**Email Basics Example**

**Spam Message Example**

**Instructor Note for Live Demonstration:** The spam messages example is in the section about spam and junk mail, which starts on slide 42 of the PowerPoint presentation.

Before the class, check the account you will use for the workshop. If you do not find this example in the demo account’s Spam folder, please follow the instructions below to create the spam example to avoid opening an example that may have an attached virus.

1. Go to www.gmail.com.
2. Log into the account you will use in the workshop. Do not use your personal email account. If available, use an account your organization has for workshops, or consider creating an account for this purpose with leadership approval.
3. Click the Compose button to create a new email.
4. In the New Message window, copy and paste the following information into the appropriate fields:
	1. **To:** <email address of the account you will use in the workshop>
	2. **Subject:** Email Basics: Spam Example
	3. **Body of email:** Copy and paste the text below into the body of the email:

**From:** david john davidjoh123@geek.com

**To:** ALbert
**Date:** July 5, 2021 at 8:22:34 AM CDT
**Subject:** **Tech Support Update**

Adorable Member,

Your request for the auto renewel of Tech Support has been preceded successfully. This renewel service starts at $566 USD for the next 2 years of protected service.

Installation Id:  123FFG

Installed Software:  Tech Support - Software Installation

Date of Request:  5 July 2021

Ends on:  2 years  later

Total Amount:  $566 USD

If you have any questions, we are hear for you.

* 1. Click Send.
	2. After the email is sent, it will display in the Inbox.
	3. Move the email to the Spam folder.
	4. Do not open other items in the Spam folder.
	5. Delete any spam items from the demo account spam folder if they have an inappropriate subject line.

Use this example for the workshop, as indicated in the Instructor Guide and PowerPoint