
Ms. Thompson, me 2	Welcome New Students - Thank you for reaching out. My daug...	Aug 5
Google Community Te.	Amy, finish setting up your new Google Account - Hi Amy, Welc...	Aug 5

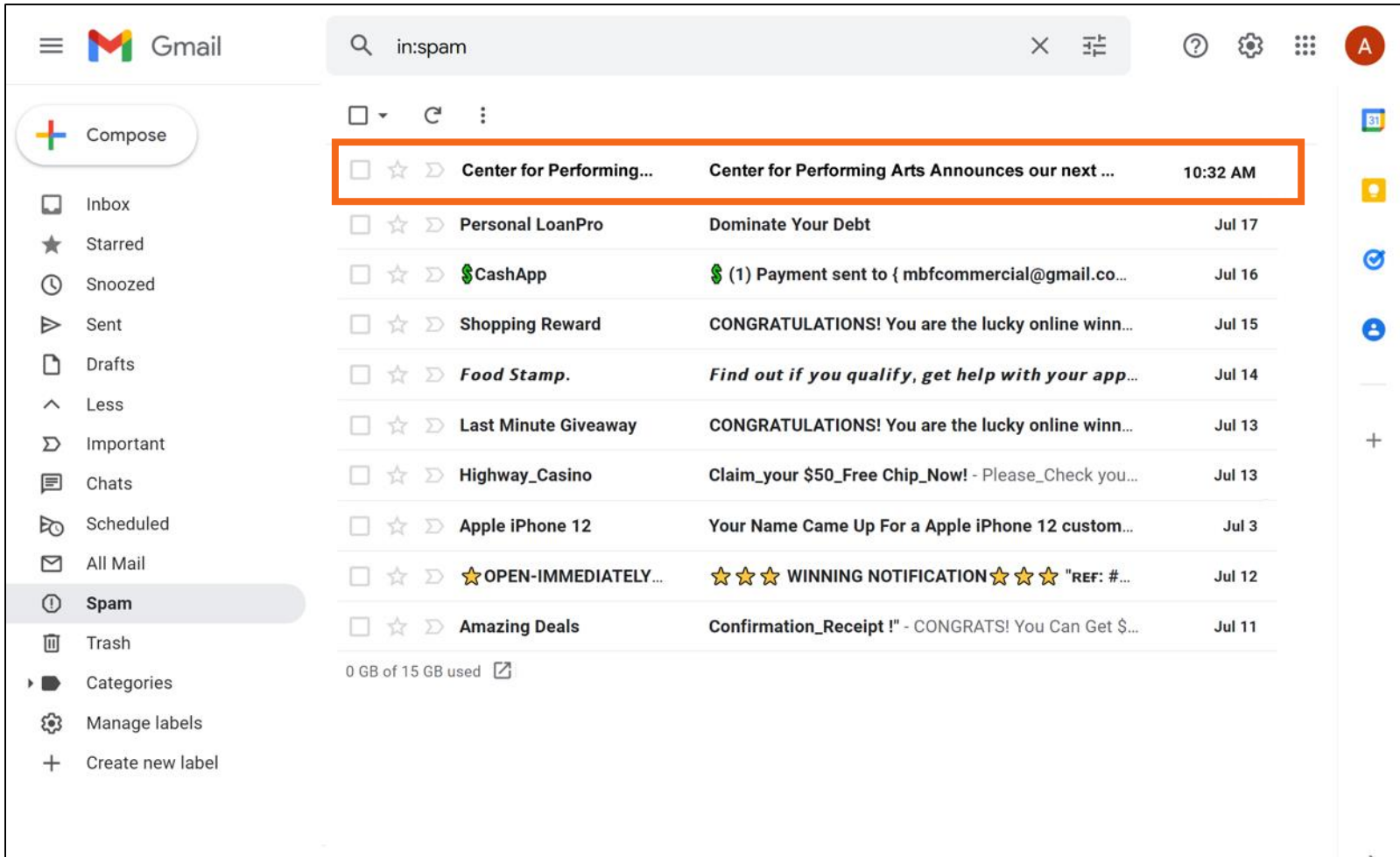
# Correo electrónico no deseado y basura (continuación)



The screenshot displays the Gmail interface. On the left is the navigation sidebar with folders like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Less', 'Important', 'Chats', 'Scheduled', 'All Mail', 'Spam', 'Trash', 'Categories', 'Manage labels', and 'Create new label'. The main area shows an email list under the 'Primary' tab. The selected email is from 'Zippy Loan - Loan M.' with the subject 'Borrow from a trusted resource - ...' and a timestamp of '4:43 PM'. The sender's name is 'Nikki Smith'. A large red octagonal warning sign with a white exclamation mark is overlaid on the email content. The bottom of the screen shows '0 GB of 15 GB used' and 'Last account activity: 2 hours ago'.

Sender	Subject	Time
Zippy Loan - Loan M.	Borrow from a trusted resource - ...	4:43 PM
Nikki Smith	Fun event - Hi Mom, I thought you would like to join us. Amy ---...	Oct 5
Ms. Thompson	guardian, The second-gra...	Sep 30
Nikki Smith	n get together for dinne...	Aug 5
Ms. Thompson	r reaching out. My daug...	Aug 5
Google Con	Account - Hi Amy, Welc...	Aug 5

# Correo electrónico no deseado y basura (continuación)

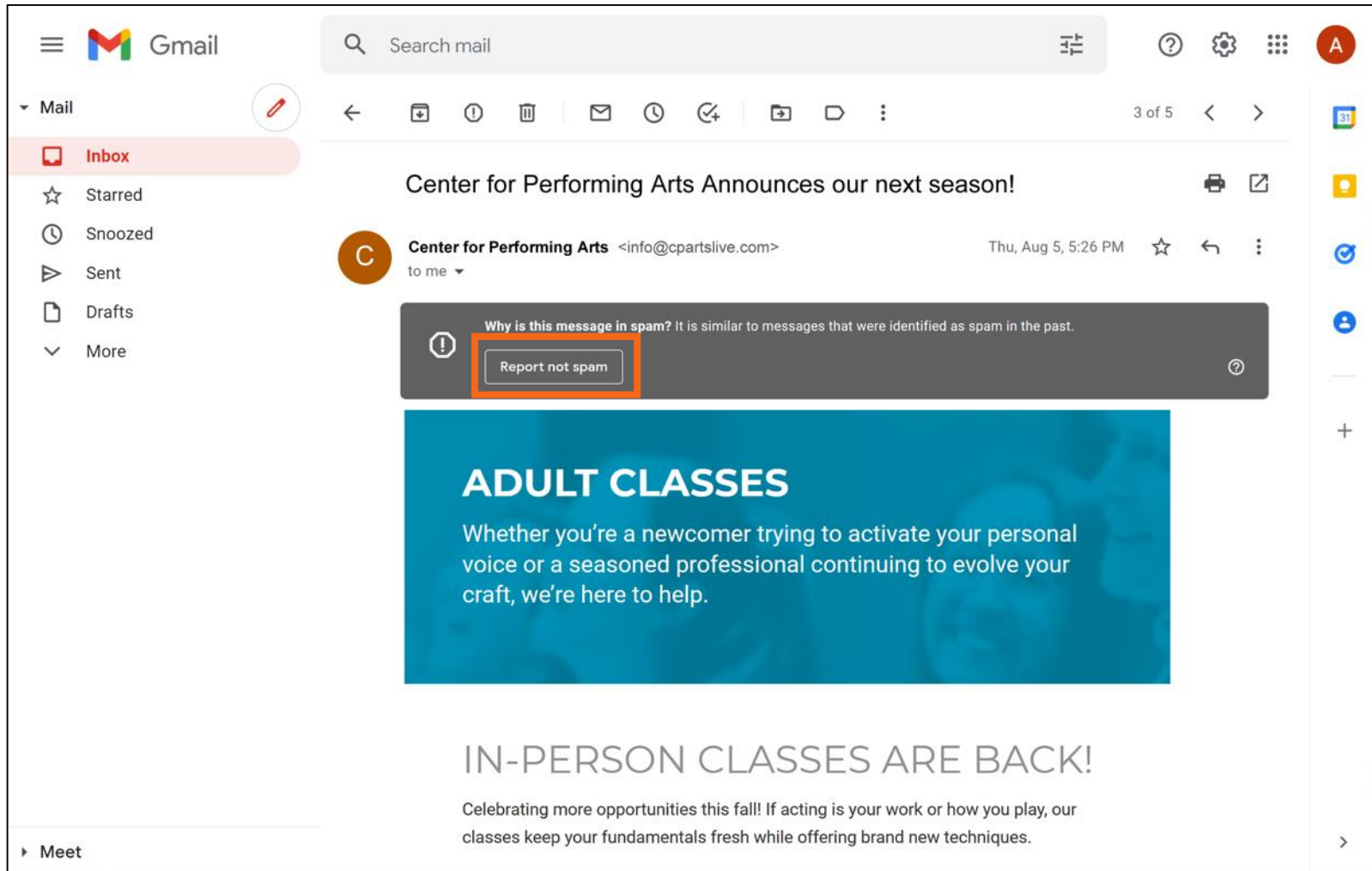


The screenshot shows a Gmail interface with the search bar set to 'in:spam'. The left sidebar lists various email categories, with 'Spam' selected. The main inbox area displays a list of spam emails. The top email is highlighted with an orange box.

