



California Emerging Technology Fund  
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Module: Starting Out  
Course: Introduction To Email 1 (Computer Device)  
Lesson: 6

### 1.1 Review: Choosing An Email Username

Script: We've learned a lot about email. Let's see what you remember. If Amy wants to set up an email account so she can contact potential employers, what would be the most appropriate? Click on the address you think would be best.

If Amy wants to set up an email account so she can contact potential employers, which would be the most appropriate?



BigCatLover1980@gmail.com

AmySmith82@gmail.com


RedHotRedHead@gmail.com

BieberFan1!@gmail.com

## 1.2 Multiple Emails

Script: If Amy wants to send the same email to six different people, what's the best way to do it? Should she send a separate email to each person one at a time, or, send one email to multiple people at once?

If Amy wants to send the same email to six different people, what's the best way to do it?



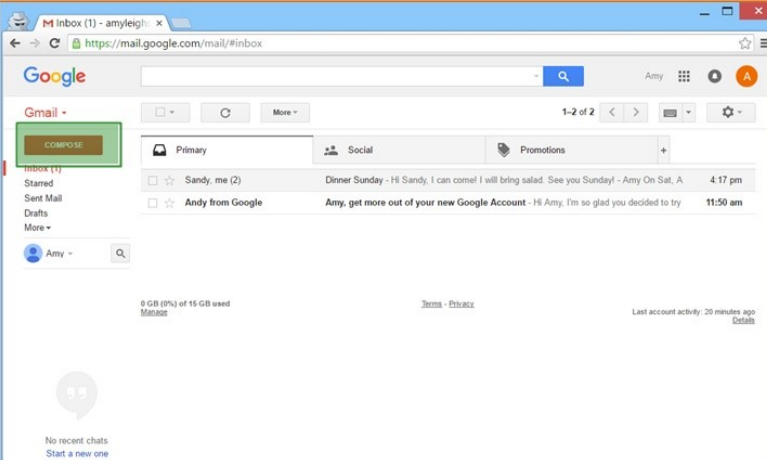
Send six separate emails, one to each person

Send one email to all six people at once

## 1.3 Writing A New Email

Script: Let's take a look at Amy's inbox. If Amy wants to send an email to her friend Michelle, what does she click on to create a new email message? Click on the button in the correct place.

Where should Amy click to create a new email message?

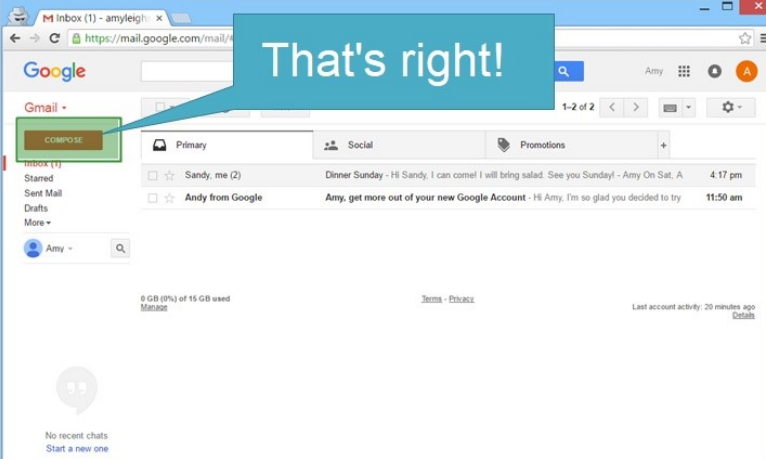


The screenshot shows a Gmail inbox with the following elements:

- Browser tabs: "Inbox (1) - amyfeigh..."
- Address bar: "https://mail.google.com/mail/#inbox"
- Google search bar and user profile "Amy"
- Gmail navigation: "COMPOSE" (highlighted), "Inbox (1)", "Starred", "Sent Mail", "Drafts", "More +"
- Filters: "Primary", "Social", "Promotions"
- Email list:
  - Sandy, me (2) - Dinner Sunday - Hi Sandy, I can come! I will bring salad. See you Sunday! - Amy On Sat, A 4:17 pm
  - Andy from Google - Amy, get more out of your new Google Account - Hi Amy, I'm so glad you decided to try 11:50 am
- Footer: "0 GB (0%) of 15 GB used", "Terms - Privacy", "Last account activity: 20 minutes ago", "No recent chats", "Start a new one"

Click The "Compose" Button

Where should Amy click to create a new email message?

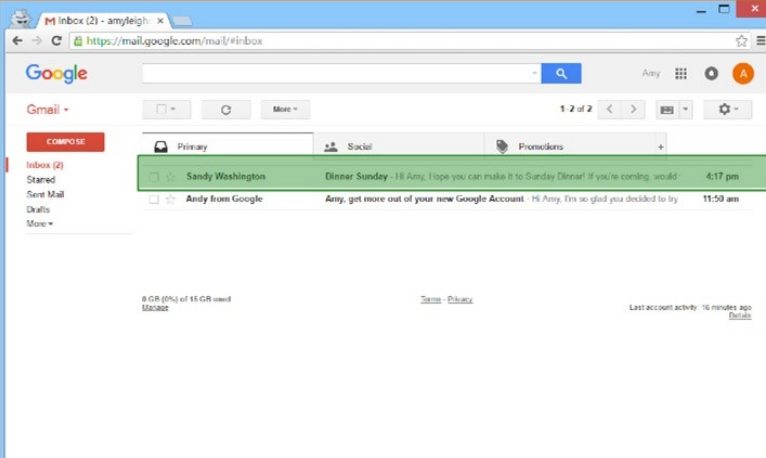


The screenshot shows the Gmail interface. The 'Compose' button is highlighted with a green box. A blue callout bubble with the text 'That's right!' points to the 'Compose' button. The inbox shows two emails: 'Sandy, me (2)' and 'Andy from Google'.

#### 1.4 Looking At Your Email Inbox

Script: Amy has a new email from her friend Sandy. Click on the correct part of the screen to open Sandy's message.

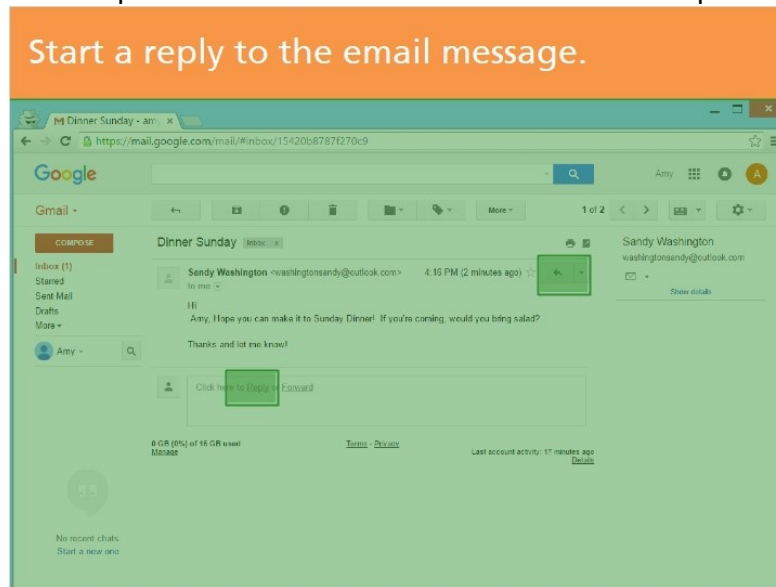
Open the new email message from Sandy.



