REED FIRST SCHOOL

Key learning:
- To think about different methods of communication.
- To open and respond to an email using an address book.
- To learn how to use email safely.
- To add an attachment to an email.
- To explore a simulated email scenario.

Key resources:

purple mash

2Email   2Connect   2Do It Yourself

Key words	
Communication	The sharing or exchanging of information by speaking, writing, or using some other medium such as email.
Email	Messages sent by electronic means from one deice to one or more people.
Compose	To write or create something.
Send	To make an email be delivered to the email address it is addressed to.
Report to the teacher	A way in 2Email to tell the teacher if you have received an email that makes you feel upset or scared.
Attachment	A file which could be a piece of work or a picture that is sent with the email.
Address book	A list of people who you regularly send an email to.
Save to draft	Allows you to save an email that you are working on and send it later.
Password	A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.
CC	A way sending a copy of your email to other people so they can see the information in it.
Formatting	Allows you to change the way the text of an email looks. For example, you can make the text bold or underline it.

What is email?

Email is a method of sending electronic communication from one device to another.

What should I do if I receive an email that makes me upset or scared?

If you are at school, you should tell the teacher immediately. If you receive the message at home, then you should tell a parent or guardian.
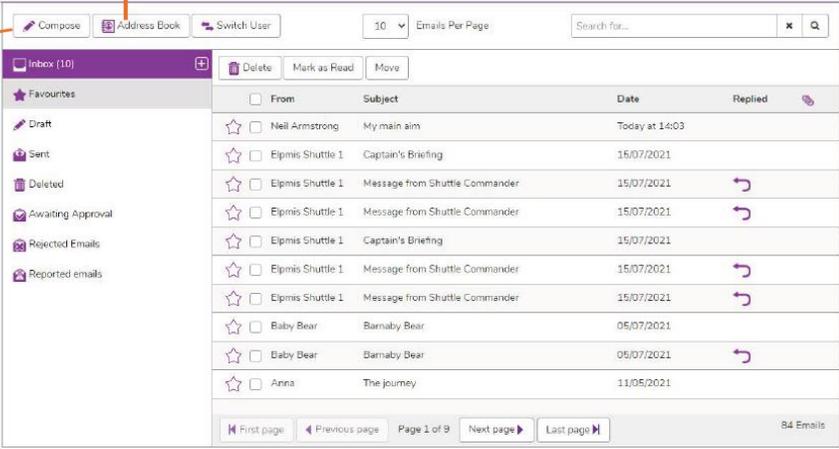
What information can I send in an email?

As well as sending a message, files such as photos, videos, music and other resources can be attached to the email and sent to the receiver.

Key images:

A list of people you have sent emails to before

Click here to write your email

	From	Subject	Date	Replied	
☆	Neil Armstrong	My main aim	Today at 14:03		
☆	Elpmis Shuttle 1	Captain's Briefing	15/07/2021		
☆	Elpmis Shuttle 1	Message from Shuttle Commander	15/07/2021	↰	
☆	Elpmis Shuttle 1	Message from Shuttle Commander	15/07/2021	↰	
☆	Elpmis Shuttle 1	Captain's Briefing	15/07/2021		
☆	Elpmis Shuttle 1	Message from Shuttle Commander	15/07/2021	↰	
☆	Elpmis Shuttle 1	Message from Shuttle Commander	15/07/2021	↰	
☆	Baby Bear	Barnaby Bear	05/07/2021		
☆	Baby Bear	Barnaby Bear	05/07/2021	↰	
☆	Anna	The journey	11/05/2021		

Compose · Address Book · Switch User · 10 Emails Per Page · Search for...

Inbox (10) · Favourites · Draft · Sent · Deleted · Awaiting Approval · Rejected Emails · Reported emails

Delete · Mark as Read · Move

First page · Previous page · Page 1 of 9 · Next page · Last page · 84 Emails

Formatting bar where you can change how the message looks.

Who is the email to be sent to?

Who else will the email be sent to?

What is the email about?

Click this button to send the email.

Allows you to attach work and pictures to the email
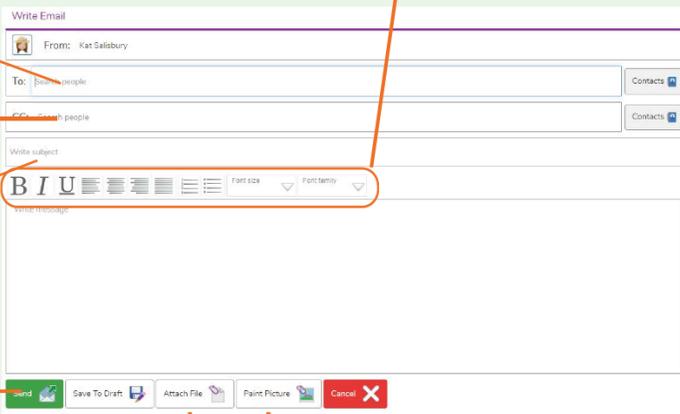
Write Email

From: Kat Salisbury

To: Search people — Contacts

CC: Search people — Contacts

Write subject

B I U ≡ ≡ ≡ ≡ ≡ ≡ — Font size — Font family

Write message

Send · Save To Draft · Attach File · Paint Picture · Cancel