

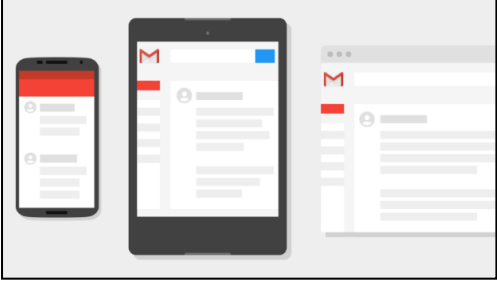
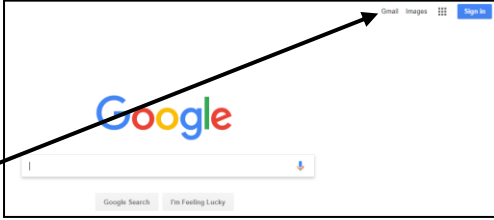

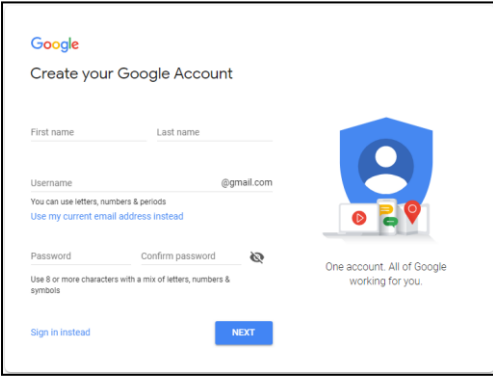
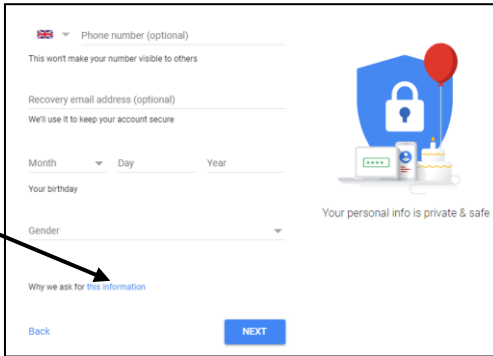
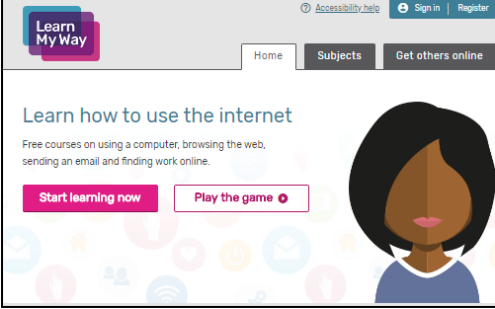
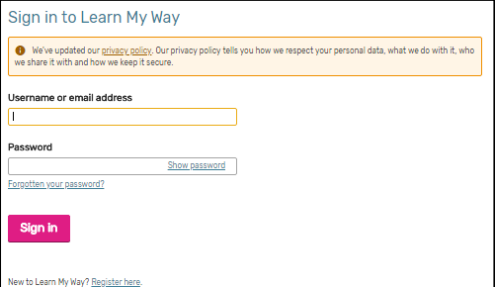
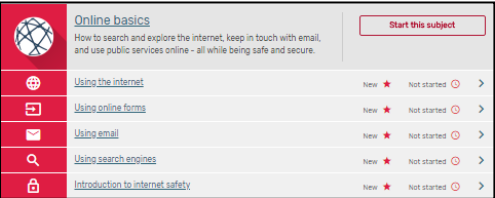
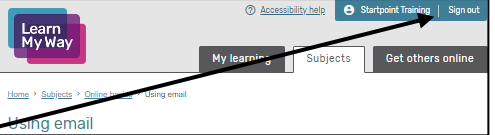

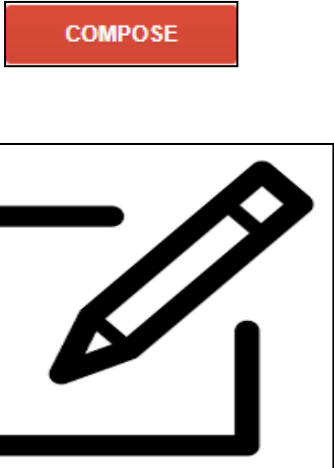


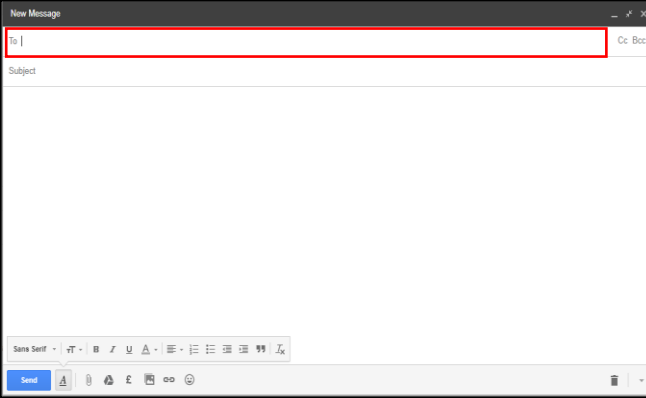
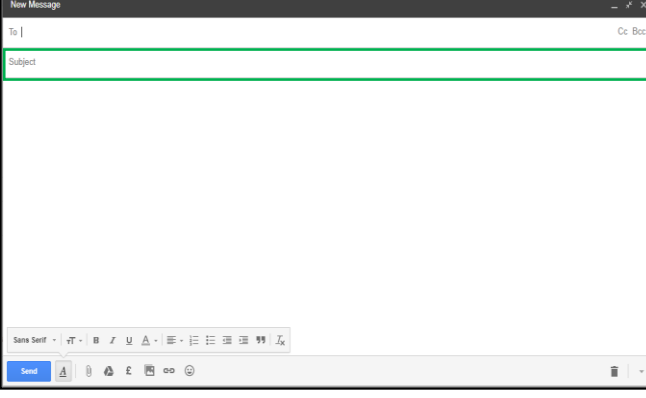
Using email

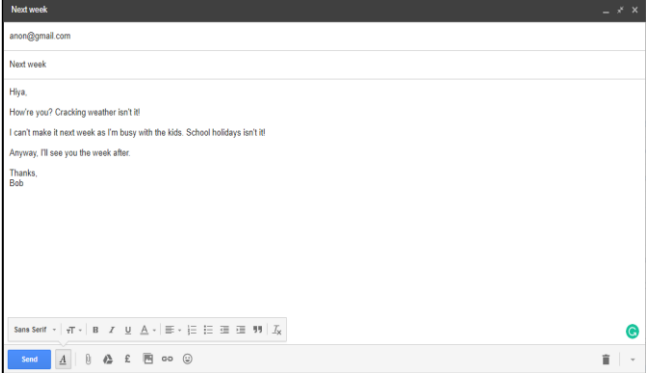
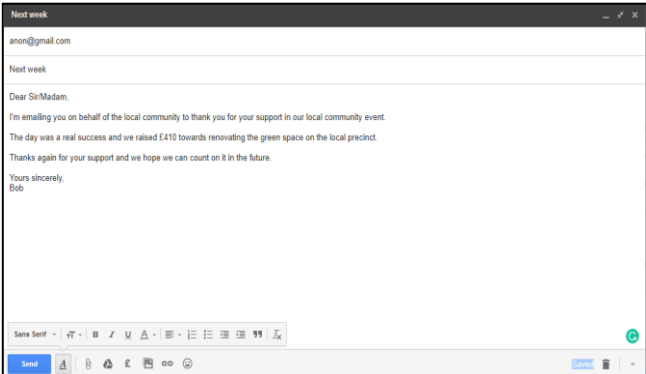
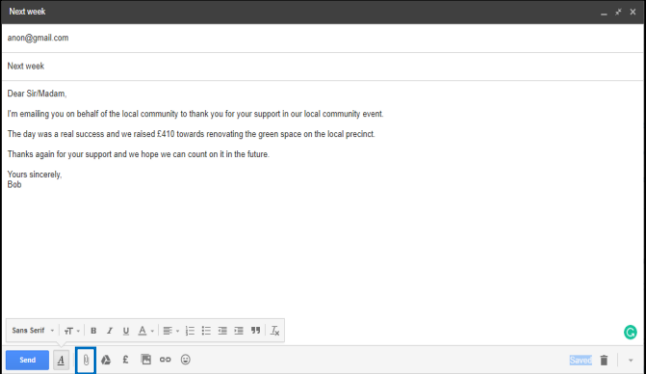
<p>In this session we will be going through the process of creating an email account, sending, and replying to emails, learning how to manage an inbox, and sending attachments.</p>		
1	<p>Email</p> <p>Email stands for electronic mail and is a free and simple way to be able to communicate with somebody, anywhere in the world.</p> <p>There are many different providers of email services. Some are web based and some are computer based. You need to create an email account before you can begin sending emails.</p>	
Q1	<p>What's the difference between web based and computer-based email services?</p>	
2	<p>What is email?</p> <p>Our first task is to look at what we know about email as a group. Using flip chart paper, we are going to write down all the things we know about using email to communicate online.</p>	
3	<p>Creating an account</p> <p>We are now going to work through creating a mock email account. We are going to use Google's email service Gmail to create our mock account. Each email service requires personal information. It will differ slightly depending on the supplier, but most accounts require similar information.</p>	
Q2	<p>Can you name any other email service providers?</p>	<p>Answer:</p>

