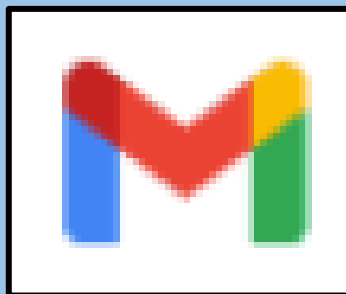


Email Skills-Gmail Part One



Lesson Objectives-Part One

- A. Check your Inbox for New Mail
- B. Write and Send an Email to One Person

Lesson-Part One-A

Check your Inbox for New Mail



Inbox



Check Understanding



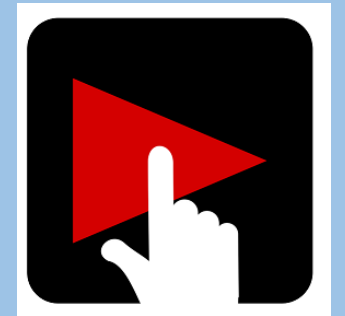
Practice-Part One-A

Check your Inbox for New Mail



Lesson-Part One-B

Write and Send an Email to One Person



Check Understanding



Practice-Part One B

Write and Send an Email
to One Person



Lesson Objectives – Part Two

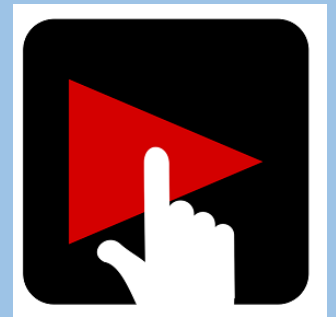
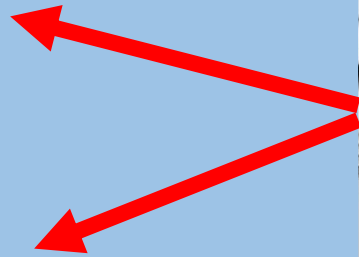
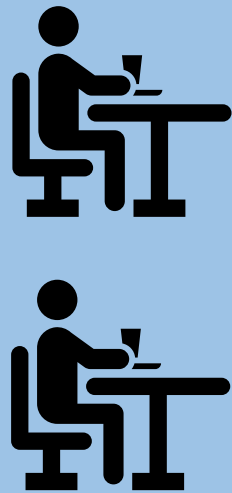
Write and Send an Email to More than One Person

Part A: Use “To”

Part B: Use “Cc”

Lesson-Part Two-A

Write and Send an Email to More than One Person:
Use “To”



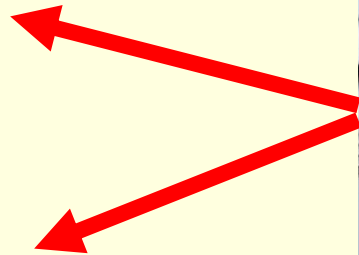
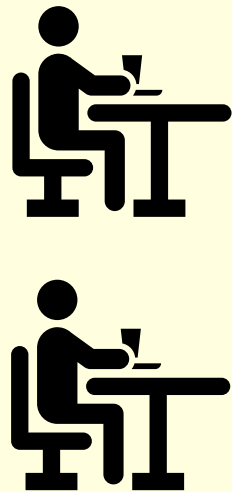
Check Understanding



Practice-Part Two-A

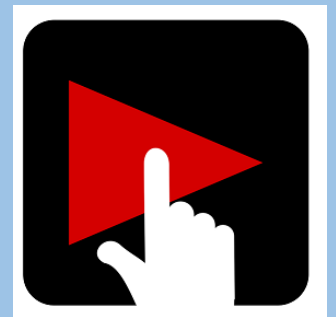
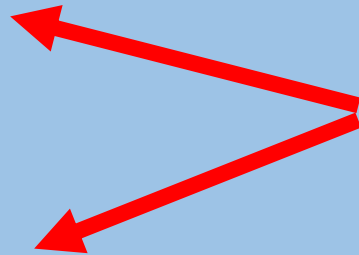
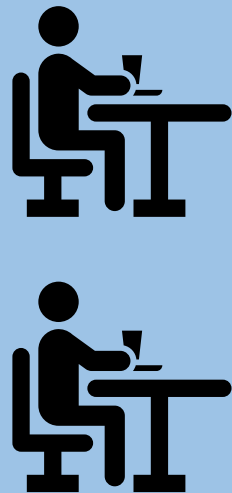


Write and Send an Email to More than One Person
Use “To”



Lesson-Part Two-B

Write and Send an Email to More than One Person:
Use “Cc”



