

# Email Made Easy: Printable Workbook

Use this workbook while taking the online course or during a live CodeForce workshop. Keep notes, practice slowly, and use the checklists when email feels confusing.

## 1. My Email Accounts

|                    |                                                                           |
|--------------------|---------------------------------------------------------------------------|
| Personal email     | Write the address used for family, shopping, and everyday accounts.       |
| Professional email | Write the address used for work, jobs, grants, or official communication. |
| Recovery info      | Write where the recovery phone number or backup email is stored.          |

## 2. To, CC, and BCC

|     |                                                               |
|-----|---------------------------------------------------------------|
| To  | Main person or people who need to respond.                    |
| CC  | Visible copy for people who should be kept in the loop.       |
| BCC | Private copy for groups or when addresses should stay hidden. |

## 3. Attachment Practice

Practice attaching one safe file. Before sending, check the file name, file size, and message body.

|                          |                 |
|--------------------------|-----------------|
| File name                |                 |
| Where the file was saved |                 |
| What the message says    | See attached... |

## 4. Folder Starter Plan

|          |                    |
|----------|--------------------|
| Folder 1 | Bills or Receipts  |
| Folder 2 | Family or Personal |
| Folder 3 | Work or Important  |
| Folder 4 | Waiting Response   |

## 5. Search Practice

|                 |                                                        |
|-----------------|--------------------------------------------------------|
| from:amazon     | Find emails from Amazon or another store.              |
| subject:invoice | Find billing or payment emails.                        |
| has:attachment  | Find emails with files attached.                       |
| older_than:6m   | Find old email that may be ready to archive or delete. |
| is:unread       | Find messages that were never opened.                  |

## 6. Spam and Phishing Checklist

Before clicking, ask: Do I know the sender? Was I expecting this? Does the link match the real company? Is the message using fear or urgency? Does the attachment make sense?

|                         |                                          |
|-------------------------|------------------------------------------|
| Suspicious sender       |                                          |
| Urgent or scary wording |                                          |
| Strange link            |                                          |
| Unexpected attachment   |                                          |
| What I did safely       | Marked spam, deleted, or asked for help. |

## 7. Waiting Response Tracker

|                       |  |
|-----------------------|--|
| Who I emailed         |  |
| Date sent             |  |
| What I am waiting for |  |
| Follow-up date        |  |

## 8. One-Week Email Habit

Choose one small habit: unsubscribe from three newsletters, clear ten old unread emails, search for one sender, or review the Waiting Response folder.

|                       |  |
|-----------------------|--|
| My weekly email habit |  |
|-----------------------|--|

|                           |  |
|---------------------------|--|
| Day and time              |  |
| How I will know it helped |  |

## CodeForce help

For patient email help, account setup, cleanup, or safer technology support, call/text 413-887-4355 or visit [CodeForce.us](https://codeforce.us).