

Email Skills Checklist use with <http://www.rtlibrary.org/internetbasics.pdf>

Check off when you can answer yes to Questions 1-10 below

**1) Why does everyone need an email address?**

**2) How do you set up a free email account (hotmail.com)**

**Go to Google and type** hotmail sign in or type the web address [www.hotmail.com](http://www.hotmail.com)

What are the 3 parts of an email address

**How do I pick an email address to use?**

Use a word that is easy to remember and type. People often use their last name with a number that is memorable

Write your email address here

**How do I pick a password?**

6-8 letters and or numbers. It should be easy for you to remember, but not easy for others to guess. It can be a word but do not use your name.

Do not tell your password to others. It is a secret.

Do not use UPPER CASE letters unless you have to.

Write a hint to remember your password

**3) Practice logout and sign back in to your email address**

Why? Make sure you know your password and your email address

**4) Learn the 4 parts of a basic email message:**

- FROM
- TO
- Subject
- Message Box

**5) Translate Hotmail into another language**

Sign in to your Hotmail account. Click Options, Click Manage Account, Click Customize your Mail, Click Select your Language, Select language and SAVE

**6) How to send an email: New email and reply email**

**Practice 1:** Send a NEW Message:

Send an email to your teacher

Type in the Subject line: Hello from \_\_\_\_\_ (your first name here)

Please include your first name and last name in the message box

**Practice 2:** Replying to an email message sent to you.

Your teacher will send you an email and ask you to answer a question.

Open the email and click the REPLY button

To Answer this question : Do you know how to open and send email attachment?

**7) *Checking your Inbox and Sent messages***

Practice opening a message in your Inbox

Practice opening the email message you sent

**8) *Practice opening and sending email attachments***

**9) *How to add email addresses to your Contacts list***

**10) *How to print an email***