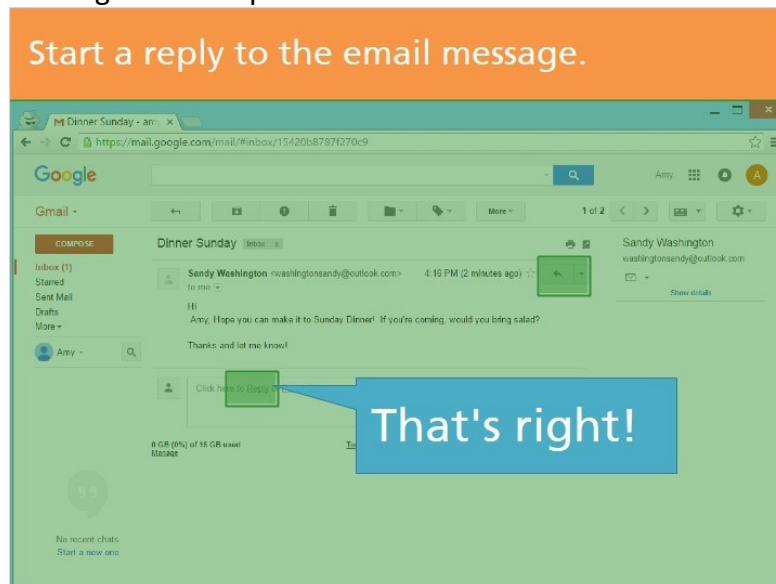
The screenshot shows the Gmail interface. The email from 'Sandy Washington' is highlighted with a green background. The inbox shows two emails: 'Sandy Washington' and 'Andy from Google'.

## 1.5 Replying To An Email

Script: Amy has just read this email from her friend Sandy. If she wants to reply, there are two places she can do that. Click one of the two possibilities for Amy to send a reply.

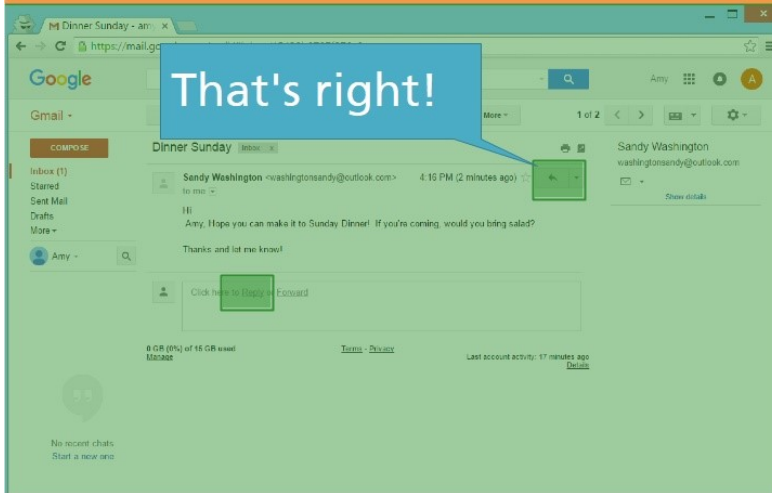


## Looking At The Sequence Of Emails In A Conversation



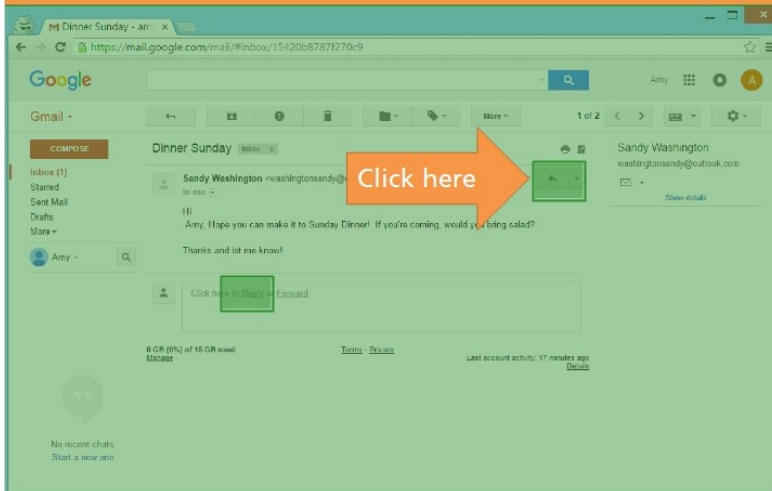
## Fund The “Reply Arrow”

Start a reply to the email message.