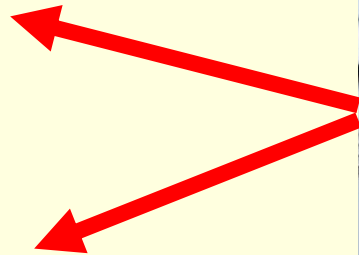
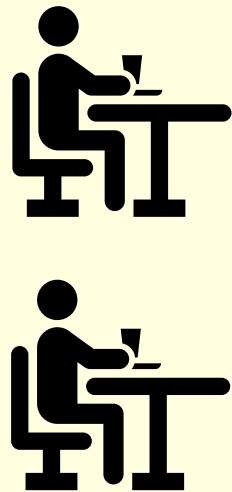
Check Understanding



Practice-Part Two-B



Write and Send an email to More than One Person
Use “Cc”



Lesson Objectives-Part Three

Reply to an Email

Part A: Reply

Part B: Reply All

Lesson-Part Three-A

Reply to an Email
Use “Reply”

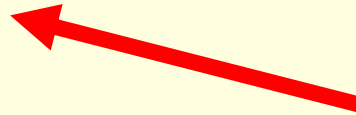


Check Understanding



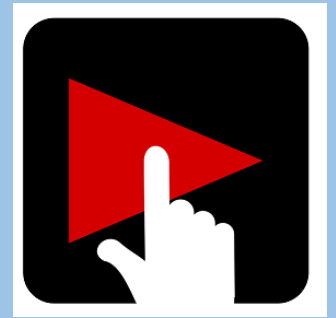
Practice-Part Three-A

Reply to an Email
Use “Reply”



Lesson-Part Three-B

Reply to an Email
Use “Reply All”

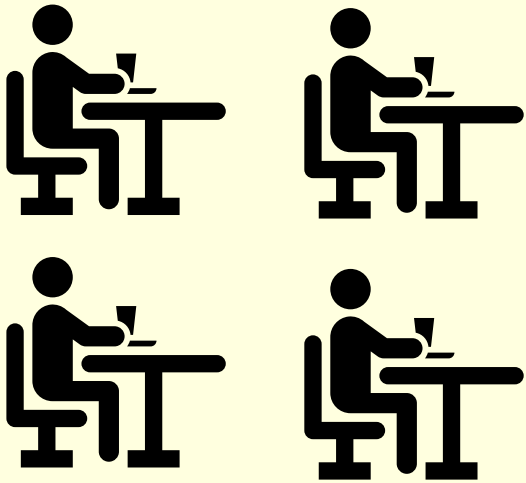


Check Understanding



Practice-Part Three-B

Reply to an Email
Use “Reply All”



Lesson Objectives-Part Four

Use “Forward”

Lesson-Part Four

Use “Forward”

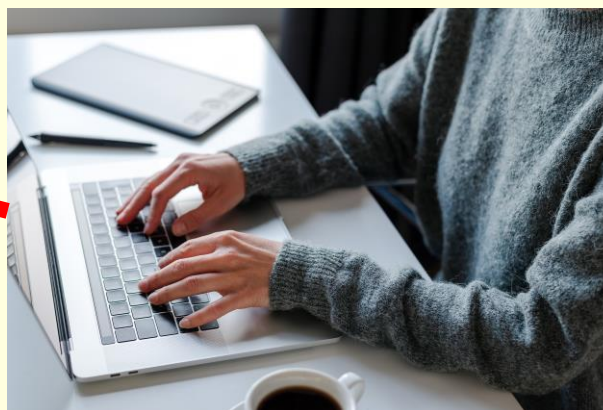


Check Understanding



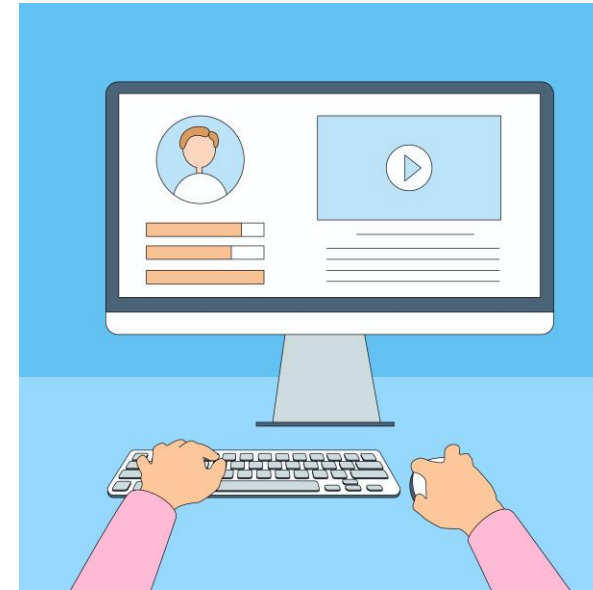
Practice-Part Four

Use “Forward”



Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan



Confirm Next Session and Support





See you!
Keep Practicing