

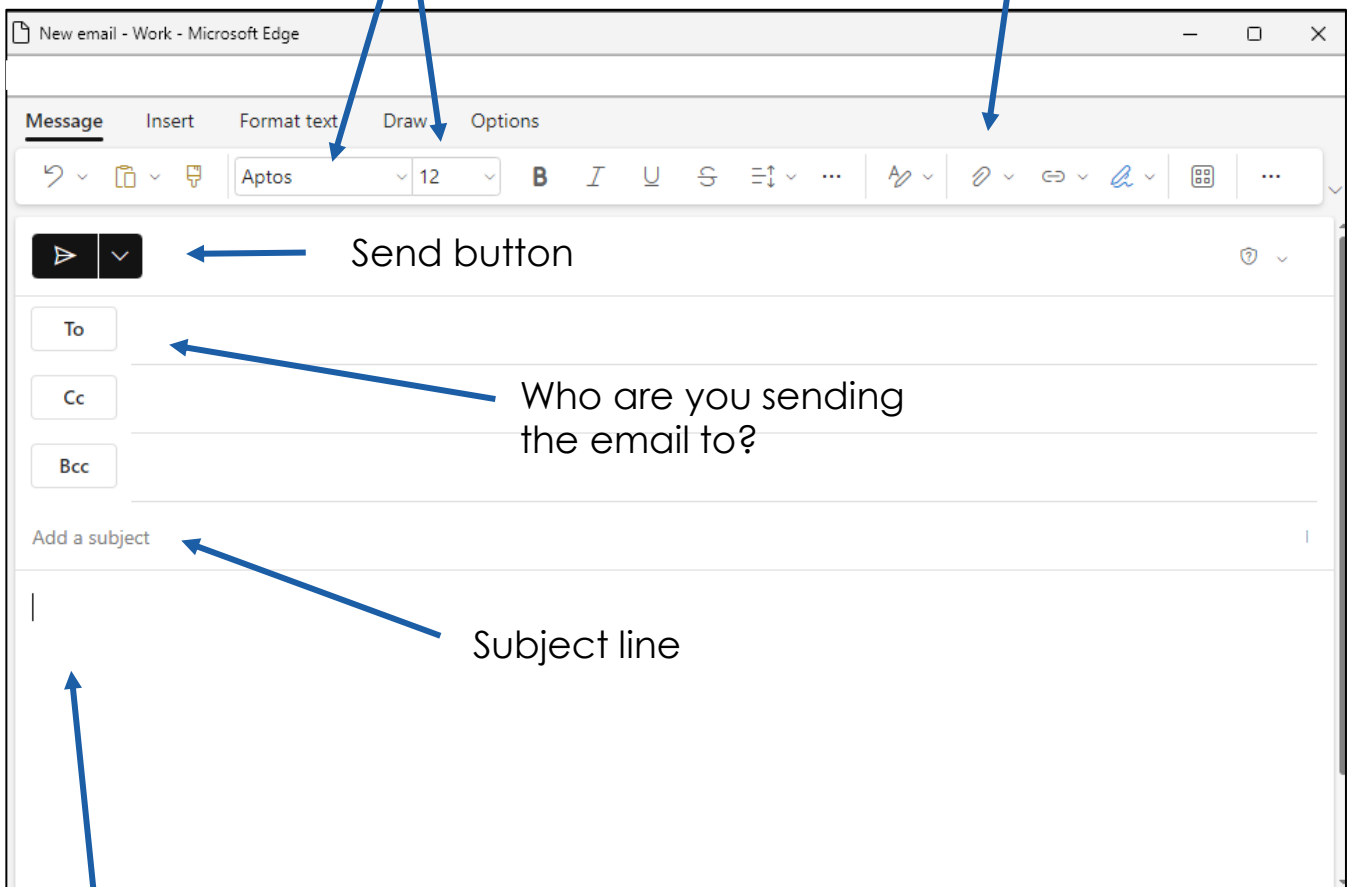


Email step by step

There are many different email providers and they all look slightly different, but they will all have the same features. Look at the image below to understand some of the key features you will need when sending an email.

Choose your font and font size

Add an attachment



Space to type your message



Email step by step

HOW TO WRITE AN EMAIL



To write an email, you should follow these steps.

1. Find the button to write a new email, this will load up a new screen on your digital device.
2. Type in the email address of the person you wish to send an email to. There is an option to use CC (carbon copy). This is typically used when you think someone should be aware of the information, but it is not main person you wish to email. Another option is BCC (blind carbon copy). This is the same as CC but the person is hidden and other people reading the email will not know they can see it too.
3. Type in a brief description into the subject line. It should provide enough information so the person knows what they email is about.
4. You can then start writing your email, remembering to start the email by greeting the person you are emailing. Whilst writing your email, adjust your language depending on if it is a personal or work email. Don't forget to finish the email by using the correct sign off and including your name.
5. If you need to add an attachment, click on the paperclip icon and choose the file you would like to attach.
6. Proofread your email, making sure you have followed all of the steps. Check to see if there are any spelling mistakes and correct any that have a squiggly line underneath.
7. Once you are happy, click the send button. Your email will then move from your draft folder to your sent folder.



Email step by step

RECEIVING AN EMAIL



When you receive an email, you should follow these steps.

1. Look at who has sent you the email. Do you recognise them? If you do not recognise the sender and the subject line doesn't help you identify the person, then you might like to ask for help from someone you trust.
2. You can open the email by clicking on it in your inbox. Spend some time reading the message. You may have attachments, so it is important to remember to look at those as well.
3. The email may contain an action or task for you to complete so you will need to make sure you have read the email fully and understood the task.
4. After reading the email, decide if you need to reply to the email. It is polite to reply but it may not be required if the conversation has ended.
5. Some people like to save their emails into categories to help them find the email easily. This can be done by dragging the email across into a named folder within your email account.



Email step by step

REPLYING TO AN EMAIL



To reply to an email, you should follow these steps.

1. Open the email you received and would like to reply to. There will be a few different buttons. Reply, reply all and forward.
2. If you would like to send the email to another person, you can click the forward button. You are able to add your own message as well as sending the original email.
3. If you would like to reply to the person who sent you the email, you should click the reply button. There may be multiple people included within the email, this is where the reply all button is useful as you will be able to reply to everyone included in the original email.
4. You will now be able to type your reply in the email. Unlike sending a new email, you will not need to add the person who you are sending the email to or add a subject line as this will be done automatically for you.
5. Once you are happy with your reply and you have checked your spelling, you can now press the send button.



Write an email

Have a go at writing an email.
Can you talk through and explain each step?



Send

To:

Subject:

