

Using Email, Lesson 6: Managing your Inbox

Northstar Digital Literacy Standards <i>This lesson aligns with the following standard/s.</i>	Vocabulary <i>This lesson focuses on the following digital literacy terms.</i>
<p>10. Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.</p>	<p>delete inbox sent folder trash unsubscribe</p>

Technology Concepts <i>Important lesson background and teaching tips for instructors</i>
<p>In this lesson, learners will practice managing email accounts by deleting emails and moving emails from the trash to the inbox. They will identify and explore the different folders within an email account including the inbox, the sent folder, and the trash. Learners will also practice identifying and utilizing the unsubscribe button to stop receiving mass emails.</p> <p>Teaching Tips:</p> <ul style="list-style-type: none"> If you have any unwanted mass emails in your inbox, consider showing learners an authentic example of how to unsubscribe from a mailing list. Alternatively, ask learners in your class if they have any mass emails they would be willing to show to the rest of the class. There are many other tools for managing an email inbox depending on the email provider you are using. Consider showing additional tools you think learners may find useful.

Teacher Prep Guide <i>Follow these steps to prepare for teaching this lesson</i>	
<p>General Prep</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Open and log in to an email account to project for the class. <input type="checkbox"/> Collect all learner email addresses. <input type="checkbox"/> Send all learners an email with the subject 'Delete this.' <input type="checkbox"/> Prepare to project Reference A for Model & Explain. <input type="checkbox"/> Prepare to project Reference B for Pair Explore.
<p>Task</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout A for each learner (half sheet).
<p>Vocabulary Work</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout B for each learner.

Warm Up

Find out what learners know and prime them for the work ahead.

Pair/Small Group Work (Think-Pair-Share):

- Give two minutes to think about questions projected on screen, then discuss in pairs for two minutes, and finally share together as a class.
 - ◆ How do you keep your home or workspace organized?
 - ◆ When you throw something into the **trash** can, is it gone forever? Can you take it back out? Why might you want to?
 - ◆ What type of mail do you usually recycle or throw away? Are there some pieces of mail that you do not even open?

We will Learn...

Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

delete emails.

take **deleted** emails out of the **trash**.

search our **inbox** for emails.

use the **unsubscribe** button to tell an email sender to stop sending emails.

MODEL & EXPLAIN

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Email Boxes

- Say to learners:
 - ◆ "Your email account has different places or folders to store emails."
 - ◆ "When you receive an email, it goes to your **inbox**. The **inbox** is where new emails go."
 - ◆ "When you send an email, you can find a copy in the **sent folder**."
 - ◆ "When you **delete** an email, it goes to the **trash**. The **trash** has emails you have **deleted**."
- On the projected computer screen, show learners the:
 - ◆ **Inbox**.
 - ◆ **Sent folder**.
 - ◆ **Trash**.

Deleting Emails

- Say to learners:
 - ◆ “If you don’t need an email anymore, you can **delete** it. When you choose to **delete** an email, it goes to the **trash**.”
- Project and model for learners how **delete** an email:
 - ◆ Click the checkbox next to an email.
 - ◆ Click the **delete** button.
- Say to learners:
 - ◆ “The email is now in the **trash**. After 30 days, my email account will **delete** it permanently.”
 - ◆ “However, if you want the email again, you can take it out of the **trash**.”
- Project and model for learners how to take an email out of the **trash**:
 - ◆ Open the **trash**.
 - ◆ Click a checkbox next to an email.
 - ◆ Click ‘Move to’ and click ‘**inbox**’.

Searching for Emails

- Say to learners:
 - ◆ “Sometimes, you need to find an email from a specific person or about a specific topic. Instead of reading all the emails, you can search for a specific email. For example, you could search for an email from your co-worker, a company, or an email about a specific topic, like a ‘job application’.”
- Project and model for learners how to search for an email.

Unsubscribe

- Say to learners:
 - ◆ “Sometimes, when you buy something or sign up for a service, companies will keep your email address. Then, they will email you frequently.”
 - ◆ “If you don’t want emails from a company or service, you can tell them to stop sending you emails. This is called **unsubscribing**.”
 - ◆ “If you want to **unsubscribe** and stop receiving emails from a sender, open an email from the company or service. Then, look for the button that says **unsubscribe**. It is usually at the bottom (and sometimes in the subject line). If you don’t want to get emails from the company anymore, click the **unsubscribe** button.”
- Show learners examples on [Reference A](#). Practice finding the **unsubscribe** button.

