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Digital Literacy Curriculum Resource

Module 5
Email

THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange

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

Username

There are many ways that you can use your name as a Username for an email account. Theresa Fox is a LINC student. She wants to choose a username for her new email account. Look at these examples of Usernames she could use:

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

Which username do you think Theresa should choose? Why?

Username

Look at the Usernames below for Theresa Fox. Which Usernames would be good to use for communicating with teachers, employers, or the government because they sound more professional?

Username	Appropriate ✔	Not Appropriate ✘
foxylady		
tfox		
theresa.fox		
theresafox23		
foolishfox		
craftyasafox		
theresaf604		
crazylikeafox		

Why do you think some of these Usernames are not appropriate to use in professional situations? Talk to a partner about your ideas.

Username

Look at the Usernames below for Theresa Fox. Which Usernames would be good to use for communicating with teachers, employers, or the government because they sound more professional?

Username	Appropriate ✔	Not Appropriate ✘
foxylady		✘
tfox	✔	
theresa.fox	✔	
theresafox23	✔	
foolishfox		✘
craftyasafox		✘
theresaf604	✔	
crazylikeafox		✘

Why do you think some of these Usernames are not appropriate to use in professional situations? Talk to a partner about your ideas.

CLB
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Parts of an Email Address
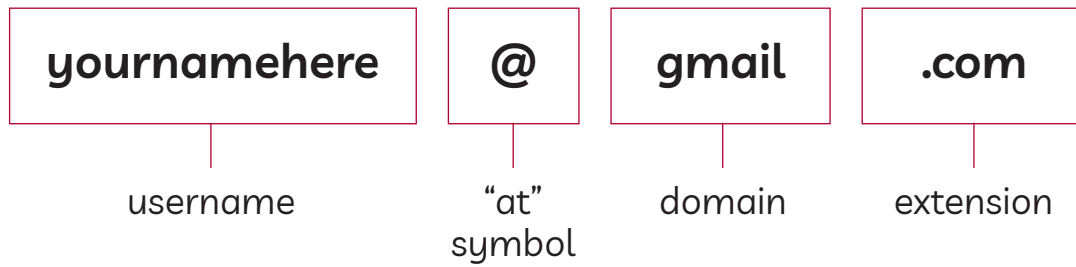
yournamehere	@	gmail	.com
username	"at" symbol	domain	extension

Choose a suitable email provider

Match the three examples below with situation A or situation B

A	B
I can get an email address from my Internet Service Provider (the company that I pay for my internet service at home).	I need to open a free email account. I do not pay for the internet at home.

1. __ I pay for the internet at home. I get a bill from Shaw Communications every month.

2. __ My landlord gives me free internet at home, but my landlord didn't give me an email address.

3. __ I do not have any internet service at home.

Match the company logo, company name, and email domain and extension for free email addresses.

Company logo	Company name	Email address (domain and extension)
Google yahoo! Microsoft	Yahoo! Microsoft Google	.yahoo.ca .gmail.com .outlook.com

1. Which company would you like to use for your free email address? _____

2. Using the username you chose at the beginning of this lesson, write your complete email address.

_____

Choose a suitable email provider

Match the three examples below with situation A or situation B

A	B
I can get an email address from my Internet Service Provider (the company that I pay for my internet service at home).	I need to open a free email account. I do not pay for the internet at home.

1. **A** I pay for the internet at home. I get a bill from Shaw Communications every month.

2. **B** My landlord gives me free internet at home, but my landlord didn't give me an email address.

3. **B** I do not have any internet service at home.

Match the company logo, company name, and email domain and extension for free email addresses.

Company logo	Company name	Email address (domain and extension)
Google yahoo! Microsoft	Yahoo! ———————— .yahoo.ca Microsoft ⨯ .gmail.com Google .outlook.com	

1. Which company would you like to use for your free email address? _____

2. Using the username you chose at the beginning of this lesson, write your complete email address.
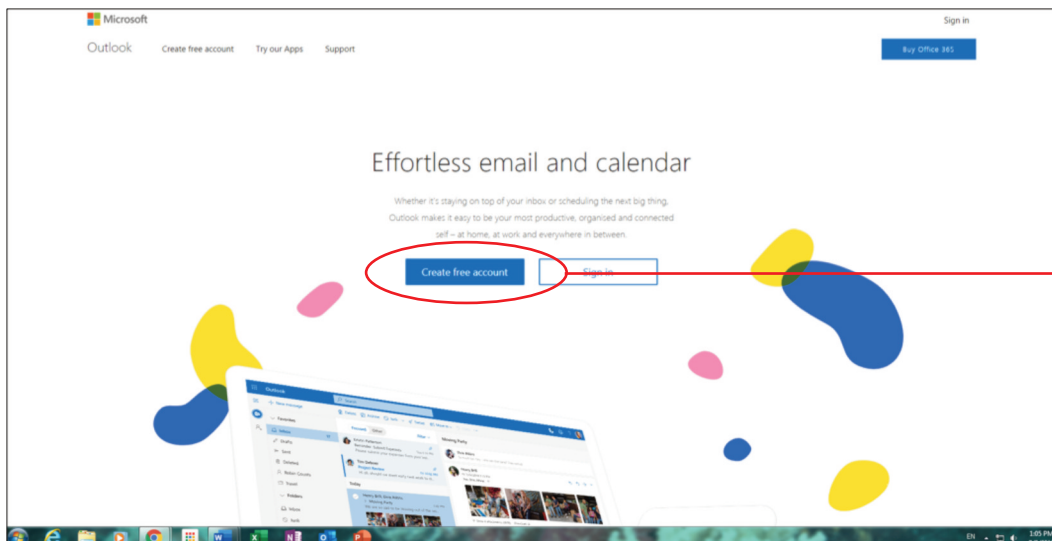
_____

Free Email Account: Get Started
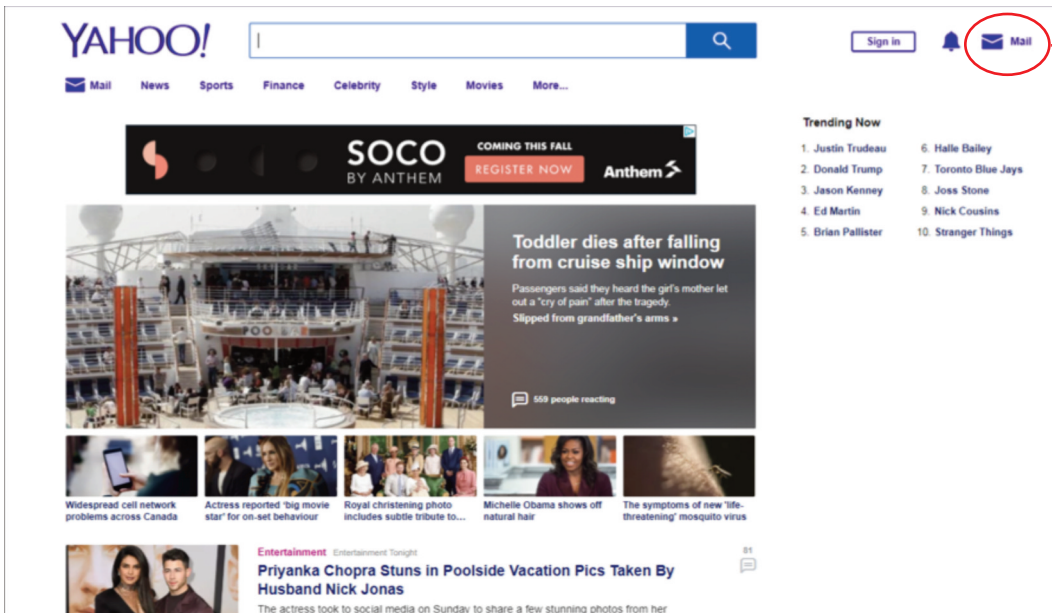
Look for **Mail** in the top right corner of the webpage. Click on the **Mail** icon. This will take you to the <u>create a new account</u> page where you can sign up for a new free email.
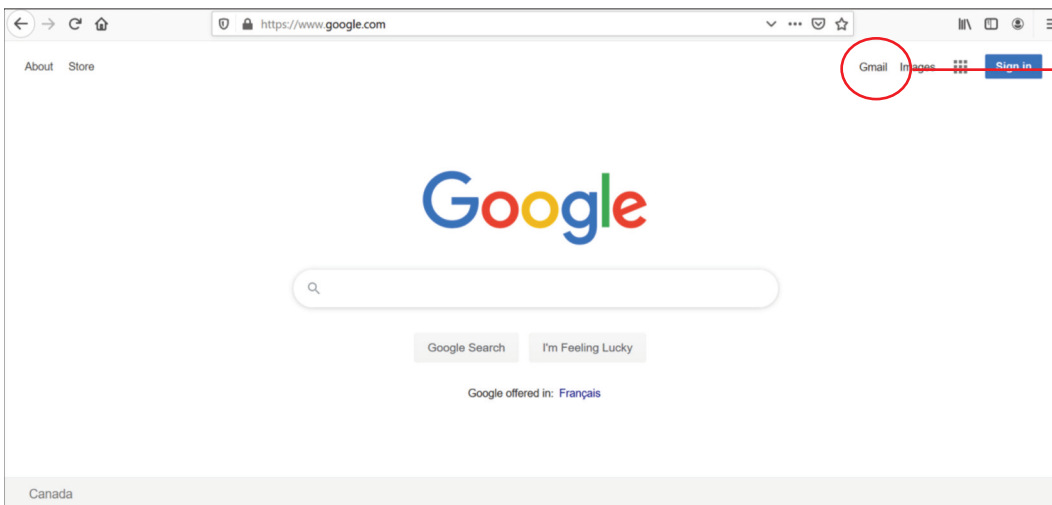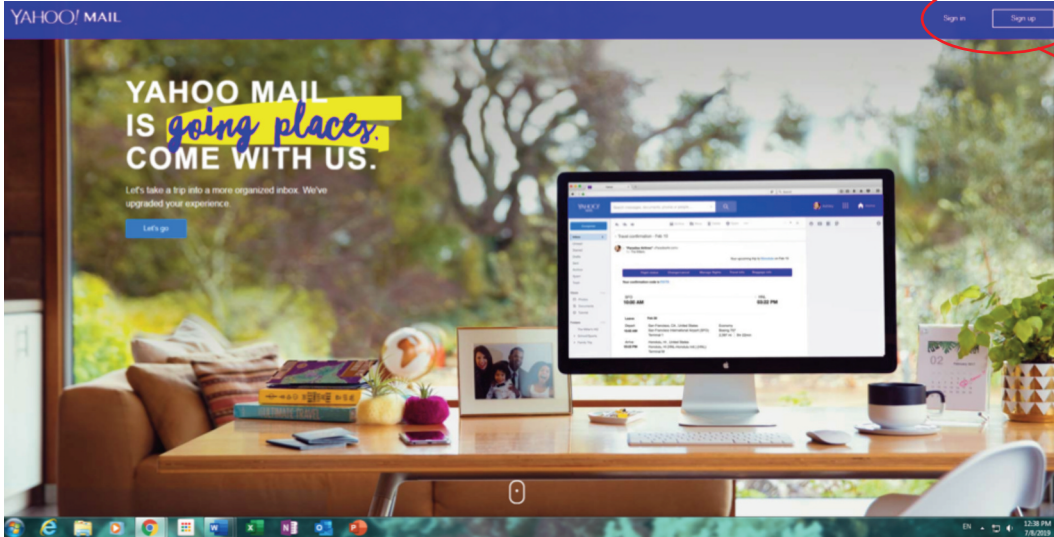

