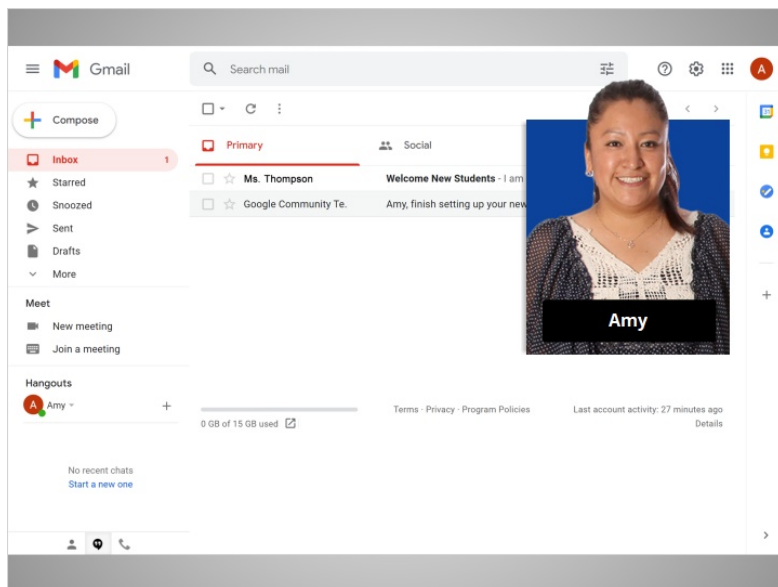


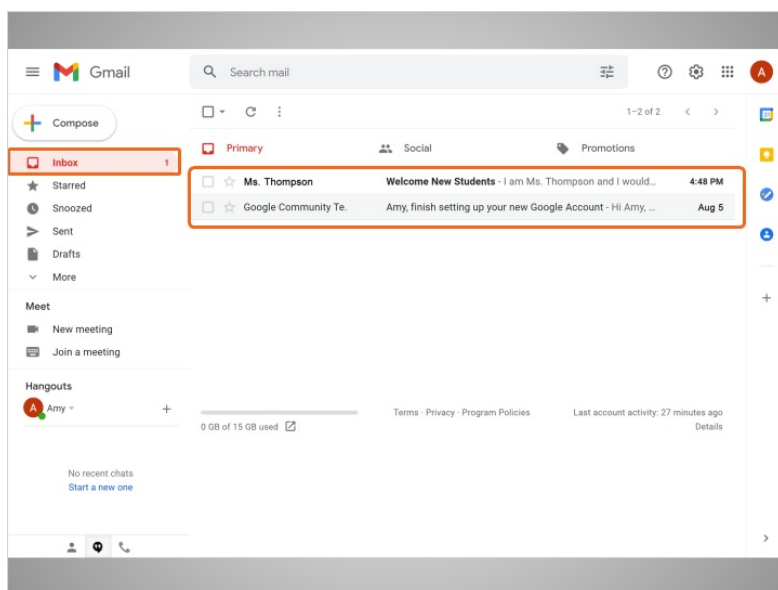
Intro to Email

Opening and Replying

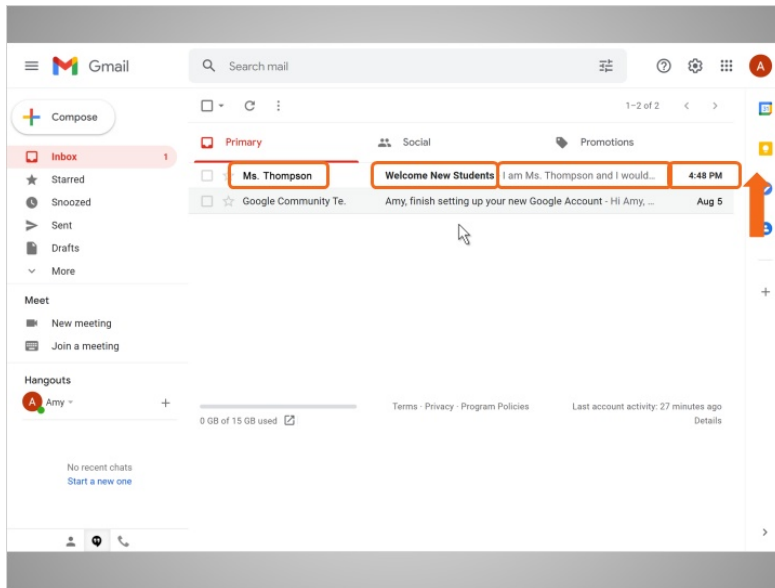


In the previous lesson, Amy logged into her email account. In this lesson we'll continue to follow Amy as she reads and responds to emails she has received.