DO IT TOGETHER

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- Ask learners the following. Learners discuss in pairs before sharing answers as a class:
 - ◆ “When you **delete** an email, where does it go?” (**trash**)
 - ◆ “When you send an email, where can you find a copy?” (**sent folder**)
 - ◆ “If you want to find a specific email, what can you do?” (**search your inbox**)
 - ◆ “If you want to tell a company to stop sending you emails, what do you click?” (**unsubscribe**)

PAIR EXPLORE

Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner without step-by-step guidance from the teacher. *Refer to the "How to Facilitate Pair Explore" for teacher support.

- Project [Reference B](#) on the board for learners. Then, with a partner learners try to:
 1. Log into one email account.
 2. Search for the email with the subject "Delete this."
 3. **Delete** the email.
 4. Open the **trash**.
 5. Move the email from your **trash** to your **inbox**.
 6. Find the **unsubscribe** button in an email.
 7. Search for an email.
 8. Open the **sent folder**.

Task

Learners practice skills by completing an authentic task/s.

- Give learners [Handout A](#).
- Learners exchange email addresses with a partner.
- Following the directions on [Handout A](#), learners complete the following:
 - ◆ Send your partner an email.
 - ◆ Find the email you sent in the **Sent Folder**.
 - ◆ Go to your **inbox**.
 - ◆ Find the email from your partner.
 - ◆ **Delete** the email.
 - ◆ Move your partner's email from the **Trash** to the **Inbox**.

Vocabulary Work

Learners practice vocabulary presented within the lesson.

- Give learners [Handout B](#).
- Learners write the vocabulary words next to the definitions in the chart.
- Then, learners find and circle the **unsubscribe** button in the picture.
- Check answers together as a class.

Wrap-Up

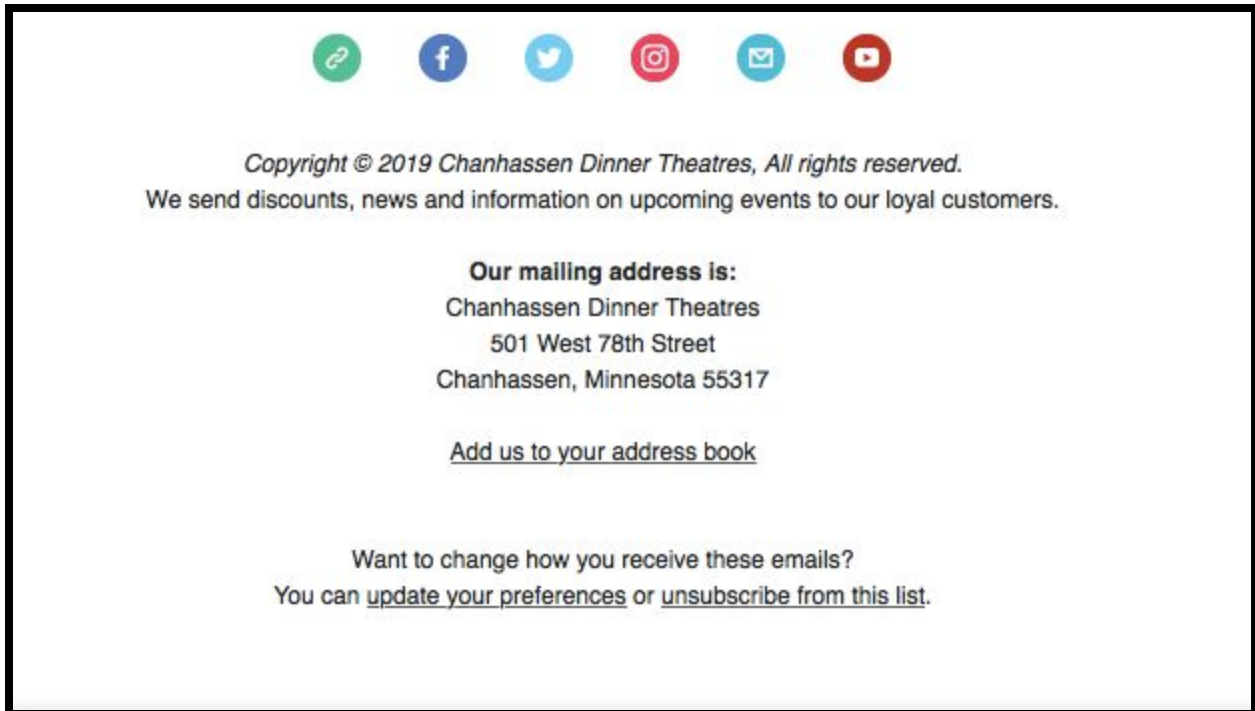
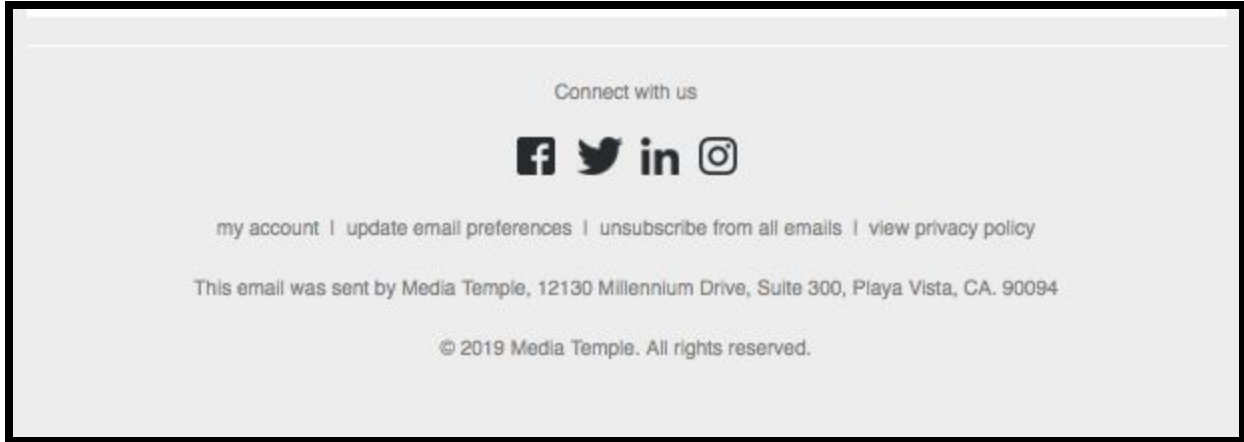
A final check in with learners. An opportunity to review, reflect, or check for understanding.