Look for **Gmail** in the top right corner of the webpage. Click on the word **Gmail**. This will take you to the <u>create a new account</u> page where you can sign up for a new free email.
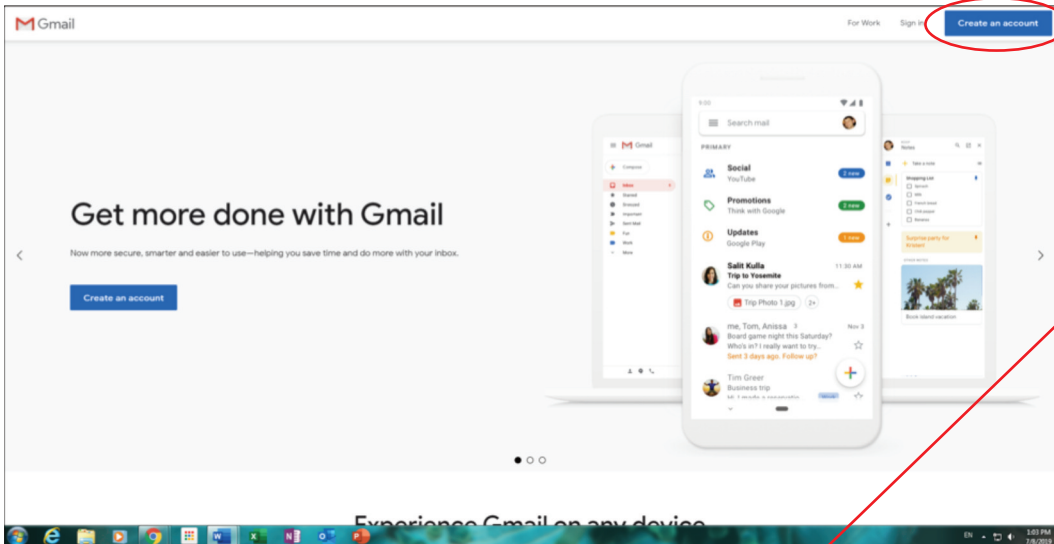

This is the <u>create a new account</u> page where you can sign up for a new free email.

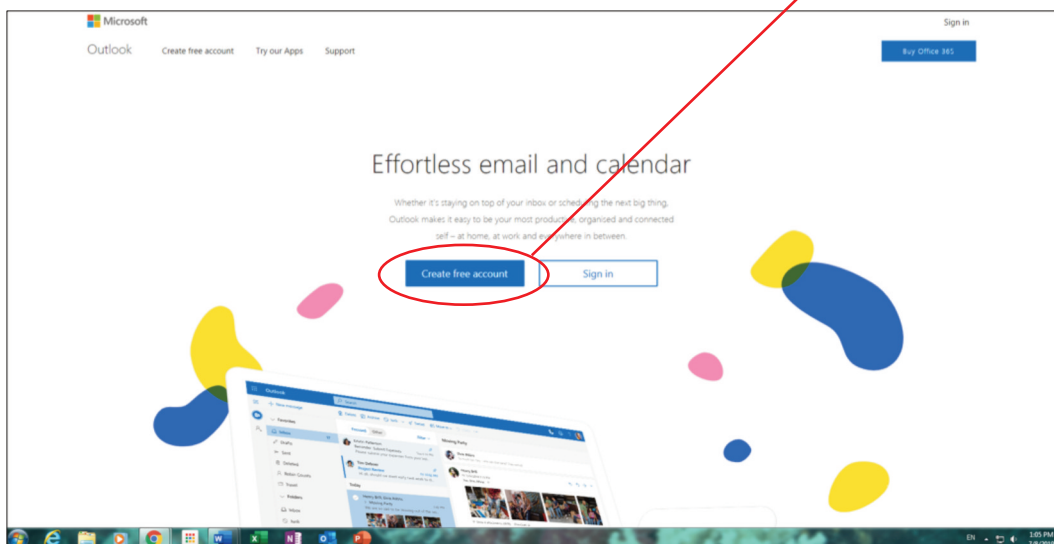# Free Email Account: Create an Account / Sign up

Look for:
- **Sign up**
- **Create an Account** or
- **Create new account** button in the top right corner or in the centre of the webpage.

Be careful! **Do not** click on the **Sign in** button! You will use this button later, after you have your new email account.
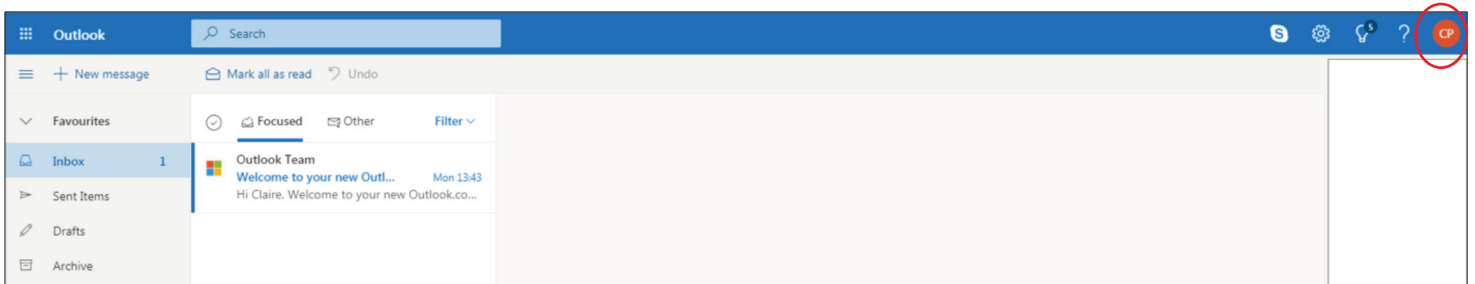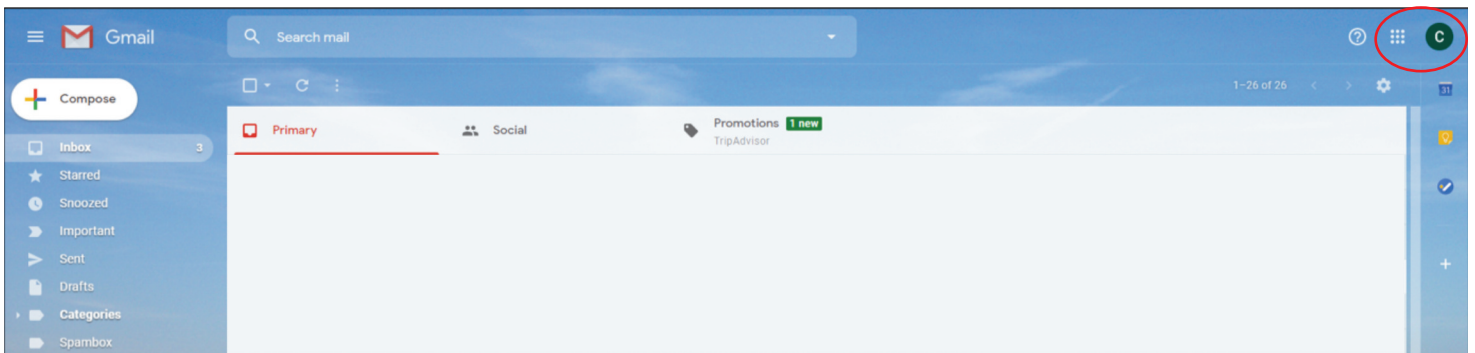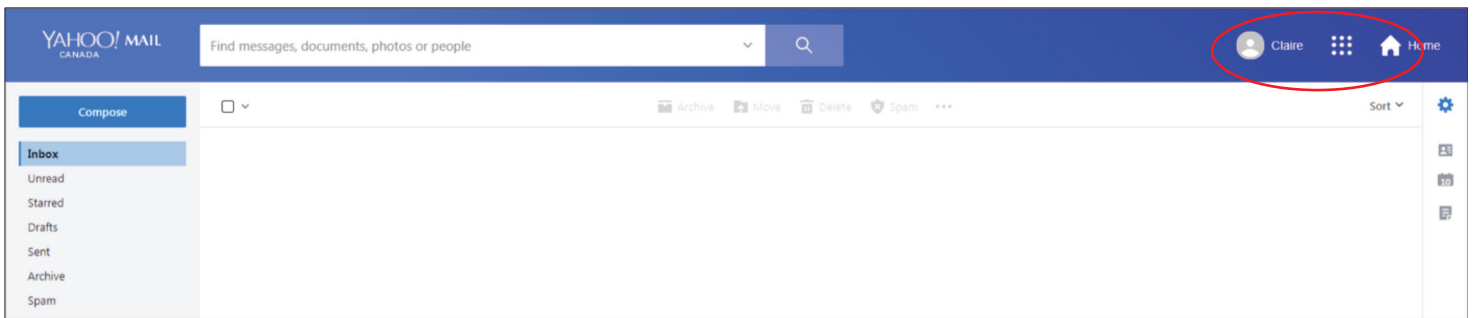
Free Email Account: Sign out / Log out

