

## Intro to Email Opening and Replying

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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.

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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.

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Inbox 1	Primary	Social	Promotion:	5
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No recent chats Start a new one				

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 ...

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🔲 Inbox	Welcome New Students Inbox ×	÷	Ø	C
<ul> <li>★ Starred</li> <li>♦ Snoozed</li> <li>&gt; Sent</li> <li>■ Drafts</li> <li>✓ More</li> </ul>	Ms. Thompson <msthompson@rosementschool.edu>         4.48 PM (1 minute ago)         1           to me *         I am Ms. Thompson and I would like to welcome your child, and you, to my second grade class. I will be se regular updates via email.           Please feel free to email me with any questions, thoughts and concerns.</msthompson@rosementschool.edu>	nding y	ou	•
Meet New meeting Join a meeting	Thank you! Did you get this? Sounds great, thank you!			+
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and reads the message.

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Inbox	Welcome New Students Inter X	1
★ Starred Snoozed	Ms. Thompson <msthompson@rosementschooledu>         4.48 PM (1 minute ago) ☆         ★         :           to me *         *         *         *         *</msthompson@rosementschooledu>	
> Sent	I am Ms. Thompson and I would like to welcome your child, and you, to my second grade class. I with sending you regular updates via email.	
Drafts V More	Please feel free to email me with any questions, thoughts and concerns.	
Meet New meeting Join a meeting	Thank you! Did you get this? Sounds great, thank you!	
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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.

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	Welcome New Students Inbox ×		•	
T	Ms. Thompson <msthompson@rosementschool.edu> 4:48 PM (1 to me *</msthompson@rosementschool.edu>	minute ago)	à 🔹	:
	I am Ms. Thompson and I would like to welcome your child, and you, to my second g regular updates via email.	rade class. I will t	oe sendin	g you
	Please feel free to email me with any questions, thoughts and concerns.			
+	≪ ✓ Ms. Thompson <msthompson@rosementschool.edu></msthompson@rosementschool.edu>			ø
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	1	Welcome New Students   to   to   to   to   to   to   to	Welcome New Students Interest  Ms. Thompson «mshompsongirosementachool adus" to me *  I am Ma. Thompson and I would like to velcome your child, and you, to my second grade class. I will be readed updates to are and.  Please feel free to email me with any questions, thoughts and concerns.   Ms. Thompson «msthompsongirosementachool edus"	Welcome New Students Lever  Ms. Thompson «mathempson@resementschool.edu»  4.48 PM (1 minute age)  A 48 PM (1 minute age)  A 4

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

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Inbox	Welcome New Students Inbox ×		ē	ß	
Snoozed	Ms. Thompson <msthompson@rosementschool.edu> 4.48 PM (3 minutes ag</msthompson@rosementschool.edu>	0) ☆	4	:	
> Sent	I am Ms. Thompson and I would like to welcome your child, and you, to my second grade class regular updates via email.	I will be sen	ding y	ou	
Drafts 1	Please feel free to email me with any questions, thoughts and concerns.				
Welcome New Students Index      Welcome New Students      Welcome New      Welcome New Students      Welc					
	Thank you for reaching out. My daughter is looking forward to being in your class,				
No recent chats Start a new one			: 1	1	

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.

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