

## A Quick Guide to Email

What is email? It's a quick and easy way of sending written messages through the computer. Anyone with a computer, a telephone, a mouse, and a message can send email!

### Setting Up Your Account

Once you've chosen an email service, you'll need to choose a user name and password. The user name is the address people will type when they want to send you a message. Choose a short word that you'll remember easily. Many people choose a form of their name for their user name. You can include numbers and underscores. For instance, if your name is Lisa Anderson, you might use any of these for your user name:

l\_anderson

landerson

landerson555

lisaanderson

lisa\_anderson

You'll also need to choose a password to open your mailbox. Don't share your password with anyone! Make sure you choose something you'll remember.

### Reading Your Messages

Once you've typed in your user name and password, you can see what's in your mailbox.

First, you'll see a list of the names of the people who have sent you messages. Next to each name, you can read the subject, which is a one-line description of the message. To open the message using your mouse, double-click on the subject or sender's name. The message will

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appear on the screen. Once you've read it, you can click on *Delete* to get rid of it, *Next* to see the next new message, or *Reply* to answer it.

Click on *Close* if you know you will want to read the message again later. It will stay in your box and you can double-click on it at any time to open and read it again.

It's easy to recognize junk mail. The names of the senders won't be familiar. You can get rid of these messages by clicking on the box just to the left. Then click on the word *Delete* at the top of the screen. The junk mail will disappear.

### Sending Messages

To send someone a message, click on the word *Compose* or *Write*. The screen will change to a blank window. Type in the email address of the person to whom you're sending the message in the field marked "To." In the field below, type in the subject of the message. Just a few words are all you need. In the big empty box below, type your message. The message can be as long as you want. When you're done, click on the word *Send*. Your friend will be able to read this message right away!

To answer a message, click on the word *Reply*. You'll see the same screen you saw when you clicked on *Compose*, except this time it will already have the correct email address in the first field. Type your message, and then click *Send*.

### Be Careful

While email can be a lot of fun, you want to be careful not to send messages to strangers or give people you don't know your phone number or address. Email can be a great way to communicate, but always remember to play it safe!

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#### Resource Links

 RDI Book 1: p. 383

SAM Keyword: Instructions

## Sequence of Events

The **sequence** is the order in which events take place. Use these tips to follow the sequence in a text.

- Look for signal words, such as *first*, *next*, *after*, *then*, and *finally*.
- Look for clues that events or instructions might be out of order, for example, *long ago* or *at the same time*.

Write each event or step in order.

Passage: \_\_\_\_\_

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graph TD; A[ ] --> B[ ]; B --> C[ ]; C --> D[ ]
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**Resource Links**

**1** RDI Book 1: p 395

**SAM** Keyword: Sequence