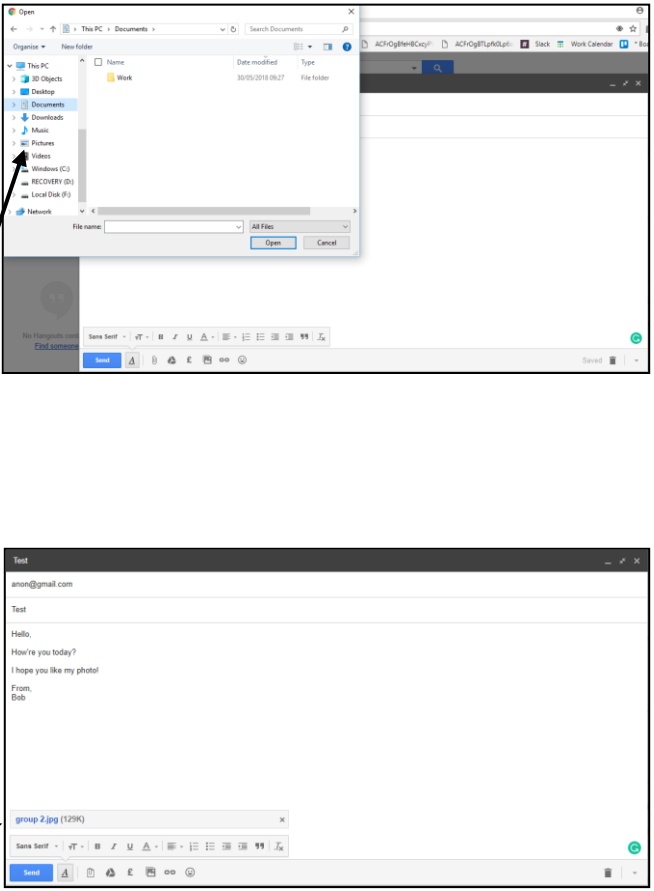
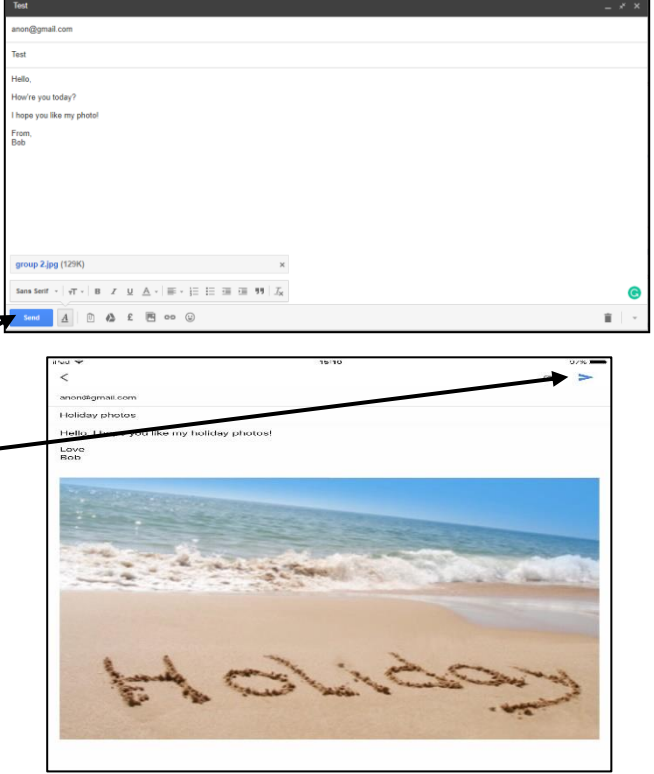
<p>4</p>	<p>We need to open our browser and enter www.google.co.uk into the address bar of our browser.</p> <p>Once on the Google webpage, we need to click on the word Gmail in the top right-hand corner and then 'Create an account'.</p>	 
<p>5</p>	<p>Entering your details</p> <p>Gmail asks for the following details:</p> <ul style="list-style-type: none"> • First name • Last name • Username • Password • Contact phone number • Recovery email address (optional) • Birth date • Gender <p>This may seem like a lot of information for a company providing an email service to ask for. You can click here to find out why Google asks for all this information.</p>	 
<p>Q3</p>	<p>What happens if the name you want to use for your email account is already being used?</p>	<p>Answer:</p>

