

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 7: Email



LABYRINTH
LEARNING™

Learning Objectives

■ Computer Objectives

- ▲ Sign in to email and send a message
- ▲ Reply to an email message
- ▲ Forward a message

■ Language Objectives

- ▲ Use vocabulary words to describe signing in to email
- ▲ Use computer verbs to describe actions taken with email messages
- ▲ Describe how to reply to and forward a message

Picture Dictionary – Nouns

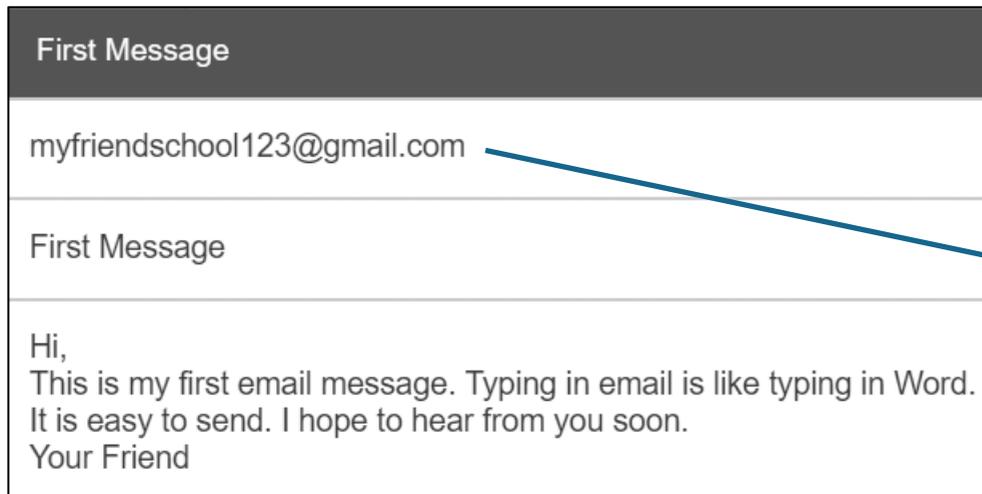
Term	Definition
Message	Information you type and send to another person using email
Button	A small rectangle that completes an action when you click it
Email (Electronic mail)	A way to send information from one computer to another
Password	A personal word or combination of letters and numbers that lets you get into your email
Inbox	A page in your email that lists all the messages you have received
Username	The name you choose for your personal email account
Webmail	An email service that allows you to reach your email account from your own computer, another computer, or a device such as a smartphone or tablet
“At” symbol	The character included in email addresses between the username and the email service provider name

Computer Verbs

Verb	Meaning
Compose	To write a message
Send	To transmit a message from your email to another person's email
Forward	To send a message that you received to another person
Reply	To answer a message that you received

About Email

- Email is a fast and easy way to communicate with people in all places in the world that have the Internet.
- You must have an email address and Internet access to use email.



Email address

About Email (cont.)

- An email address has three parts and no spaces:

1. USERNAME

student

2. "AT" SYMBOL

@

3. EMAIL SERVICE PROVIDER

gmail.com

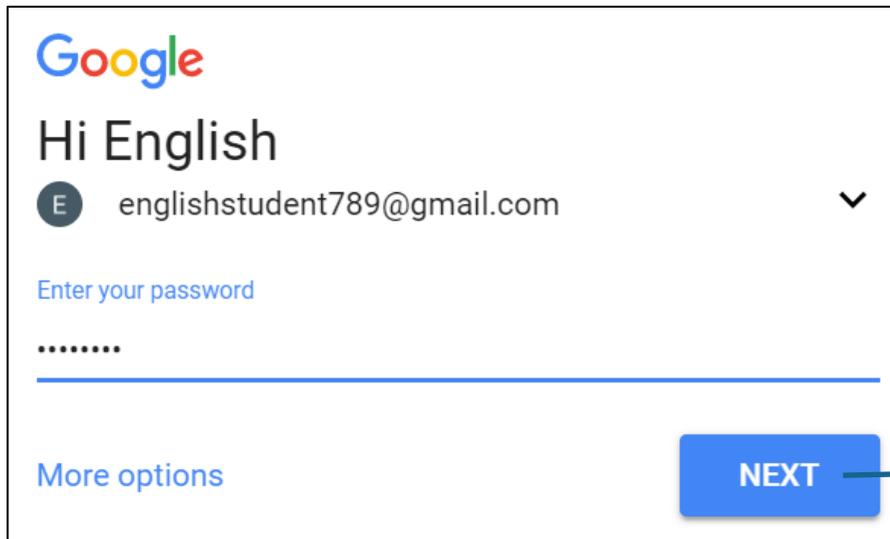
Example: student@gmail.com

- Webmail can be used from any computer or device in the world that has Internet access.
- Many companies offer free webmail (Gmail, Outlook Mail, Yahoo, Mail.com, etc.)
- All ISPs (Internet service providers) give you an email address when you sign up.



