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 Resources

purple mash
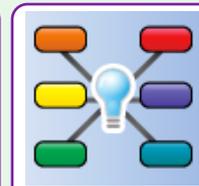
2Email

2Connect

2Do It Yourself

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.

2simple
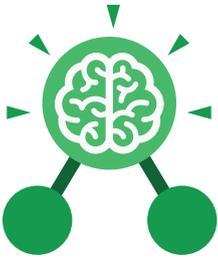
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Key Vocabulary

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.

2simple
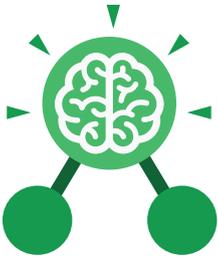
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Key Images

A list of people you have sent emails to before

Click here to write your email

| Compose | Address Book | Switch User | | | 10 | Emails Per Page | | Search for... | | |

	From	Subject	Date	
Inbox (7)				
Favourites	Neil Armstrong	My main aim	15/07/2020	
Draft	Elpmis Shuttle 1	Message from Shuttle Commander	15/07/2020	
Sent	Elpmis Shuttle 1	Message from Shuttle Commander	10/06/2020	
Deleted	Elpmis Shuttle 1	Captain's Briefing	10/06/2020	
	Neil Armstrong	My main aim	10/06/2020	
	Elpmis Shuttle 1	Message from Shuttle Commander	10/06/2020	
	Cyber Cop	Never reply	12/02/2020	
	Cyber Cop	Dealing with prejudice	12/02/2020	
	Cyber Cop	Prejudice	12/02/2020	
	Caitlin	Thank you	12/02/2020	

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Formatting bar where you can change how the message looks.

Who is the email to be sent to?

Who else will the email be sent to?

What is the email about?

Compose Email

From: Mrs. Ip-Koon

To: Search people

CC: Search people

Subject:

Message: B I U Font size Font family

Click this button to send the email.

Send | Save To Draft | Attach File | Paint Picture | Cancel
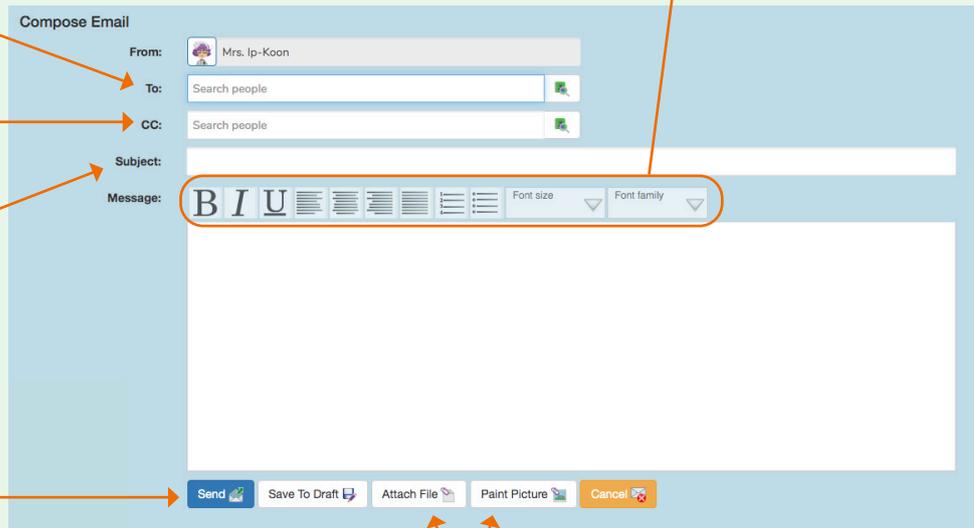
Allows you to attach work and pictures to the email

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