In today's example, Amy is using Gmail.

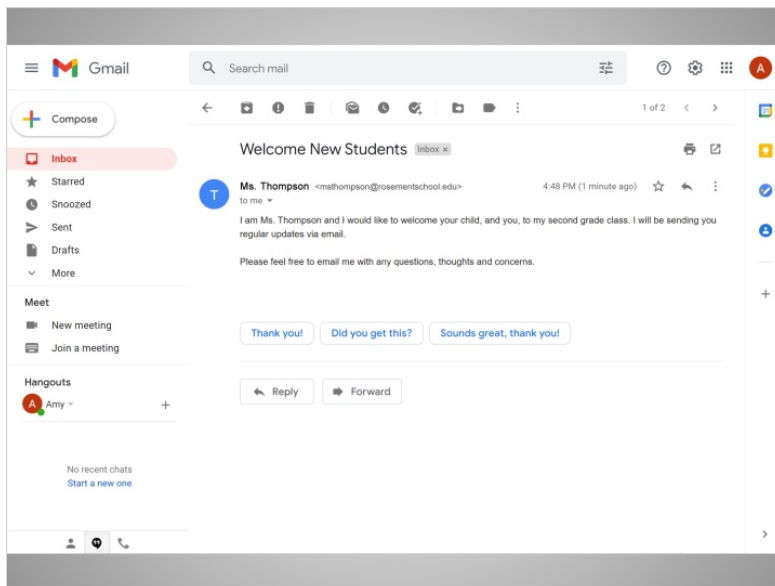


The first thing that Amy sees when she opens her account is the Inbox. The Inbox is where all of her messages are received, and where she will be able to manage all of her messages.

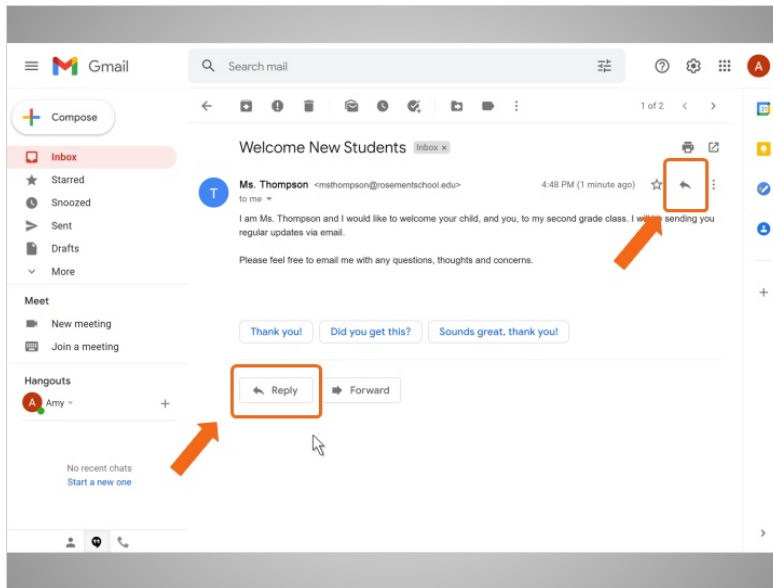


Each email lists the name of the sender, the subject of the message, a preview of the message, and finally, the date the message was sent. The newest emails are always at the top of the Inbox.