Look for an icon with your name or initials in the top right part of your screen. For example, Theresa Fox might see one of these icons:


Click on the icon with your name or initials and then click on the word **sign out** or **log out**. This will close your email account. Next time you want to go to your email account you will need to sign in or log in.

Free Email Account: Sign in / Log in

To sign in or log in to your free email account, go to the website of the email provider you chose (e.g. **www.yahoo.ca**, **www.google.ca** or **www.outlook.com**). Look for the words **mail**, **gmail**, **sign in** or **log in** and click on one of these. You can usually find these words in the top right part of your screen. Sometimes they are in the middle of the page. Look at **Module 5-CLB 5/6-Digital Skill 4-Learn-Handout A** if you need help. **Do not create a new account!**

1. Type your email address. Remember, this is your username + @ symbol + domain + extension. Click on **Next** or press the Enter key on your keyboard.
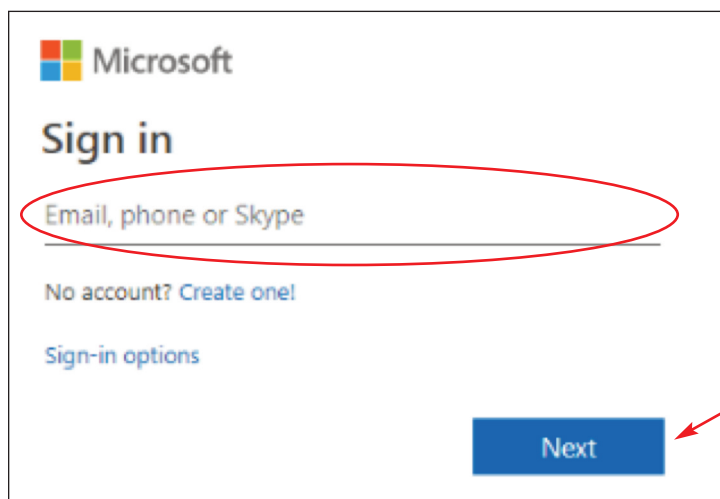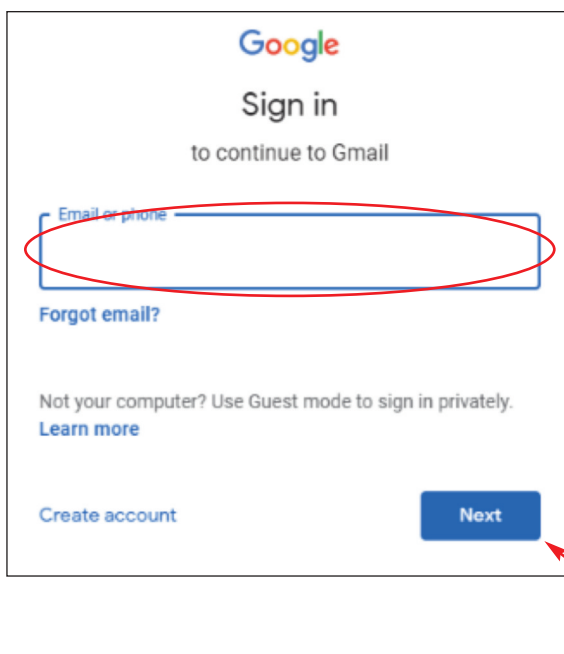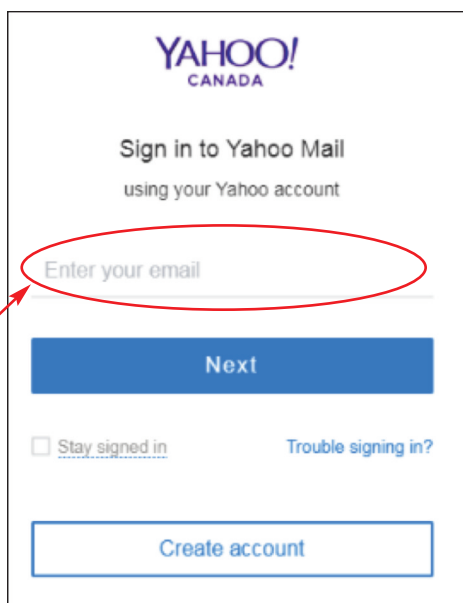
2. Type your password and press the Enter key on your keyboard to open your free email account.

Free Email Account: Sign in / Log in and Sign out / Log out

Practice signing in to and out of your new email account.

1. Use a web browser such as Chrome, Internet Explorer, Edge, or Firefox to go to your email provider's website. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout A**]

2. Look for Mail, Gmail, or Sign in/Log In in the top right corner or centre of your screen. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout A**]

3. Enter your email address (username+@+domain+extension) in the sign in box on the page. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout D**]

4. Click on **Next** or press the **Enter** key. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout D**]

5. Enter your **password**. Be careful of capital letters and spaces!

6. Press the **Enter** key.

7. Now you can see your email inbox. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout C**]

8. Look for the **Sign out/Log out** icon in the top right corner of your screen. Click on the icon and then click on sign out/log out. [**Module 5-CLB 5/6-Digital Skill 4-Learn-Handout C**]

9. Congratulations! You have successfully **signed in/logged in** and **signed out/logged out** of your email account.

10. Repeat steps 1-8 again.

Understanding Your Inbox

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

Yahoo!

from

compose new message

folders

subject

Gmail

from

compose new message

folders

tabs

subject

Outlook

compose new message

folders

read email message here
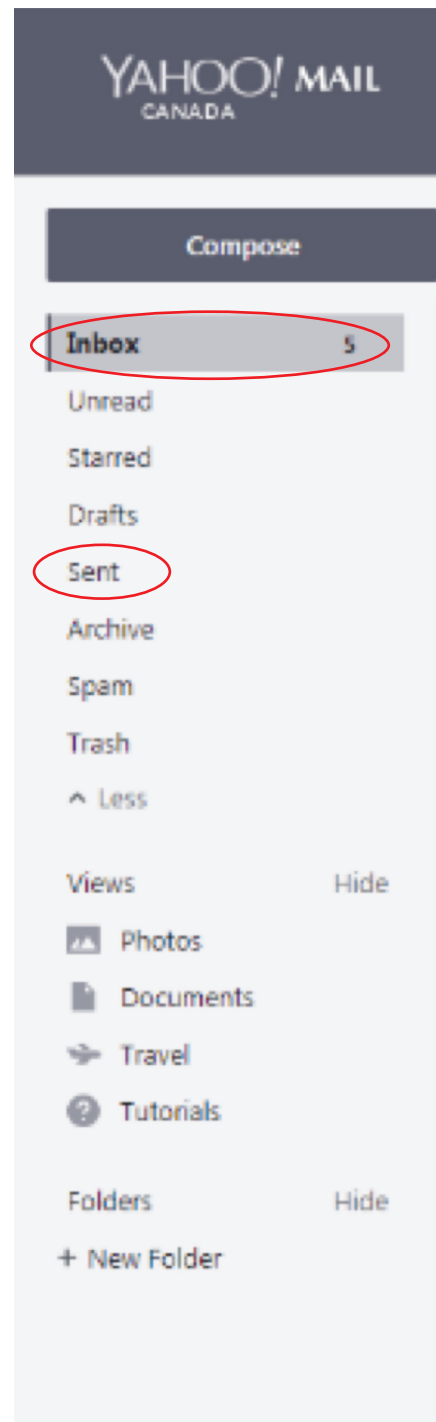
from and subject

Email Folders

A folder is a place in your email account where you keep related files. There are several kinds of folders:

**Inbox:** **contains all the emails that have been sent to you**

Unread: contains all the emails that you have not read yet

Starred: has all the emails you "starred" as important (to do this, click on the little star next to the title of the email / this may sometimes look like a little flag)

Drafts: where you can find an email message that you wrote but that you did not send yet (If you accidentally close your email before you click on "send", your message will probably be in this folder. You can also save messages in this folder that you would like to finish at a later time.)