Actions	Sender	Subject	Time
<input type="checkbox"/> ☆ ▷	Center for Performing...	Center for Performing Arts Announces our next ...	10:32 AM
<input type="checkbox"/> ☆ ▷	Personal LoanPro	Dominate Your Debt	Jul 17
<input type="checkbox"/> ☆ ▷	CashApp	💰 (1) Payment sent to { mbfcommercial@gmail.co...	Jul 16
<input type="checkbox"/> ☆ ▷	Shopping Reward	CONGRATULATIONS! You are the lucky online winn...	Jul 15
<input type="checkbox"/> ☆ ▷	Food Stamp.	Find out if you qualify, get help with your app...	Jul 14
<input type="checkbox"/> ☆ ▷	Last Minute Giveaway	CONGRATULATIONS! You are the lucky online winn...	Jul 13
<input type="checkbox"/> ☆ ▷	Highway_Casino	Claim_your \$50_Free Chip_Now! - Please_Check you...	Jul 13
<input type="checkbox"/> ☆ ▷	Apple iPhone 12	Your Name Came Up For a Apple iPhone 12 custom...	Jul 3
<input type="checkbox"/> ☆ ▷	★ OPEN-IMMEDIATELY...	★ ★ ★ WINNING NOTIFICATION ★ ★ ★ "REF: #...	Jul 12
<input type="checkbox"/> ☆ ▷	Amazing Deals	Confirmation_Receipt !" - CONGRATS! You Can Get \$...	Jul 11

0 GB of 15 GB used

# Correo electrónico no deseado y basura (continuación)



The screenshot shows a Gmail interface. The left sidebar contains the 'Mail' menu with options: Inbox (selected), Starred, Snoozed, Sent, Drafts, and More. The main content area displays an email from 'Center for Performing Arts' with the subject 'Center for Performing Arts Announces our next season!'. The email is marked as spam, and a dark grey banner at the top of the email content reads: 'Why is this message in spam? It is similar to messages that were identified as spam in the past.' Below this banner is a button labeled 'Report not spam', which is highlighted with an orange border. The email content includes a blue banner for 'ADULT CLASSES' and a section for 'IN-PERSON CLASSES ARE BACK!'.

**Center for Performing Arts Announces our next season!**

**Center for Performing Arts** <info@cpartslive.com> Thu, Aug 5, 5:26 PM

Why is this message in spam? It is similar to messages that were identified as spam in the past.

**Report not spam**

**ADULT CLASSES**

Whether you're a newcomer trying to activate your personal voice or a seasoned professional continuing to evolve your craft, we're here to help.

**IN-PERSON CLASSES ARE BACK!**

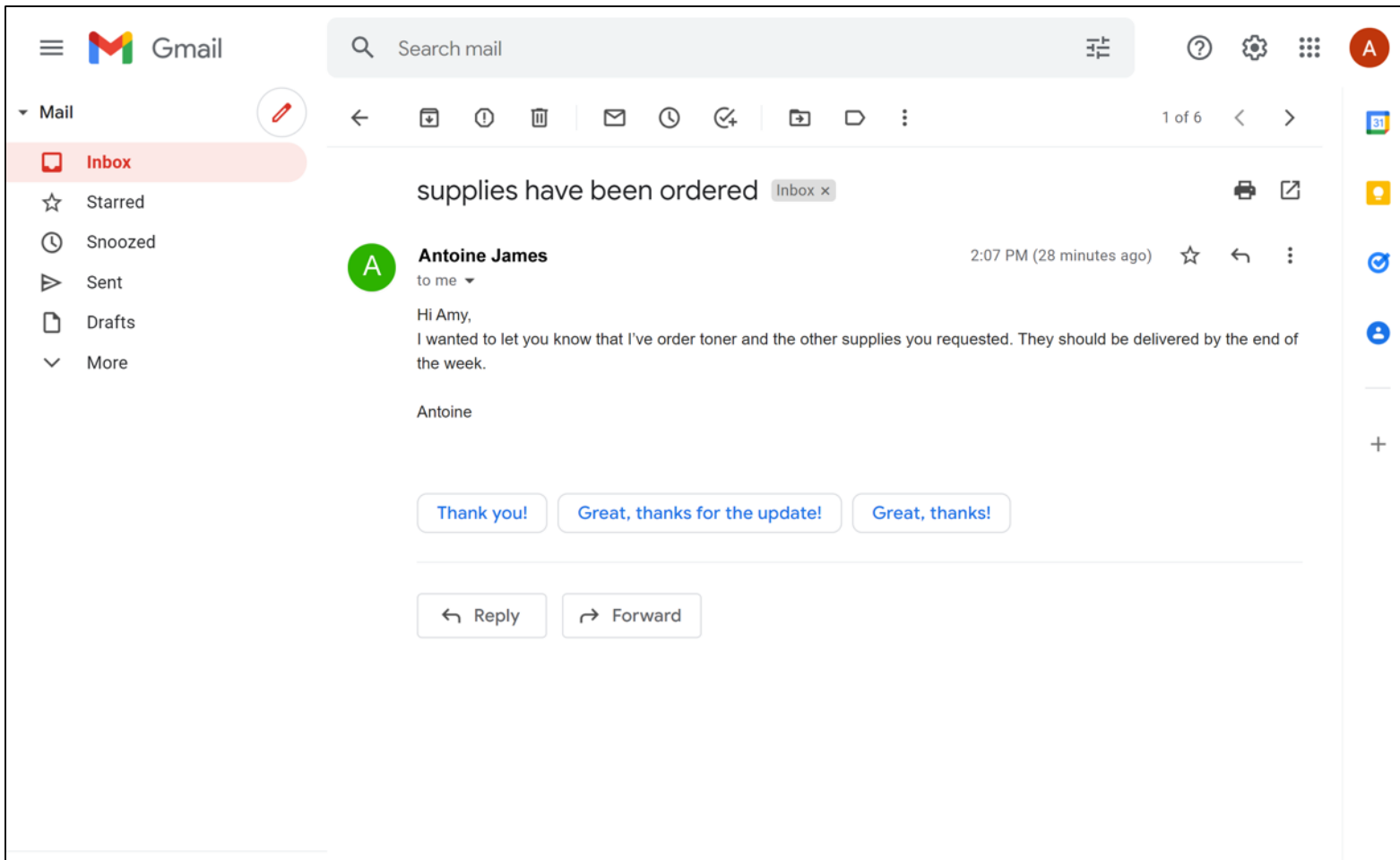
Celebrating more opportunities this fall! If acting is your work or how you play, our classes keep your fundamentals fresh while offering brand new techniques.

# Organizar y eliminar correos electrónicos





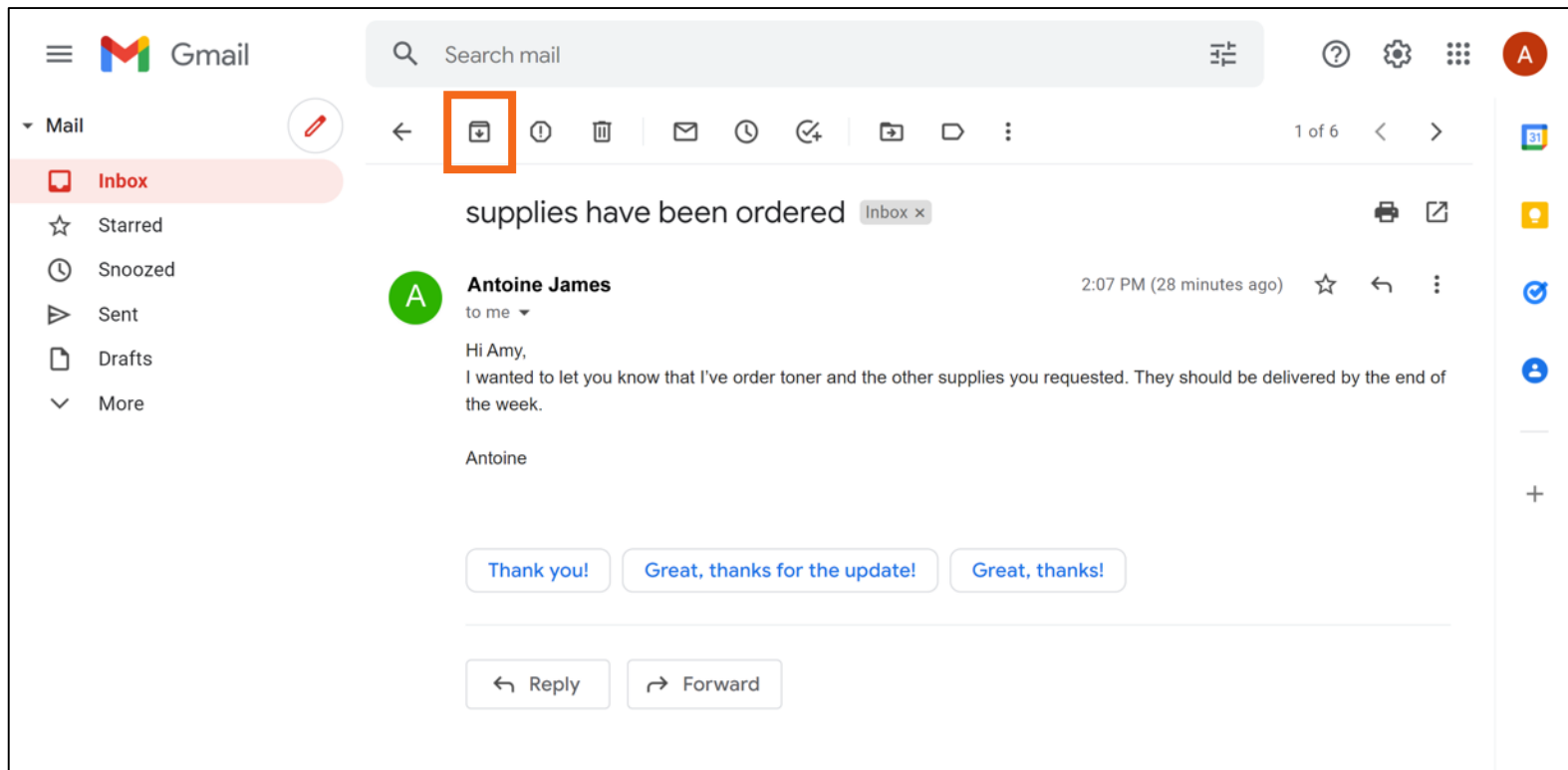
# Organizar y eliminar correos electrónicos (continuación)