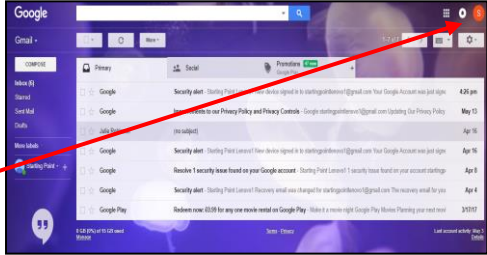
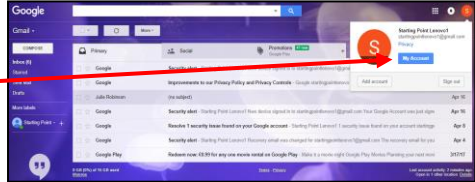


<p>6</p>	<p>Learn My Way</p> <p>Now we've had a go at creating an account, let's visit Learn My Way and complete their course on using email.</p> <p>To do this, you need to open your browser and enter www.learnmyway.com in to the address bar and press enter.</p>	
<p>7</p>	<p>Signing in</p> <p>Now we're on Learn My Way, we need to click on 'Sign in' in the top right-hand corner and enter your details into the corresponding boxes.</p>	
<p>Q4</p>	<p>If your email account is @gmail.com and your friends email account is @hotmail.co.uk, can you still send an email to each other?</p>	<p>Answer:</p>
<p>8</p>	<p>Using email</p> <p>Now we are signed into Learn My Way, we are going back in to the 'Online basics' section and clicking on 'Using email' and then clicking on 'Start this course'.</p>	
<p>9</p>	<p>Logging out</p> <p>Once we've completed the course, we need to 'Sign out' of our Learn My Way account. The option to do this is in the top right-hand corner of the web page.</p>	

<p>10</p>	<p>Attachments</p> <p>We are now going to log in to our email accounts and have a go at sending an email with an attachment.</p> <p>Don't worry if you don't have an email account, we have dummy accounts you can use to practise sending emails.</p>	
<p>Q5</p>	<p>Can the following be sent as attachments?</p> <p>1 photo</p> <p>3 text documents</p> <p>1 video</p> <p>3 photos</p> <p>10 photos</p>	<p>Answer:</p> <p>Answer:</p> <p>Answer:</p> <p>Answer:</p> <p>Answer:</p>
<p>11</p>	<p>Email layout</p> <p>Now we are logged in to an email account, we need to send our attachment. Luckily with emails, like cars, the basics are the same regardless of where the bells and whistles are located.</p> <p>The first step is starting a fresh email. If you email account is Gmail, they use the bright orange 'Compose' to start a new email. Other email services use a pen and paper symbol.</p>	
<p>Q6</p>	<p>What is a field?</p>	<p>Answer:</p>

<p>12</p>	<p>To</p> <p>The first field we are going to fill in is the To field. The To field is the envelope of an email. Here you put the email address of the intended recipient. When sending an email is important to make sure you type in the email address precisely.</p> <p>Somebody working at a post office might spot a mistake on an envelope and make sure it reaches it's intended destination. A computer will send an email to the email address you type in.</p>	 <p>In the To field type – sdmtutor@gmail.com.</p> <p>Remember, email address are all lower-case and don't contain spaces.</p>
<p>13</p>	<p>Subject</p> <p>Now we are going to give our email a subject. The subject field is a chance to give the recipient of the email a clue as to the contents of the email, kind of like a blurb on the back of a book.</p> <p>The subject field is for the recipient, so you would use capital letters and spaces where required.</p>	 <p>In the subject field type – Photos.</p>

