Instructor Preparation:

1. Setup a gmail account to be used for the classroom.
2. Distribute the handouts, homework, and PRC documents.
3. Display the Windows Fundamentals PowerPoint.

Review last week’s material

1. Answer any questions regarding the Action Center and Microsoft Security essentials
2. Review answers to Week 4 homework.
3. Review access to Access Center and Microsoft Security Essentials.

Review Presentation Material:

1. Review the glossary of terms (Slide 17)
2. Emphasize the construction of an e-mail address
3. Review the functional flow of e-mail using Slide 18.

Distribute Flash Drives

1. Install the Flash Drive and copy the Week 5 folder to Documents folder.

Review the Gmail setup procedure

1. Review Slide 18 and highlight the required information
2. Review slide 19 and highlight the required information.
3. Review slide 20, sending a message.

Students create an e-mail account using Gmail if not already active.

Exercise 5A – Send an e-mail

Describe the reply process

1. Logon to Instructor Gmail (swjprc2012,PRC2012#7)
2. Use the instructor’s g-mail account and show how to reply to a message.
3. Show how to Forward.
4. Show how to Delete
5. Show how to Restore Deleted E-mail
6. Instructor replies to each student e-mail using multiple addresses.

Exercise 5B – Reply to and E-mail

1. Students reply to the instructor’s e-mail.

Instructor demonstrates attachments.

1. Create a new e-mail addressed to the instructor.
2. Add a word document “Copy a File”
3. Add PDF document “Copy a file”
4. Send to the instructor
5. View the attachment then save the attachment in Week 5 folder
6. Instructor sends attachment to each student.

Exercise 5C – Add an attachment to an E-mail.

1. Using the e-mail replied by the instructor.
2. Edit the “To the PRC Staff” letter in the Week 5 folder
3. Attach the file to the e-mail and reply to the instructor.

Review the Folders in the e-mail system

1. Create an e-mail folder for example in the instructor’s e-mail.

Review Contacts options

1. Review the “settings options”
2. Highlight the Create contacts for auto-complete.
3. Add a contact and populate the contact information (use my Prodigy e-mail)
4. Build a contact group using the class members (Section 4 windows 7)
5. Send a message to the group.

Exercise 5D – Create an E-mail Contact

Introduce concept of Spam and Filters

1. Use G-mail account to setup a filter for “peoplesrc.org”
2. Filter all e-mails with high priority.