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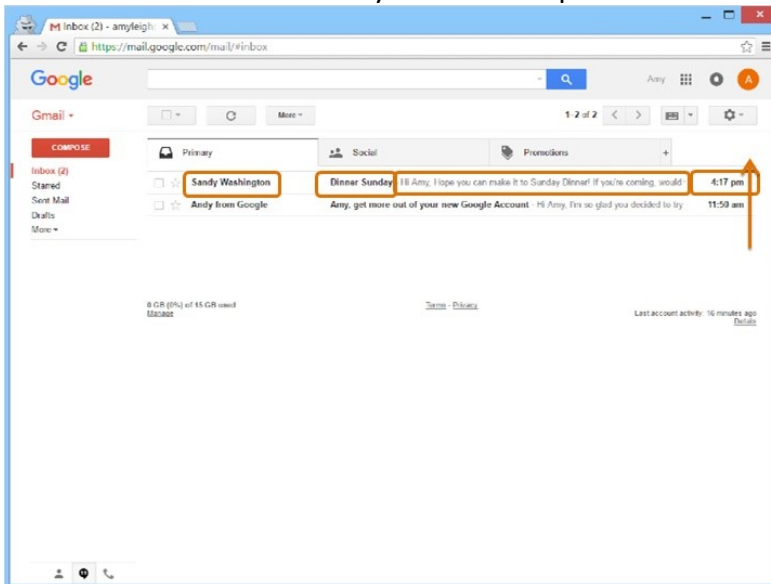
Module: Starting Out
Course: Introduction To Email 1 (Computer Device)
Lesson: 4

1.1 Opening A Message And Replying

Script: The first thing that Amy sees when she opens her account is the Inbox. The Inbox is where all of her messages are received, and where she will be able to manage all of her messages.

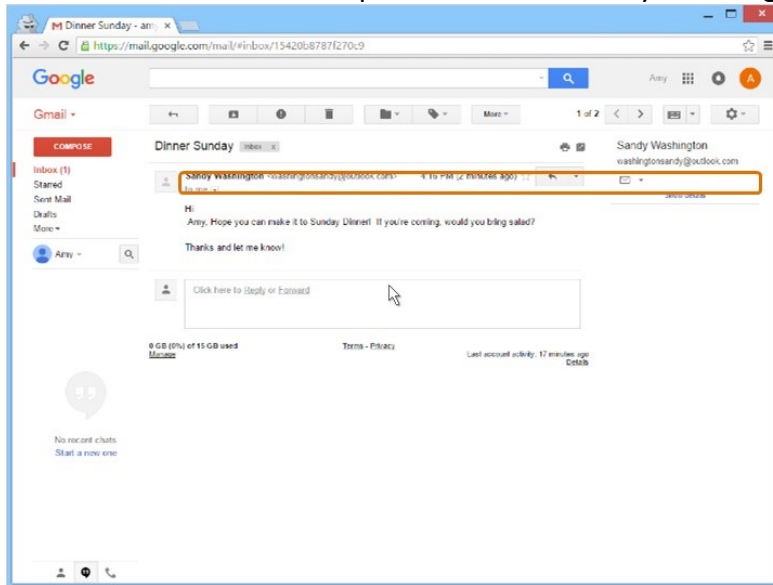
Each email will list the name of the sender, the subject of the message, a preview of the message, and finally, the date the message was sent.

The newest emails will always be at the top of the Inbox.



1.2 Opening A New Email

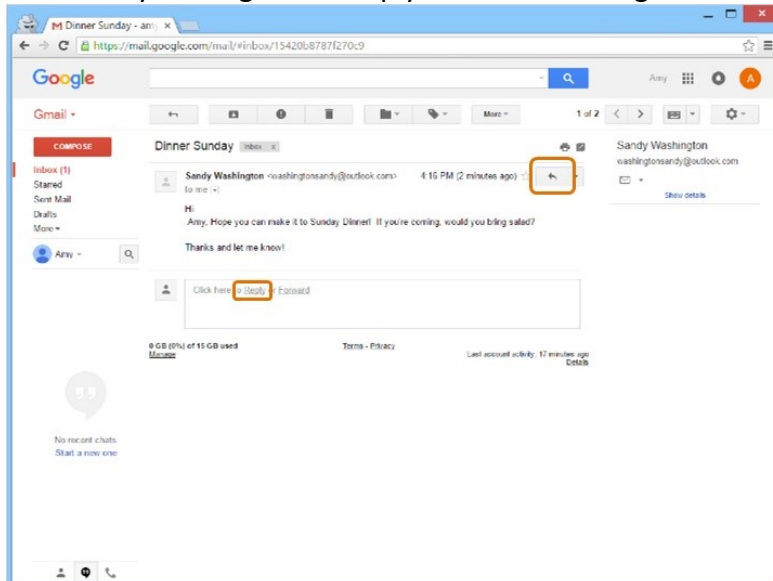
Script: Amy sees that she has a new email from Sandy, her best friend. She clicks on the email to open it and reads Sandy's message.



