



Digital Literacy Curriculum Resource

Module 5 Email



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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Module #	Topics
1	Mouse and Navigating 
2	Keyboarding 
3	Online Skills-Basic 
4	Online Skills 
5	Email 
6	Mobile Phones 
7	Safety and Security 

Types of email addresses in the world

用户@例子.广告	(Chinese, Unicode)
अजय@डाटा.भारत	(Hindi, Unicode)
квіточка@пошта.укр	(Ukrainian, Unicode)
θσερ@εχαμπλε.ψομ	(Greek, Unicode)
Dörte@Sörensen.example.com	(German, Unicode)
коля@пример.рф	(Russian, Unicode)

Source: https://en.wikipedia.org/wiki/International_email

Casual vs. Professional



Username

You can use your name as a Username. There are many ways to do that. Read below.

Theresa Fox is a LINC student.

Username	Explanation
theresafox	first name last name
tfox	first initial last name
theresaf	first name last initial
theresa.fox	first name dot last name
theresa_fox	first name underscore last name
theresafox23	adding number/numbers to username
tfox23	adding number/numbers to username
theresaf23	adding number/numbers to username

Username

Look at the Usernames below for Theresa Fox.

She wants to write to teachers, look for jobs, or write to the government by email.

Which Usernames are good for Theresa?

Username	Good ✓	Not Good ✗
foxlady		
tfox		
theresa.fox		
theresafox23		
prettyfox		
theresaf604		
crazyfox		

Username

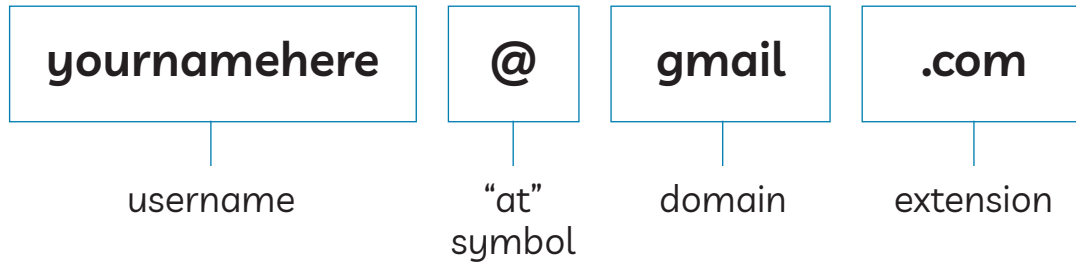
Look at the Usernames below for Theresa Fox.

She wants to write to teachers, look for jobs, or write to the government by email.

Which Usernames are good for Theresa?

Username	Good ✓	Not Good ✗
foxlady		✗
tfox	✓	
theresa.fox	✓	
theresafox23	✓	
prettyfox		✗
theresaf604	✓	
crazyfox		✗

Parts of an Email Address



Parts of an Email Address

theresafox23

tfox

theresaf

theresa.fox

theresa_fox

theresafox23

tfox23

theresaf23

Parts of an Email Address

@

@

@

@

@

@

@

@

Parts of an Email Address

.com

.com

.ca

.ca

.org

.org

.net

.net

Parts of an Email Address

gmail

yahoo

outlook

iCloud

telus




shaw

live

bell

Choose a suitable email provider

Read and match:

Company logo	Company name	Email address
	Yahoo!	.yahoo.ca
	Microsoft	.gmail.com
	Google	.outlook.com

Choose:




I want my free email at:

- a) Google
- b) Yahoo!
- c) Microsoft

Look at the username you chose earlier. Write your email address.

Choose a suitable email provider

Read and match:

Company logo	Company name	Email address
  	Yahoo! Microsoft Google	.yahoo.ca .gmail.com .outlook.com

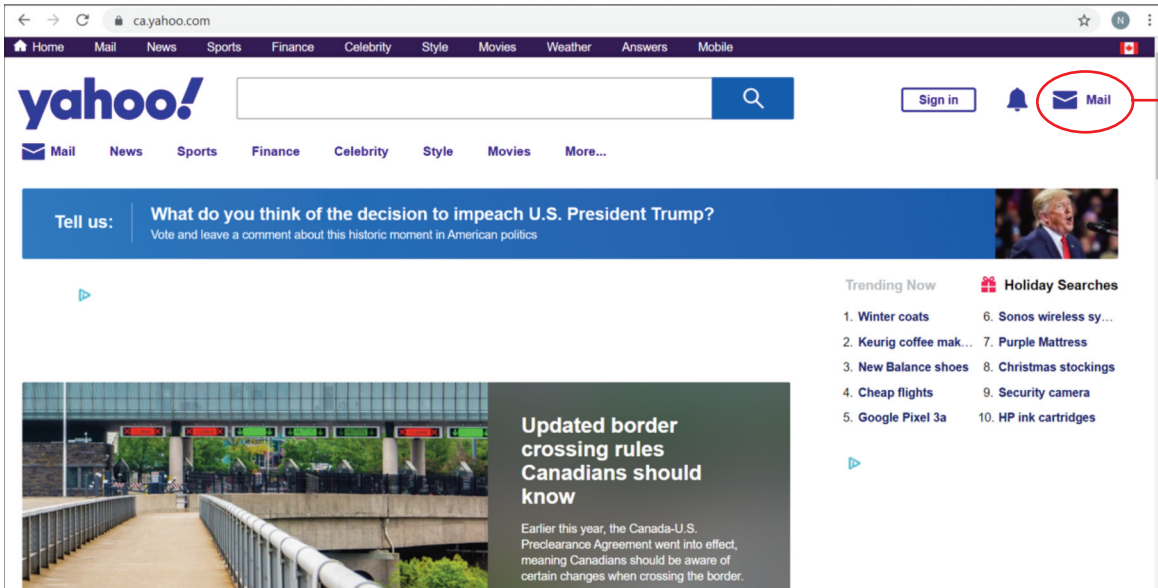
Choose:

I want my free email at:

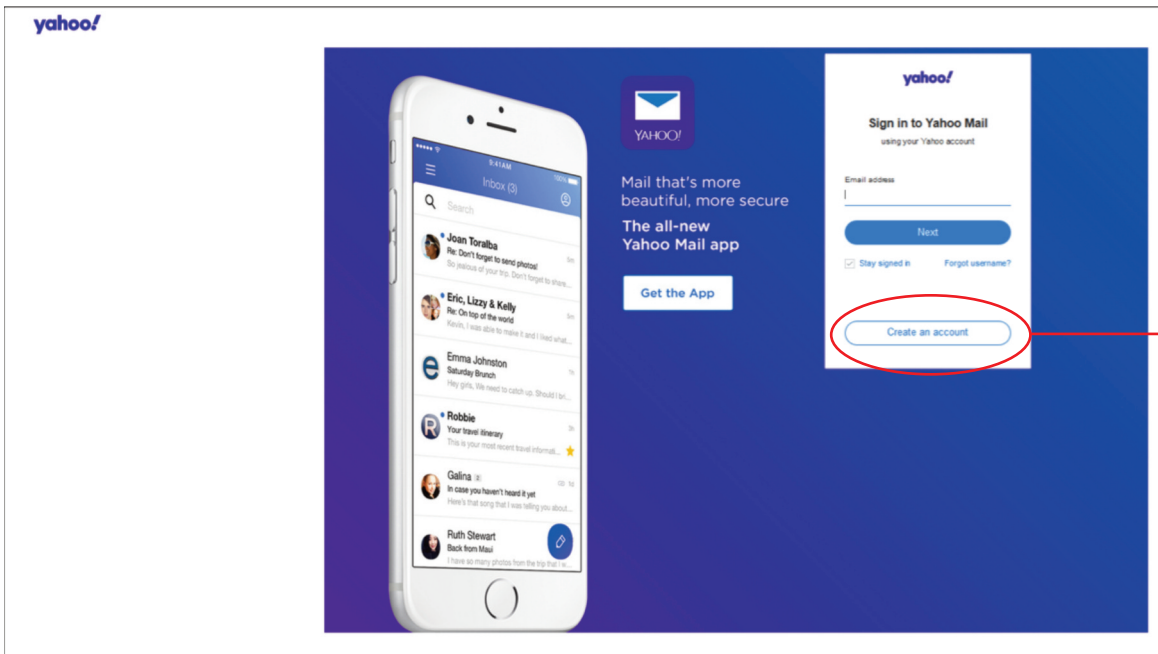
- a) Google
- b) Yahoo!
- c) Microsoft

Look at the username you chose earlier. Write your email address.

Free Yahoo Email Account: Get Started



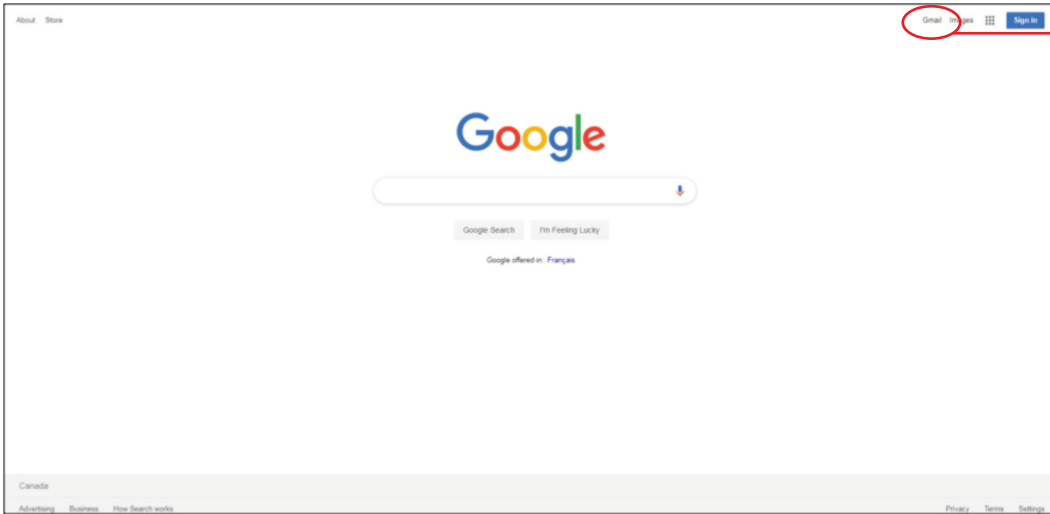
1. Click on the **Mail** icon



2. Click on **Create an account**

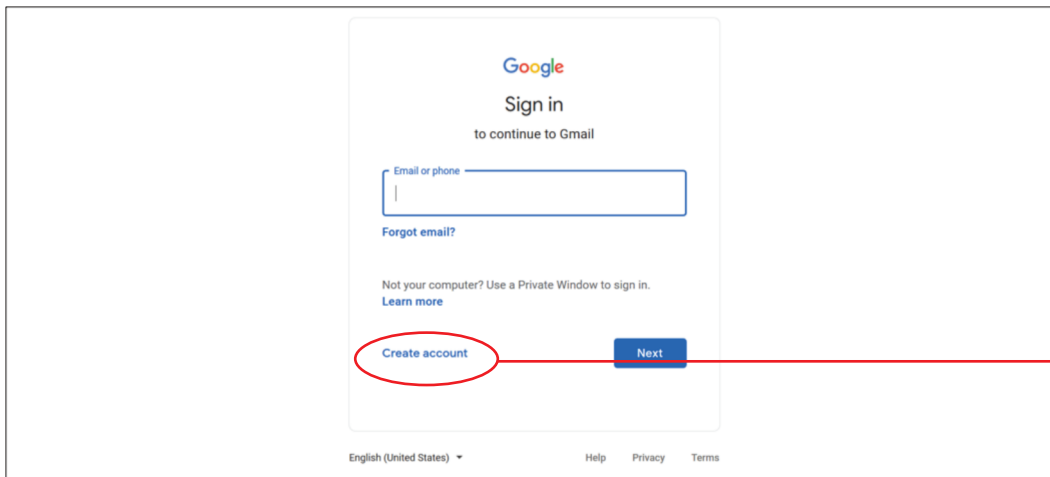
Free Google Email Account: Get Started

1.



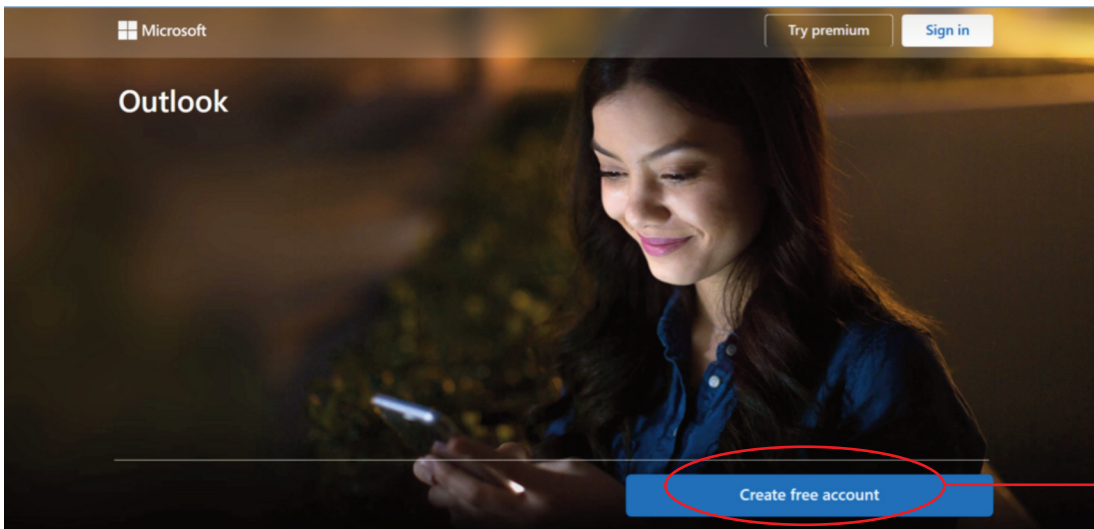
Click on
Gmail

2.



