Activity Sheet: Email Basics (Gmail)

Activity #1
1. Log on to the Internet
2. Type 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