Sent: **has copies of all the email messages that you wrote and successfully sent**

Spam: general messages, such as advertising, that are sent to many people usually go to this folder; it is sometimes called a "junk" folder (It is a good idea to check this folder regularly. Sometimes important emails accidentally end up in this folder.)

Trash: when you "delete" or throw away an email, it goes to this folder (If you accidentally delete an email, don't worry. You can find the email in this folder and move it back to your Inbox.)

New Folder: you can also create your own folders to keep information in (e.g. you can make a folder called "School" to keep all the email you get from the school office)

YAHOO! MAIL
CANADA

Compose

Inbox   5
Unread
Starred
Drafts
Sent
Archive
Spam
Trash
∧ Less

Views   Hide
Photos
Documents
Travel
Tutorials

Folders   Hide
+ New Folder

Composing and Sending an Email

To send an email to someone:

1. Open your email. Click on the "Compose" or "+ New message" button.
2. The person you send an email to is called the recipient. Enter the recipient's email address in the "To" field.
3. Type a subject (title) in the "Subject" field.
4. Type your message.
5. Click on the blue "Send" button. This button is usually at the bottom of your screen, but it can sometimes be at the top of your screen on the left side.
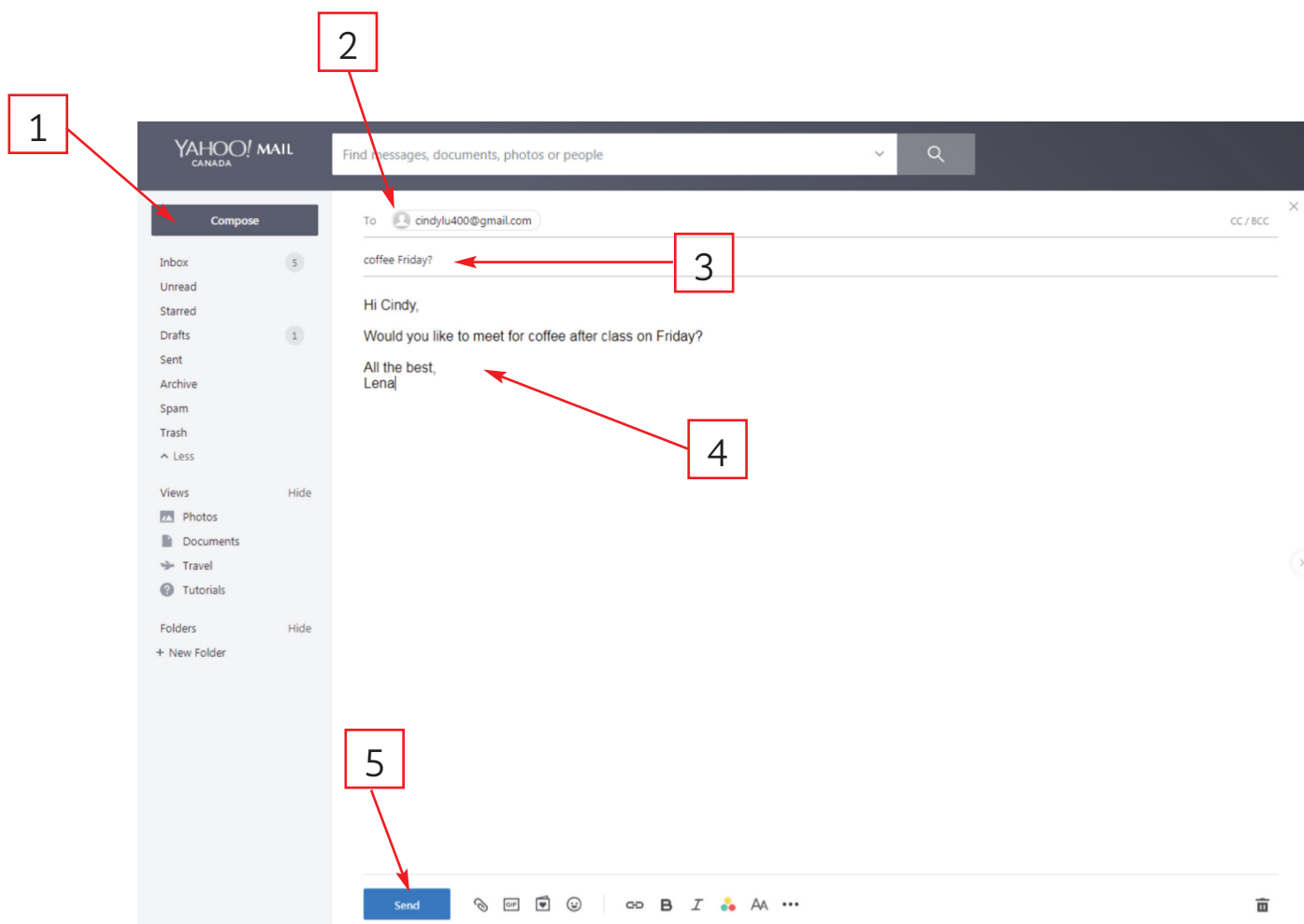
Sending an Email to Multiple People

You can send an email to more than one recipient at the same time. There are 3 different ways to do this.

1. **The email is addressed to <u>more than one person</u>** (for example, you want to send an email party invitation to a group of friends):

   - Type the first recipient's email address in the "To" field and then type a comma or press the "Enter" key. You will see a box or oval around the recipient's name.
   - Type the next recipient's email address in the same "To" field and type a comma or press the "Enter" key.
   - Repeat these steps, adding as many recipients as you like.
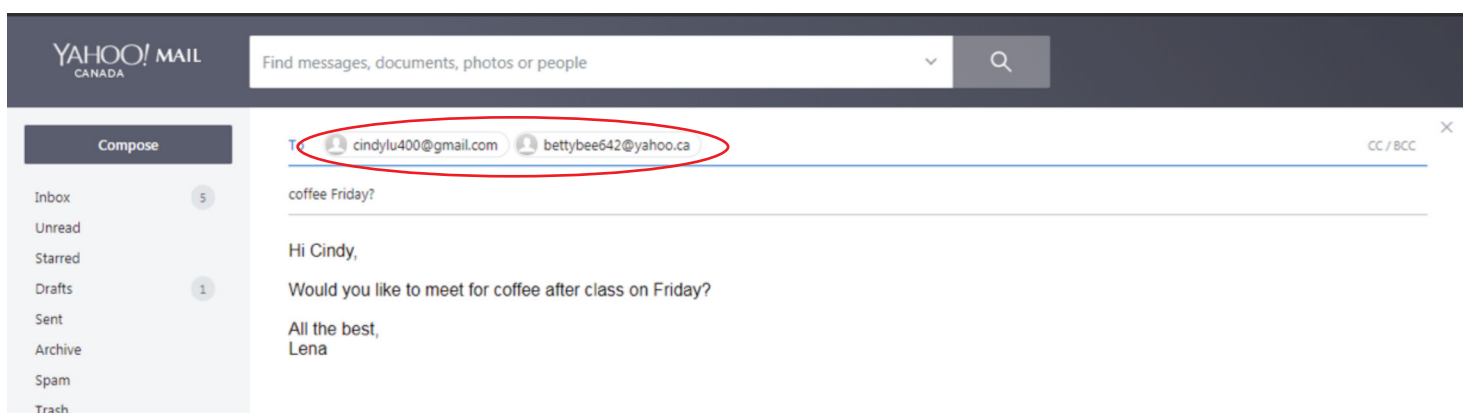
2. **CC** – The email is addressed to one person, but **you want to send a <u>copy</u> of the email to someone else** (for example, you want to send an email to your landlord, but you also want your spouse to have a copy of the email):

