

Intro to Email Practice



In this course, we've learned a lot about email as we followed along with Amy. Let's see what you remember.

If Amy wants to set up an email account, what would be the most appropriate username?



A screenshot of a quiz question. On the left is a cartoon illustration of a woman with dark hair, wearing a blue polo shirt and brown pants, looking thoughtful with her hand to her chin. To her right are four blue buttons with white text, each containing a different email username. The question is displayed in a blue header bar at the top.

- BigCatLover1980@gmail.com
- AmySmith82@gmail.com
- AuntA@gmail.com
- SportsFan1@gmail.com

If Amy wants to set up an email account so she can communicate with her child's teacher or contact potential employers, what would be the most appropriate username?




A screenshot of the same quiz question as above. In this version, the second option, 'AmySmith82@gmail.com', is highlighted with a green checkmark icon to its left. A blue button with white text 'Click Next to continue' is located in the bottom right corner of the interface.

- BigCatLover1980@gmail.com
- AmySmith82@gmail.com
- AuntA@gmail.com
- SportsFan1@gmail.com

Click Next to continue

That's right! Amy wants to choose an email username that looks professional, that doesn't include personal information that might be inappropriate for a potential employer to see.

If Amy wants to send the **same email** to **six different people**, what's the best way to do it?



Send an email to all six people at once

Send six separate emails, one to each person

If Amy wants to send the same email to six different people, what's the best way to do it? Should she send a separate email to each person one at a time, or, send one email to multiple people at once?

If Amy wants to send the **same email** to **six different people**, what's the best way to do it?

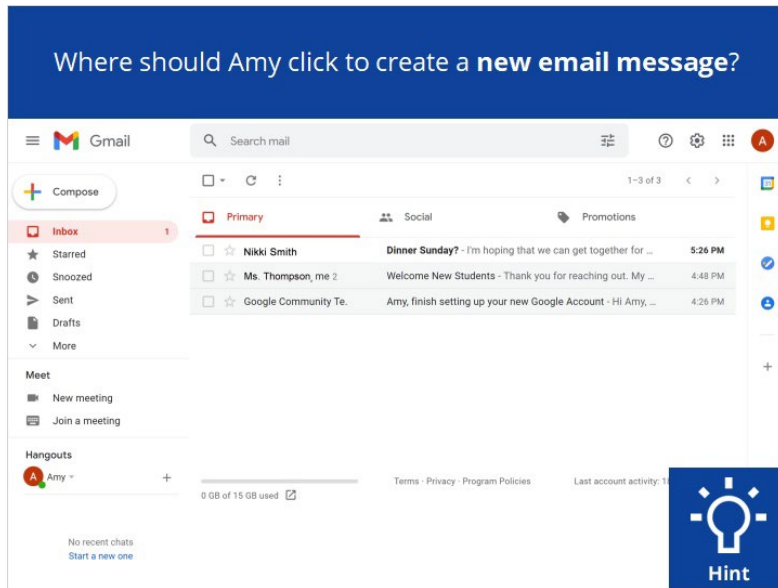


✓ Send an email to all six people at once

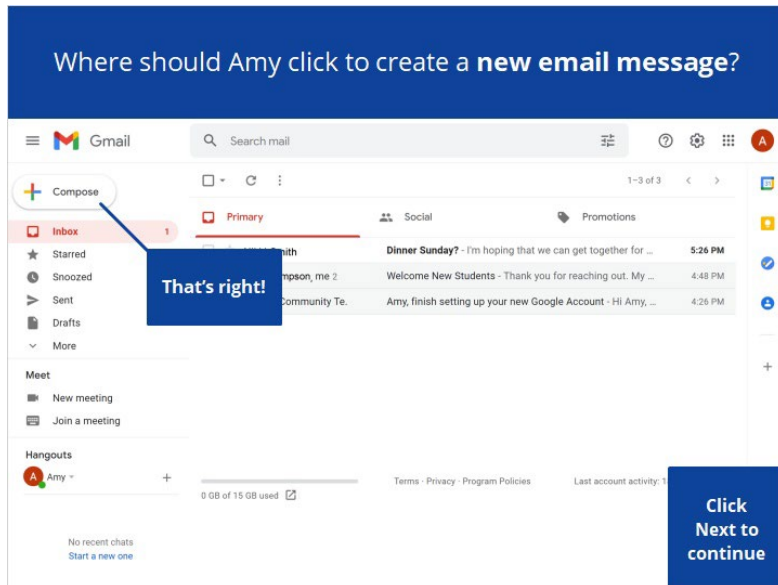
✗ Send six separate emails, one to each person

Click Next to continue

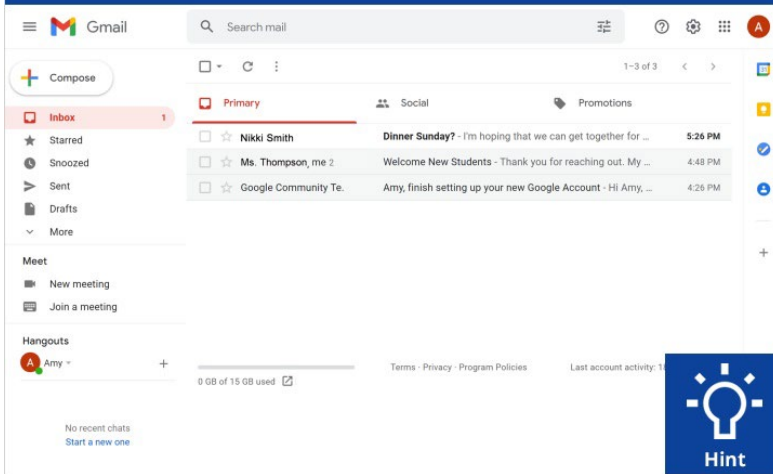
That's right! You can put more than one email address in the "To" field when composing an email message.



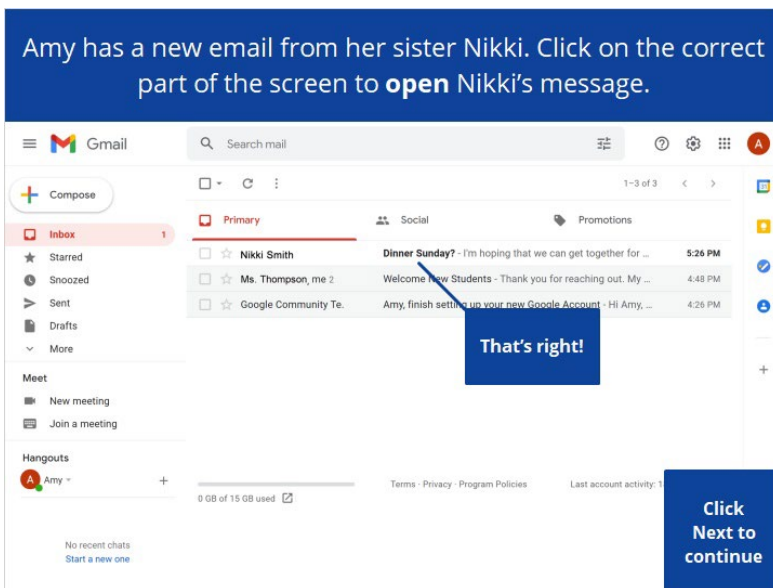
Let's take a look at Amy's inbox. If Amy wants to send an email to her daughter's teacher, Ms. Thompson, what does she click on to create a new email message? Click on the button in the correct place. Click on the Hint button if you need help.

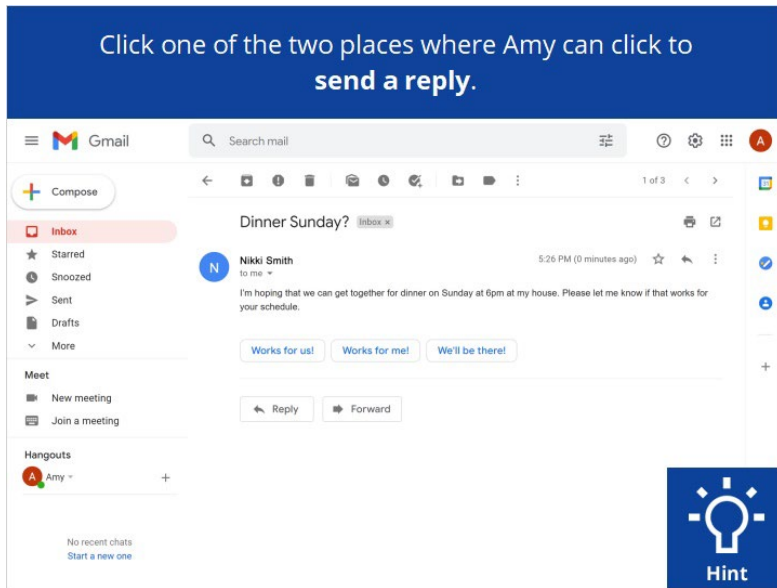


Amy has a new email from her sister Nikki. Click on the correct part of the screen to **open** Nikki's message.

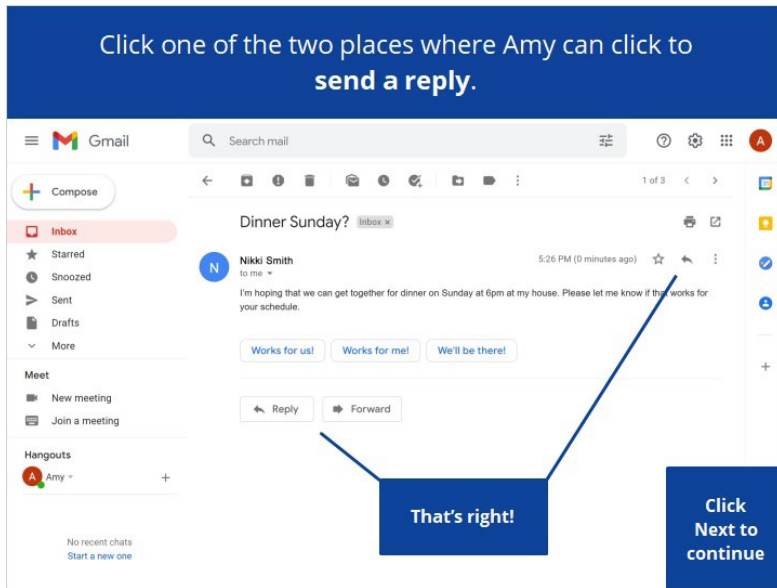


Amy has a new email from her sister Nikki. Click on the correct part of the screen to open Nikki's message.

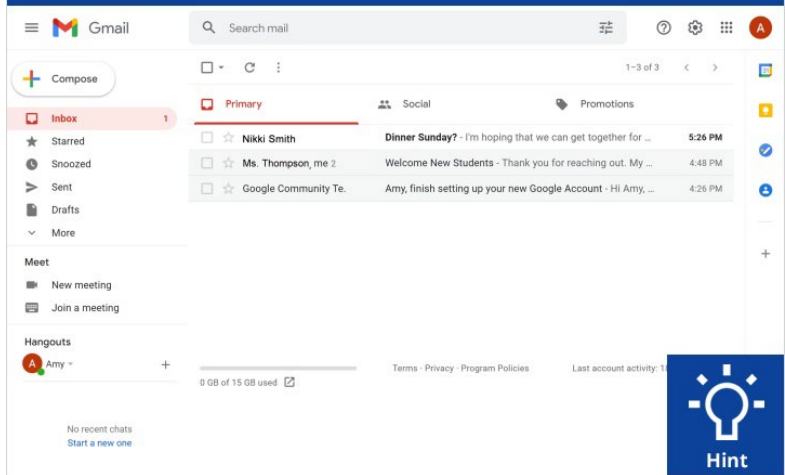




Amy has just read this email from her sister Nikki. If she wants to reply, there are two places she can do that. Click one of the two places where Amy can click to send a reply.



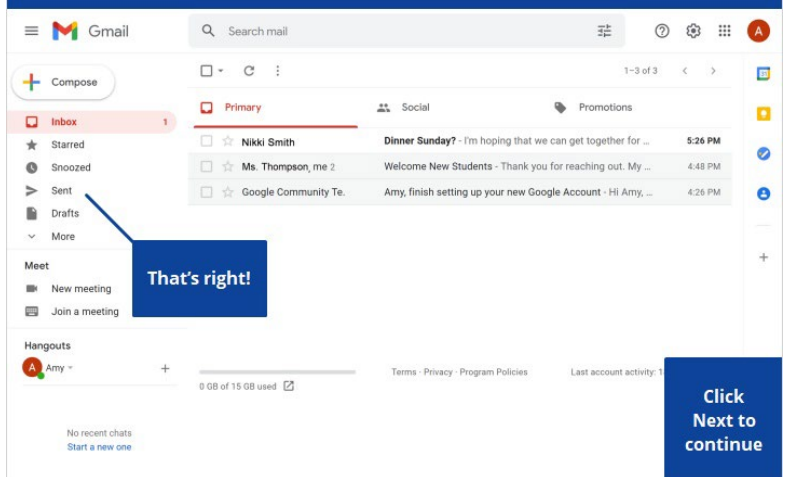
Amy wants to see an email she sent. Click on the correct part of the screen to open the **sent mail** folder.



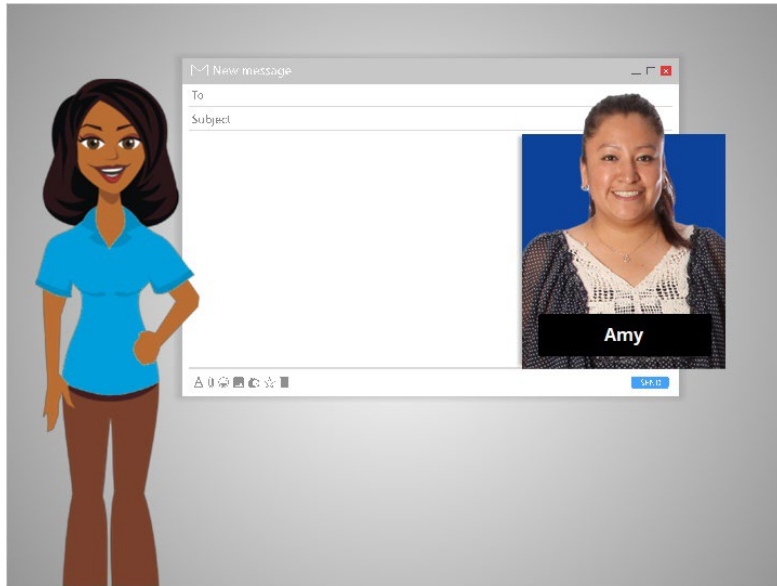
The screenshot shows the Gmail interface. On the left sidebar, the 'Sent' folder is highlighted. The main inbox area shows three emails: one from Nikki Smith, one from Ms. Thompson, and one from Google Community Te. A blue 'Hint' button with a lightbulb icon is located in the bottom right corner of the screenshot.

Amy wants to see an email she sent. Click on the correct part of the screen to open the sent mail folder.

Amy wants to see an email she sent. Click on the correct part of the screen to open the **sent mail** folder.



The screenshot shows the Gmail interface. A blue callout box with the text 'That's right!' has an arrow pointing to the 'Sent' folder in the left sidebar. A blue button with the text 'Click Next to continue' is located in the bottom right corner of the screenshot.



Great job! In this class, we learned what an email is, and followed along with Amy as she set up her email account and started to send and receive messages. Now why don't you give it try?