

Computer and Internet Basics

Email Part 1

Lesson Plan

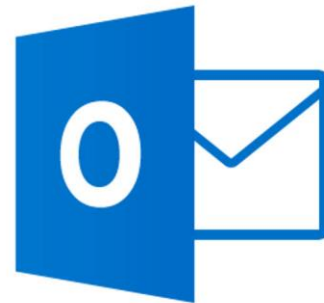
- What is Email
- Setting up an account
- The inside of an inbox
- Sending and replying to emails
- Demonstrations and Practice

What is Email?

- Short for 'electronic mail'
- Messages are sent through the Internet
- Can be used to send and receive images

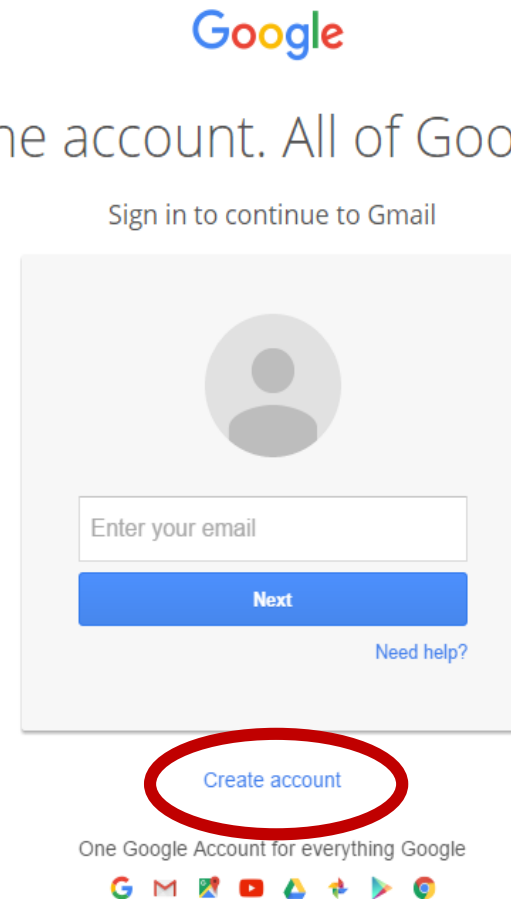
Email Servers

- Gmail
- Yahoo! Mail
- Outlook
- MSN
- Hotmail



Setting Up an Account

- Go to the email server website
- In this case: gmail.com
- Select Create account



Inside an Email Inbox

The screenshot displays the Gmail interface with a dark wood-grain background. At the top left is the Google logo. A search bar is at the top center. On the right, there are icons for grid view, notifications, and a profile picture. Below the search bar, a yellow notification banner reads: "The conversation has been moved to the Trash. [Learn more](#) [Undo](#)".

The left sidebar contains navigation options: "Gmail", "COMPOSE", "Inbox (5,285)", "Starred", "Important", "Sent Mail", "Drafts (20)", "Circles", and "[imap]/Drafts". Below these are three contact cards for "Maeah", "James Walthall", and "Steffi Walthall".

The main inbox area shows a list of emails. At the top of this area are tabs for "Primary", "Social (50+ new)", and "Promotions". The email list includes:

Sender	Subject	Time
Fastweb Internships	Are You Ready for an Internship? We Think So. - For you: new internship options. Click Manage Subscriptions or Un	3:16 pm
AfterCollege	Reminder: On-Campus Internship Application Deadline - Friday, August 5th - GET AN ON-CAMPUS PAID INTERN	10:24 am
PermissionResearch	PermissionResearch's Online Survey! - Dear PermissionResearch Member, We have a new survey for you! Please	9:56 am
Fastweb Scholarships	Fill Your Day with Scholarships - New: \$500 - Odenza Marketing Scholarship Click Manage Subscriptions or Unsubs	9:15 am
Fastweb Internships	Worth the Effort: Internship Apps - For you: new internship options. Click Manage Subscriptions or Unsubscribe to u	Jul 31
Fastweb Scholarships	This Scholarship Just Feels Right for You - New: \$5000 - Bluetooth Breakthrough Award Click Manage Subscription	Jul 31
Fastweb Scholarships	Ready, Set, Apply for Scholarships! - You have scholarship deadlines - don't miss out! Click Manage Subscriptions o	Jul 31
Fastweb Internships	The Moment You Found an Internship... - For you: new internship options. Click Manage Subscriptions or Unsubscrib	Jul 30
Fastweb Scholarships	Rise & Shine: More Scholarships Are Here - New: \$2500 - CKSF Scholarship Competition Click Manage Subscriptio	Jul 30
Fastweb Internships	You're Amazing, Your Internship Should Be, Too - For you: new internship options. Click Manage Subscriptions or Un	Jul 29
Fastweb Scholarships	Just What You Signed Up For: Scholarships! - New: Amount Varies - Association of Women in Mathematics Essay C	Jul 29
PermissionResearch	PermissionResearch's Internet Survey! - Dear PermissionResearch Member, We have a new survey for you! Please	Jul 28

At the bottom of the interface, there are icons for profile, notifications, and a phone.

Search Bar

The image shows a Gmail interface with a red circle highlighting the search bar at the top. The search bar is located to the right of the Google logo and contains a magnifying glass icon. Below the search bar, there is a notification banner that reads "The conversation has been moved to the Trash - Learn more Undo". The main content area displays a list of emails in the Primary tab, with categories like Social (50+ new) and Promotions also visible. The left sidebar shows navigation options like Compose, Inbox (5,285), Starred, Important, Sent Mail, Drafts (20), and Circles. At the bottom, there are icons for profile, notifications, and a phone.

Category	Sender	Subject	Time
Primary	Fastweb Internships	Are You Ready for an Internship? We Think So. - For you: new internship options. Click Manage Subscriptions or Un	3:16 pm
Primary	AfterCollege	Reminder: On-Campus Internship Application Deadline - Friday, August 5th - GET AN ON-CAMPUS PAID INTERN	10:24 am
Primary	PermissionResearch	PermissionResearch's Online Survey! - Dear PermissionResearch Member, We have a new survey for you! Please	9:56 am
Primary	Fastweb Scholarships	Fill Your Day with Scholarships - New: \$500 - Odenza Marketing Scholarship Click Manage Subscriptions or Unsubs	9:15 am
Primary	Fastweb Internships	Worth the Effort: Internship Apps - For you: new internship options. Click Manage Subscriptions or Unsubscribe to u	Jul 31
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Primary	Fastweb Internships	The Moment You Found an Internship... - For you: new internship options. Click Manage Subscriptions or Unsubscrib	Jul 30
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Primary	Fastweb Scholarships	Just What You Signed Up For: Scholarships! - New: Amount Varies - Association of Women in Mathematics Essay C	Jul 29
Primary	PermissionResearch	PermissionResearch's Internet Survey! - Dear PermissionResearch Member, We have a new survey for you! Please	Jul 28

Email Messages

The screenshot shows the Gmail interface with a dark wood-grain background. At the top left is the Google logo. Below it is the 'Gmail' label and a search bar. A yellow notification banner at the top center reads 'The conversation has been moved to the Trash. [Learn more](#) [Undo](#)'. On the right, it shows '1-50 of 6,348' and navigation arrows. The left sidebar contains navigation options: 'COMPOSE', 'Inbox (5,285)', 'Starred', 'Important', 'Sent Mail', 'Drafts (20)', 'Circles', and '[Imap]/Drafts'. Below these are contact avatars for Maeah, James Walthall, and Steffi Walthall. The main area displays a list of 15 email messages, each with a checkbox, star icon, sender name, subject, preview text, and time. A red rounded rectangle highlights the entire email list area.