<p>14</p> <p>Email etiquette</p> <p>Now we entered an email address and given the email a subject, we need to write the main body of our email.</p> <p>If you are sending an email to a friend or family member, your spelling, punctuation, and grammar aren't that important. If you are sending an email to your local councillor or a local business, you might change the way you type your email to become more formal.</p> <p>For this task we need you to type in the following message:</p> <p>Hello,</p> <p>Here is the photo you asked for.</p> <p>See you soon, (insert your name).</p>	<p>Email etiquette</p> <p>Now we entered an email address and given the email a subject, we need to write the main body of our email.</p> <p>If you are sending an email to a friend or family member, your spelling, punctuation, and grammar aren't that important. If you are sending an email to your local councillor or a local business, you might change the way you type your email to become more formal.</p> <p>For this task we need you to type in the following message:</p> <p>Hello,</p> <p>Here is the photo you asked for.</p> <p>See you soon, (insert your name).</p>	 <p>Next week anon@gmail.com Next week Hiya, How're you? Cracking weather isn't it! I can't make it next week as I'm busy with the kids. School holidays isn't it! Anyway, I'll see you the week after. Thanks, Bob</p> <p>Sana Sent</p> <p>Can you see any difference between the above and below email?</p>  <p>Next week anon@gmail.com Next week Dear Sir/Madam, I'm emailing you on behalf of the local community to thank you for your support in our local community event. The day was a real success and we raised £410 towards renovating the green space on the local precinct. Thanks again for your support and we hope we can count on it in the future. Yours sincerely, Bob</p> <p>Sana Sent</p>
<p>15</p> <p>Paperclip</p> <p>Now we've typed the main body of our email, we need to attach our photo. To do this, we need to find the attach icon that our email service provider uses. Gmail use a paperclip symbol and it can be located at the bottom of the email we are currently composing. Other email service providers may use different images or even the word attach.</p>	<p>Paperclip</p> <p>Now we've typed the main body of our email, we need to attach our photo. To do this, we need to find the attach icon that our email service provider uses. Gmail use a paperclip symbol and it can be located at the bottom of the email we are currently composing. Other email service providers may use different images or even the word attach.</p>	 <p>Next week anon@gmail.com Next week Dear Sir/Madam, I'm emailing you on behalf of the local community to thank you for your support in our local community event. The day was a real success and we raised £410 towards renovating the green space on the local precinct. Thanks again for your support and we hope we can count on it in the future. Yours sincerely, Bob</p> <p>Sana Sent</p>

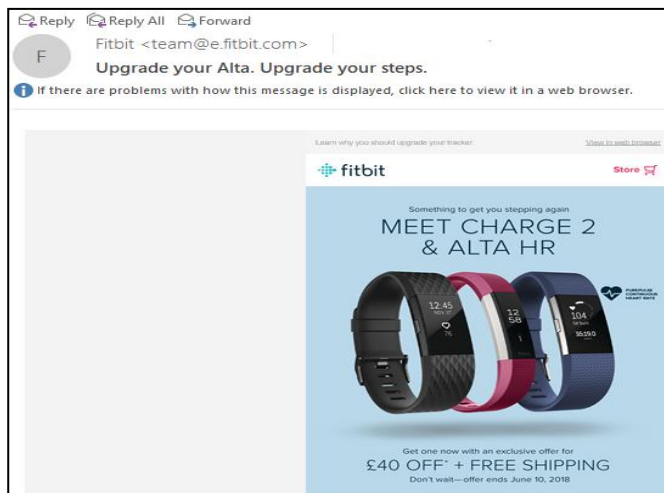
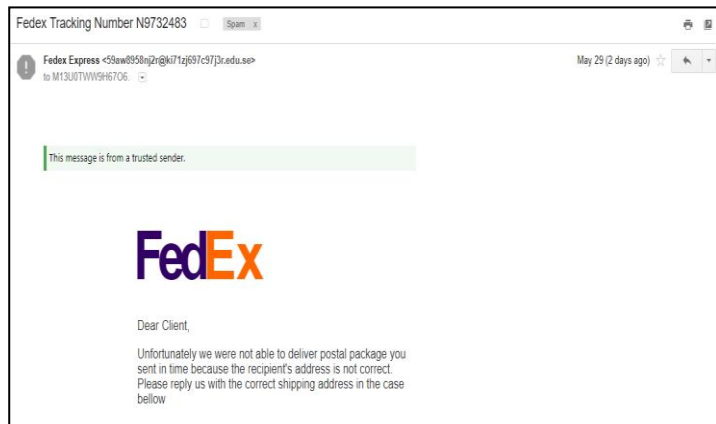
<p>16</p>	<p>Finding your photo</p> <p>Once you click on the attach symbol, you'll open up the memory of your computer. Here you will see a list of places you can store information on your device such as documents, videos, music. We need to open the folder called 'Photos' and find one of the photos we took in the 'Using a digital camera' session.</p> <p>Double click on the folder, 'Photos', and when it opens, select one of the photos and then click 'Open'. The photo will now attach itself to the email. You should be able to see it within the email you are sending.</p>	
<p>17</p>	<p>Sending emails</p> <p>We've put an email address in the To field, we've given the email a subject, typed our message and attached an image. Now all there is left to do is send it.</p> <p>Gmail uses either the blue 'Send' button or an icon resembling a paper airplane as their way of sending an email.</p>	

