Getting online safely for parents & families

Knowing how to get online safely is important for all families in Australia. Read our tips to help you get started.

Good Things Foundation

The Smith Family
Learn today, change tomorrow.

Using emails

Email means 'electronic mail'.

With an email address, you can do things such as:

- Keep in touch with friends and family.
- Communicate with organisations, like myGov and The Smith Family
- Create online accounts, such as with your bank
- Receive updates from your favorite websites and subscriptions.

Your email account

The following steps show how to create an email account with gmail, but other providers like Yahoo or Outlook have a similar set up:

1. Type in gmail (or Yahoo or an email browser of choice in your search bar. On the website click on Create New Account
2. Fill in the form. Choose a unique email address.
3. Create a strong password
4. If you agree, tick the agree box for the terms and conditions.

Once you have created your email account you will have an email address. You can choose who you share your email address with. Your email address is unique to your email account.

Sending emails

After creating your email account, you can send and receive emails. To send an email:

1. Click the "Compose" or "New" button.
2. Type in the email address of the person you're sending the email to.
3. Type in the subject of the email.
4. Type a message in the body of the email.
5. You can include a photo or a document in your email as an attachment. Click the paperclip symbol and choose the document from your computer.
6. Click the Send button.

Different types of email can be sorted into different labels/folders.

- Emails you've started but haven't sent are stored in Drafts.
- Emails you've sent are stored in Sent.
- Most emails sent to you are stored in the Inbox.
- You can create your own labels/folders to store specific emails, for example "Smith Family

You will receive different kinds of messages in your Inbox.

- Emails from your friends and family.
- Emails from businesses you deal with, such as banks and supermarkets.
- Junk emails, which are called spam - some will be automatically sent to a Spam or Junk folder.

When a new email arrives:

- It will be shown in bold or a different color
- The subject and sender will be shown
- A paperclip means it has a document or photo attached.
- You can choose to read the email, click the star next to it to mark as important, or delete it.

When you want to respond to an email, click:

- **Reply** to reply to the sender only.
- **Reply All** to reply to the sender and to everyone the message you received was sent to.
- **Forward** to send the message to someone new.

Keep learning

Check out our website **learning.goodthingsfoundation.org.au** to learn more about what you can do online.

Parents can also contact The Smith Family for support to get online.