Sender	Subject	Time
Fastweb Internships	Are You Ready for an Internship? We Think So. - For you: new internship options. Click Manage Subscriptions or Un	3:16 pm
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PermissionResearch	PermissionResearch's Internet Survey! - Dear PermissionResearch Member, We have a new survey for you! Please	Jul 28

Composing an Email

The image shows a Gmail interface with a dark wood-grain background. At the top left is the Google logo. Below it, the Gmail logo is visible. A red circle highlights the 'COMPOSE' button in the top left navigation bar. The main area displays a list of emails in the 'Primary' tab, with a 'Social' tab also visible. A 'New Message' dialog box is open on the right side, showing fields for 'To', 'Subject', and a rich text editor with various formatting options like bold, italic, underline, and text color. The 'Send' button is visible at the bottom of the dialog box.

Google

Gmail -

COMPOSE

Inbox (10,200)

Starred

Important

Sent Mail

Drafts (20)

Circles

[Imap]/Drafts

Maeah

James Walthall

Steffi Walthall

Primary

Social 50+ new
Pinterest, Tumblr, YouTube

Promotions

Are You Ready for an Internship? We Think So. - For you: new internship options. Click Manage Subscriptions or Un 3:16 pm

Reminder: On-Campus Internship Application Deadli

PermissionResearch's Online Survey! - Dear Permiss

