

Step 4 When computers have been distributed, allow students to complete all steps in **Part 1**, assisting and troubleshooting as necessary.

Step 5 E-mail designated “secret” word to each student. For a small group, this can be done immediately or while students work independently on other subjects. For a larger group, this may need to be done between two class sessions.

Step 6 Once the secret word has been sent to each student, allow students to read and complete all steps of *How to Set up an E-mail Account Part 2: Opening and Replying to E-mail*, assisting and troubleshooting as necessary.

Assessment/Evidence

Students will open an e-mail with a unique word or phrase sent to their personal address from the teacher’s demo account. They will send an e-mail containing this word/phrase back to the teacher’s address. Student response e-mail can be printed and filed in portfolio.

Adaptations for Beginning Students

Offer hands-on assistance, or assign more experienced student to help beginners.

Advanced Students

Allow students with advanced computer skills to assist fellow students who may need help. For students who have e-mail addresses already, only the sending and receiving of e-mail will be necessary to demonstrate proficiency.

Adaptations for Teachers

Modify lesson plan’s Word documents of vocabulary worksheets and internet access instructions to suit available computer technology or e-mail provider (PC vs. Mac, Hotmail vs. G-mail, or alternate browser).

Teacher Reflection/Lesson Evaluation

The lesson was well-received by students of all computer abilities. Those with more internet know-how were able to assist as technical issues arose. Getting a first-time e-mail account was very encouraging for one student. All participating students now have an additional way to contact the teacher and to get class news from the teacher.

This lesson was created by Middletown ABLE.

Computer Vocabulary Matching



1. Keyboard	___ A specific program which allows you to have access to the internet (examples: Mozilla Firefox, Internet Explorer, Safari)
2. Monitor	___ A global system of interconnected computer networks
3. Mouse	___ An arrow, finger, or other indicator moving on monitor in response to mouse movement
4. Cursor	___ A handheld electronic device which allows you to control cursor movement
5. Touchpad	___ The image which appears on entire screen when computer is turned on
6. Dock	___ One part of the Internet; a way to access internet information
7. Icon	___ An alphabet, number and computer function keypad allowing you to enter data into the computer
8. Desktop	___ A range of selections appearing across the bottom of the Mac monitor
9. Internet	___ A small image on desktop or in dock which can be clicked on to open a program
10. World Wide Web	___ A display screen on the laptop where images and words appear
11. Browser	___ A computer input device for controlling the cursor on a display screen (an alternative to a mouse)

Computer Vocabulary Matching Key

1. Keyboard	11. A specific program which allows you to have access to the internet (examples: Mozilla Firefox, Internet Explorer, Safari)
2. Monitor	9. A global system of interconnected computer networks
3. Mouse	4. An arrow, finger, or other indicator moving on monitor in response to mouse movement
4. Cursor	3. A handheld electronic device which allows you to control cursor movement
5. Touchpad	8. The image which appears on entire screen when computer is turned on
6. Dock	10. One part of the Internet; a way to access internet information
7. Icon	1. An alphabet, number and computer function keypad allowing you to enter data into the computer
8. Desktop	6. A range of selections appearing across the bottom of the Mac monitor
9. Internet	7. A small image on desktop or in dock which can be clicked on to open a program
10. World Wide Web	2. A display screen on the laptop where images and words appear
11. Browser	5. A computer input device for controlling the cursor on a display screen (an alternative to a mouse)

Part 1

Setting up an E-mail Account and Sending E-mail

- Connect power cord to computer power socket at back left edge of keyboard. Plug cord into safe outlet.
- Plug mouse cord into one of the 2 USB ports (5th and 6th openings from the back of keyboard).
- Open laptop by lifting top cover.
- Turn on computer by pushing power button at top right side of keyboard.
- Click on Mozilla Firefox icon  or Safari icon  to open browser window. Google search window should open.
- Where blinking cursor bar appears, type **Gmail** into search window and click on Google search button. Search results page should appear.
- Click on **Gmail:Email from Google**: welcome page should appear.
- Click on **Create an account**. Application page should appear.
- Move cursor into first open window to begin to type.
- Type in all required fields and click **I accept. Create my account**. Congratulations page should appear.
- Click **Show me my account**. Your new Gmail inbox should appear.
- Click **Compose mail** button. New e-mail blank should appear.
- Click in **To:** window, and type e-mail address provided by your teacher.
- Click in **Subject** window, and type your own name.
- Click in the blank letter writing space, and type **Hello!**
- Click **Send**. Your Gmail inbox should appear.
- Click **Sign out** at upper right hand of screen. Gmail welcome page should appear.
- Close page by clicking red button at upper left of screen.
- Click on black apple at upper left of screen. Drop-down menu should appear.
- Move cursor to highlight **Shut Down** and click. Shut Down window should appear.
- Click **Shut Down**. Computer will turn itself off

Part 2

Opening and Replying to E-mail

- When instructed to do so, turn computer on by pressing power button.
- Click on Mozilla Firefox icon or Safari icon.
- Type **Gmail** in browser window or Google search window.
- Click on search button.
- Click on **Gmail: Email from Google:**
- Type in your user name and password.
- Click **Sign in**. Your Gmail inbox should appear.
- You should have a message from your teacher. Click on the subject line to open it. Your “secret word” is contained in the message.
- To reply to the message you may click **Reply** or click in the empty white response box. Your teacher’s message will appear in the box.
- Above the message is a blinking cursor bar indicating where your typed message will appear. Type your secret word in that space.
- Click on **Send**. Your teacher will verify that your message has been received.
- Click **Sign out** at upper right hand of screen. Gmail welcome page should appear.
- Close page by clicking red button at upper left of screen.
- Click on black apple at upper left of screen. Drop-down menu should appear.
- Move cursor to highlight **Shut Down** and click. Shut Down window should appear.
- Click **Shut Down**. Computer will turn itself off.

Congratulations! You’ve got mail!