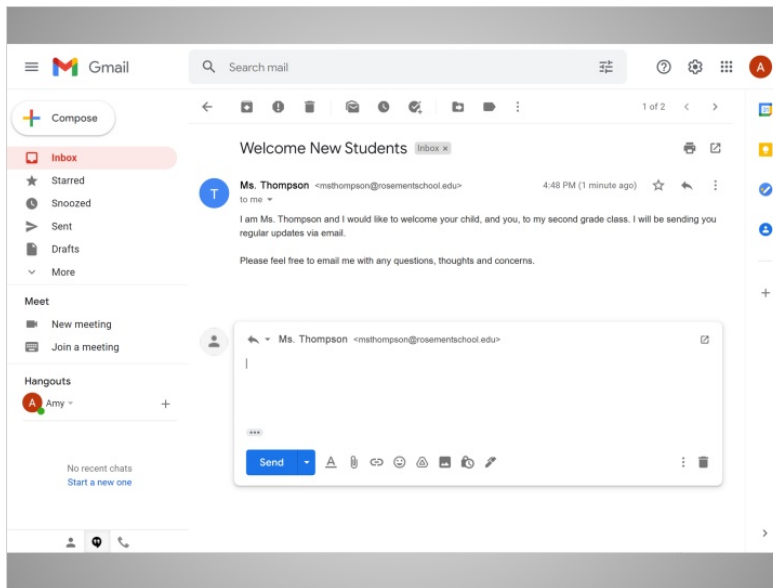
Amy sees that she has a new e-mail from her daughter’s teacher, Ms. Thompson. She clicks on the email to open it ...



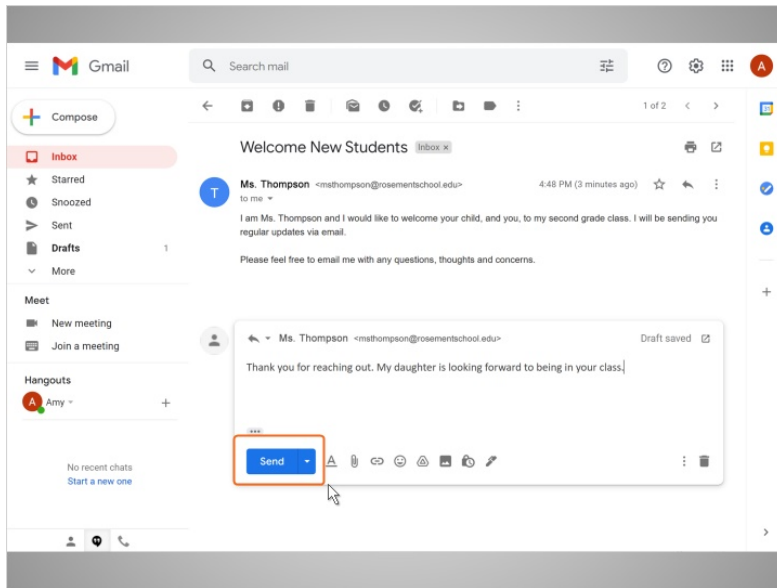
and reads the message.



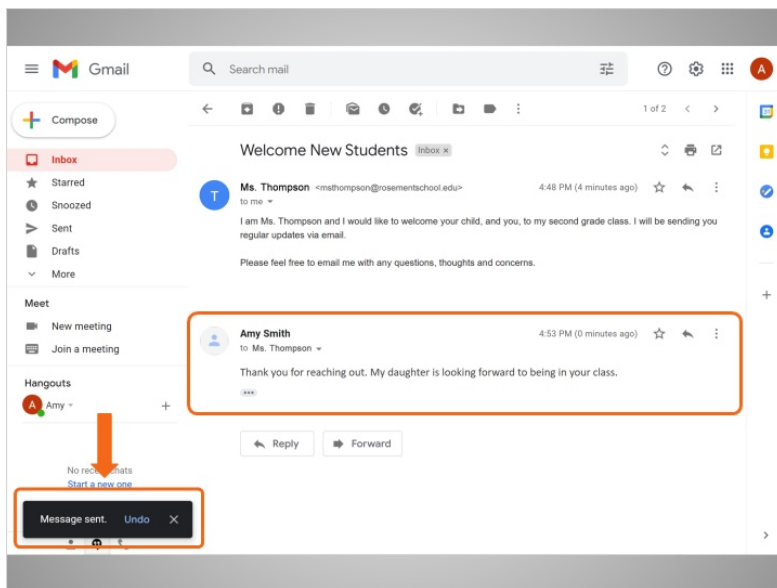
Amy is going to reply to Ms. Thompson’s email. She can do this in two different ways: by clicking on the arrow on the right-hand side of the message, or, by clicking on the reply link in the box right below the message.



When Amy clicks Reply, a text box appears in the large box under the recipient’s name.



Amy types in her message, then clicks on the Send button. Her reply is sent to Ms. Thompson.



Once the reply is sent, a notification appears at the bottom of the screen, and the email Amy sent appears below the first message.

In the next lesson, Amy is going to send a new message to her sister.