Fill Your Day with Scholarships - New: \$500 - Odenza

Worth the Effort: Internship Apps - For you: new inter

This Scholarship Just Feels Right for You - New: \$50

Ready, Set, Apply for Scholarships! - You have schola

The Moment You Found an Internship... - For you: new

Rise & Shine: More Scholarships Are Here - New: \$25

You're Amazing, Your Internship Should Be, Too - For

Just What You Signed Up For: Scholarships! - New: A

PermissionResearch's Internet Survey! - Dear Permis

New Message

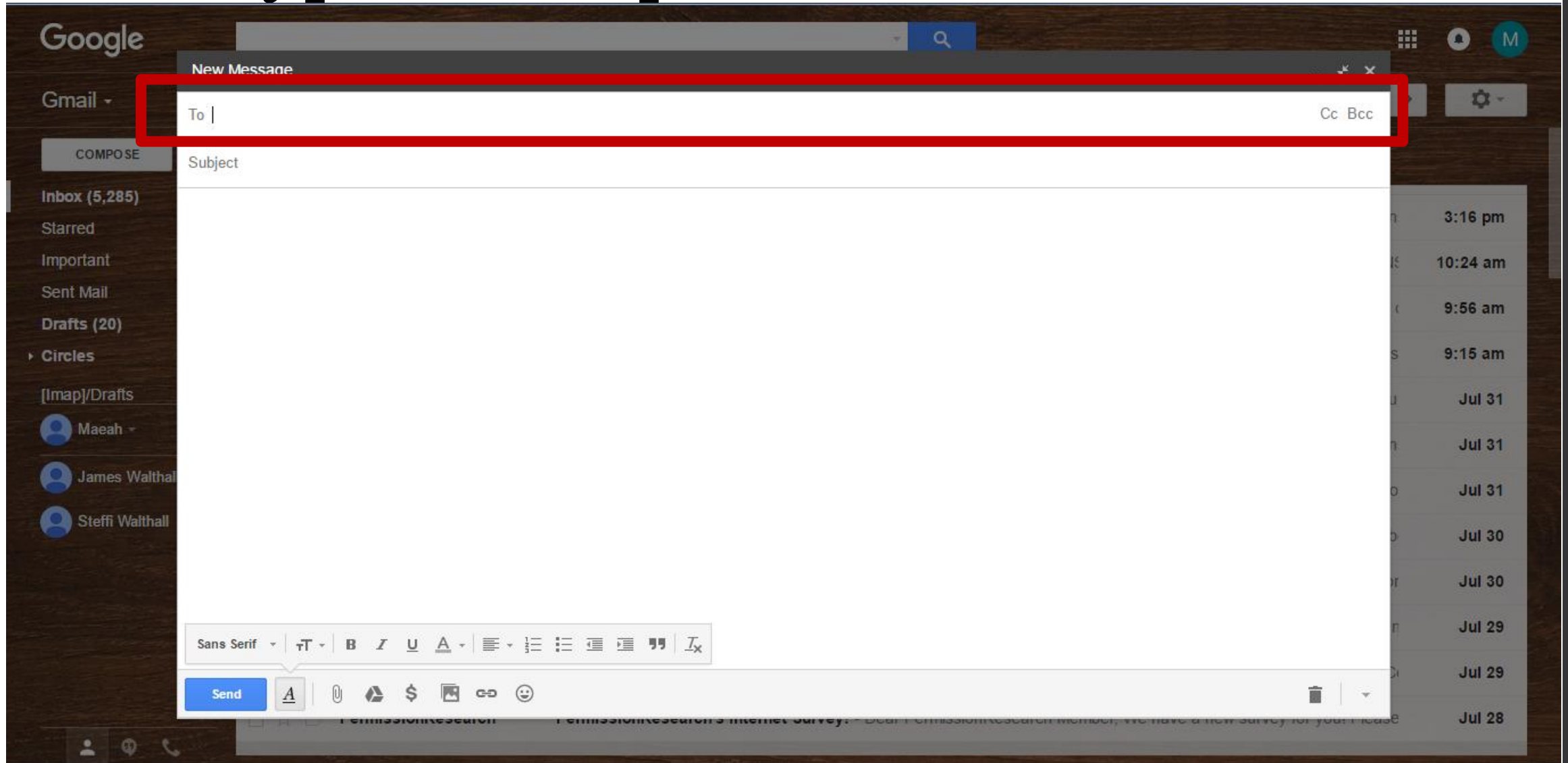
To | Cc Bcc

Subject

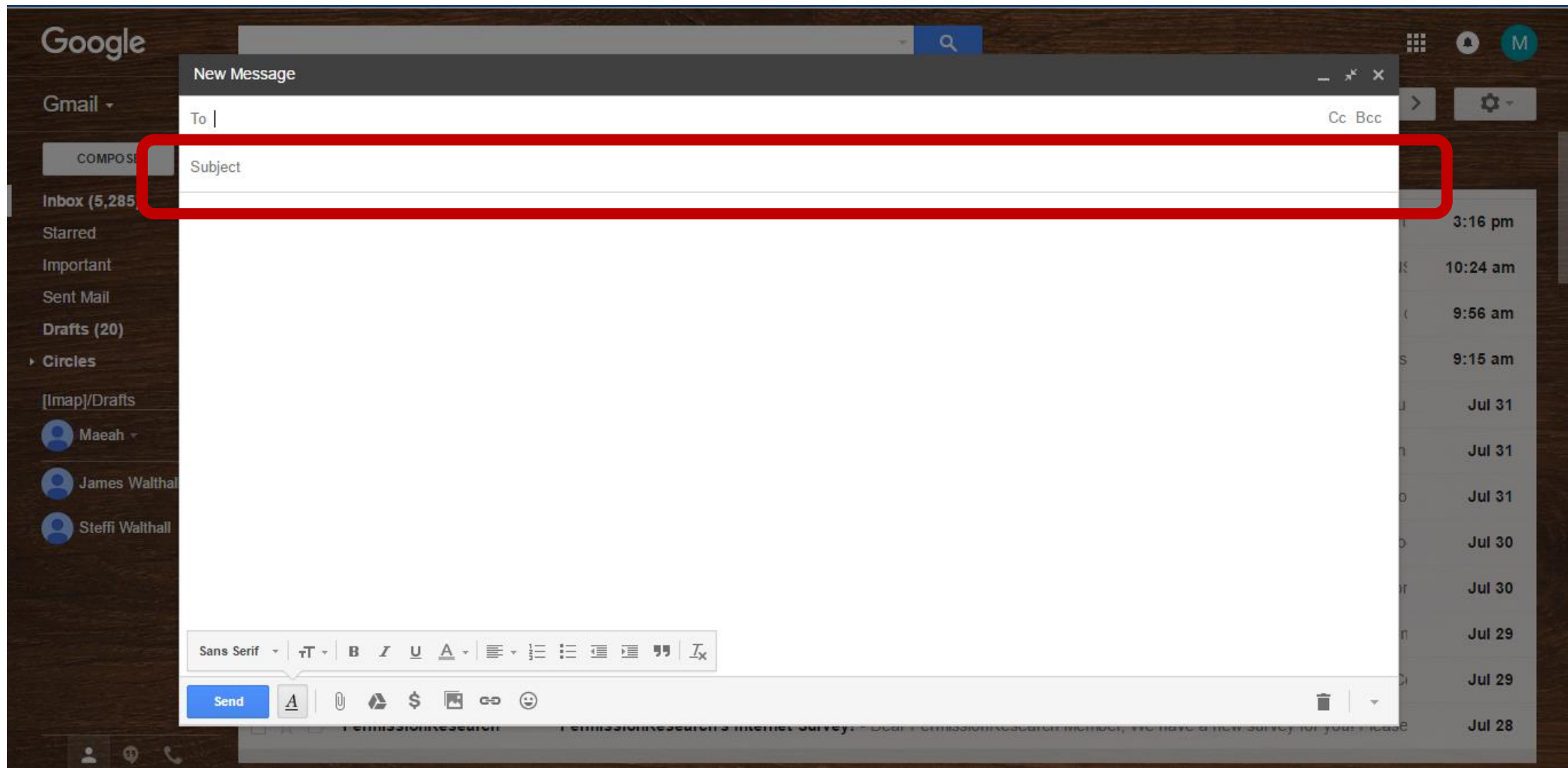
Sans Serif | T | B | I | U | A | | | | | | | |