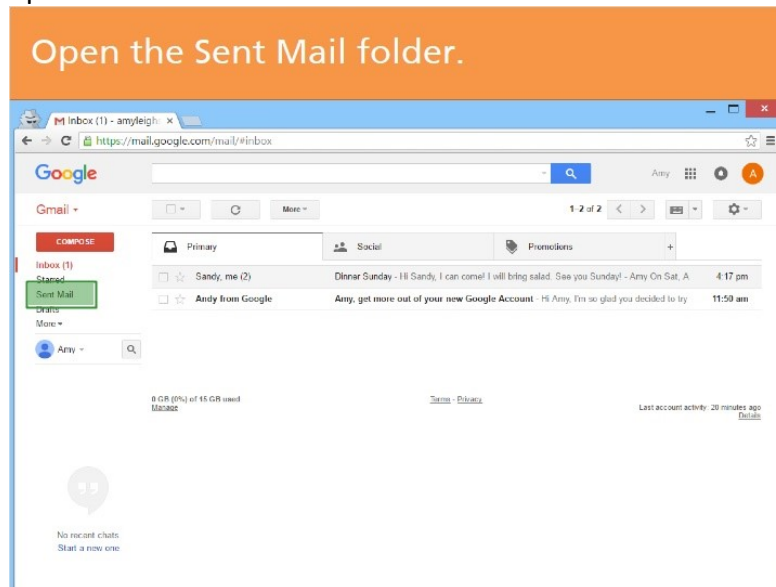
## Click The “Reply Arrow” Or “Send” Button

Start a reply to the email message.

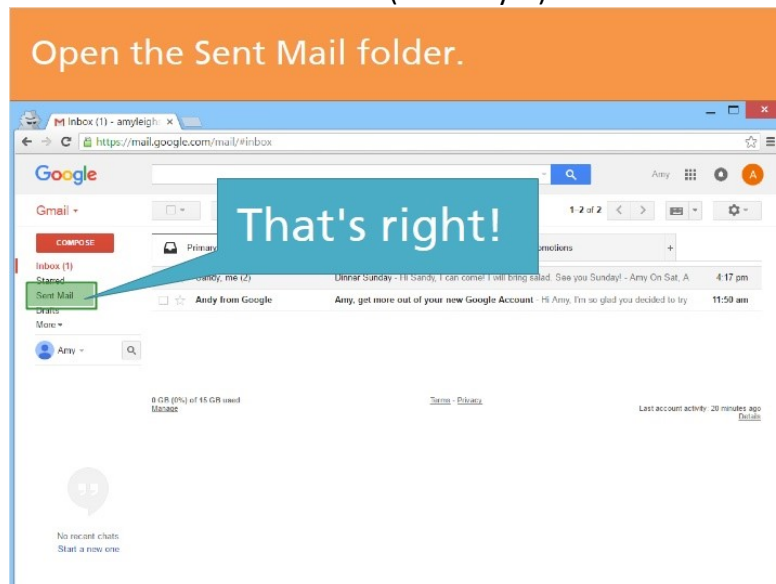


## 1.6 Looking At Emails You Already Sent

Script: Amy wants to see an email she sent. Click on the correct part of the screen to open the sent mail folder.



## Find The "Sent" Email Folder (Slide Layer)



## 1.7 Email Sent!

Script: Great job! In this class, we learned what email is, and walked through as Amy set up her email account. Now why don't you give it try?

