

# ■ Email Made Easy – Follow-Along Worksheet

This worksheet follows today's slides, step by step. Use it to practice and take notes.

## Icebreaker – Your First Email

- Write your first email address here (example: AOL, Hotmail, Yahoo):

\_\_\_\_\_

## Why Email Matters Today

- Email is used for: signing up for accounts, applying for jobs, staying in touch with friends & family.
- Tip: Keep one personal email and one professional email.

## Setting Up Accounts

- 1. Pick a provider (Gmail, Outlook, Yahoo).
- 2. Create a professional address if needed (your name works best).
- 3. Choose a strong password (mix letters, numbers, symbols).
- 4. Write your password in a safe place.
- Practice: My new/professional email is \_\_\_\_\_

## Sending Group Messages

- To → Main person(s) you are writing to.
- CC → Copy others (all can see addresses).
- BCC → Hidden copy (keeps addresses private).
- Etiquette:
  - - Use clear subject lines (example: Meeting Update).
  - - Use BCC for large groups.
  - - Don't Reply All unless everyone needs to see it.

## Adding Attachments

- 1. Start a new email.
- 2. Look for the  paperclip icon.
- 3. Click it and choose a file from your computer.
- 4. Wait until the file name appears under the subject line.
- 5. Mention the attachment in your message (“See attached file”).
- 6. Send the email.
- Tip: Keep files under 25 MB. Use Google Drive or OneDrive for large files.
- Practice: Try attaching a photo from your computer.

## Using Folders & Labels

- Gmail:
  - 1. On the left, scroll and click More > Create new label.
  - 2. Type a name (example: Bills).
  - 3. Click Create.
  - 4. To move an email → open it, click the folder icon, choose the folder name.
- Outlook:
  - 1. Right-click Inbox > New Folder.
  - 2. Type a name (example: Family).
  - 3. Press Enter.
  - 4. Drag and drop an email into the folder.
- Tips: Start with 3–4 folders. Use short names. You can rename later.
- Practice: Create 1 folder now. Write its name here: \_\_\_\_\_

## Searching Tips

- In Gmail:
- - from:mary → emails from Mary
- - subject:invoice → billing emails
- - has:attachment → emails with files
- - older\_than:6m → emails older than 6 months
- In Outlook:
- 1. Click the Search bar above your emails.
- 2. Type a word (example: invoice).
- 3. Press Enter to see results.
- Tips: Be specific. Try again if results don't look right.
- Practice: Try searching for 'amazon'. How many came up? \_\_\_\_\_

## Delete & Archive

- If unread for 6+ months → delete or archive.
- Use 'Select All' for speed.
- Tip: Archiving hides emails but does not erase them.
- Practice: Clear at least 10 emails now.

## Spam & Phishing

- Red flags:
- - Scary urgent messages ('Your account will close!')
- - Bad spelling/grammar
- - Strange sender addresses
- - Links that look fake

- Always mark as Spam/Junk. Never click if unsure.
- Practice: Open your Spam folder. Find 1 suspicious email. Write what looks wrong: \_\_\_\_\_

## Waiting Response Folder

- 1. Make a folder named 'Waiting Response'.
- 2. Move sent emails you are waiting replies for.
- 3. Clear the folder when replies arrive.
- Practice: Move 2 emails you're waiting for into this folder.

## Resources

- Gmail Help: [support.google.com](https://support.google.com)
- Outlook Help: [support.microsoft.com](https://support.microsoft.com)
- Clean-up tools: Clean Email, Unroll.me
- Local help: CodeForce.us | Stephanie Stoudenmire | 413-887-4355