The screenshot displays the Gmail interface. On the left, the 'Mail' sidebar is visible with categories: 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main content area shows an email titled 'supplies have been ordered' from 'Antoine James' to 'me', received 28 minutes ago. The email body reads: 'Hi Amy, I wanted to let you know that I've order toner and the other supplies you requested. They should be delivered by the end of the week. Antoine'. Below the email, there are three quick reply buttons: 'Thank you!', 'Great, thanks for the update!', and 'Great, thanks!'. At the bottom, there are 'Reply' and 'Forward' buttons. The top navigation bar includes the Gmail logo, a search bar, and various utility icons. The right sidebar shows a calendar icon for the 31st, a notification bell, and a user profile icon.

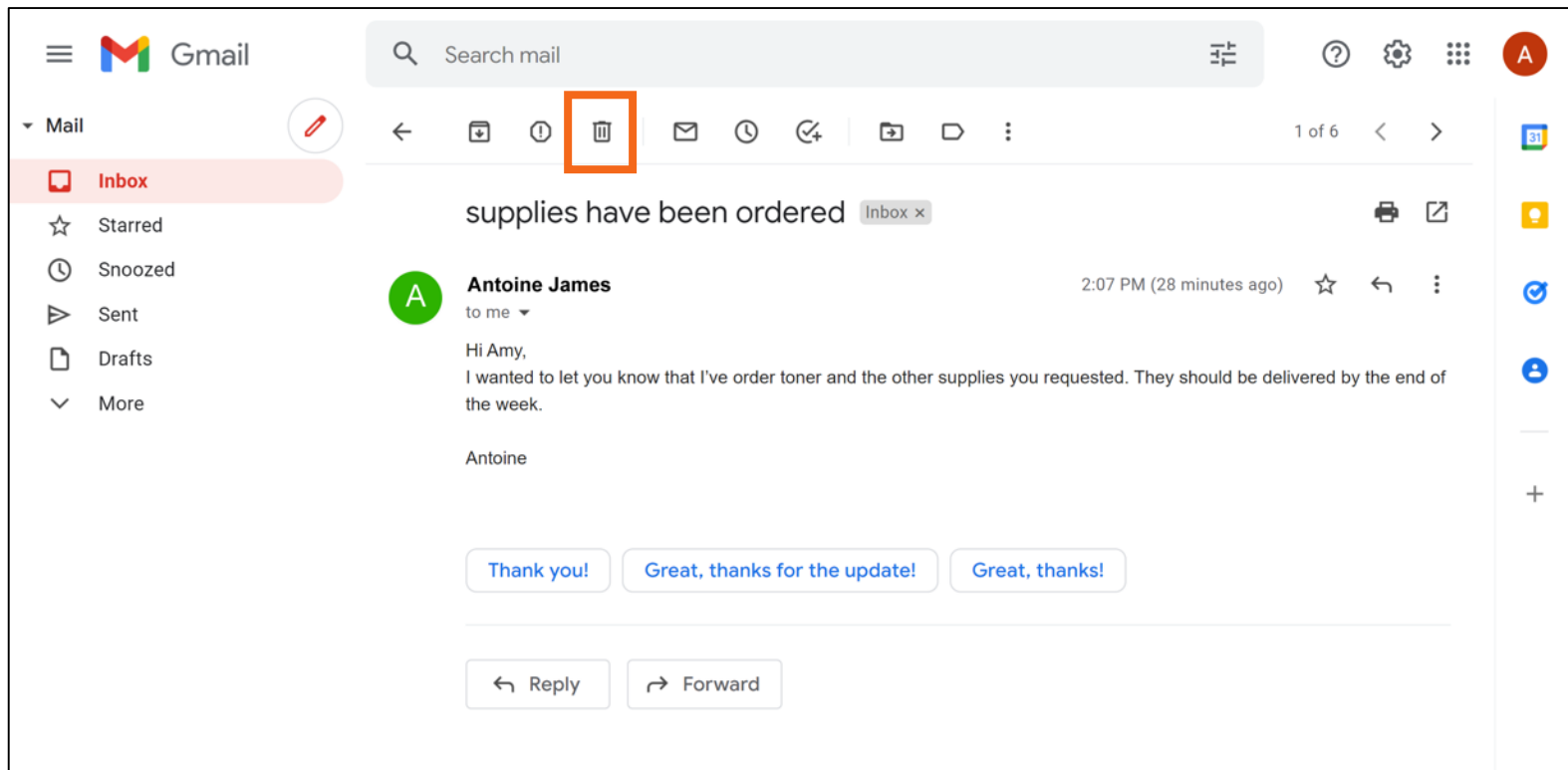
# Organizar y eliminar correos electrónicos (continuación)

- **Archivar:** Guarda el mensaje en la carpeta "All Mail" (Todos los correos electrónicos). Aún puede encontrarlo más tarde, pero no aparecerá en su bandeja de entrada.



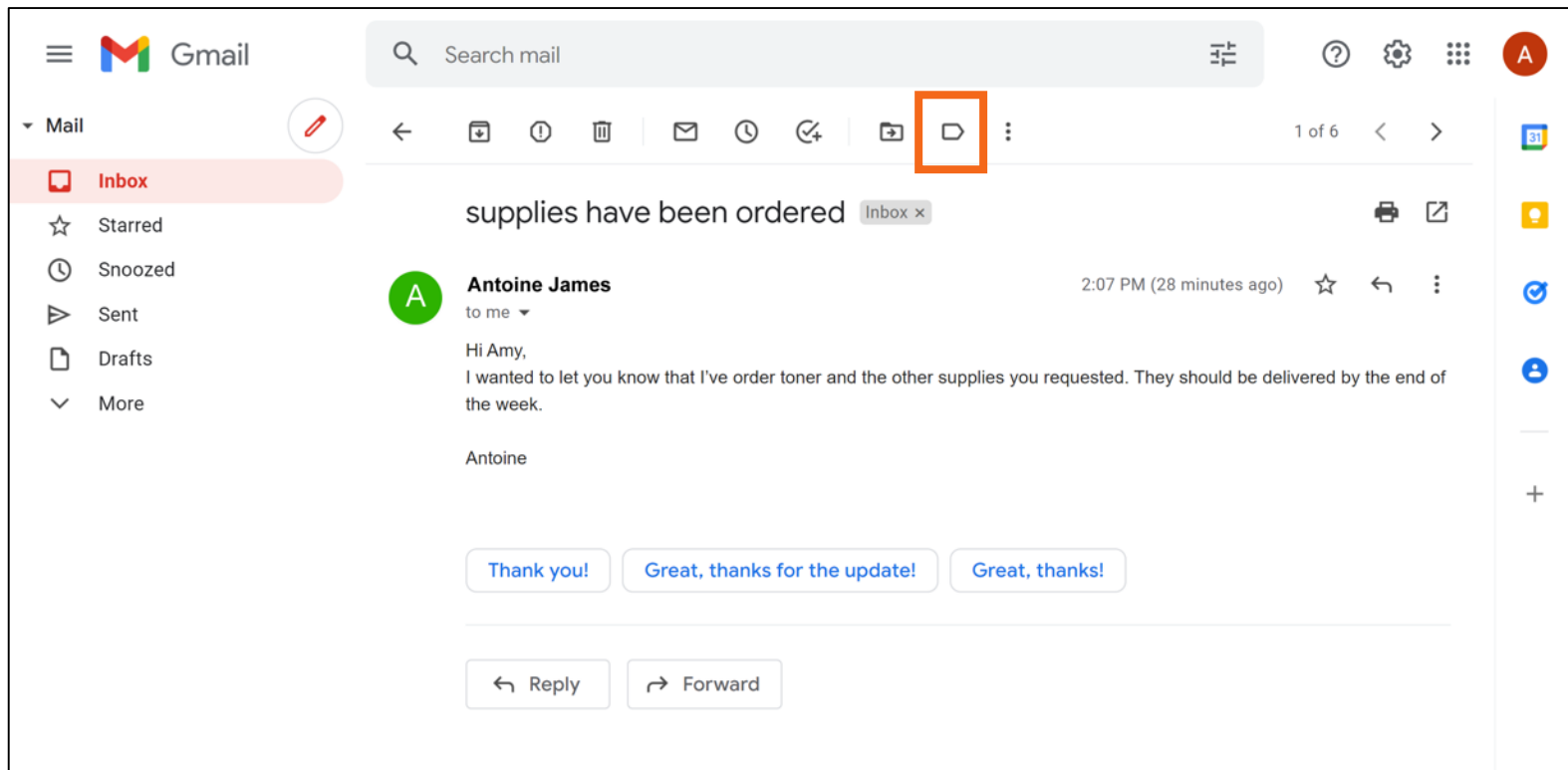
# Organizar y eliminar correos electrónicos (continuación)