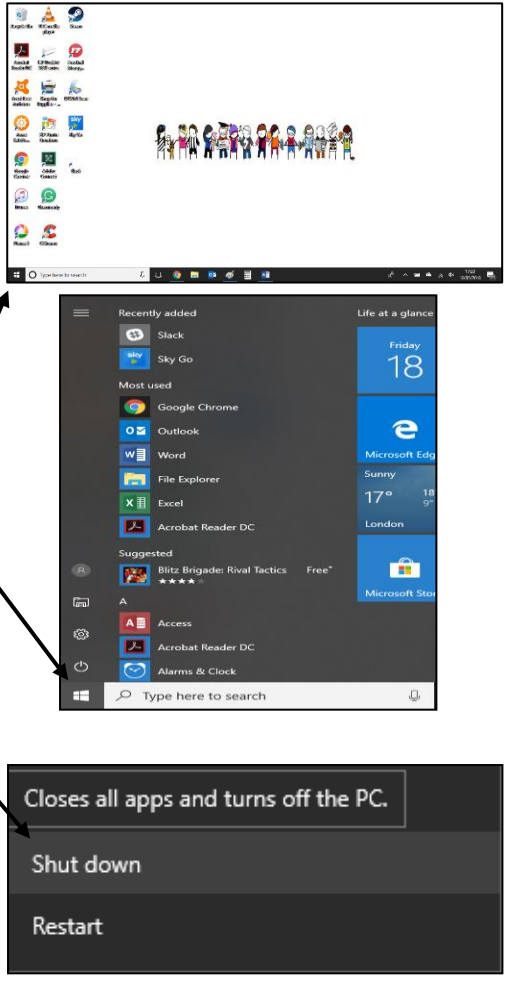
<p>18</p> <p>Sign out</p> <p>Now we've sent our email, we need to log out of our email account. To do this, left-click on the coloured circle that may contain your initials in the top right-hand corner.</p> <p>It is important to ensure you always sign out of any account you are using online, especially in cases where multiple people share the device.</p> <p>We then need to click on 'Sign out' as highlighted in the picture on the right.</p>	 
<p>19</p> <p>Spam</p> <p>Like with postal mail, electronic mail can sometimes be spam. However, unlike your letter box at home, your email account has a filter that identifies whether an email is spam or not. This results in a lot of nuisance emails being put into your spam folder without you realising.</p> <p>Remember though, your email account is always learning what is spam and what isn't. An email from a holiday company about a once in a lifetime holiday is spam to some and interesting to others. If you are expecting an email, and you can't see it anywhere in your inbox, it helps to check your spam folder as your email account may have wrongly labelled it as spam.</p> <p>We are going to, as a group, write down what we know about spam on the flip chart paper.</p>	 

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Spam or not

To the right are images of emails you may receive in your inbox. Some are spam. Some aren't. Look at the emails and try to identify whether you think the email is spam.



<p>21</p>	<p>Shutting down</p> <p>Lastly, we need to shut down our devices. This prevents the battery from running out and, in cases where the device requires a password, makes them more secure.</p> <p>Laptops and touchscreen devices (tablets and smart phones) turn off in different ways. Those using laptops need to go to the Windows icon in the bottom left hand corner, before clicking the power symbol and clicking 'Shut down'. Learners with touchscreen devices need to press and hold the device power button and select the option to 'Turn off' or 'Shut down'.</p> <p>Doing this process wrong can result in damaging your device so it's really important to get this process right.</p>	 <p>Closes all apps and turns off the PC.</p> <p>Shut down</p> <p>Restart</p>
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Notes:
