

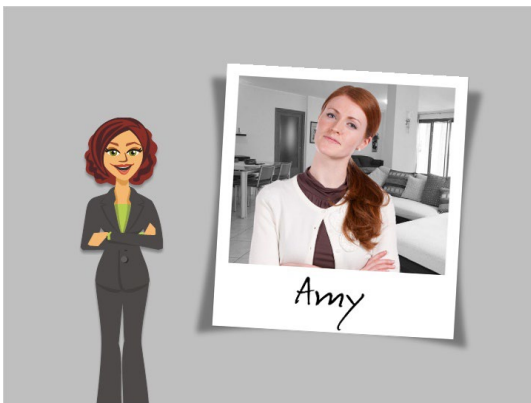


California Emerging Technology Fund  
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Module: Starting Out  
Course: Introduction To Email 1 (Computer Device)  
Lesson: 1

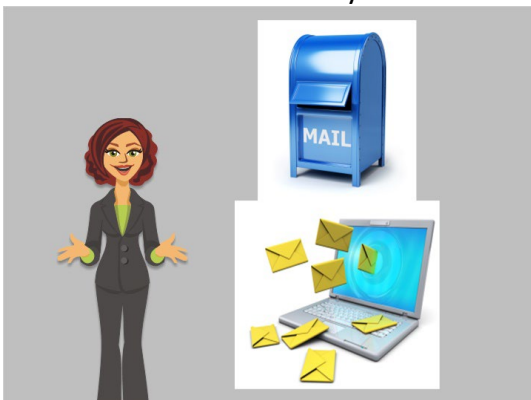
### 1.1 Define Email

Script: Hi, I'm Kate and I'm here to get you started with email. We will follow along with Amy, who is setting up a Gmail account. Let's begin by talking about what email is and how it works.



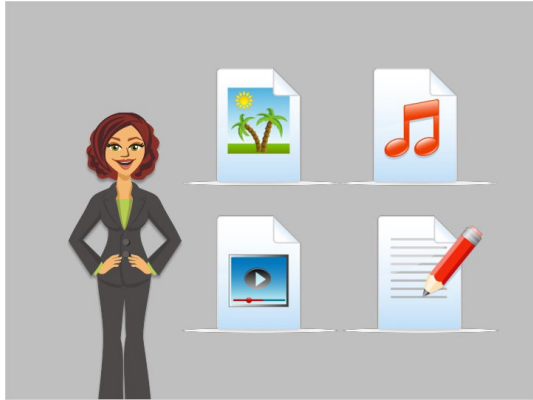
### 1.2 Email Is Like A Letter You Receive In The Mail

Script: If you've never used email before, it's just like mailing someone a letter at the post office, except that the letter is mailed digitally through the Internet and the person receives the letter instantly.



### 1.3 Using Attachments

Script: You can include all kinds of things in an email In addition to a letter. You can include pictures, documents, videos and other computer files.



### 1.4 Multiple recipients

Script: You can send an email to multiple people at the same time and you can access your email on any device that has the Internet, like your computer or your mobile phone.



### 1.5 It's Free To Set Up An Email Account

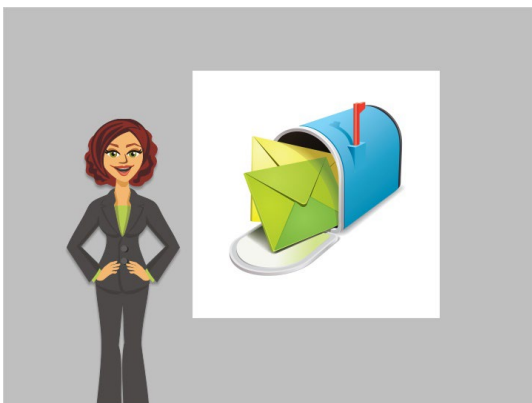
Script: Best of all, sending an email is free.



### 1.6 Setting Up An Email Account

Script: In order to receive emails, you will have to sign up for your own private email account, which is an electronic mailbox just for you.

That account will have its own email address so that people will know where to send you an email.



### 1.7 What Is An Email Address

Script: Like a real address, the email address has to be typed in correctly, or the other person will not receive their mail. An email address will always have two main parts, which are connected by the “@” symbol:

- The first part of the email address is the person’s username. This is similar to the name you write on a regular address.
- The second part of the email address is the location. It could be the name of an email provider, the organization the person works for, or a website that the person is associated with.

To recap, an email address is made up of who you are sending the email to, the @ symbol, and the location for their email, just like a regular address is made up of who and where.

AmyLeighSmith1982@gmail.com

Amy Leigh Smith  
742 Evergreen Terrace  
Springfield, OR 97477

### 1.8 Parts Of An Email Address

Script: Your email account is protected by a password of your choice, so that the only person who has access to your email is you. Think about your password as the key to your mailbox. This provides you with protection and privacy.