- **Eliminar:** Mueve el correo electrónico a la carpeta de la papelera temporalmente (por lo general, durante 30 días) y, luego, lo elimina de forma permanente.



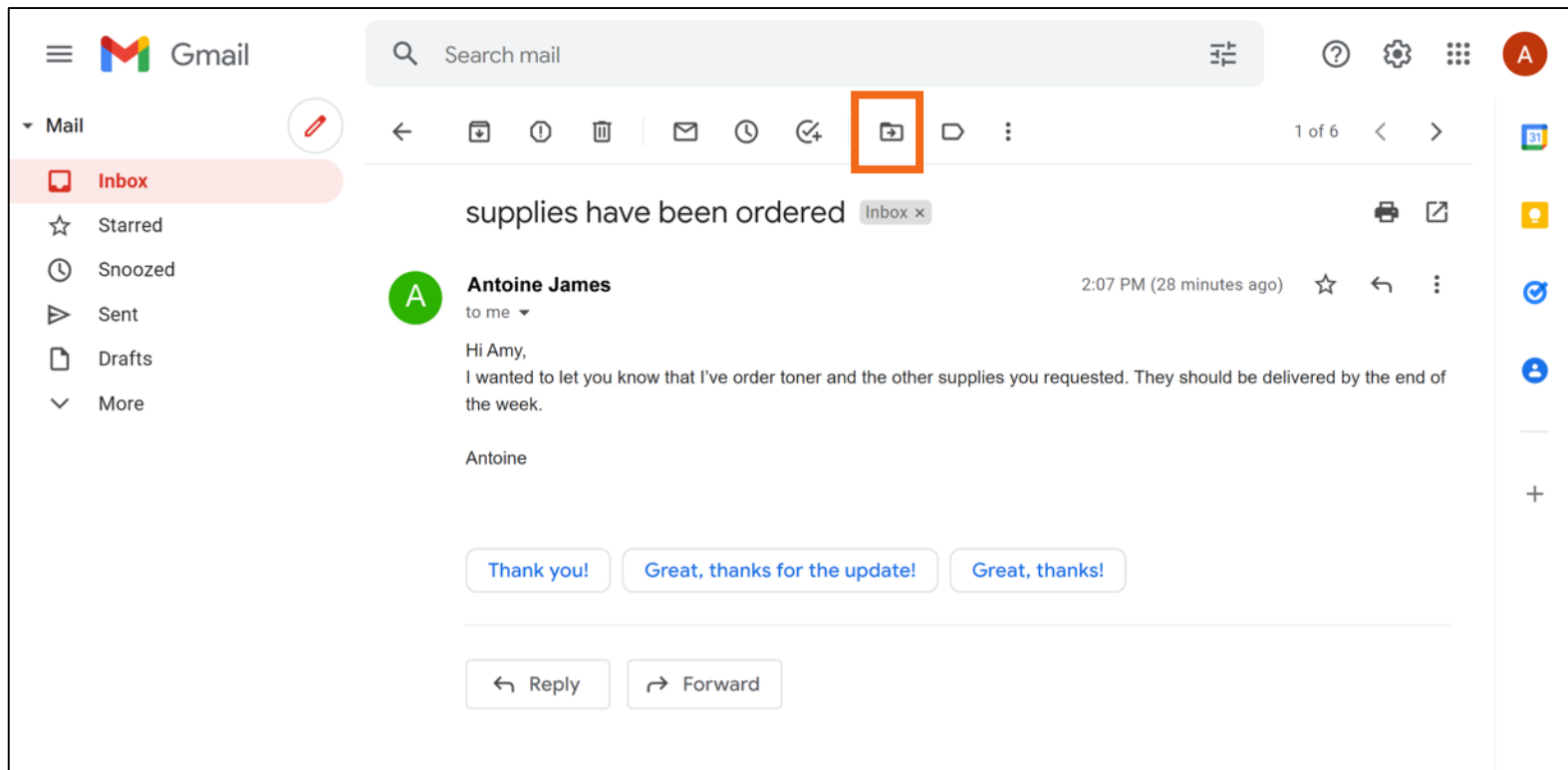
# Organizar y eliminar correos electrónicos (continuación)

- **Etiquetas:** Se utilizan para organizar y encontrar los correos electrónicos sobre un tema similar. Puede aplicar más de una etiqueta a un correo electrónico.

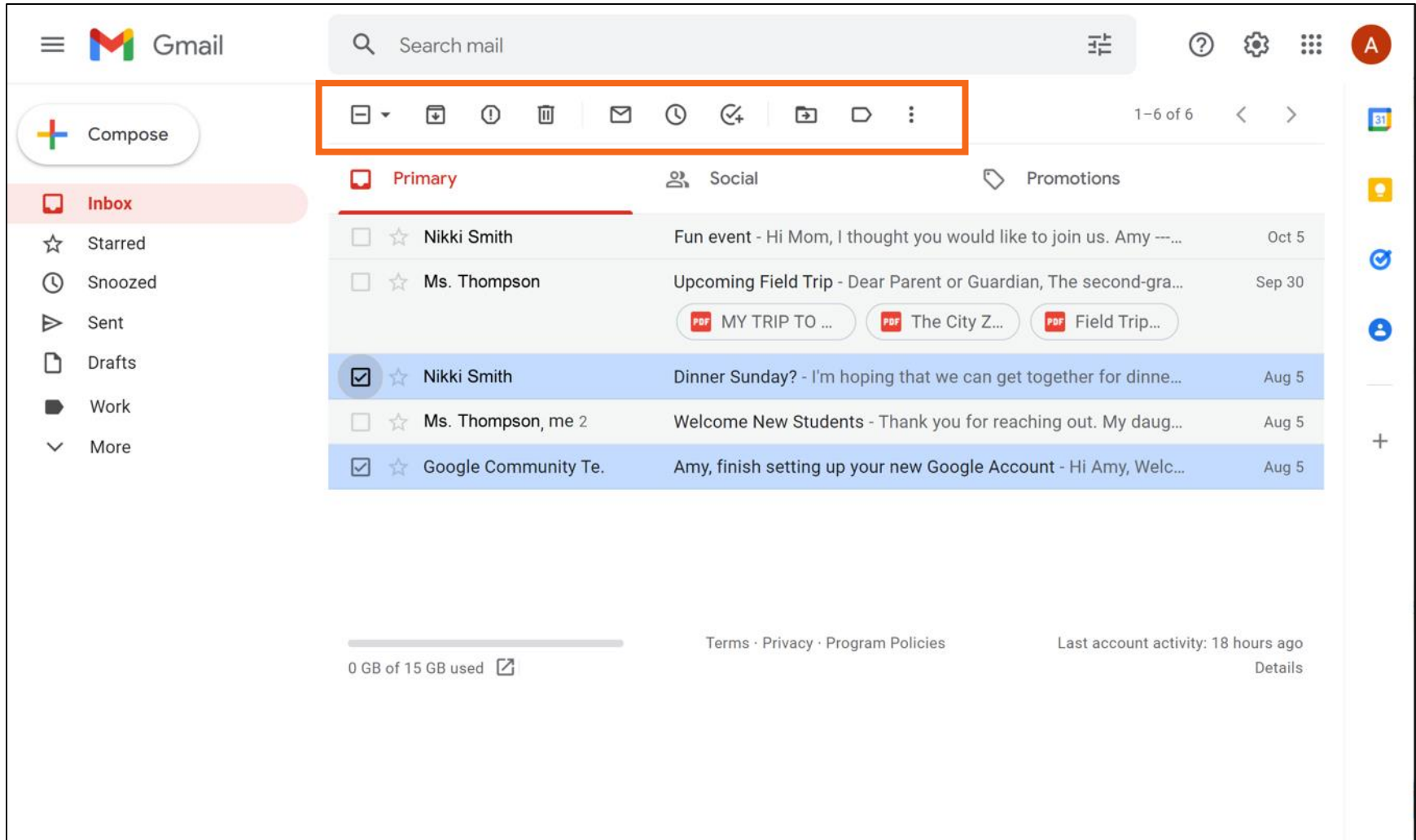


# Organizar y eliminar correos electrónicos (continuación)

- **Mover a:** Pone el correo electrónico en otra carpeta que usted creó




# Organizar y eliminar correos electrónicos (continuación)



The screenshot displays the Gmail interface. At the top, there is a search bar labeled "Search mail" and a filter icon. Below the search bar, a toolbar contains several icons for email management: a dropdown menu, a plus icon, a clock icon, a trash can icon, an envelope icon, a clock icon, a reply icon, a forward icon, a print icon, and a vertical ellipsis icon. This toolbar is highlighted with a red box. The main content area shows a list of emails in the "Primary" tab. The selected email is from Nikki Smith, dated Aug 5, with the subject "Dinner Sunday? - I'm hoping that we can get together for dinne...". Other emails in the list include one from Ms. Thompson dated Sep 30 and another from Google Community Te. dated Aug 5. The bottom of the interface shows a storage usage indicator (0 GB of 15 GB used), links for Terms, Privacy, and Program Policies, and a note about last account activity (18 hours ago).

