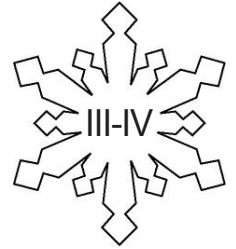


Using E-mail

Levels



Grades 5-8

Overview:

In this lesson, students learn dos and don'ts for email and practice sending an email.

Objective:

The student will

- send an email:
- reply to an email; and
- send an email with an attachment.

Alaska Content Standards Addressed:

Technology

- A1 A student should be able to operate technology-based tools. A student who meets the content standard should use a computer to enter and retrieve information.

Materials:

- Computer with Internet access
- STUDENT INFORMATION SHEET: "Using E-mail"
- STUDENT WORKSHEET: "E-mails Dos and Don'ts"

IT Basics

E-mail is a method of communicating using the Internet. Having an e-mail address has become nearly as common as having a telephone number. There are two basic types of e-mail applications. One is client e-mail the other is Web based e-mail.

Some common e-mail client applications are: Microsoft Outlook, Outlook Express, Entourage, Eudora and Apple Mail.

Some common Web based e-mail services are: Hotmail, Yahoo mail and Google's Gmail.

There are advantages and disadvantages to using Web based e-mail or client e-mail applications. For students who use a variety of computers and might be moving to another area for college or work, a Web based service is a good option.

Some of the advantages and disadvantages of Web mail include:

Advantages

E-mail can be accessed anywhere there is an Internet connection and web browser.

The service generally provides maintenance for security, filters for spam and scans for viruses.

Disadvantages

The user must stay online to read and write text. This can be difficult with dial-up services.

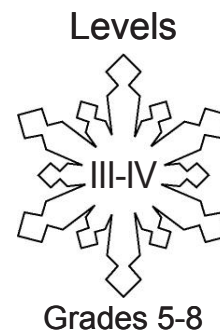
The service can be slow because of the many advertisements displayed.

Activity Procedure

1. Discuss the different types of e-mail applications followed by some of the Do's and Don'ts when using e-mail. Ask students who are familiar with e-mail what they would add to the list.
2. If students don't already have an e-mail account, ask them to create one using one of the free Web mail services. Yahoo has a good tutorial available at <http://help.yahoo.com/us/tutorials/mail/index.html>.
3. Distribute the STUDENT INFORMATION SHEET: "Using E-mail" and ask students to read the worksheet and then practice sending e-mail to other students and replying to e-mails that are sent to them. Once they are comfortable sending and receiving e-mail, ask them to send an e-mail with an attachment. The attachment could be a photo or document. Check to see that the recipient of the attachment received it and can open it.
4. Distribute the STUDENT WORKSHEET: "E-mail Dos and Don'ts" and ask students to complete the worksheet.

Answers:

1. A. E-mail can be accessed anywhere there is an Internet connection and Web browser. OR The service generally provides maintenance for security, filters for spam and scans for viruses.
B. The user must stay online to read and write text. This can be especially difficult with dial-up services. OR The service can be slow because of the many advertisements displayed.
2. A. Two of the following: Put the subject in the subject line; Keep the message brief and to the point; Tell the recipient if there is an attachment to the message; or Be patient in waiting for a reply.
B. Two of the following: Forward spam (unwanted) messages; Use all capital letters. This is like shouting and can be difficult to read; Mark messages as urgent if they are not; or Overuse punctuation.
3. Answers will vary depending on the application.



Background Information:

E-mail is a method of communicating using the Internet. Having an e-mail address has become nearly as common as having a telephone number. There are two basic types of e-mail applications. One is client e-mail the other is Web based e-mail.

Some common e-mail client applications are:

- Microsoft Outlook
- Outlook Express
- Entourage
- Eudora
- Apple Mail

Some common web based e-mail services are:

- Hotmail
- Yahoo mail
- Google's Gmail

There are advantages and disadvantages to using a web based system or client application. For students who use a variety of computers and might be moving to another area for college or work, a Web based service is a good option.

Some of the advantages and disadvantages of Web mail include:

Advantages

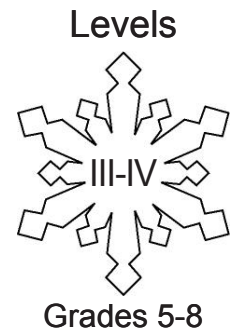
- E-mail can be accessed anywhere there is an Internet connection and Web browser.
- The service generally provides maintenance for security, filters for spam and scans for viruses.

Disadvantages

- The user must stay online to read and write text. This can be difficult with dial-up services.
- The service can be slow because of the many advertisements displayed.

Using E-mail

Student Information Sheet (2 of 2)



Dos and Don'ts of e-mail:

Do

- Put the subject in the subject line.
- Keep the message brief and to the point.
- Tell the recipient if there is an attachment to the message.
- Be patient in waiting for a return.

Don't

- Forward spam (unwanted) messages.
- Use all capital letters. This is like shouting and can be difficult to read.
- Mark messages as urgent if they are not.
- Overuse punctuation.

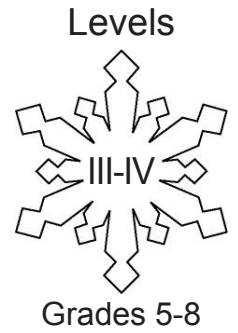
Directions:

- STEP 1.** If you don't already have an e-mail account, create one using one of the free services such as Hotmail or Yahoo. Yahoo has a good tutorial for using their service. It is found at:
- <http://help.yahoo.com/us/tutorials/mail/index.html>
- STEP 2.** Practice sending an e-mail to a classmate and ask him or her to reply to your message using the reply feature. When you get an e-mail from someone in your class, reply using the reply feature.
- STEP 3.** Once you have exchanged e-mail, send a message with an attachment. Typical attachments are text documents and photos. When you get e-mail with an attachment from someone in your class, be sure that you can open the document. If the e-mail program asks if you want to save the attachment click "yes" and save it to the desktop. Double click on the attachment to make sure you can open it.

Name: _____

E-mail Dos and Don'ts

Student Worksheet



1. List one advantage and one disadvantage of using a Web based e-mail service.
 - a. Advantage:

 - b. Disadvantage:

2. List two Dos and two Don'ts when using e-mail.
 - a. Do
 - 1.

 - 2.

 - b. Don't
 - 1.

 - 2.

3. Briefly describe how to attach a photo to an e-mail.