1.3 Replying To An Email

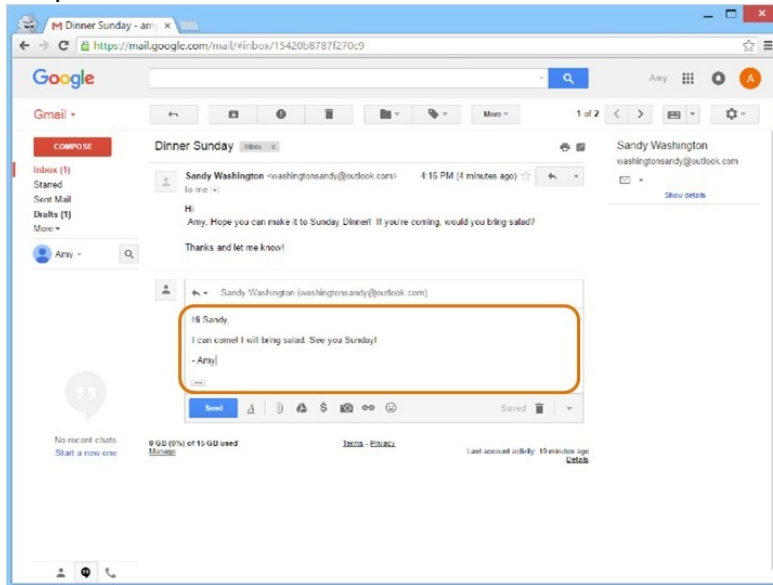
Script: Amy is going to reply to Sandy's email. She can do this two different ways:

- By clicking on the arrow on the right hand side of the message.
- Or By clicking on the reply link in the box right below the message.



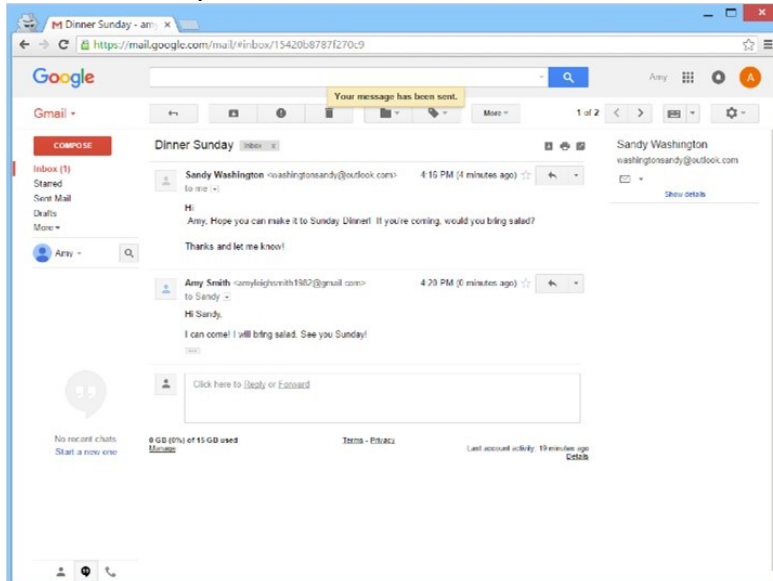
1.4 Typing A Response

Script: Once Amy clicks reply, she begins to type her message in the large box under the recipient's name.



1.5 Sending An Email

Script: When Amy is done typing her message, she clicks the send button and her reply is sent to Sandy.



1.6 How To Tell A Message Was Sent

Script: Once the reply is sent, a notification appears at the top of the screen and the new email will appear below the first message from Sandy.

