Digital Literacy III: The Internet & Beyond
Unit 2 E-mail Communication
LAB 1 Gmail

OBJECTIVES

Create and/or log into a Google account and perform the following tasks in Gmail:

- Add a new contact to your address book
- Compose, format, and send an e-mail that includes a signature line, hyperlinks and attachments
- Respond to incoming messages and download accompanying attachments
- Organize, archive, and delete messages

EQUIPMENT REQUIRED

- Notebook computer
- Web browser

INTRODUCTION

Communicating via e-mail and using the features of e-mail services are vital skills in today's world; whether it's for personal or professional reasons, most people expect that you have an e-mail address just as much as you would have a phone number. Even if you don't consider yourself to be a "computer person", you'll find that you need to provide an e-mail address in many scenarios online and offline.

While there are many e-mail providers, Gmail is one of the most used free email-services on the Web. Because of its popularity, Gmail is an ideal platform to learn and improve your e-mail communication skills. In this lab, you will demonstrate your knowledge of e-mail tools and features in Gmail to add contacts to your address book as well as send, respond-to, and organize e-mail messages.

In order to perform the lab Procedure, you should know how to setup or login to a Google account and perform the following tasks in Gmail:

- Navigate the interface
- Add and edit contacts
- Compose, format and send e-mail messages with a signature line, hyperlinks, and attachments
- Navigate the Inbox, identify and read new messages
- Reply-to and forward e-mails
- Download attachments
- Organize, archive, and delete e-mail messages
- Use search tools and features

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PROCEDURE

GMAIL BASICS

1. Create a new Google/Gmail account (if you already have an account, sign in)
2. Add a signature line that will be automatically appended to all outgoing messages
3. Create a vacation reply that will automatically respond to incoming messages
4. Ask the instructor for their name and e-mail address, then add him/her as a contact

SENDING MESSAGES

5. Compose an e-mail message to the instructor
6. Add an attachment
7. Format the message with different fonts, text size, text style (e.g. bold), and text color
8. Include a bulleted or numbered list in the message
9. Send the e-mail to the instructor

READING MESSAGES

10. Ask the instructor to send a message to you that includes an attachment
11. Locate, flag (star), and open the message in your Inbox
12. View the attachment within the browser
13. Save the attachment to your hard-drive in the Downloads folder
14. Locate and open the downloaded file

RESPONDING TO E-MAIL

15. Show the message details (sender, recipients, date)
16. Reply to the instructor's e-mail message then cancel before it is sent
17. Mark the e-mail as SPAM
18. Ask the instructor for their second e-mail address
19. Forward the message received from the first address to the second

ORGANIZING and MANAGING MESSAGES

20. Delete the instructor's e-mail message from your entire account (not just the Inbox)
21. Archive the forwarded that you sent in step 19
22. Create a label named "Education"
23. Apply the "Education" label to the archived message in step 21
24. Navigate to the "Education" label and locate the message
25. Search your entire e-mail account to find all messages to or from the instructor

End Procedure

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