

Try It! Exercise

In this exercise you will work with email. Your teacher will divide the class into teams of two for this exercise. If you do not have a Microsoft account, your teacher may decide to demonstrate how to work with email.

1. Start the web browser if necessary. Navigate to www.outlook.com and then sign in with your Microsoft account.
2. In the command bar, click **New** to open a new message.
3. In the **To** address field, type the email address of your partner for this exercise.
4. Click in the **Subject** field and type: *Email Program*.
5. Click in the body of the message and type the following:

I have not used outlook.com before, but it looks a lot like the email program I use at home. I think this one will be easy to use too.

Your name

6. Click and drag to select the word, *outlook.com* in the first sentence.
7. On the toolbar, click **B Bold**, click the **A Change font color** button and click the red color.
8. Click anywhere away from the selection to view the formatting.
9. Read the message to ensure there are no spelling or grammar errors; for example, check that the first letter of each sentence is capitalized.
10. Click the **Send** button.

Now send a message to multiple people.

11. In the command bar, click **New** to open a new message.
12. In the **To** address field, type your teacher's email address. Click the **Cc** link and enter your partner's email address.

You will be sending this message to your teacher and to your classmate.

13. In the Subject line, type: *Picture of Pluto* and then press **Tab** to move to the body text area.
14. Type the following message:

Here is a copy of the picture of Pluto from NASA's web site.

15. Click **Insert** and then click **Files as attachments**. Navigate to the *7328 Student Files* folder and then the *Presentations* folder. Select the **nasa pluto** file and then click **Open**.
16. Click **Send**.

Now try responding to a few of the messages in your Inbox.

17. Click the message that includes an attachment.
18. In the command bar, click **Reply**. Type a message thanking your classmate for the file and then send the message.
19. Click the message you received about the email program, click the arrow next to **Reply** and then click **Forward**.
20. Enter your teacher's email address in the **To** address field. Type a message indicating that you are interested

in learning more about email. Then send the message.

Now sign out of outlook.com

21. Click your name in the upper-right corner of the window, then click **Sign out**.

22. Close your browser.

Lesson Summary

In this lesson, you learned about different tools for digital communication and reviewed guidelines for staying safe while online. You should now be familiar with:

- ☒ real-time vs. delayed communication
- ☒ instant messaging and chat
- ☒ text messaging
- ☒ social media sites
- ☒ online safety
- ☒ blogs
- ☒ email

Review Questions

1. Which of the following is an example of delayed communication?
 - a. Instant messaging
 - b. Email
 - c. A phone call
 - d. A video conference
2. Jenna's sister just broke her leg while they were playing at the park. How should Jenna let their mom know what has happened?
 - a. Call Mom on the phone.
 - b. Send Mom an email.
 - c. Send Mom a text message.
 - d. Post their status on Facebook.

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