Send

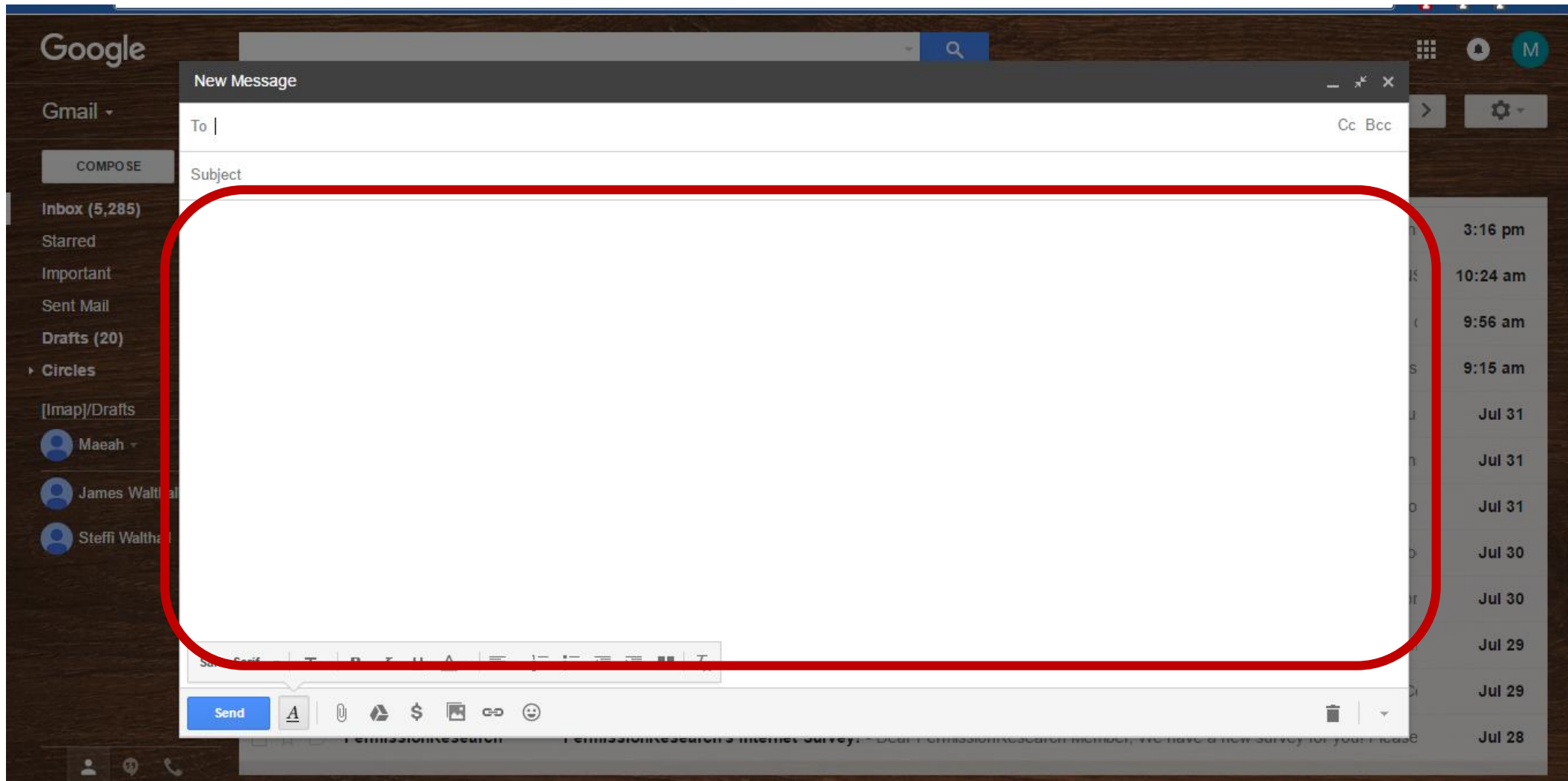
Type in the person's email address



Brief Summary of Message Subject



The actual message should be composed similar to a letter




Replying to an Email

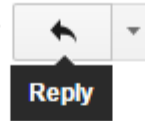
Fwd: Chapters 1-3 Cry (February) (1)  Inbox x



Darnell Johnson



to me 

 Jul 27 (5 days ago) 



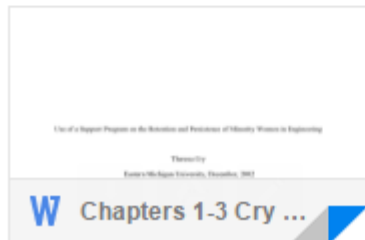
FYI

----- Forwarded message -----

From: 
Date: Jul 27, 2016 5:14 PM
Subject: Chapters 1-3 Cry (February) (1)
To: 
Cc:

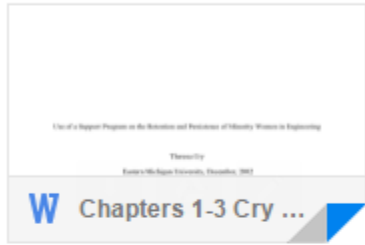
Send to Maeah

The information contained in this message is intended only for the recipient, and may otherwise be privileged and confidential. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, please be aware that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by replying to the message and deleting it from your computer. This footnote also confirms that this email has been scanned for all viruses by the Hampton University Center for Information Technology Enterprise Systems service.



Type in Your Response and Send

Confidential: If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, please be aware that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by replying to the message and deleting it from your computer. This footnote also confirms that this email has been scanned for all viruses by the Hampton University Center for Information Technology Enterprise Systems service.



