

# Activity Sheet: Email Basics (Gmail)

## Activity #1

1. Log on to the Internet
2. Type [www.google.com](http://www.google.com) in the **Search** box
3. Click the **Create an account** button in the upper right corner of the screen
4. Fill in the required fields
5. Enter the verification code
6. Click the **Next Step** button

- a. My email address is: \_\_\_\_\_
- b. My password is: \_\_\_\_\_

**Note:** Take this sheet home and store it in a safe place in case you forget your

## Activity #2

1. Open navigation bar. Click anywhere on screen to close.
2. Type "team" in the search box. Click anywhere on screen to close.

## Activity #3

1. Click on the red **Compose** button in the upper left corner of the screen to compose a new email
2. Enter the instructor's email address in the **To** box (m.stoner.awl@gmail.com)
3. Type *Email Basics* in the **Subject** box
4. Type *I have successfully sent an email!* in the **New Message** box
5. Click the **Send** button to deliver the email

## Activity #4

1. Open the reply from the instructor
2. Type *Here is a picture!* in the **Message** box to reply to his or her message
3. Attach the sample picture from the desktop folder to the email
4. Click the **Send** button to deliver the email