**Logo

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**ACTIVITY #1: Your Email Account**

Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open a web browser and keep it open.
2. In the address bar type [www.gmail.com](http://www.gmail.com).
3. Log into your Gmail account.

**ACTIVITY #2: Sending New Messages**

Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open a web browser and go to [www.gmail.com](http://www.gmail.com).
2. Log into your Gmail account if you are not already logged in.
3. Compose a new message. Include the following information in the new message:
   * In the To field enter: email address on the slide
   * The Subject: Email Basics
   * In the Body: This is a new message.
   * Click send.
4. Where can you find the message you just sent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Compose a new message. Include the following information in the new message:
   * Your email address.
   * The Subject: Email Basics: What I Learned
   * In the Body: Write one new thing you learned about using email in today’s workshop.
   * Click Send.

Note: If you would like to send an email to a family member or friend, here is an example of an email you could send:

* + In the To field enter: email address of the person you are emailing
  + The Subject: Email Basics Test
  + Body: “Hi! I’m attending an email workshop course and just learned how to send an email. Woo hoo! I look forward to communicating over email in the future. Please note my email address.”

**ACTIVITY #3: Searching and Deleting Email**

Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open the web browser.
2. Log into your email account.
3. Open the email with the Subject: “Email Basics: What I Learned.”
4. Add a label to the email called Email Basics.
5. Create a folder called Workshops.
6. Move the “Email Basics: What I Learned” email to the Workshops folder.
7. Open the Sent folder.
8. Delete the email with the subject “Email Basics: What I Learned.”
9. Log out of your account.

**ACTIVITY #4: Practice**

Complete the Practice lesson for Basic Search. You can either open a web browser and complete the activity on your own or follow along with the instructor.

To complete the activity on your own:

1. In the address bar of the web browser, enter https://www.digitallearn.org/.
2. Click on “Intro to Email 2: Beyond the Basics.”

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1. Click on “Practice.”

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