

Learning guide: Using email

This session features online learning using Learn My Way.

Resources

- A device with internet access.
- A Learn My Way account (learnmyway.com).
- An email provider website, eg Gmail (google.com/gmail).
- The “Example emails” handout (see later in this guide).
- 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

- Have Learn My Way open on the computer.
- Navigate to the Learn My Way subject **Using email**.
- Complete the following topics:
 - **Creating an email account**
 - **Making a good password**
- Navigate to the Gmail website and create your own Gmail account.
- Complete the following topics:
 - **Sending an email**
 - **Receiving and replying to an email**
 - **Email safety and security**

Reflect

- 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?

Next steps

- Sign in to your new email account and send someone you know a short e-mail. You could use the **Example emails** handout for what to write.

Example emails

Here are some examples of emails you could write to someone.

Subject: My first email

Message: Hi, This is my first email. Please reply so that I know you received it,

Subject: Hello

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

Subject: My email address

Message: Hello. I now have an email address so you can send me messages. Hope to hear from you soon.