   - Type the recipient's email address in the "To" field.
   - Click on CC/BCC to the right of the "To" field. This will open two new fields below the "To" field.
   - Type the email address of the person you want to send a copy of the email to in the "CC" field.
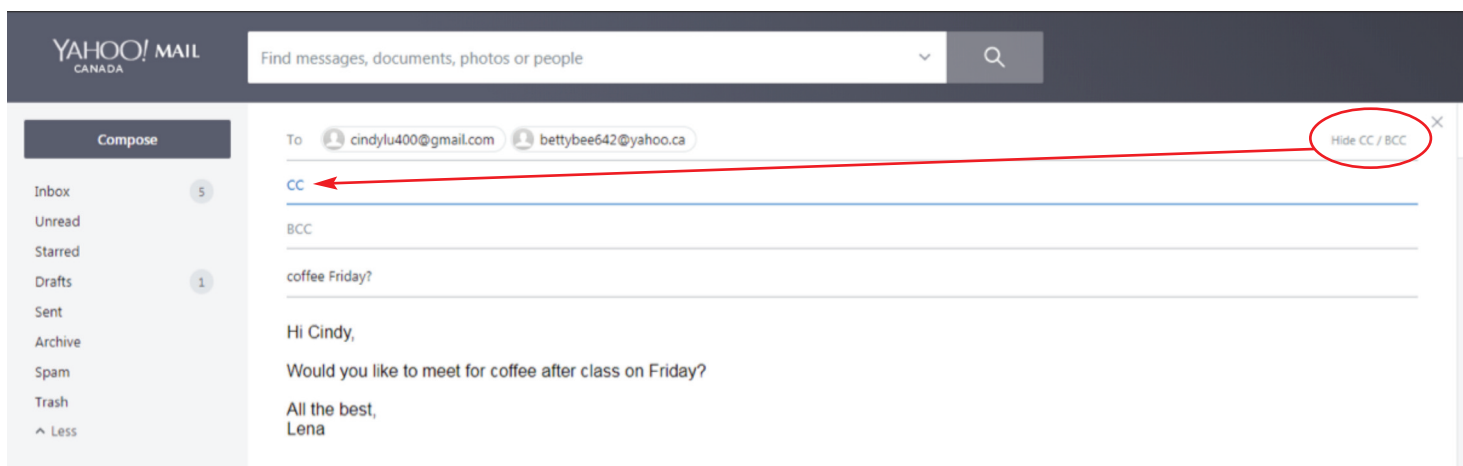
3. **BCC** – You want to **send an email to a group secretly or privately** ((for example, you want to send an email about a neighbourhood event to a group of people who do not know each other, and you do not have permission to share other people's email addresses with strangers):

- Type your own email address in the "To" field.
- Click on CC/BCC to the right of the "To" field. This will open two new fields below the "To" field.