Click on
Create
account

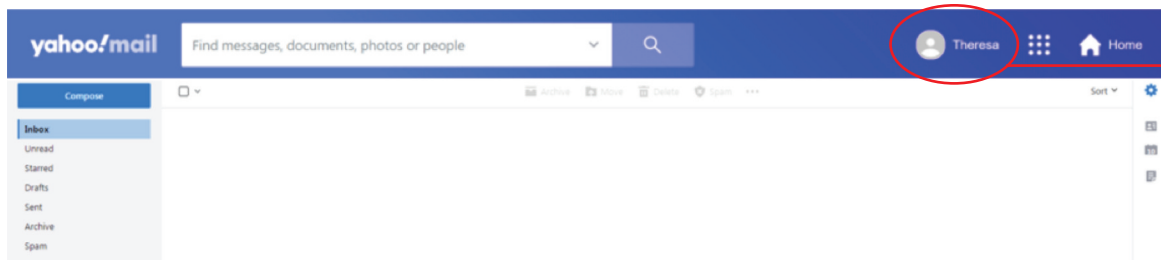
Free Outlook Email Account: Get Started (Outlook)



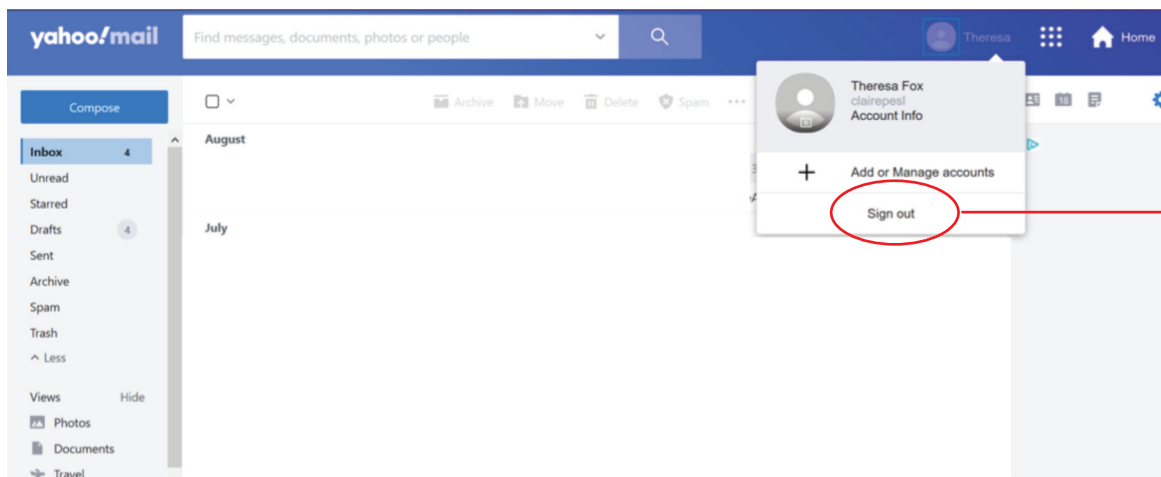
Click on
Create
free
account

Free Email Account: Sign out

Look for your name on the screen. For example, Theresa Fox's name may show this:



1. Click on the icon with your **name**



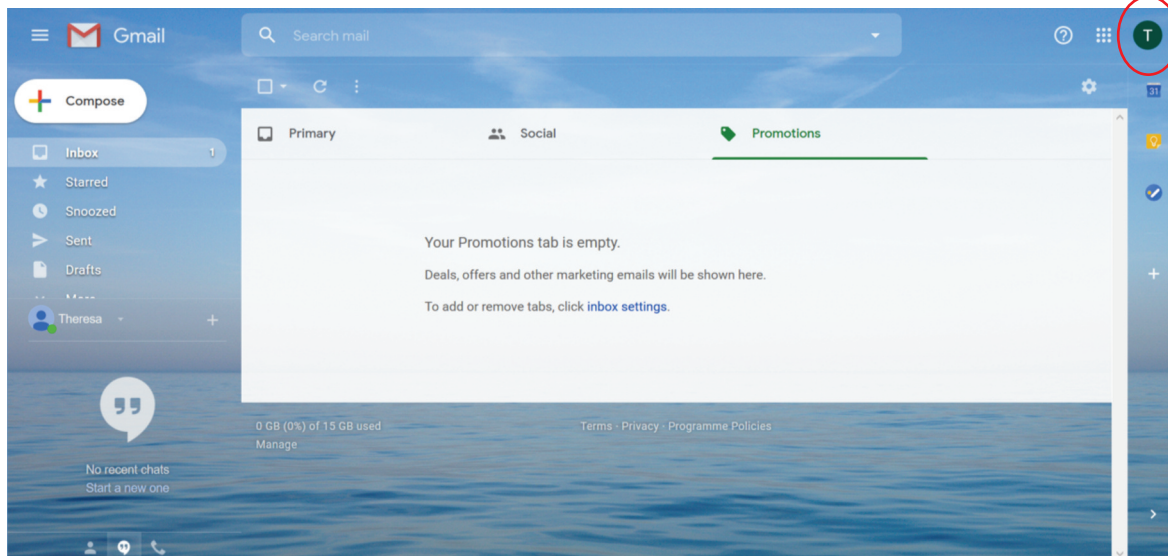
2. Click on **sign out**

Free Email Account: Sign out

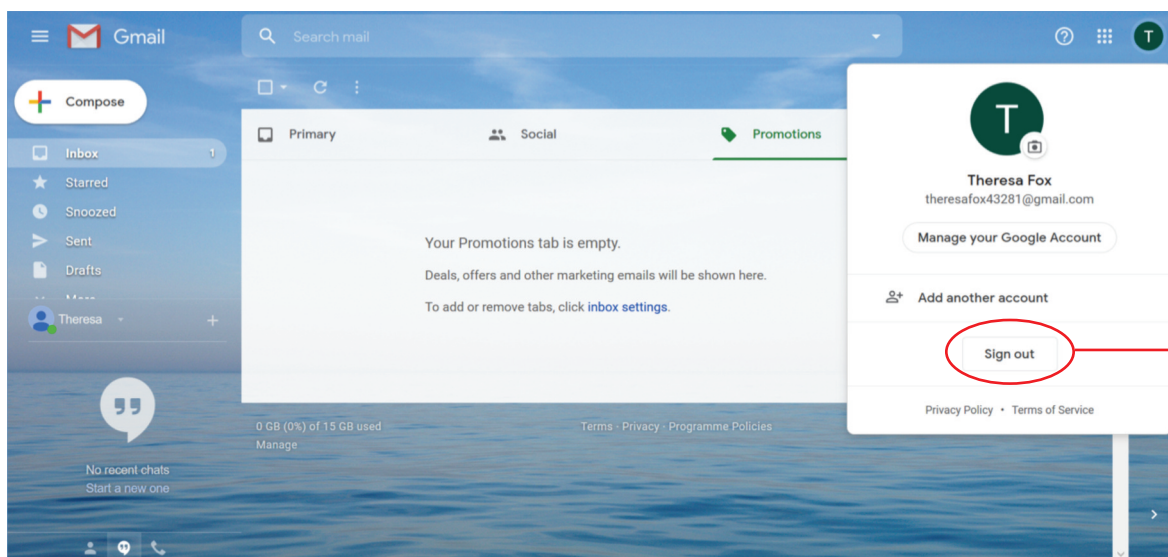
Look for your initials (the first letter of your name) on the screen.
For example, Theresa Fox's name may show this:



Gmail



1. Click on the icon with your initials



2. Click on sign out

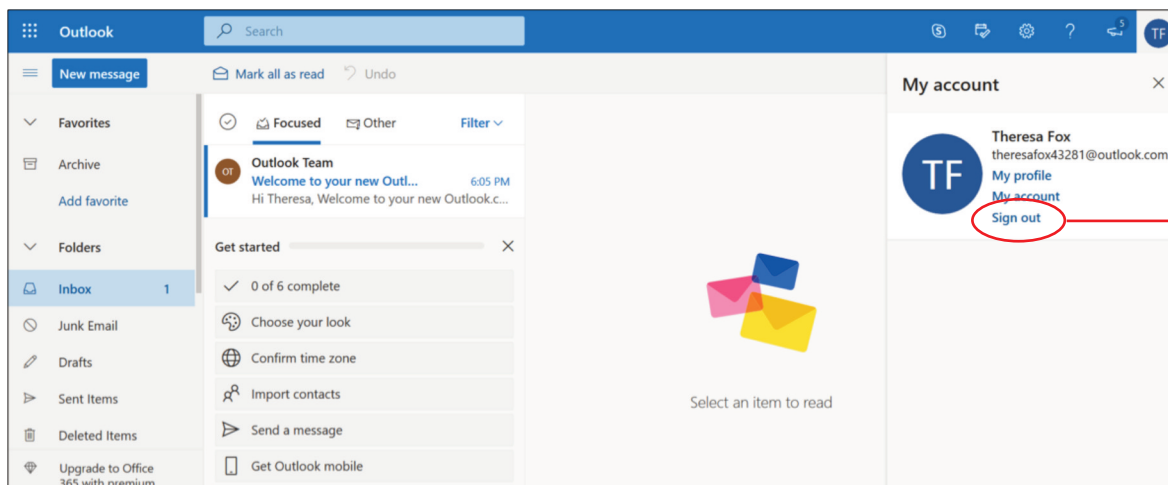
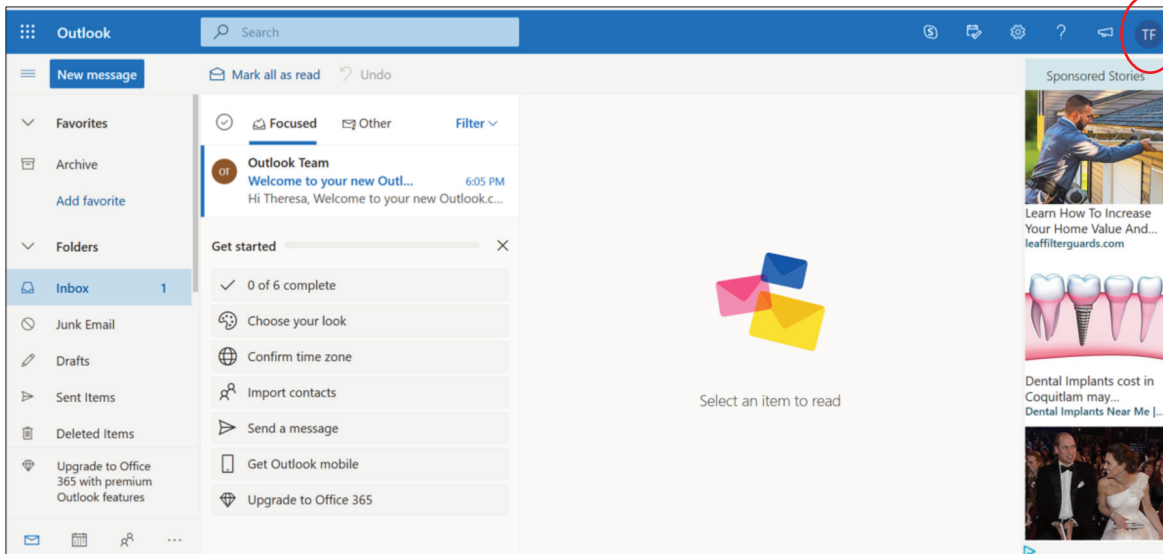
Free Email Account: Sign out

Look for your initials (the first letters of your name) on the screen.
For example, Theresa Fox's name may show this:



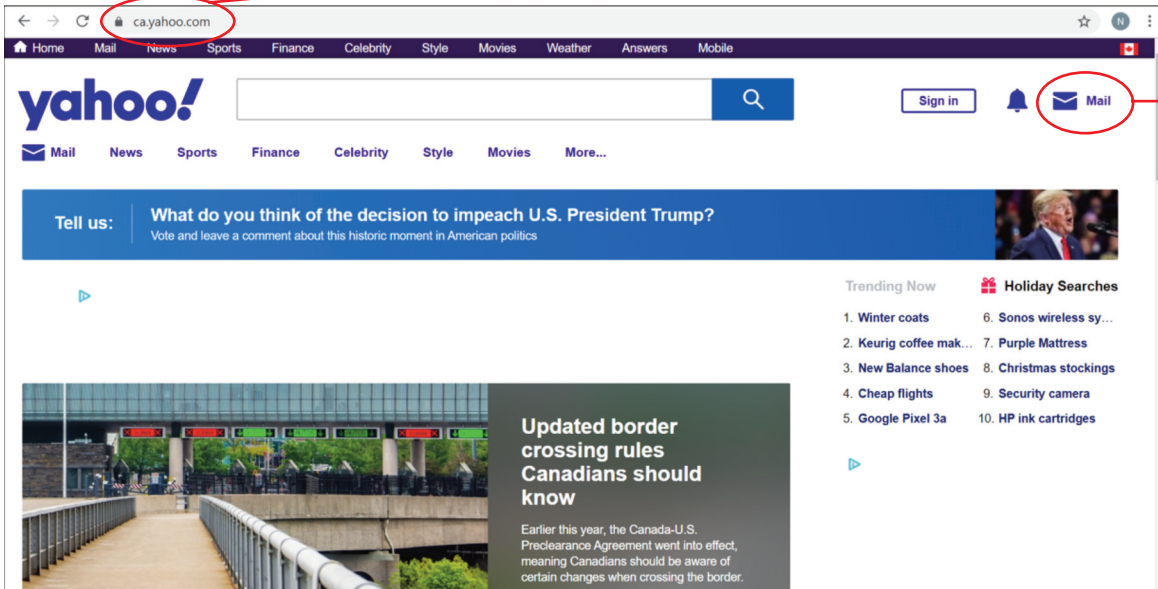
Outlook

1. Click on the icon with your initials

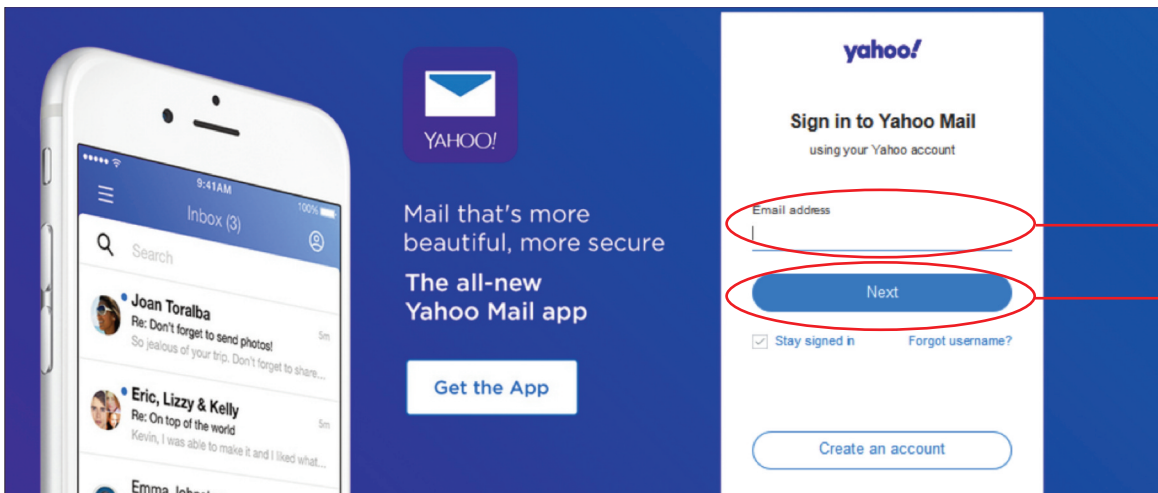


Free Email Account: Sign in

1. Go to **www.yahoo.ca**

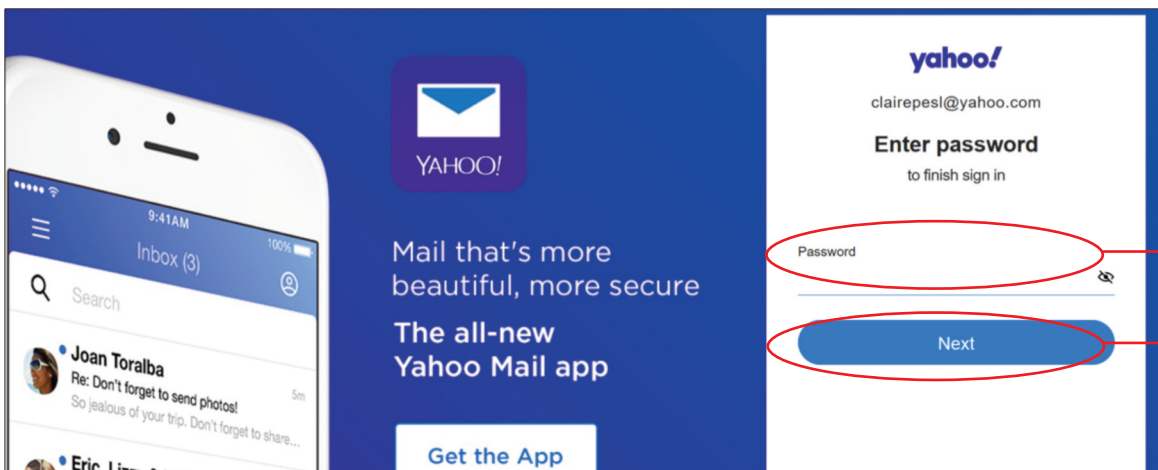


2. Click on the **Mail icon**



3. Type your **email address**

4. Click on **next**

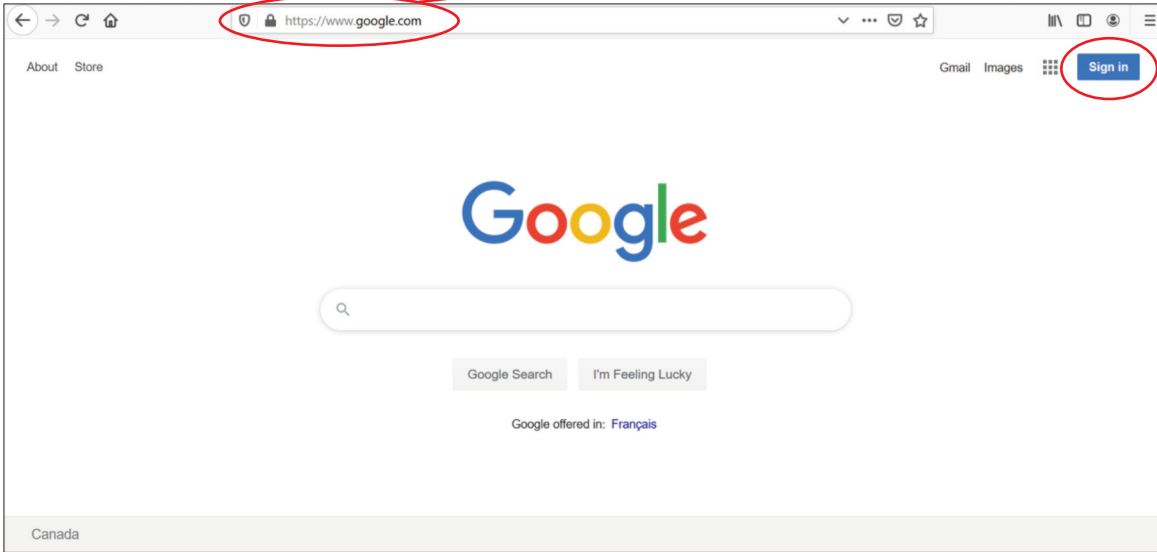


5. Enter your **password**

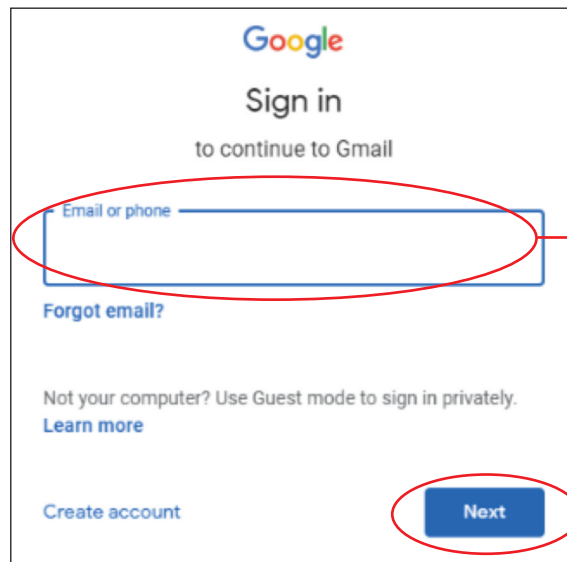
6. Click on **next**

Free Email Account: Sign in

1. Go to **www.google.ca**

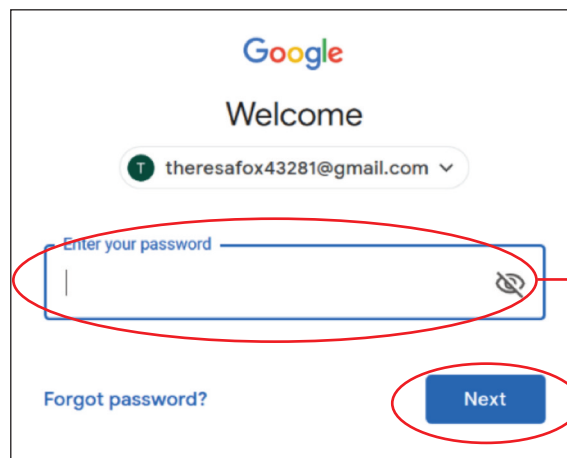


2. Click on **Sign in**



3. Type your **email address**

4. Click on **next**

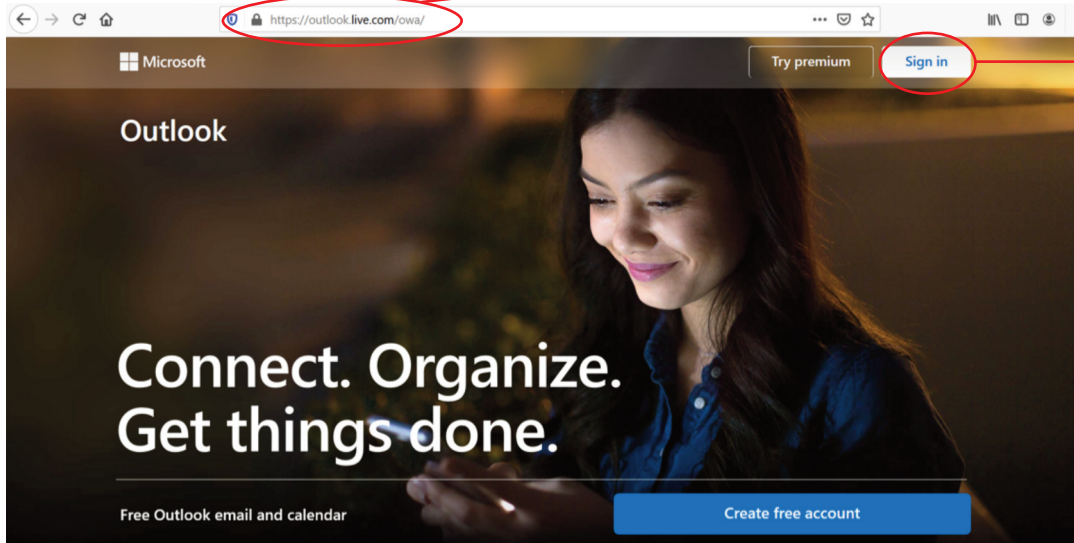


5. Enter your **password**

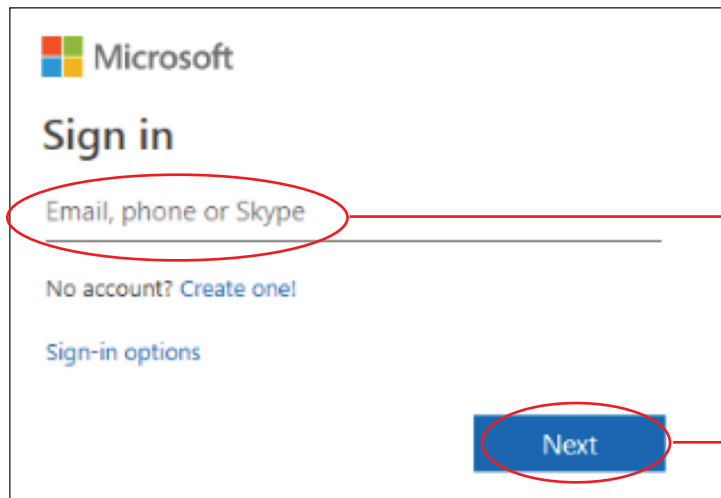
6. Click on **next**

Free Email Account: Sign in

1. Go to www.outlook.com

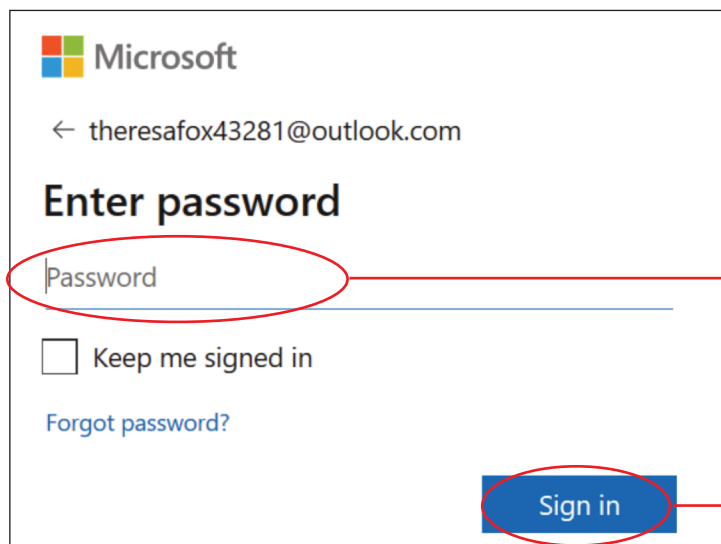


2. Click on **Sign in**



3. Type your **email address**

4. Click on **next**



5. Enter your **password**

6. Click on **next**

Understanding Your Inbox

When you sign in to your email account, you will see a screen that looks something like one of these.

