Title: Setting up an E-mail Account

Objectives							Time frame to Complete														
									Approximately one hour												
Students will learn basic computer terminology																					
associated with laptop use (mouse, power cord,								-	NRS EFL												
icon, browser, etc)								4													
Student will learn to use browser to gain internet																					
access.								Ч													
 Students will create a personal e-mail account and learn to send and open e-mail. 							u														
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Standard(s) Addressed in Lesson																					
Read With Understanding																					
Benchmark(s) Addressed in Lesson																					
 R.4.8. Understand meaning of some specialized content vocabulary (for example, "constitution"). 																					
•	R.4	.1. Idei	ntify p	urpose	s for re	ading	(for	exar	nple,	to g	ener	ate a	nd a	nswe	er qu	estic	ons	abou	it a to	pic,	to
	 R.4.1. Identify purposes for reading (for example, to generate and answer questions about a topic, to solve problems) 																				
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Mac Laptop Computer Vocabulary Matching worksheet and key																					
	How to Use an E-mail Account worksheet Togeher dome a mail account (or personal address, if desired)																				
	 Teacher demo e-mail account (or personal address, if desired) Separate word to e-mail to each student (random word or student name backwards, e.g.) 																				
Separate word to e-mail to each student (random word or student name backwards, e.g.) Learner Prior Knowledge																					
Student should have at least a minimal understanding of the existence and purpose of computers and the internet.																					
Activities																					
Step 1 Ask if any students already have e-mail accounts. Ask for examples of how e-mail has been useful or																					
convenient for them. Discuss computer access options for those who do not own computers (free at public library,																					
internet cafes or UPS stores for a fee).																					
Step 2 Go through Mac Laptop Computer Vocabulary Matching worksheet together, allowing more experienced																					
students to lead discussion or assisting as necessary.																					
Step 3	<u>3</u> Allov	w stud	ents to	read	through	all s	teps	of Ho	ow to	Use	e an E	E-ma	il acc	count	t Par	t 1: .	Sett	ting ı	ıp an	E-m	ail
Accou	Account and Sending E-mail before distributing Mac laptops, cords, and mice.																				

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

<u>Step 5</u> E-mail designated "secret" word to each student. For a small group, his 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.

<u>Step 6</u> 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						
	A handheld electronic device which allows you						
4. Cursor	to control cursor movement						
	The image which appears on entire screen						
5. Touchpad	when computer is turned on						
6. Dock	One part of the Internet; a way to access						
	internet information						
	An alphabet, number and computer function						
7. Icon	keypad allowing you to enter data into the						
	computer						
8. Desktop	A range of selections appearing across the						
	bottom of the Mac monitor						
	A small image on desktop or in dock which can						
9. Internet	be clicked on to open a program						
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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 whe computer is turned on					
6. Dock	10. One part of the Internet; a way to access internet information					
7. lcon	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 socked 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.
- or Safari icon 🞯 to open browser • Click on Mozilla Firefox icon 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 **<u>Subject</u>** 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 <u>Sign out</u> 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!