- Type the email addresses of the people you want to send the email to privately in the "BCC" field the same way you did in step 1.
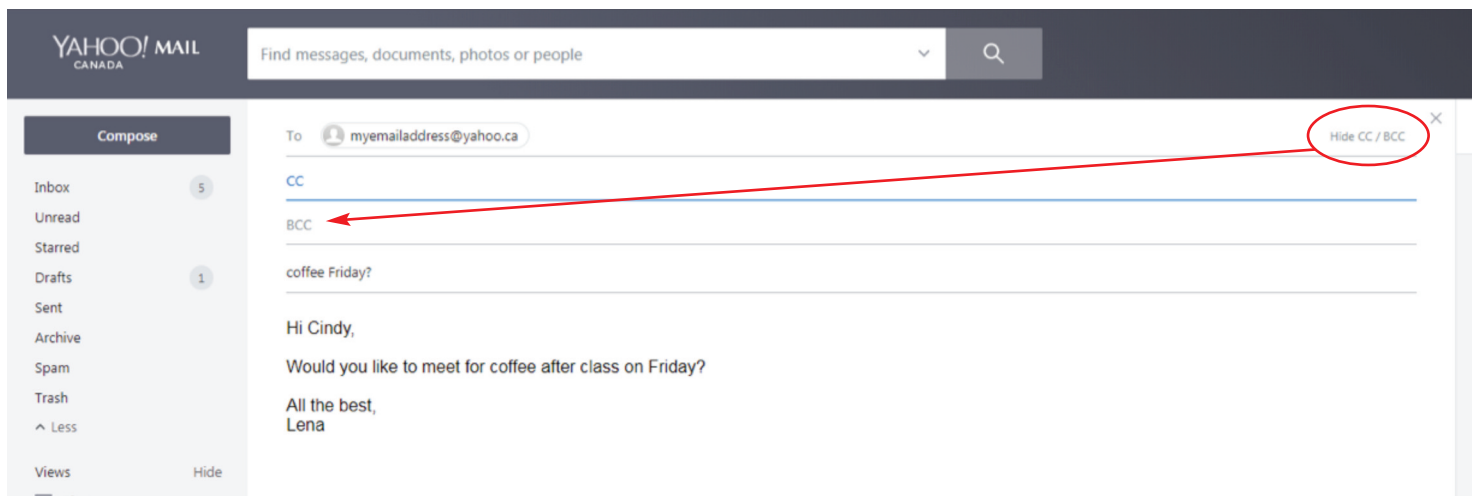
Attaching a File to Your Email

To attach a document such as a resume, a picture or a short video to your email, follow these steps:

1. Find the paper clip and click on it (usually at the bottom of the window, but sometimes at the top of the window).
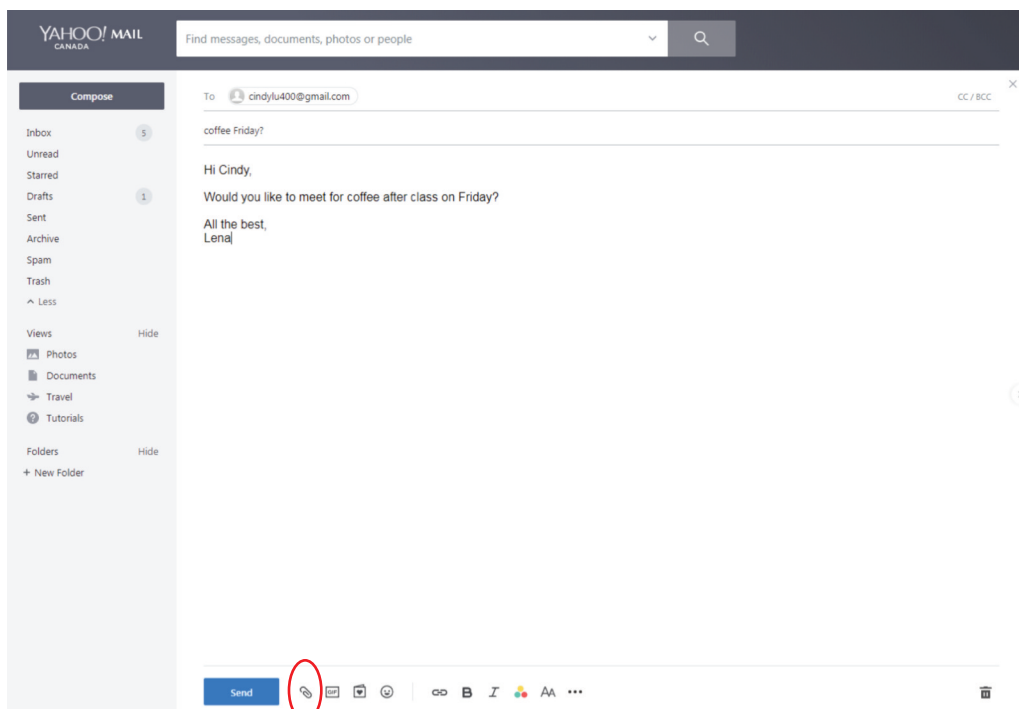
2. Select your file and click on "Open"
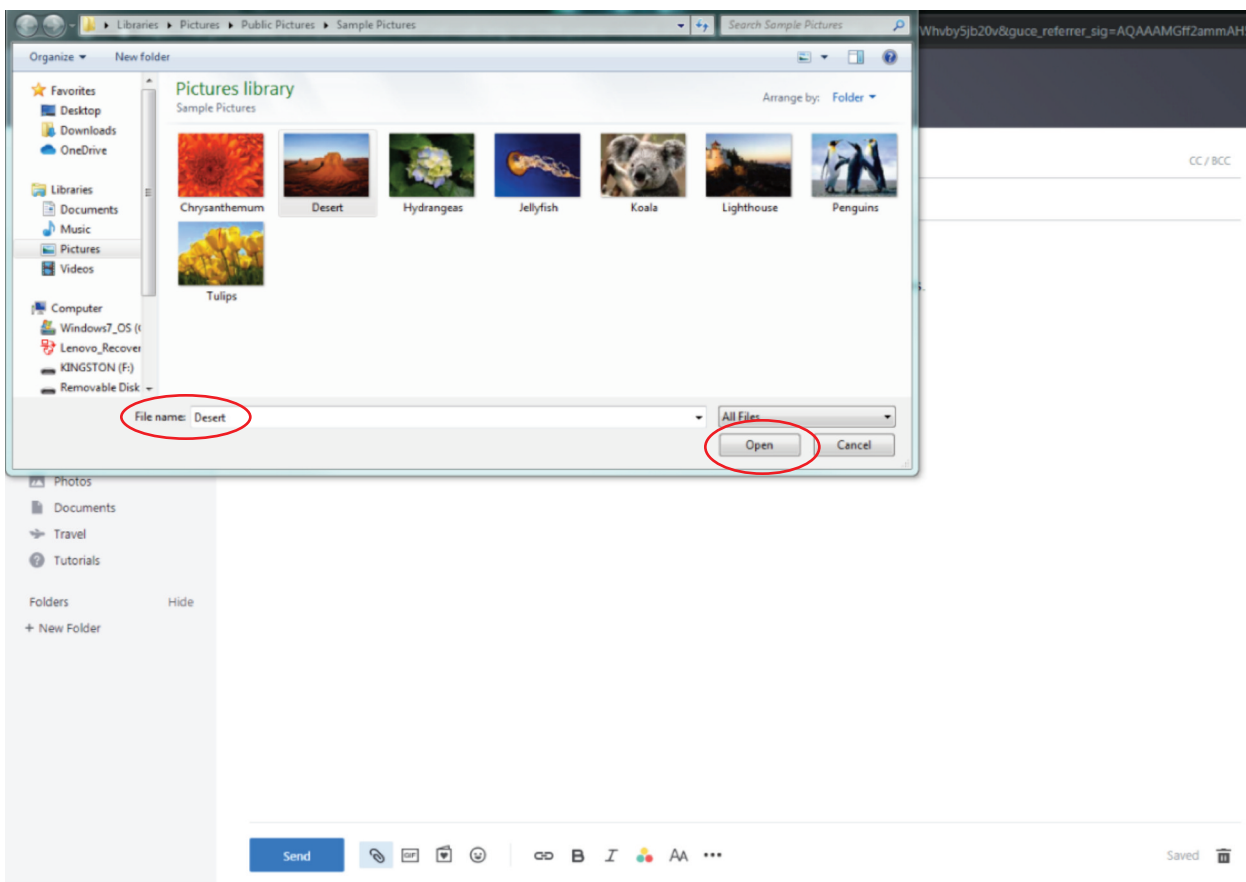
3. You will see the name and/or a small preview of the file you attached at the bottom of your email message window. Sometimes this will appear at the top of your message window below the subject field.
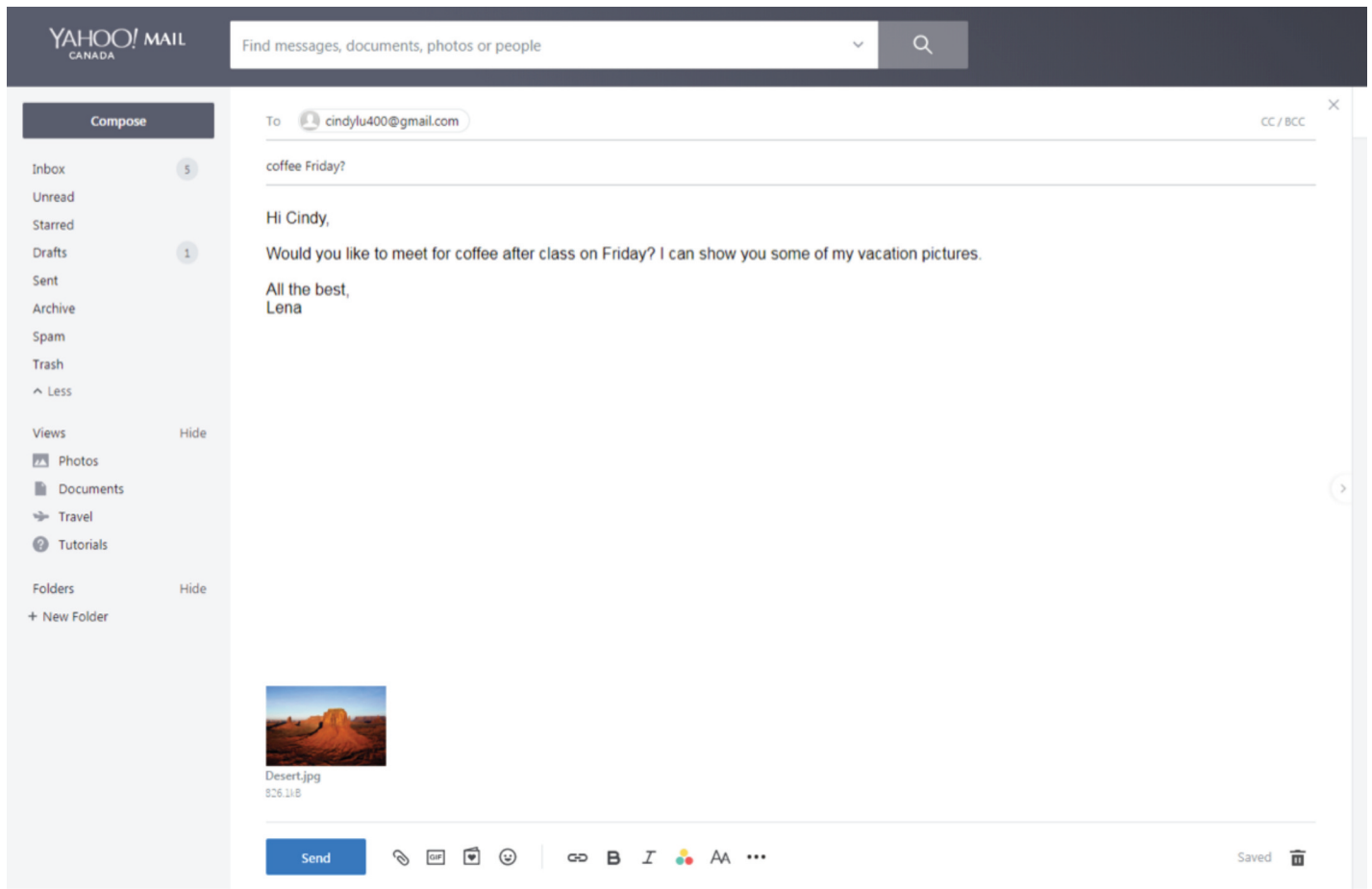