Yahoo!

write new email →

from

subject

Gmail

write new email →

from

subject

Outlook

compose new message →

from and subject

read email message here

Composing and Sending an Email

1. Click on **Compose**

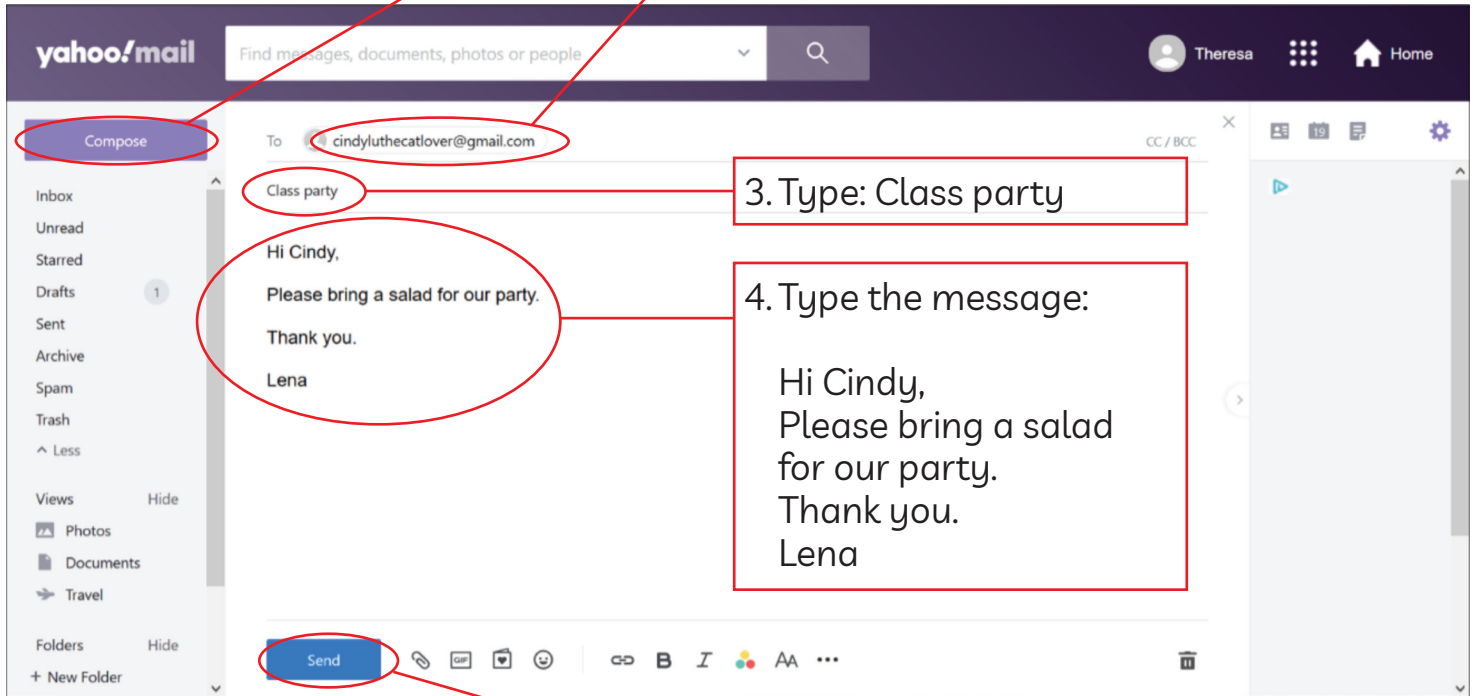
2. Type your friend's email

3. Type: Class party

4. Type the message:

Hi Cindy,
Please bring a salad for our party.
Thank you.
Lena

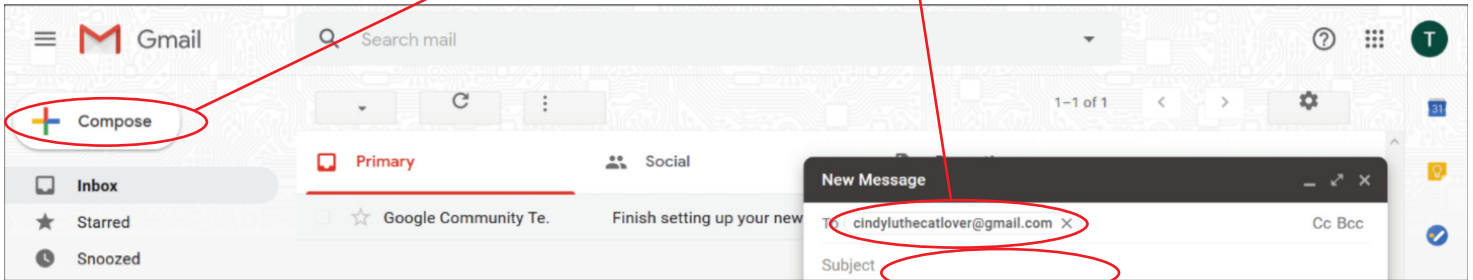
5. Click on **Send**.