**Toolbar icons (highlighted):** Filter, Add, Snooze, Delete, Reply, Forward, Print, More options.

Category	Sender	Subject	Date
Primary	Nikki Smith	Fun event - Hi Mom, I thought you would like to join us. Amy ---...	Oct 5
Primary	Ms. Thompson	Upcoming Field Trip - Dear Parent or Guardian, The second-gra...	Sep 30
Primary	Nikki Smith	Dinner Sunday? - I'm hoping that we can get together for dinne...	Aug 5
Primary	Ms. Thompson, me 2	Welcome New Students - Thank you for reaching out. My daug...	Aug 5
Primary	Google Community Te.	Amy, finish setting up your new Google Account - Hi Amy, Welc...	Aug 5

0 GB of 15 GB used 

Terms · Privacy · Program Policies

Last account activity: 18 hours ago [Details](#)

# Organizar y eliminar correos electrónicos (continuación)

The screenshot displays the Gmail interface. At the top, there is a search bar and navigation icons. The left sidebar shows the 'Compose' button and a list of folders: 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Work', and 'More'. The main area shows the 'Primary' tab with three email entries:

- Nikki Smith: Fun event - Hi Mom, I thought you would like to join us. Amy ---... (Oct 5)
- Ms. Thompson: Upcoming Field Trip - Dear Parent or Guardian, The second-gra... (Sep 30)
- Ms. Thompson, me 2: Welcome New Students - Thank you for reaching out. My daug... (Aug 5)

At the bottom of the screen, a dark notification bar is highlighted with an orange border, containing the text: "2 conversations moved to Trash. Undo X".

# Organizar y eliminar correos electrónicos (continuación)

The screenshot shows the Gmail interface with the search bar set to "in:trash". The left sidebar is visible, with the "Trash" folder highlighted in orange. The main content area displays two emails in the Trash, with a warning message about automatic deletion after 30 days. The bottom of the page shows storage usage (0 GB of 15 GB used) and account activity information.

**Search:** in:trash

**Messages that have been in Trash more than 30 days will be automatically deleted. [Empty Trash now](#)**

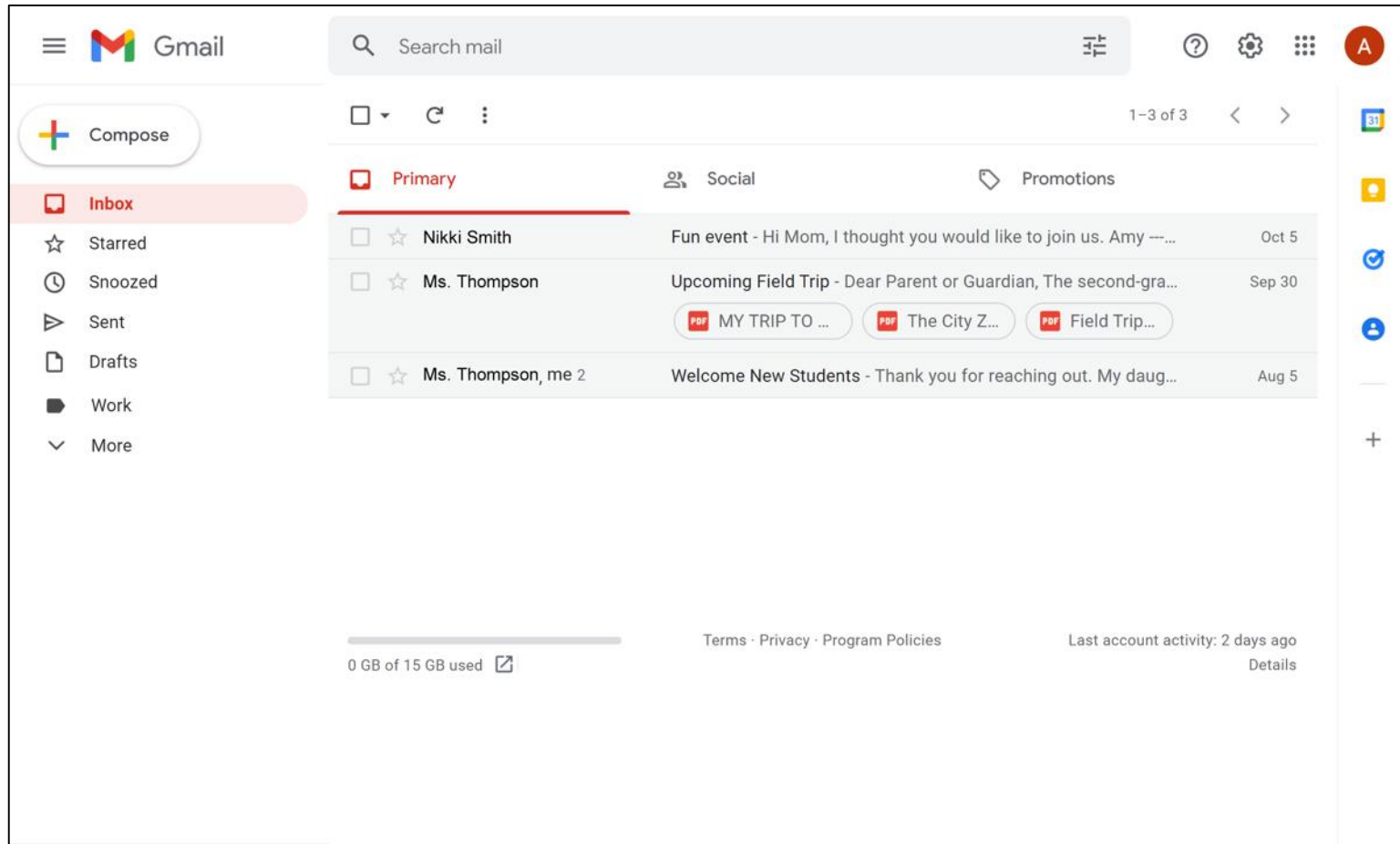
<input type="checkbox"/>		Sender	Subject	Date
<input type="checkbox"/>		Nikki Smith	Dinner Sunday? - I'm hoping that we can get together for dinner ...	Aug 5
<input type="checkbox"/>		Google Community Te.	Amy, finish setting up your new Google Account - Hi Amy, Welco...	Aug 5

**Storage:** 0 GB of 15 GB used [↗](#)

**Account Activity:** Last account activity: 18 hours ago [Details](#)



# Búsqueda de mensajes



The screenshot displays the Gmail interface with a search bar at the top containing the text "Search mail". The left sidebar shows the "Compose" button and a list of folders: "Inbox" (highlighted), "Starred", "Snoozed", "Sent", "Drafts", "Work", and "More". The main content area shows a list of messages under the "Primary" tab. The messages are:

- Nikki Smith**: Fun event - Hi Mom, I thought you would like to join us. Amy --... (Oct 5)
- Ms. Thompson**: Upcoming Field Trip - Dear Parent or Guardian, The second-gra... (Sep 30). This message includes three PDF attachments: "MY TRIP TO ...", "The City Z...", and "Field Trip..."
- Ms. Thompson, me 2**: Welcome New Students - Thank you for reaching out. My daug... (Aug 5)

At the bottom of the interface, there is a storage indicator showing "0 GB of 15 GB used", a link to "Terms · Privacy · Program Policies", and a note about "Last account activity: 2 days ago" with a "Details" link.

