

Northstar Standard	Video Tutorial	Activity Sheets	Class
1. Define email and identify common email clients	What is Email?		Intro to Email
2. Tell the difference between a URL and an email address.	What is Email?		Intro to Email
3. Register for a new email account using a professional user name and a strong password.	Signing up for Email		Intro to Email
4. Log into email.	Log into email		Intro to Email
5. Create and send an email, including recipient address, subject, and message.	Saving Draft emails Sending Messages		Intro to Email
6. Open and reply to an email.	Opening and Replying Reply All and Forwarding		Intro to Email
7. Understand why and how to reply, reply all, and forward an email.	Reply All and Forwarding		
8. Add an attachment to an email.			
9. Open and download an email attachment.			
10. Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.	Organizing and Deleting		Intro to Email 2: Beyond the Basics
11. Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who	CC & BCC Reply All and Forwarding Sending Messages		Intro to Email 2: Beyond the Basics Intro to Email 2: Beyond the Basics Intro to Email
12. Use Caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.	Spam and Junk Emails		Intro to Email 2: Beyond the Basics
13. Sign out of email, especially when using shared computers.	Account Safety		Intro to Email 2: Beyond the Basics