4. If you are happy with the attachment, you can send your email now. If you are not happy with your attachment, you can remove it and attach a different file.
    - Click on the name or preview of your attachment.
    - You will see three little dots or an "X". Click on this. If you see a dialog box, look for the word "Remove" or "Delete"

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Replying to an Email

1. Open the email you want to respond to.
2. Look for words **Reply**, **Reply All** or **Forward**. You may also see <u>arrow symbols</u>.
3. If you choose **Reply** or **Reply All**, type your message and click the **Send** button.
4. If you choose **Forward** (send the email to another person), type the recipient's name in the "To" field. Type a short message explaining why you are forwarding this email. Click on the **Send** button.
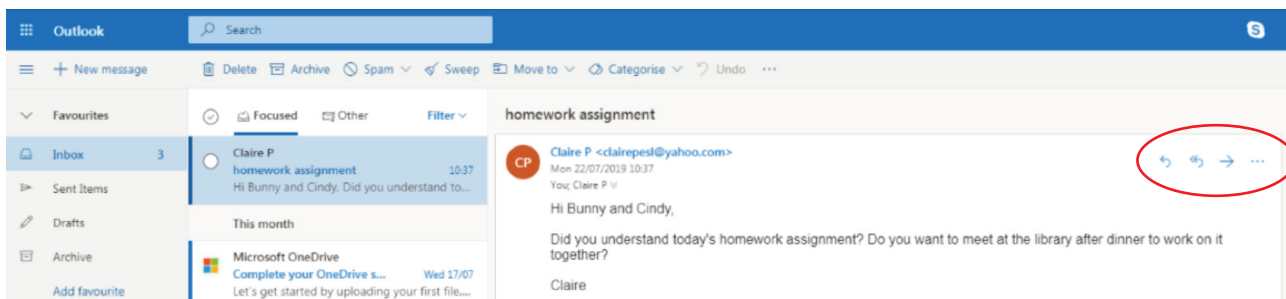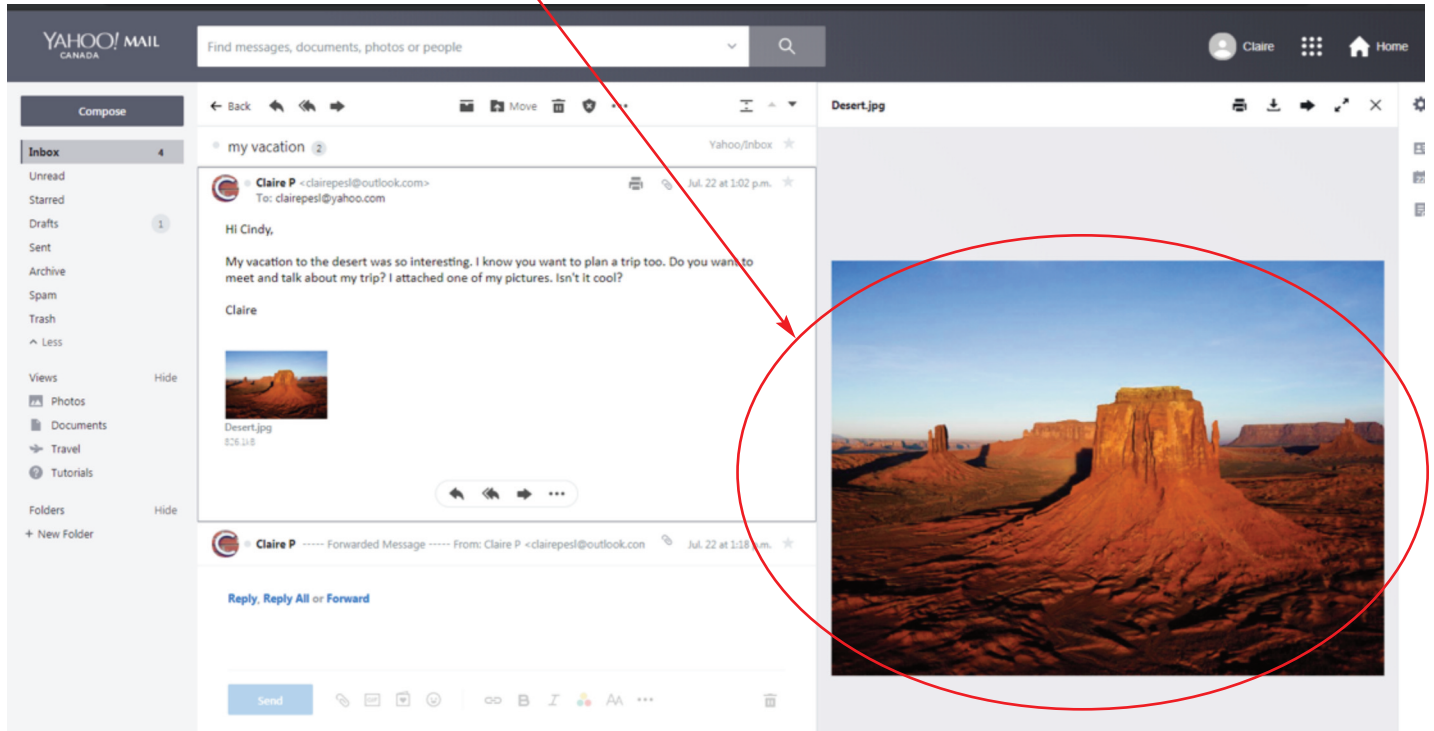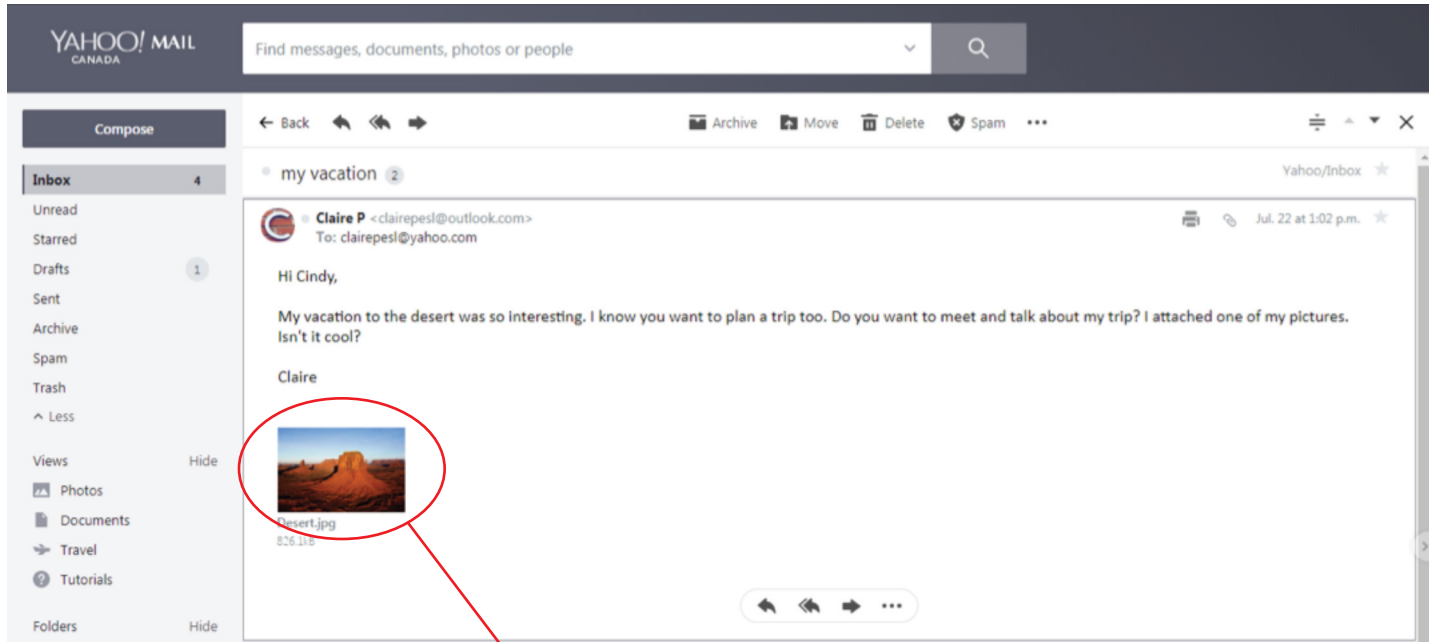
Yahoo
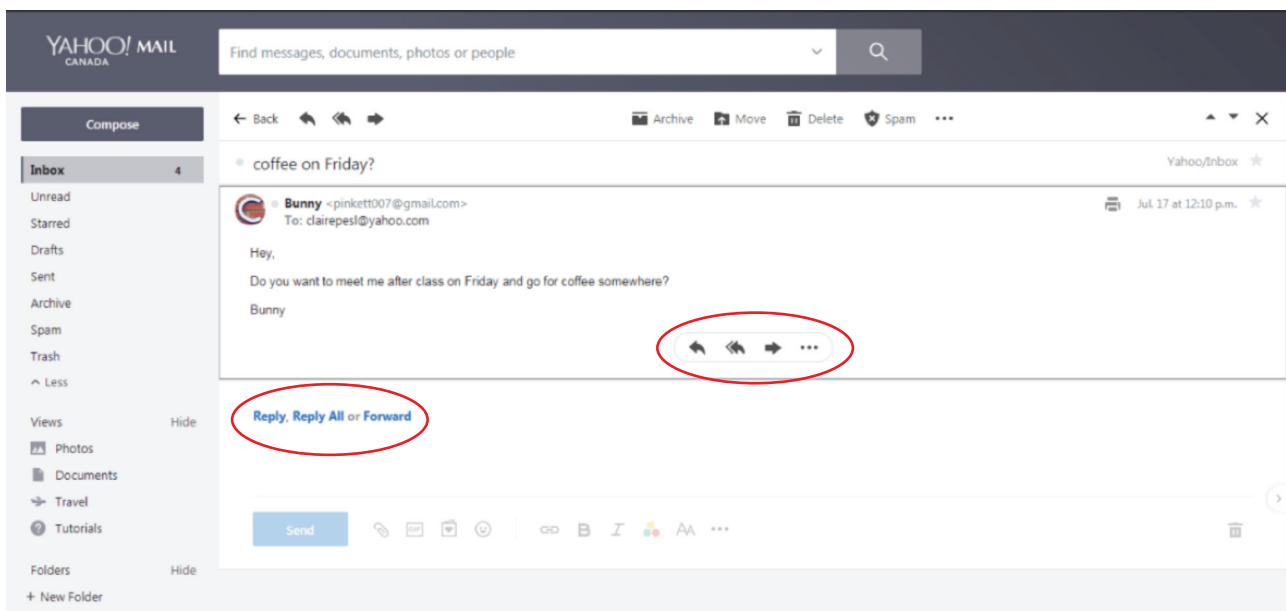
Gmail
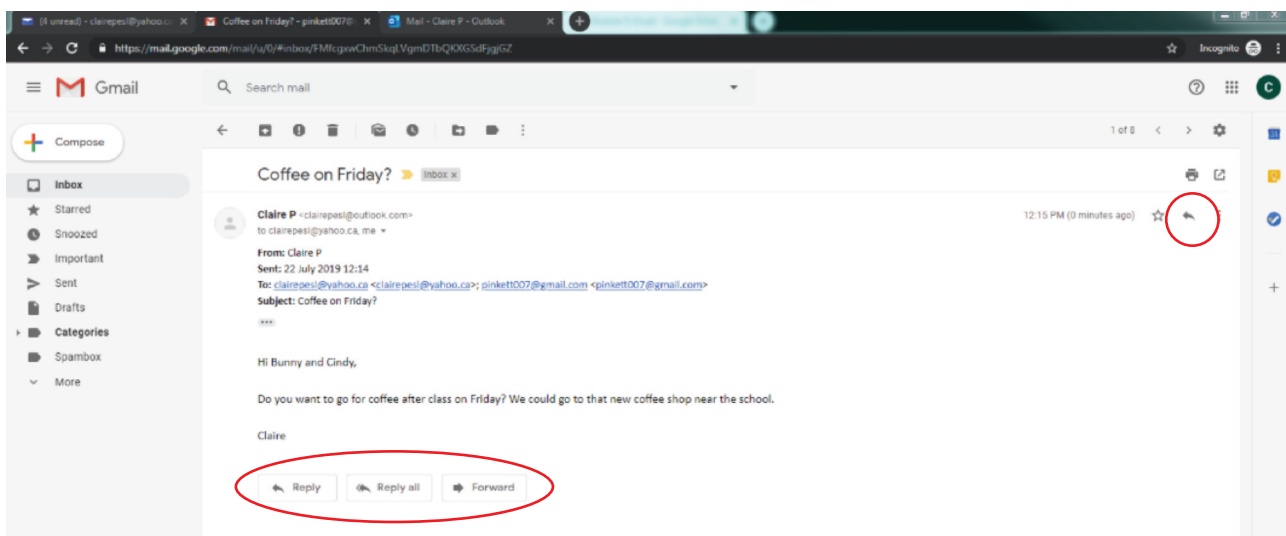
**Outlook**

Opening, Downloading and Saving an Attachment

1. Click on the icon of the attachment at the top or bottom of your message window. If it is a picture, it will probably open as a full-size picture.