## Búsqueda de mensajes (continuación)

- Las búsquedas se pueden hacer por

- ✓ Nombre de la persona
- ✓ Palabra en el asunto
- ✓ Palabra en el mensaje



# Búsqueda de mensajes (continuación)

The screenshot shows the Gmail interface with a search bar at the top containing the text "field trip". Below the search bar, a dropdown menu displays search results. The first result is an email titled "Upcoming Field Trip" from "Ms. Thompson, me" dated "Sep 30". Below this, a section titled "More search results for 'field trip'" is shown, with a "Press ENTER" prompt. The search results list three emails:

- ☆ Nikki Smith: Fun event - Hi Mom, I thought you would like to join us. Amy ---... (Oct 5)
- ☆ Ms. Thompson: Upcoming Field Trip - Dear Parent or Guardian, The second-gra... (Sep 30). This email includes three PDF attachments: "MY TRIP TO ...", "The City Z...", and "Field Trip..."
- ☆ Ms. Thompson, me 2: Welcome New Students - Thank you for reaching out. My daug... (Aug 5)

The left sidebar shows the "Inbox" selected, along with other folders like "Starred", "Snoozed", "Sent", "Drafts", "Work", and "More". The bottom of the screen displays storage usage ("0 GB of 15 GB used"), links for "Terms", "Privacy", and "Program Policies", and account activity information ("Last account activity: 2 days ago").

# Búsqueda de mensajes (continuación)

The screenshot shows the Gmail interface with a search for "field trip". The search bar at the top contains "field trip" and has a filter icon. Below the search bar, there are several filter buttons: "From", "Any time", "Has attachment", "To", "Exclude Social", and "Exclude from". The "Exclude from" button is highlighted with a white circle. The search results show one email from "Ms. Thompson" with the subject "Upcoming Field Trip - on the field trip. Please reach out ...". The email is dated "Sep 30" and has three PDF attachments: "MY TRIP TO ...", "The City Z...", and "Field Trip...". The left sidebar shows the "Compose" button and a list of folders: "Inbox", "Starred", "Snoozed", "Sent", "Drafts", "Work", and "More". The bottom of the page shows "0 GB of 15 GB used", "Terms · Privacy · Program Policies", and "Last account activity: 2 days ago".

Compose

Inbox

Starred

Snoozed

Sent

Drafts

Work

More

field trip

From

Any time

Has attachment

To

Exclude Social

Exclude from

1-1 of 1

Ms. Thompson

Inbox Upcoming Field Trip - on the field trip. Please reach out ... Sep 30

PDF MY TRIP TO ...

PDF The City Z...

PDF Field Trip...

0 GB of 15 GB used

Terms · Privacy · Program Policies

Last account activity: 2 days ago

Details

Meet

# Búsqueda de mensajes (continuación)

The screenshot shows the Gmail interface with a search for "field trip". The search bar at the top contains the text "field trip" and a filter icon (three horizontal lines with a vertical line) is highlighted with a red box. Below the search bar, there are several filter buttons: "From", "Any time", "Has attachment", "To", "Exclude Social", and "Exclude from". The search results show one email from "Ms. Thompson" with the subject "Upcoming Field Trip - on the field trip. Please reach out ...". The email content includes three PDF attachments: "MY TRIP TO ...", "The City Z...", and "Field Trip...". The left sidebar shows the "Inbox" folder selected, along with other folders like "Starred", "Snoozed", "Sent", "Drafts", "Work", and "More". The bottom of the screen shows storage usage (0 GB of 15 GB used), links for "Terms", "Privacy", and "Program Policies", and "Last account activity: 2 days ago".

Gmail

field trip

Compose

Inbox

Starred

Snoozed

Sent

Drafts

Work

More

From

Any time

Has attachment

To

Exclude Social

Exclude from

1-1 of 1

Ms. Thompson

Inbox

Upcoming Field Trip - on the field trip. Please reach out ...

Sep 30

PDF MY TRIP TO ...

PDF The City Z...

PDF Field Trip...

0 GB of 15 GB used

Terms · Privacy · Program Policies

Last account activity: 2 days ago

Details

Meet

# Búsqueda de mensajes (continuación)

The screenshot shows the Gmail search interface with a search filter for "field trip". The filter is applied to "All Mail". The filter criteria are:

- From: \_\_\_\_\_
- To: \_\_\_\_\_
- Subject: \_\_\_\_\_
- Has the words: field trip
- Doesn't have: \_\_\_\_\_
- Size: greater than \_\_\_\_\_ MB
- Date within: 1 day
- Search: All Mail

Additional options at the bottom of the filter panel:

- Has attachment
- Don't include chats

Buttons: Create filter, Search

3 Attachments:

- PDF MY TRIP TO THE Z...
- PDF The City Zoo Medic...
- PDF Field Trip Permissi...

The background shows the Gmail interface with the left sidebar (Compose, Inbox, Starred, Snoozed, Sent, Drafts, Work, More) and the right sidebar (Calendar, Tasks, Contacts, etc.).

# Actividad 3

## **Actividad 3: Buscar y eliminar un correo electrónico**

1. Abra el explorador web.
2. Inicie sesión en su cuenta de correo electrónico.
3. Abra el correo electrónico con el asunto "Conceptos básicos del correo electrónico: Lo que he aprendido".
4. Agregue una etiqueta al correo electrónico que se llame "Conceptos básicos del correo electrónico".
5. Cree una carpeta llamada "Talleres".
6. Mueva el correo electrónico "Conceptos básicos del correo electrónico: Lo que he aprendido" a la carpeta "Talleres".
7. Abra la carpeta "Sent" (Enviados).
8. Elimine el correo electrónico con el asunto "Conceptos básicos del correo electrónico: Lo que he aprendido".
9. Cierre la sesión de su cuenta.



# Consejos y trucos



- **Borrador:** Una copia guardada de un correo electrónico que no ha completado. Puede editarla y enviarla más tarde.

The screenshot displays the Gmail web interface. At the top, the search bar contains 'in:draft'. The left sidebar shows the 'Drafts' folder selected, with a count of 1. The main content area shows a draft email with the subject 'Shows at the Green Mill?' and the body text: 'Shows at the Green Mill? There are some good shows coming up at the Green Mill. I'm wondering if you want to go together?'. The email is addressed to 'antoinejames@graneco.com'. The interface includes a search bar, a left sidebar with navigation options, and a bottom toolbar with a 'Send' button and various icons.

# Consejos y trucos (continuación)

- **Archivos adjuntos:** Archivos incluidos como parte del correo electrónico.



The screenshot displays a Gmail interface. On the left, the navigation sidebar includes 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet' (with 'New meeting' and 'Join a meeting' options), and 'Hangouts' (with 'Amy' listed). The main content area shows an email titled 'Upcoming Field Trip' from Ms. Thompson (msthompson@rosementschool.edu) sent at 12:31 PM. The email body contains the following text: 'Dear Parent or Guardian, The second-grade class will be visiting the City Zoo on May 24. Please have your child complete the attached homework assignment and make sure they bring it with them on the field trip. Please reach out to me if you have any questions or concerns. Sincerely, Ms. Thompson, Second Grade Teacher, Rosemont Grade School'. Below the text, there are three attachments: 'MY TRIP TO THE Z...', 'The City Zoo Medic...', and 'Field Trip Permission Form.docx' (24 KB). The interface also shows a search bar, a '1 of 4' page indicator, and various action icons.

# Consejos y trucos (continuación)

- **Responder:** El correo electrónico se envía solo a la persona que le envió el mensaje.



A screenshot of the Gmail web interface. The top bar shows the Gmail logo, a search bar, and various settings icons. The left sidebar contains navigation options: Compose, Inbox (highlighted), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Amy). The main content area displays an email from Ms. Thompson with the subject 'Welcome New Students'. The email body contains a welcome message. Below the email, a reply draft is visible, showing the recipient 'Ms. Thompson' and a 'Send' button. The bottom of the draft shows various formatting and attachment icons.

# Consejos y trucos (continuación)



- **Responder a todos:** Envía el correo electrónico a todos los que recibieron el mensaje.

A screenshot of the Gmail web interface. At the top, there's a search bar and navigation icons. On the left, a sidebar shows folders like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. Below that are 'Meet' and 'Hangouts' sections. The main area displays an email titled 'Fun event' from 'Nikki Smith' to 'me, todd.jones385d, eva.benally892h'. The email body says: 'I thought it would be fun to take the kids to this event at the park on Friday <https://www.chicagoparkdistrict.com/movies-parks>. Are you interested in going?'. Below the email, a reply composition window is open, showing the 'To' field with 'Nikki Smith' and the 'Cc' field with 'todd.jones385d@gmail.com' and 'eva.benally892h@gmail.com'. The 'Send' button is visible at the bottom of the composition window.

