

Email Class Outline

Class Description:

Do you feel like you are the last person in the world without an email address? Learn how to sign-up for a free email account. Class will also provide instruction on how to compose, send, and reply to messages.

Class Length: 2 hours

Introduction:

Email has become the most common form of online communication. It can be used to communicate with friends and family members as well as business and professional contacts. There are many web sites that allow users to sign up for free email accounts. These free email accounts are relatively easy to use and allow users to check their messages from any computer that has an Internet connection anywhere in the world. Email is extremely important for taking part in other forms of online communication such as chat rooms, bulletin boards, and listservs. Class will provide the basics for sending and receiving messages.

Objectives:

- Learn about email and other forms of online communication.
- Register for a free email account.
- Compose, send, and reply to messages.
- Sign in and out of the email account.

Exercises:

1) Understanding Email Basics

- What is Email?
- The Email Address
- Other Forms of Online Communication

3) Composing and Sending Messages

- Compose a Message
- Send a Message
- Reply to a Message

2) Registering for an Email Account

- Register with a Free Email Provider
- Explore the Interface
- Open a Message

4) Signing In and Out

- Sign Out
- Sign in
- Check Mail