

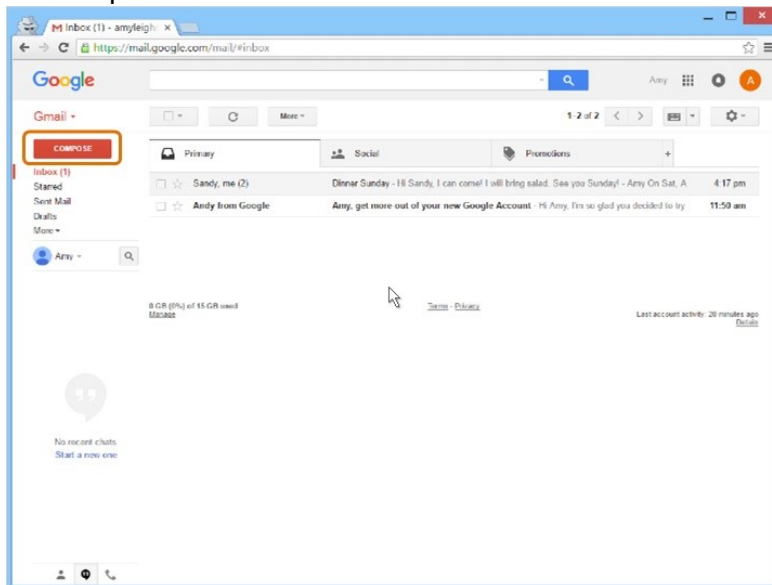


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Module: Starting Out
Course: Introduction To Email 1 (Computer Device)
Lesson: 5

1.1 How To Write An E-Mail

Script: If you want to send a new email, you can do that by clicking the Compose button in the top left.

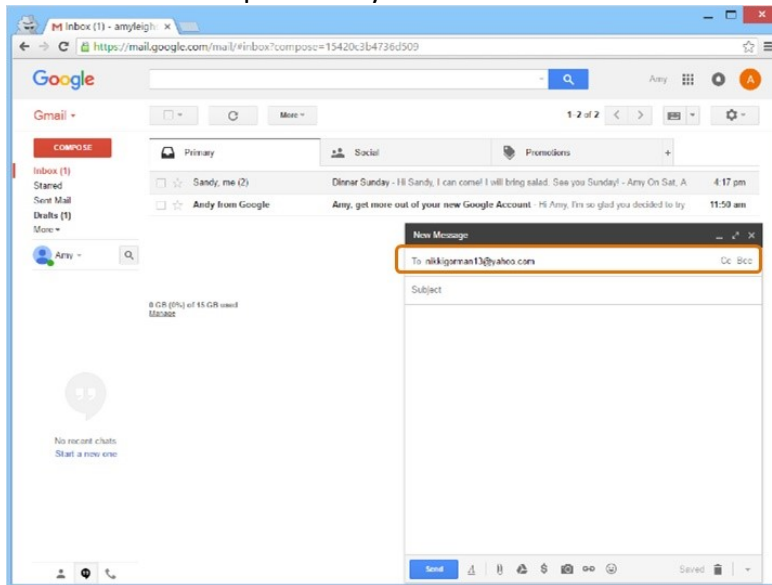


1.2 Selecting An Email Recipient

Script: A message box will appear. Amy needs to fill in who the message is to, describe the subject, and then type what she wants to say.

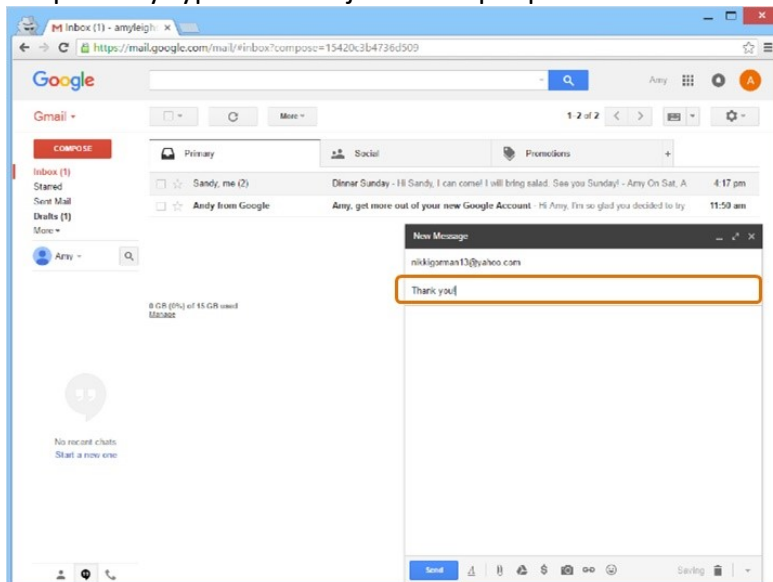
In the “To” field, Amy types in the email address of her friend Nikki.