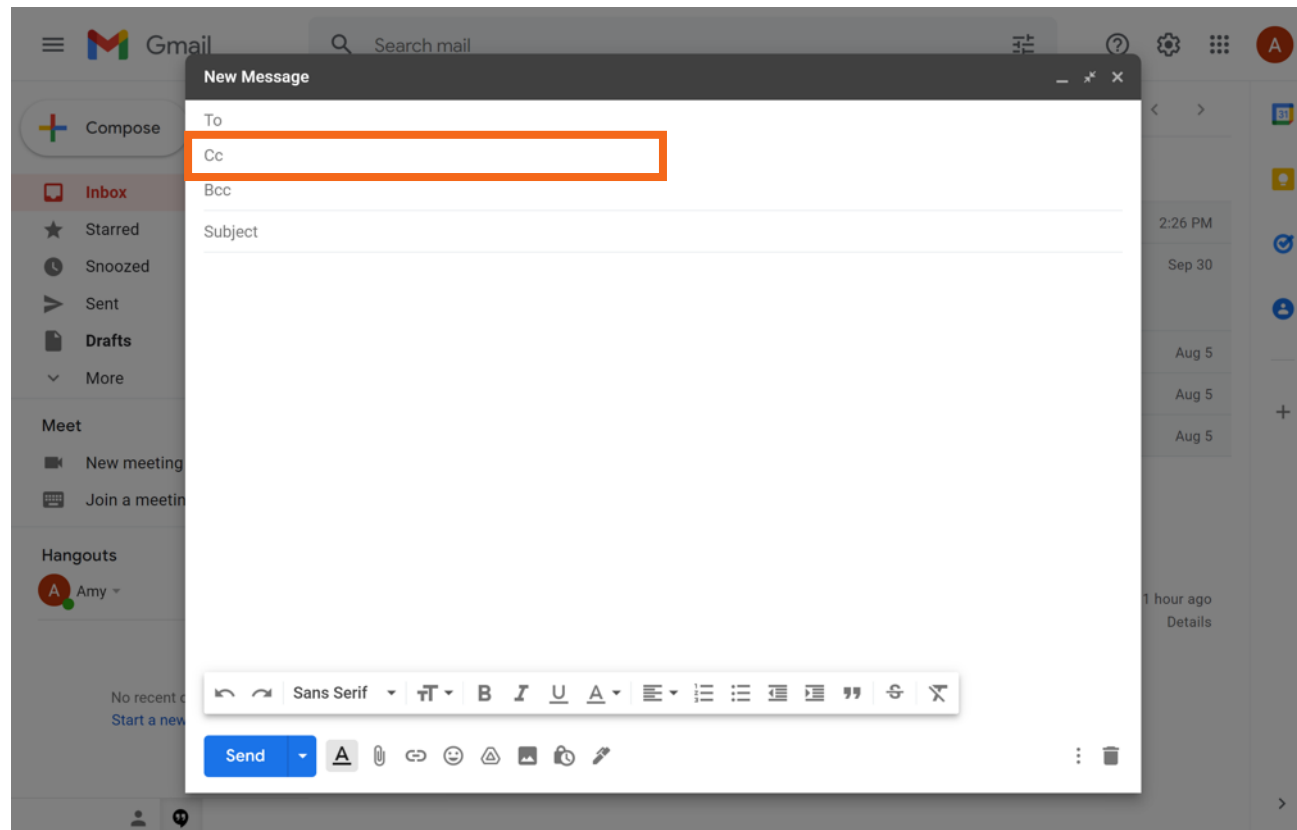
# Consejos y trucos (continuación)

- **Reenviar:** Enviar un correo electrónico existente a otra persona

A screenshot of the Gmail web interface. The top bar shows the Gmail logo, a search bar, and various settings icons. On the left, there's a navigation menu with 'Compose', 'Inbox' (with a '1' notification), 'Starred', 'Snoozed', 'Sent', 'Drafts' (with a '1' notification), and 'More'. Below that are 'Meet' options ('New meeting', 'Join a meeting') and 'Hangouts' with a contact 'Amy'. The main area shows an email thread. The first email is from 'Nikki Smith' to 'me, todd.jones385d, eva.benally892h' at 2:26 PM. The body text says: 'I thought it would be fun to take the kids to this event at the park on Friday <https://www.chicagoparkdistrict.com/movies-parks>. Are you interested in going?' followed by 'Nikki'. The second email is a reply from 'Amy Smith' to 'Nikki, todd.jones385d, eva.benally892h' at 2:44 PM, saying 'That looks like fun! Let's go.' At the bottom, a 'Forwarded message' window is open, showing the original sender as 'Amy Smith <amyleighsmith82@gmail.com>' and the date as 'Tue, Oct 5, 2021 at 2:44 PM'. The window has a 'Send' button and icons for text, attachments, links, emojis, and images.

# Consejos y trucos (continuación)

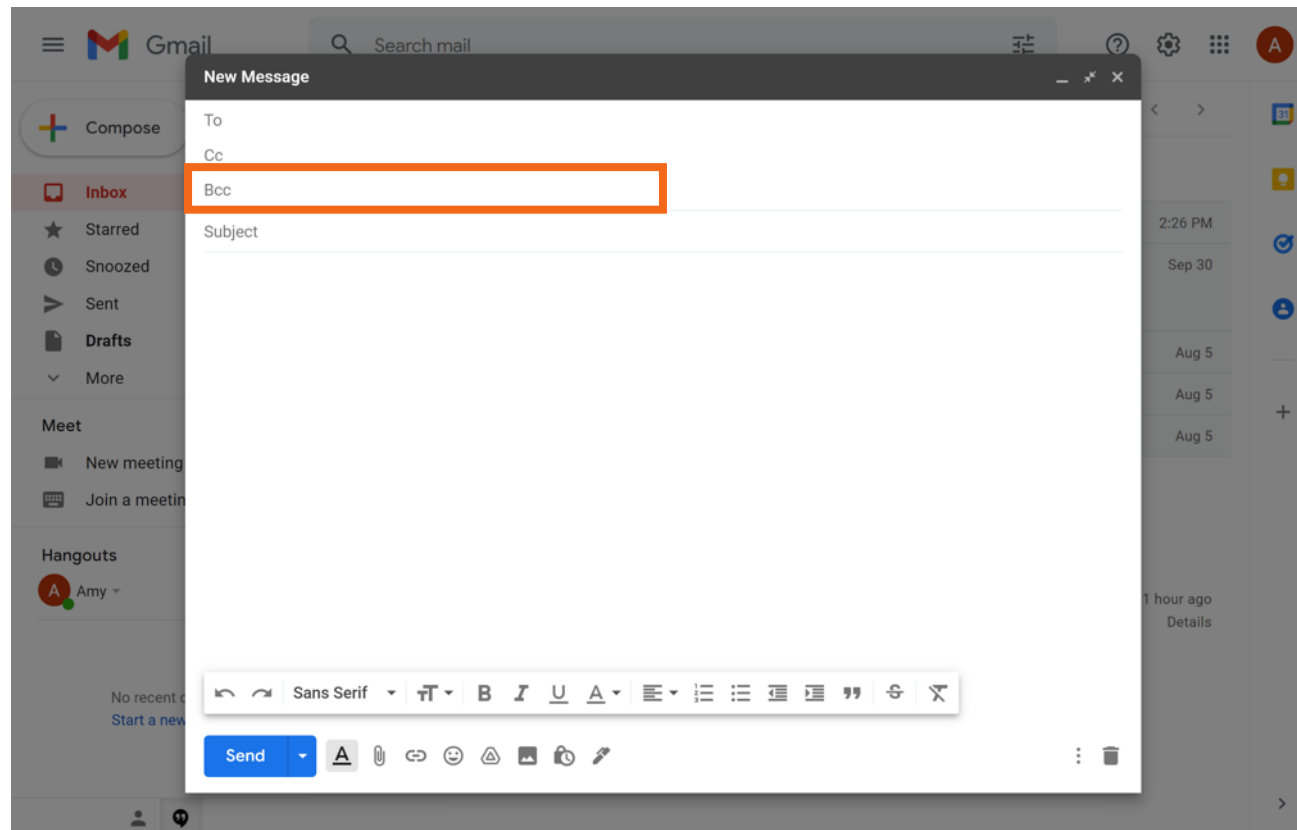
- **CC:** Copia



# Consejos y trucos (continuación)



- **BCC:** Copia oculta



## Consejos y trucos (continuación)



New Message

From

To

Cc

Bcc

Subject



El campo CC le permite al destinatario saber que es una copia de cortesía para sus registros y que, a menudo, no necesita responder ni tomar ninguna acción.



El uso del campo BCC mantiene la dirección de correo electrónico privada.