- Ask learners the following. Learners discuss in pairs before sharing answers as a class:
 - ◆ "I just **deleted** an email. Where is it?" (**trash**)
 - ◆ "I just **sent** an email. Where can I read a copy of it?" (**sent folder**)
 - ◆ "My friend just sent me an email. Where is it?" (my **inbox**)

Reference A

Unsubscribing from Emails

Directions: Where is the **unsubscribe** button? Can you find it on each of these emails?



Reference B

Pair Explore

Directions: Complete the following with a partner on one computer.

1. Log into one email account.
2. Search for the email with the subject “**Delete this.**”
3. **Delete** the email.
4. Open the **trash**.
5. Move the email from your **trash** to your **inbox**.
6. Find the **unsubscribe** button in an email.
7. Search for an email.
8. Open the **sent folder**.

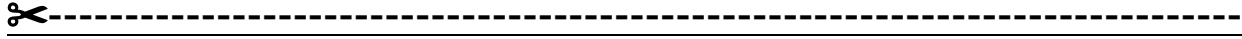
Handout A

Inbox Management

Directions: Write your partner's email address. Then, follow the directions below.

Partner's email address: _____

1. Send your partner an email.
2. Find the email you sent in the **Sent Folder**.
3. Go to your inbox.
4. Find the email from your partner.
5. Delete the email.
6. Move your partner's email from the **Trash** to the **Inbox**.



Inbox Management

Directions: Write your partner's email address. Then, follow the directions below.

Partner's email address: _____

1. Send your partner an email.
2. Find the email you sent in the **Sent Folder**.
3. Go to your inbox.
4. Find the email from your partner.
5. Delete the email.
6. Move your partner's email from the **Trash** to the **Inbox**.

Handout B

Managing Your Inbox





Directions: Read the definitions. Then, label the definitions with the correct vocabulary word.

inbox	sent folder	trash	unsubscribe
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Word	Definition
	Place for deleted emails.
	Place where you can read emails you have sent.
	Button that asks the sender not to send you more messages.
	Place for emails you receive.



Directions: How can you **unsubscribe**? Find and circle the **unsubscribe** button.

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