



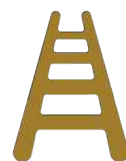
SHARP
D I G I T A L

Your email



There are three learning steps.

- Step 1 – What is an email?
- Step 2 – More about emails
- Step 3 – Being SHARP with email



Step 1 – What is an email?

Did you know?

In today's world we use email to communicate with friends, family and at work.



If you don't have an email address, you are not part of today's world.

What is an email?

- A **digital letter**
- you **send** to someone via the Internet
- you **receive** from someone via the Internet

And?

- It's **content**
- You don't need paper
- You can **send** it again and again
- It's very quick. It arrives instantly.

Remember!

A SHARP Digital user knows:
An email is a type of content. We
always have to be careful with
content.

Remember – Is it **good, bad or ugly?**



What do we use it for?

- Applying for a job.
- Agreeing to something in writing.
- Asking for information.
- Giving information.
- Sharing **content** (photos, documents etc)

The two main things you need

A username

- Your **username** is the first part of your email address.
- The second part takes you to your email provider.
- It comes before the @ symbol.
- Your username can include numbers and full stops.
- Examples: olwethu1984@gmail.com
simonc.me@gmail.com

When you apply for an email, sometimes they tell you your **username** is already taken. **Don't worry.** This happens a lot. Just add some special numbers that mean something to you – or try a different name.

Your password

Your password needs to be as **SAFE AS POSSIBLE.**

It must be difficult for someone to guess.

For example – **ilovetea** is too easy. **ilovetea@** is better.



Step 2 – More about email

Did you know?

Over 200 million emails are sent – every minute of every day!

200 million emails
12,000 million emails
288,000 million emails

Every **minute**
Every **hour**
Every **day**

Email folders

Our emails live in different **folders** in our email account.

The main folders are:

Inbox
Sent
Drafts
Trash
Spam



Inbox

- New emails are in **bold** and sit at the top of the list of emails.
- Emails you haven't read are also in **bold**.
- The older the email, the further down the list it is.
- Emails will stay here, unless you delete them.



Sent

- Every email you send will be here.
- The older the email, the further down the list it is.
- Emails will stay here, unless you delete them.



Drafts

- Emails you started writing but didn't send live **here**.
- You can go back to the email later and finish it.

DRAFT

Trash

- The last email you deleted sits at the top of the list.
- The older the email, the further down the list it will be.
- Emails will stay here unless you delete them.
- If you delete an email in **Trash** it will be gone **forever (permanently)**.



Spam

WATCH OUT! There are a LOT of dangerous emails out there.

Did you know? Over 80% of all emails are Spam!

- Your email provider tries to protect you from them by automatically sending these emails to your **Spam** folder. HOWEVER – Spam can also get into your Inbox. Be careful!
- Emails will automatically **permanently** delete these after 30 days
- However, sometimes a safe email will be sent to your Spam folder.

A **SHARP** digital user checks their **Spam** folder. Sometimes a safe email is sent there by mistake.

A SHARP Digital user knows:
checks their **Spam** folder.

Sometimes a safe email is sent there
by mistake.

Just be **careful** because
dangerous emails can look
like safe ones!

Step 3 – Being SHARP with emails!

Did you know?

You can send the same email to as many people as you like?

- But it's good to be SHARP about this.
- Not everyone wants their email address to be shared with people they do not know.



All emails have:

1. A place to put the email address (or addresses) you are **sending** it to
2. A place to put the email address (or addresses) you want to **copy** it to
3. A place to put the email address (or addresses) you want to **blind copy**
4. A **subject line**
5. A place to type the **message**.

The address lines

To Where you put the email address

CC Where you put the email address of who you think should see it too.

Bcc Where you put the email address of someone you would like to **SECRETLY** see the email.

The subject line

- This is the title of the email.
- It tells the reader what the message is about.
- It does not have to have many words.

A **SHARP digital** user always writes a subject line.
Why?

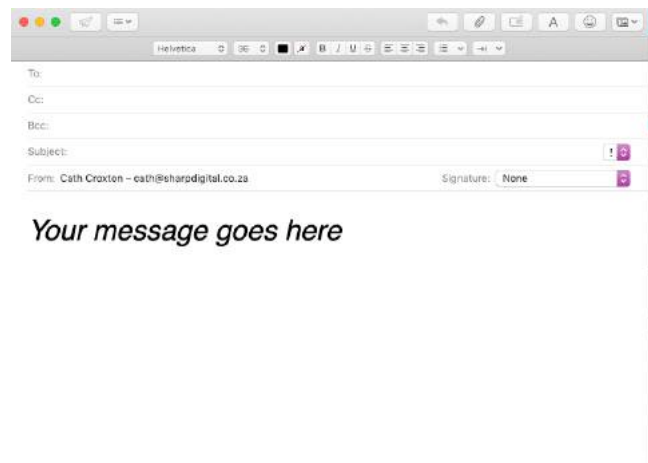
Some people receive lots of emails and do not have a lot of time.

Make it easy for them.



Your message

Type what you want to say here. This is the main **content**.



But you can also do more with emails

You can:

Reply to the person who sent the email.

Reply to all the people who were sent the email.

Forward the email to someone else.



And you can also attach other content including photos, videos and digital documents etc.

But you need to be **SHARP** – Think before you **CLICK** send.

Ask yourself:

1. Is the content **ok**? Is it **legal**? Is it **true**? Is it **safe**?
2. Are you sure you want that person to see this?
3. Is your message **clear** and **easy** to understand?
4. Have you used the **subject line**?



You CAN'T bring it back – You CAN'T undo.

Now it's your turn. An easy free email to get is **GMAIL**.

- Go to Google.com
- Type in the search bar the words '*Gmail sign-up*' and click **ENTER**.