← Darnell Johnson

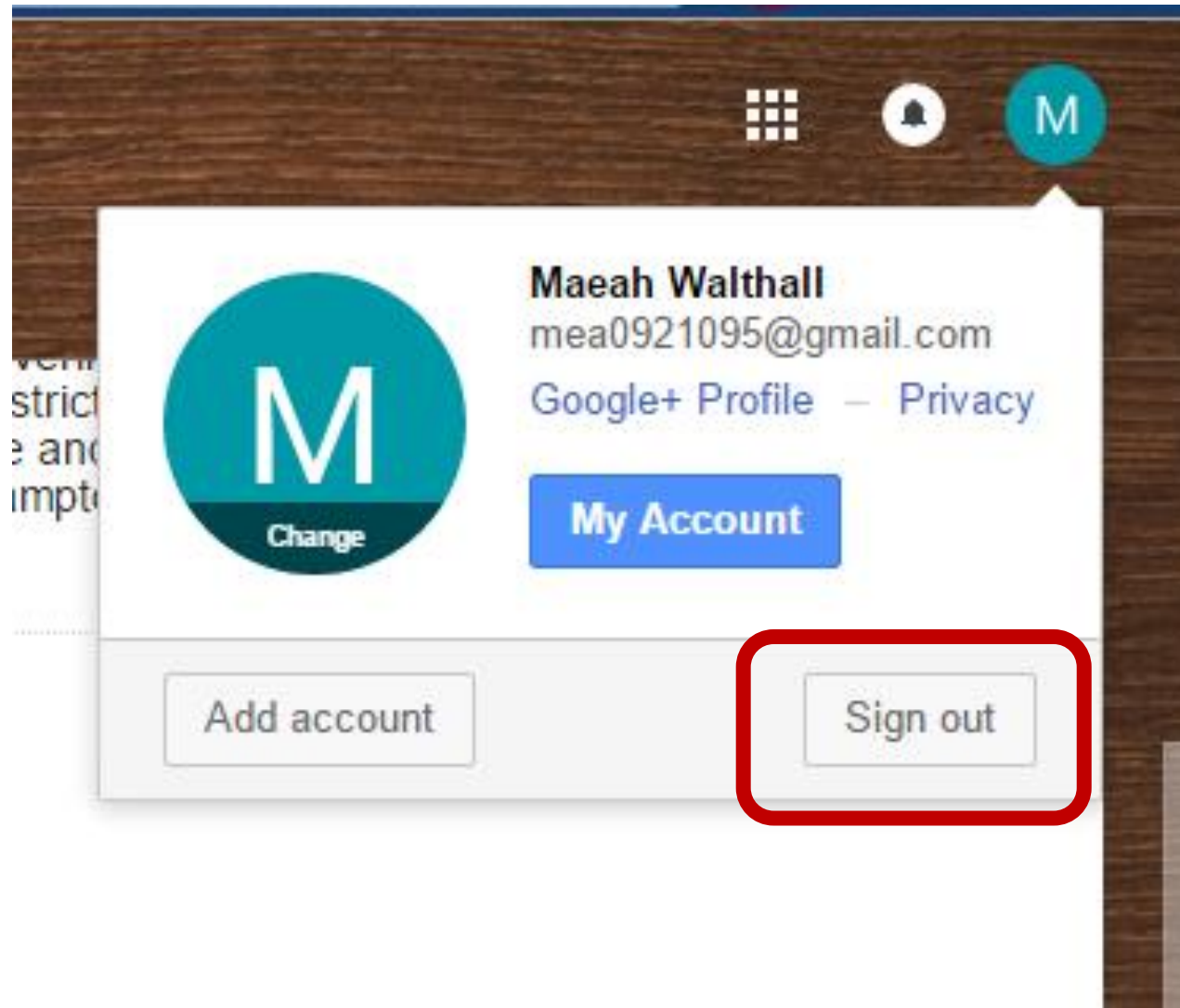


Sans Serif | ↑↓ | **B** | *I* | U | A | [List icons] | [Quote icon] | I_x

Send | A | [Attachment icon] | [Share icon] | [Dollar sign icon] | [Image icon] | [Link icon] | [Smiley icon]

Saved [Trash icon] [Dropdown arrow]

Logging out of Your Email



Sources

- https://s.bellevuecollege.edu/com/sites/7/2013/05/Email_Basics.pdf
- https://upload.wikimedia.org/wikipedia/commons/thumb/4/45/New_Logo_Gmail.svg/2000px-New_Logo_Gmail.svg.png
- <http://allenmeyerdesign.com/wp-content/uploads/2013/09/new-yahoo-logo.jpg>
- <http://www.droid-life.com/wp-content/uploads/2015/02/outlook-logo.jpg>
- https://qph.ec.quoracdn.net/main-qimg-11a61c95dad38179cbd7fb014231c3c5?convert_to_webp=true

Questions,
Comments, and
Concerns?