Using email - Learning guide

This session is a blend of a Learn My Way course, online practise activities and handouts.

Resources:
- Devices with internet access
- Learn My Way Course: Using email – https://www.learnmyway.com/courses/using-email/
- Gmail - https://www.google.com/gmail/
- Example email handout
- An email address you are happy to send messages to.

LEARN
- What an email address looks like.
- How to use email to send and receive messages.
- What an email is and how it is used to communicate.
- How to be safe and secure when using email.

DO
- Navigate to Learn My Way course Using email.
- Complete the first two topics of the course:
  - What is email?
  - Creating an email account
- When you have completed the first two topics, have a go at creating your own Gmail email account.
- After creating your own Gmail email account, complete the rest of the Learn My Way Course:
  - Sending an email
  - Receiving and replying to an email
  - Email safety and security
- Sign in to your new email account and send someone you know a short e-mail.

REFLECT
How did you find the session? Can you remember key information? e.g. how to create an email, how to identify a spam email? Would you be able to show someone else how to do it?

NEXT STEPS
You can continue practising sending emails to other people. Why not send emails to your family and friends.

Tip: We use an email address for different things, such as shopping online or applying for jobs. When creating an email address to make sure learners are aware of who may see it (e.g. employers) and encourage them to keep it simple.

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Example email:

This is an example of an email you would write to someone.

Subject: Hello

Message: Hi,

This is my first email.

Thank you,

For example:

Subject: Hello

Message: I am practising sending emails. Please let me know if you have received this message. Thanks.

Respond to the message you receive.

For example:

Thanks for your message. Please reply telling me what the attached picture is. (Attach the image you prepared earlier).