Getting an Email Account

- When you get an email account, you must pick a username and a password.



Google

Hi English

E englishstudent789@gmail.com

Enter your password

.....

More options

NEXT

Click Next to go to your email Inbox.

TIP! No one can read your email without your username and password.

Writing and Sending a Message

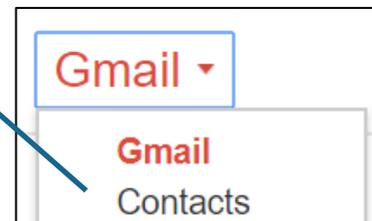
- Sending an email message is like writing a letter.
- Once you send an email, you cannot stop it.

Click here to start a new email message.

The Inbox holds the email sent to you.



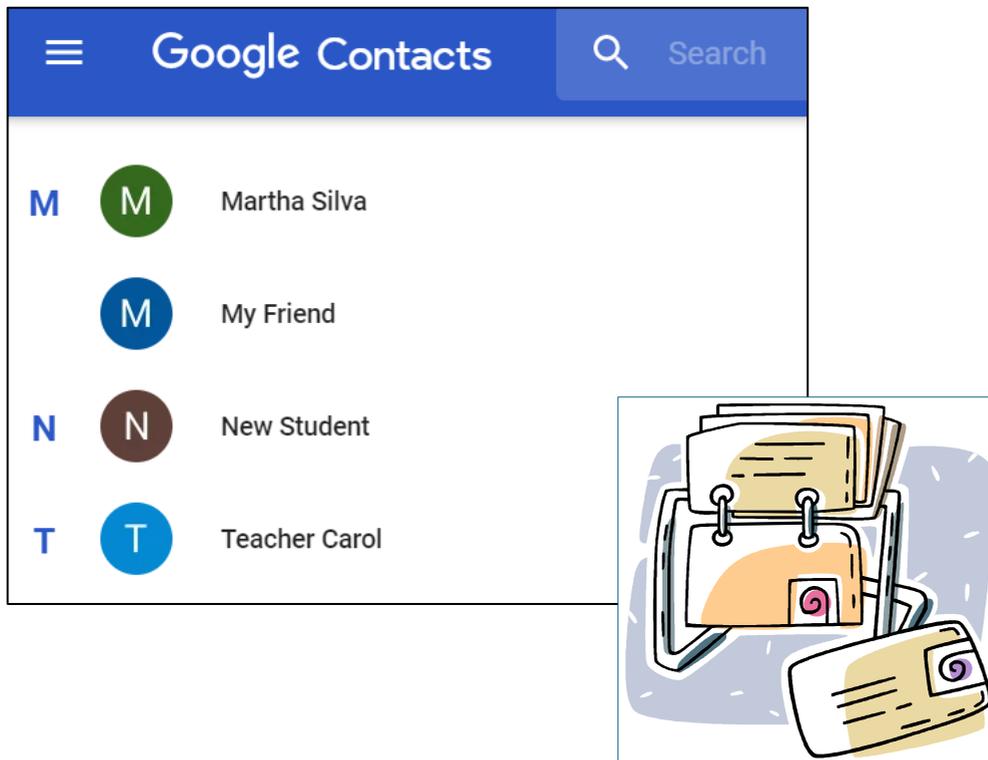
Open the Gmail menu and choose Contacts to go to your contacts list.