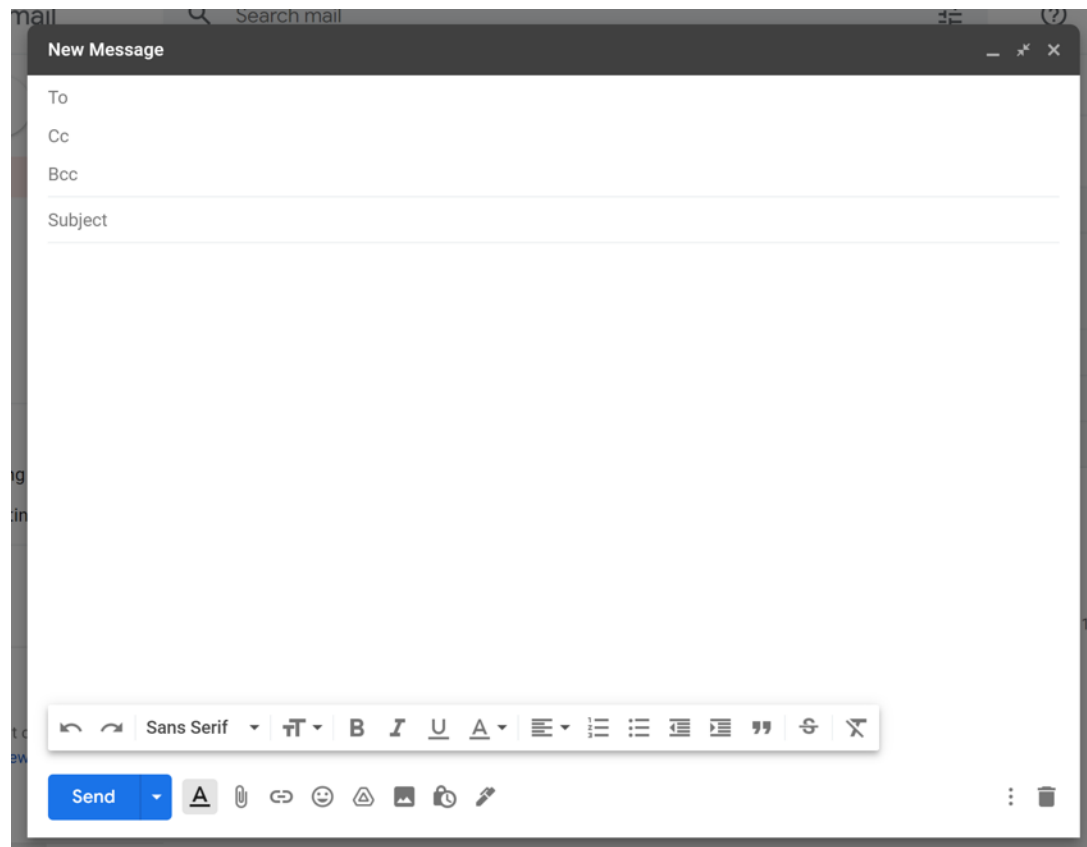


Puede usar varias direcciones de correo electrónico en los tres campos ("To" [Para], "CC" y "BCC") cada vez que envíe un mensaje.



# Actividad 4

¿Dónde debe hacer clic para agregar un archivo adjunto?



Si desea responder a todos los que recibieron el mensaje,  
¿qué opción debe elegir?

**Responder**

**Responder a todos**

**Reenviar**

Si envía una BCC a su madre en un correo electrónico, ¿verán sus amigos la dirección de correo electrónico de su madre cuando reciban el correo electrónico?

**Sí**

**No**

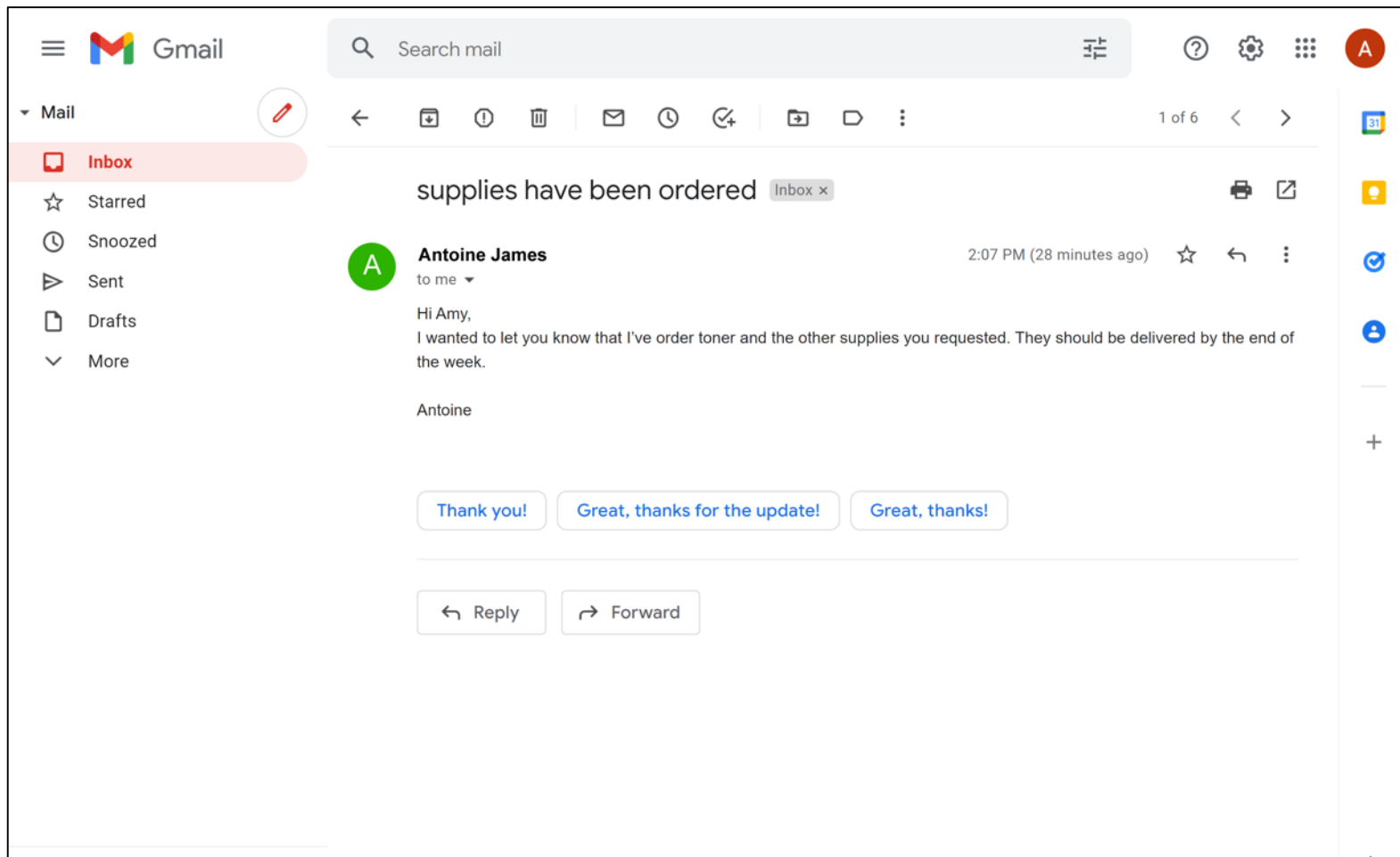
Si desea finalizar un correo electrónico que comenzó ayer pero que no ha enviado, ¿dónde lo encontraría?

The screenshot shows the Gmail interface. On the left, the navigation sidebar includes 'Compose', 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Work', and 'More'. The main area displays the 'Primary' tab with three emails:

Sender	Subject	Date
Nikki Smith	Fun event - Hi Mom, I thought you would like to join us. Amy ---...	Oct 5
Ms. Thompson	Upcoming Field Trip - Dear Parent or Guardian, The second-gra... Attachments: MY TRIP TO ..., The City Z..., Field Trip...	Sep 30
Ms. Thompson, me 2	Welcome New Students - Thank you for reaching out. My daug...	Aug 5

At the bottom, there is a storage indicator '0 GB of 15 GB used', links for 'Terms · Privacy · Program Policies', and account activity information 'Last account activity: 2 days ago' with a 'Details' link.

Después de leer este correo electrónico, usted decide que desea eliminarlo. ¿En qué ícono debe hacer clic para eliminar el mensaje?



The screenshot shows the Gmail interface. On the left, the 'Mail' sidebar is visible with categories like 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The 'Inbox' category is selected and highlighted in red. A red circle with a pencil icon is drawn around the trash can icon in the top action bar of the email view. The email being viewed is from 'Antoine James' with the subject 'supplies have been ordered'. The email content reads: 'Hi Amy, I wanted to let you know that I've order toner and the other supplies you requested. They should be delivered by the end of the week. Antoine'. Below the email content are three quick reply buttons: 'Thank you!', 'Great, thanks for the update!', and 'Great, thanks!'. At the bottom, there are 'Reply' and 'Forward' buttons. The top right of the interface shows the search bar, settings, and the user's profile picture.

Ve un correo electrónico de un remitente que no reconoce. ¡Parece demasiado bueno para ser cierto! ¿Qué debe hacer con el mensaje?

☐ ☆ ▷ ☆ OPEN-IMMEDIATELY...

☆☆☆ WINNING NOTIFICATION☆☆☆ "REF: #...

Jul 12

**Abrirlo para obtener más información**

**No abrirlo y marcarlo como no deseado**

**Abrir el mensaje y los archivos adjuntos  
para recibir su recompensa**

# ¡Felicitaciones!

Hoy han aprendido lo siguiente:

- Las herramientas y aplicaciones necesarias para usar el correo electrónico
- Las habilidades para realizar las funciones básicas del correo electrónico, que incluyen:
  - Iniciar y cerrar sesión en una cuenta de correo electrónico
  - Comunicarse a través del correo electrónico
  - Reconocer y gestionar los correos no deseados
  - Organizar y eliminar correos electrónicos
  - Buscar mensajes
- Consejos y trucos del correo electrónico, que incluyen:
  - Primeros pasos con Gmail
  - Mantener su cuenta de correo electrónico segura
  - Borradores, archivos adjuntos, responder a todos, reenviar, CC y BCC



Visite [sherwoodoregon.gov/library](http://sherwoodoregon.gov/library) y [digitallearn.org](http://digitallearn.org) para descubrir más cursos y generar confianza mediante el uso de la tecnología.



# ¡Gracias por venir!