Composing and Sending an Email

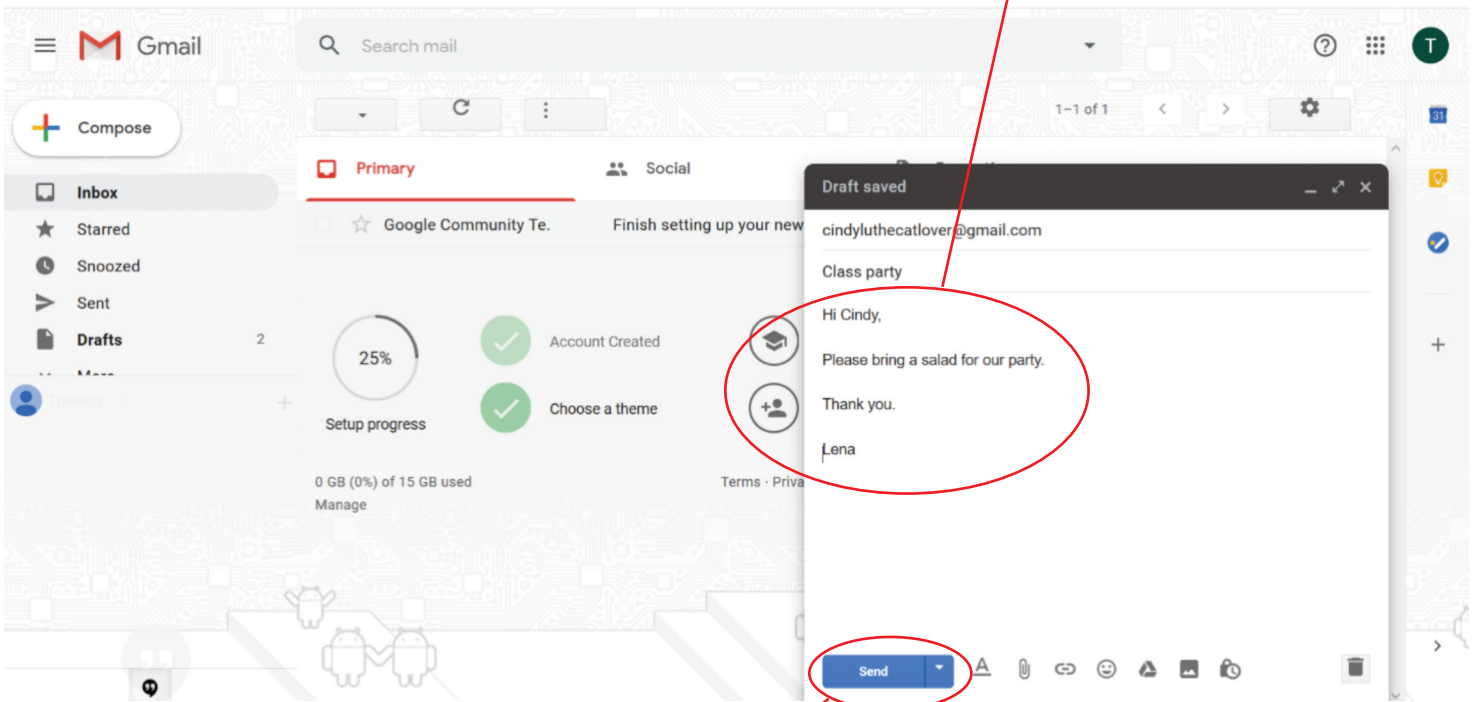
1. Click on **Compose**

2. Type your friend's email



3. Type: Class party

4. Type the message:
Hi Cindy,
Please bring a salad
for our party.
Thank you.
Lena

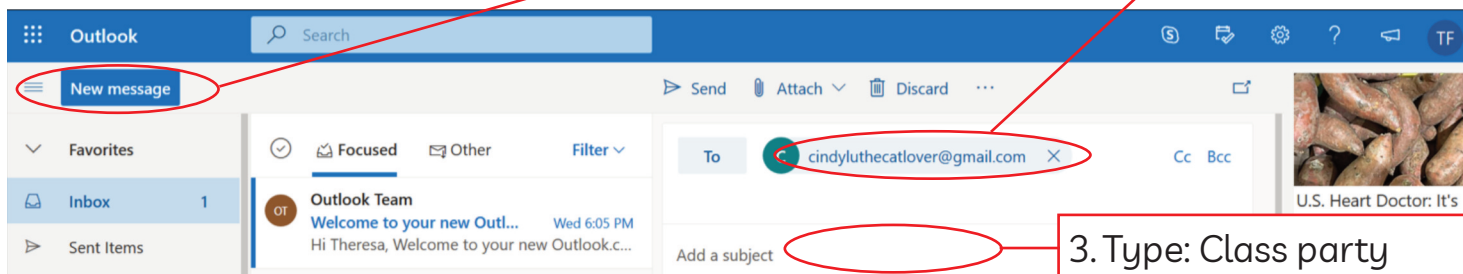


5. Click on **Send**.

Composing and Sending an Email

1. Click on **new message**

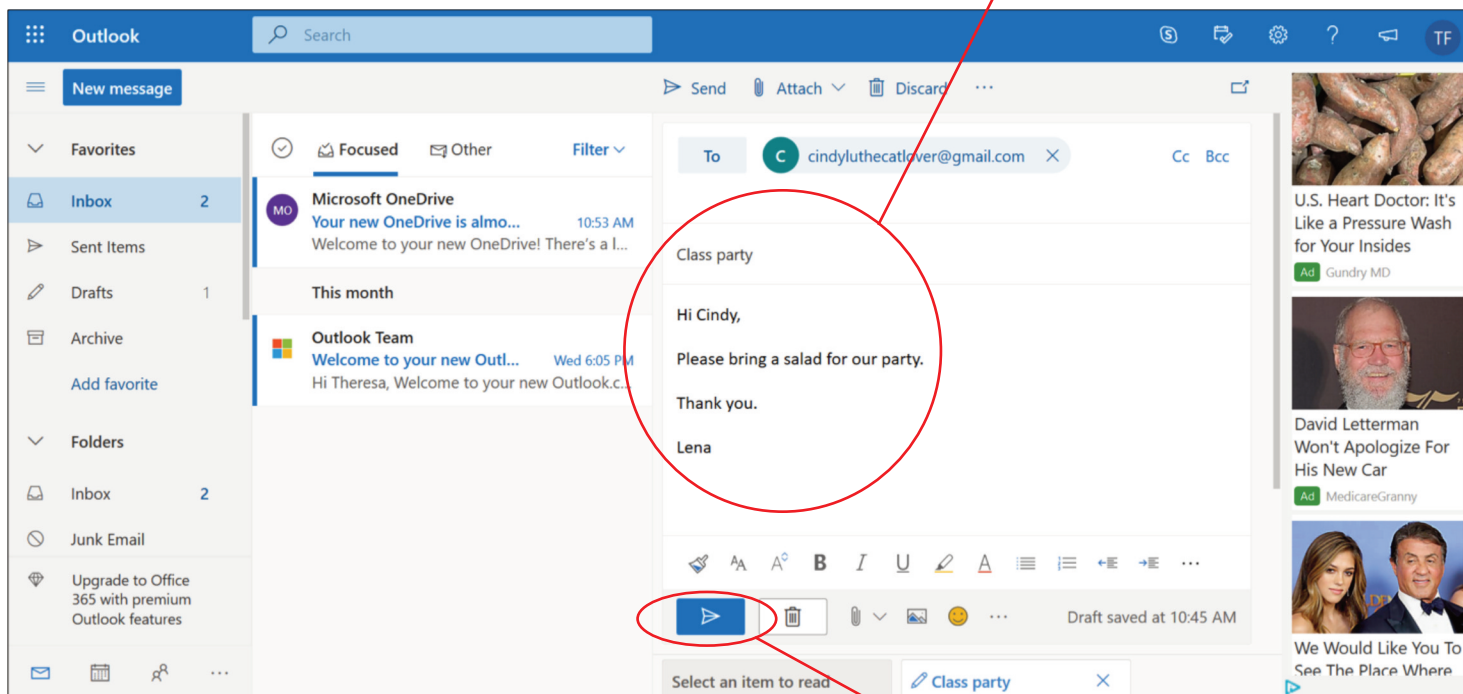
2. Type your friend's email



3. Type: **Class party**

4. Type the message:

Hi Cindy,
Please bring a salad
for our party.
Thank you.
Lena



5. Click on the **Send icon**.