2. Next, click on the **Download** icon. The icon looks like an arrow pointing down. It is usually in the top left or top right side of your screen above the picture or document attachment you opened. You will see the file name in the bottom left corner of your screen.
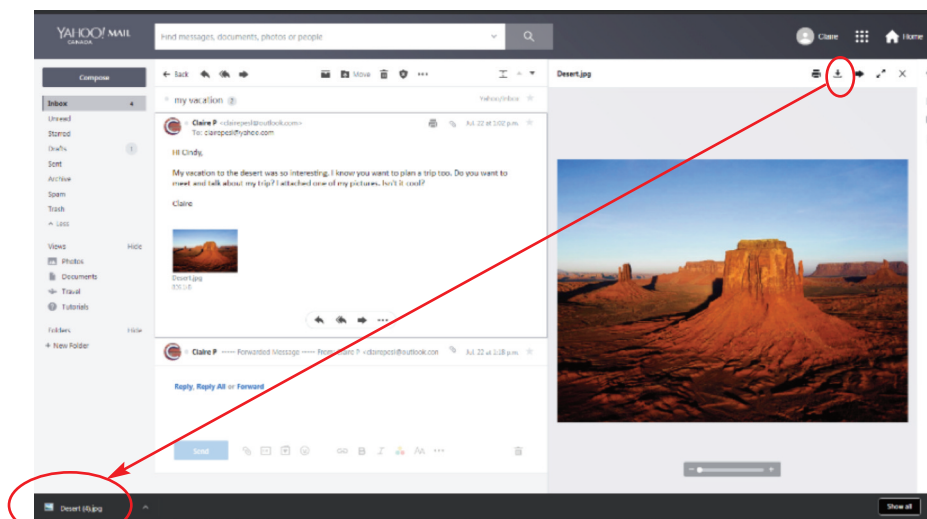

3. Click on the file name in the bottom left corner of your screen. This will open the attachment so that you can save it to your computer.
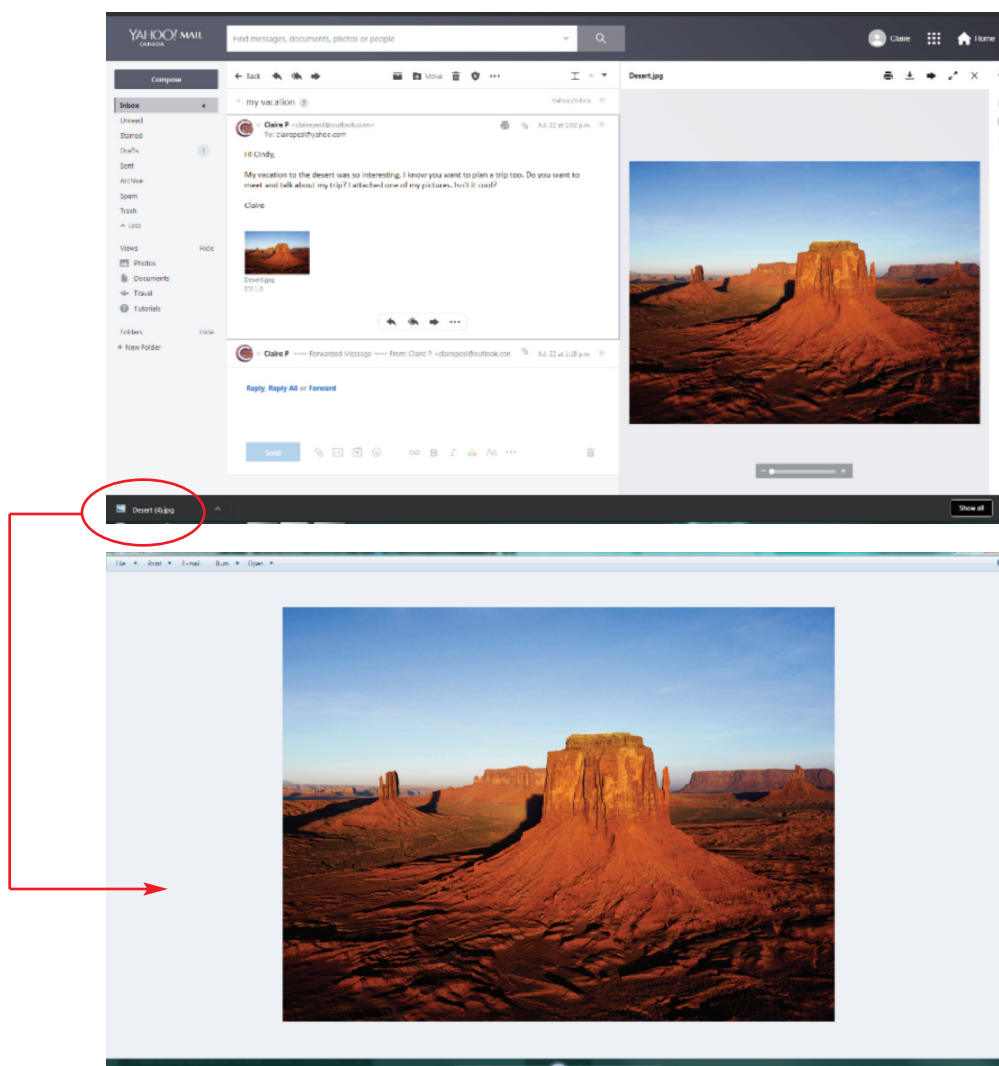
4. Find the word **File** in the top left corner of your screen and click on this word to open the **File** menu:
    - If the attachment is a picture, look for **Make a Copy** in the File menu.
   - If the attachment is a document, look for **Save As** in the File menu.

5. Click on (choose) either **Make a Copy** or **Save As**. A pop up window will open showing you locations on your computer.
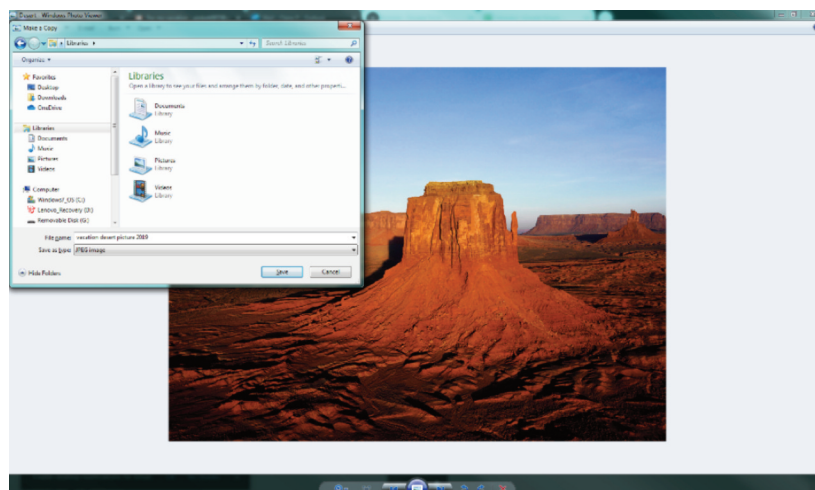
6. Look at places below the **Libraries folder** or below the **Computer** on the left side of the pop up window. Click on (choose) the place you want to save the attachment:
   - If this is your own computer, you should choose a location in your **Libraries** folder (e.g. **Documents** or **Pictures**).
   - If this is a public computer (e.g. in the library or at school), you should save your attachment on a **USB drive** (portable storage device). You can find this under the **Computer icon**.
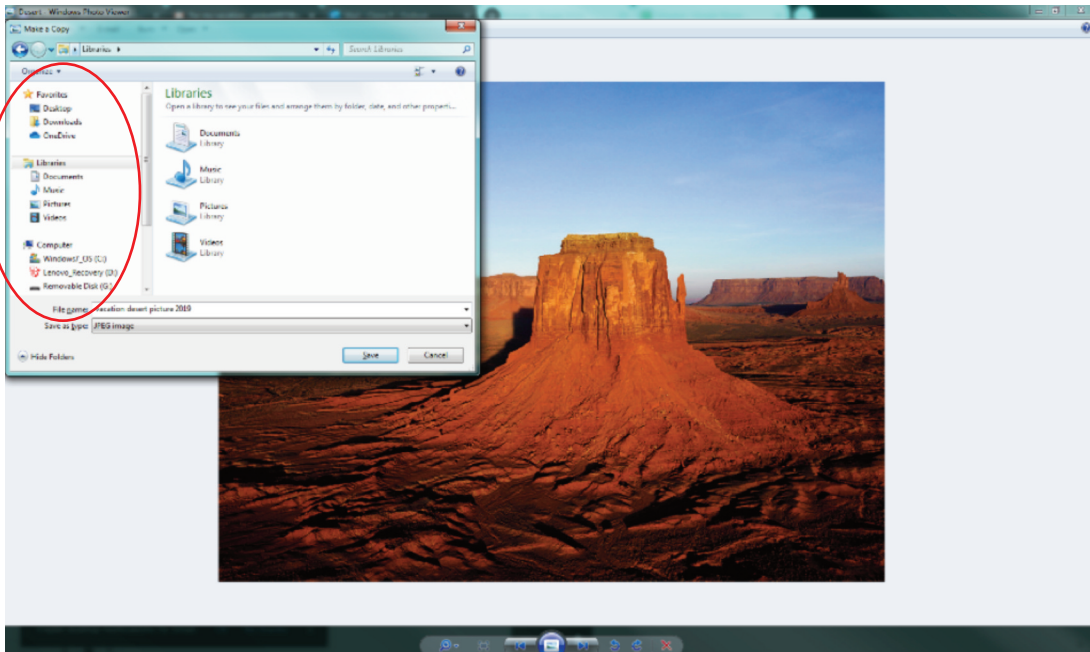
7 1) Make sure the location you chose is highlighted.
   2) Type the name that you want to use for this attachment in the **File name** field (e.g. vacation desert picture 2019) near the bottom of the pop up window.
   3) Click on the **Save** button on the bottom right side of the pop up window.