But if Amy wants to send this message to more than one person, she could type several email addresses separated by commas.



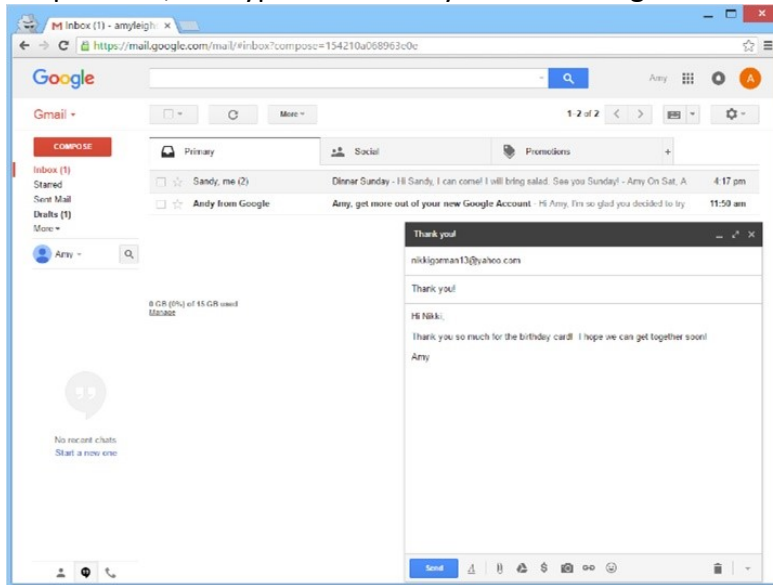
1.3 Writing A Subject Line

Script: Amy types in a subject to let people know what the message is about.



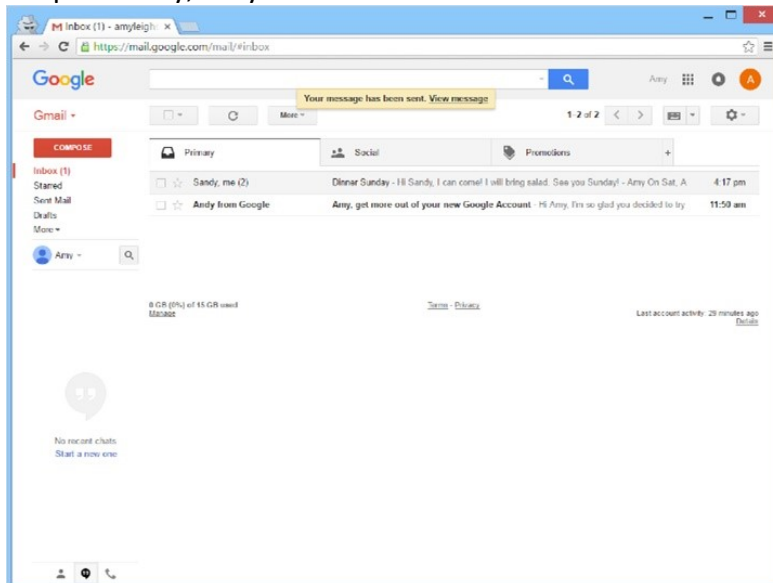
1.4 Typing An Email

Script: Next, she types in the body of the message.



1.5 Sending An Email

Script: Finally, Amy clicks the “Send” button to send the email.



1.6 Looking At The "Sent" Folder

Script: Once the message is sent, a notification appears at the top of the screen. Amy can open her sent folder if she needs to find email messages that she has already sent.