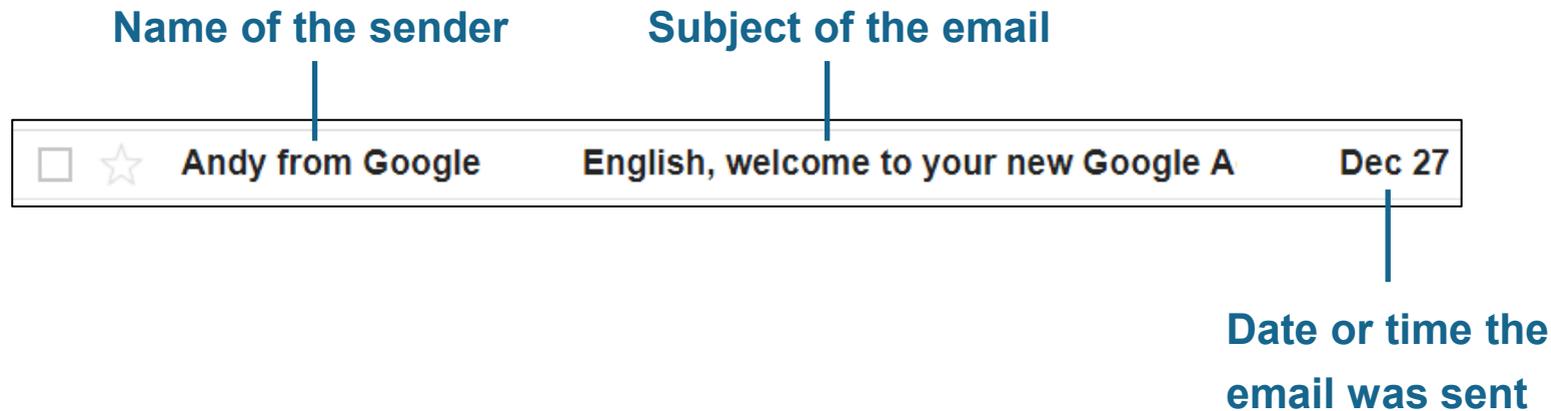
Sent Mail holds email you have already sent.

Contacts

- Contacts is an address book in Gmail that holds a list of names and email addresses that you save to use again later.



Reading Your Email



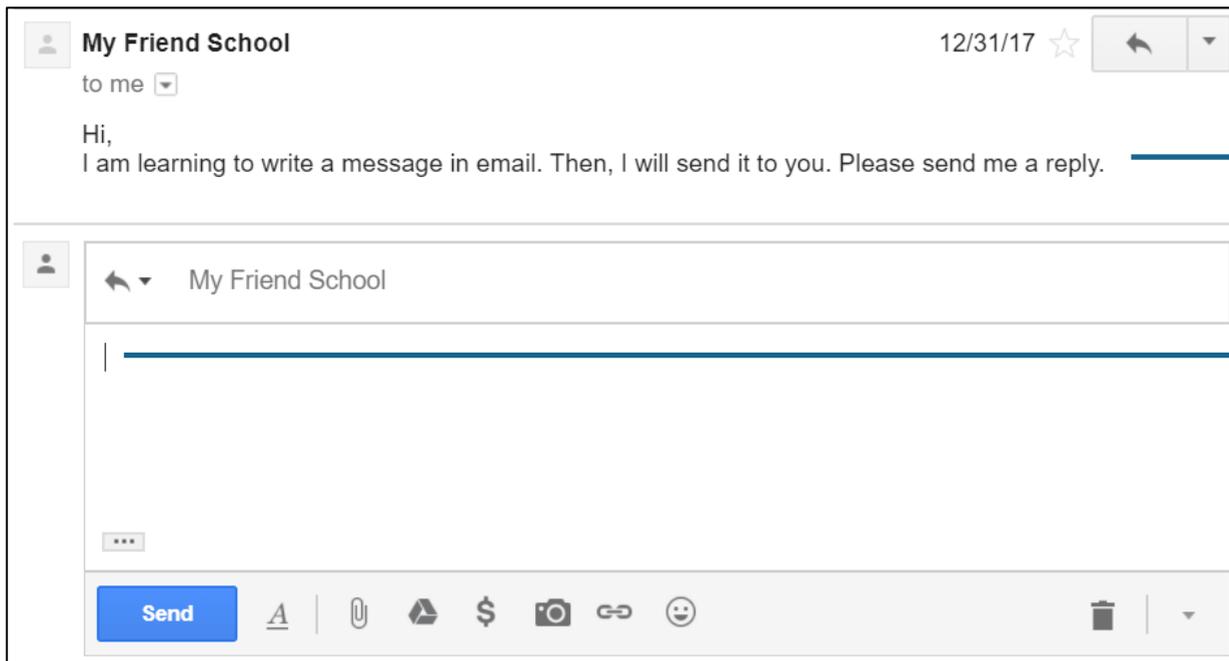
Click the Subject line to read the email.

Replying to Messages

- To answer a message, click the Reply button.



- You will then see your cursor blinking in the message box.



You can see the original message above the reply.

You can type your reply in the lower message box.

Replying to Messages (cont.)

- When you are ready to send the message, click the Send button.

