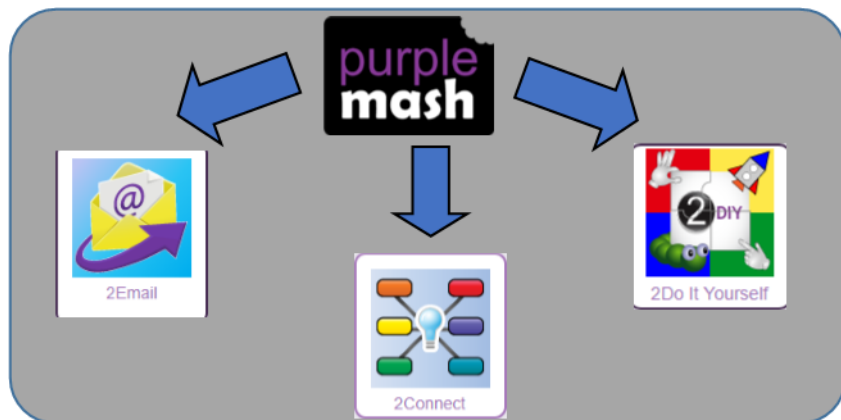


Unit: 3.5 – Email

Key Learning

To think about different methods of communication.
To open and respond to an email using an address book.
To learn how to use email safely.
To add an attachment to an email.
To explore a simulated email scenario.

Key ResourcesKey Vocabulary

Communication – The sharing or exchanging of information by speaking, writing, or using some other medium such as email.

Email – Messages sent by electronic means from one device to one or more people.

Compose – To write or create something.

Send – To make an email be delivered to the email address it is addressed to.

Report to the teacher – A way in 2Email to tell the teacher if you have received an email that makes you feel upset or scared.

Attachment – A file, which could be a piece of work or a picture, that is sent with the email.

Address book – A list of people who you regularly send an email to.

Save to draft – Allows you to save an email that you are working on and send it later.

Password – A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.

CC – A way of sending a copy of your email to other people so they can see the information in it.

Formatting – Allows you to change the way the text of an email looks. For example, you can make the text bold or underline it.

Unit: 3.5 – Email

Key Images

Click here to write your email.

Compose

A list of people you have sent emails to before.

Address Book

Who is the email to be sent to?

To:

Who else will the email be sent to?

CC:

What is the email about?

Subject:

Allows you to attach work and pictures to the email.

Attach Work

Attach Picture

Click the button to send the email.

Send

Formatting bar where you can change how the message looks.

B I U [List Icons] Font size [Dropdown] Font family [Dropdown]

Key Questions

What is email?

Email is a method of sending electronic communication from one device to another.

What should I do if I receive an email that makes me upset or scared?

If you are at school, you should tell the teacher immediately. If you receive the message at home, then you should tell a parent or guardian.

What information can I send in an email?

As well as sending a message, files such as photographs, videos, music and other resources can be attached to the email and sent to the receiver.