



Lesson 2

Aim

- To open and respond to an email.
- To write an email to someone from an address book.




Success criteria

- Pupils can open an email and respond to it.
- Pupils have sent emails to other pupils in the class.
- Pupils can use the search option in the address book to find a classmate when sending an email.


Resources

- Before the lesson, send an email to all the pupils in the class, asking a question, e.g. What is your favourite colour? What is your favourite film?
- To demonstrate the process to the pupils, you should also send the same email to yourself by impersonating a practice user.

How to Impersonate a practice user

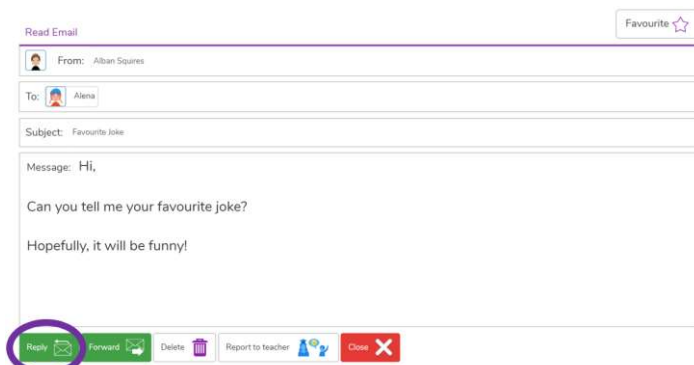
- Ensure that you are in pupil mode; click on the  button on the top right toolbar. **Note** this will show 'Switch to Teacher Mode' if you are already in pupil mode.
- Click on  and select any of the practice users.
- Click on the button to compose an email  and you will be able to send an email from the practice user to yourself.

Activities

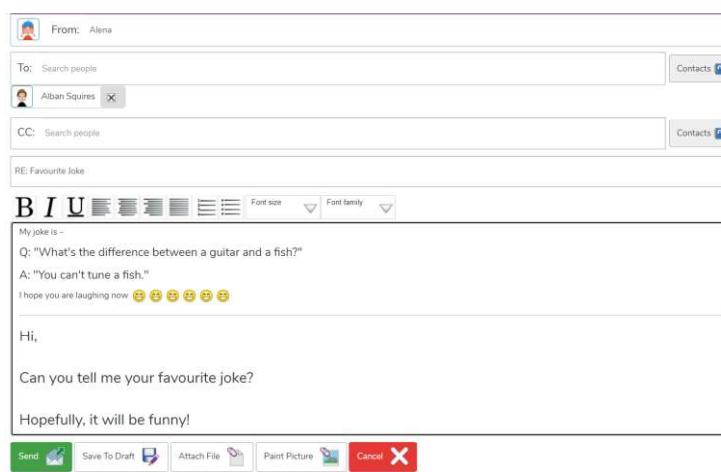
1. Show pupils how to access 2Email on Purple Mash:
2. Explain that 2Email is a safe way of using email in school. The pupils can only send and receive emails from people in the school.
3. Open 2Email and show the pupils how to check if they have any emails. New emails can be found in 2Email but also by clicking on the  at the top of the page.
4. Show how to open an email. Open your email and then show the pupils how to reply to the email:

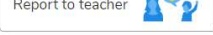
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5. Show the pupils how to alter the size of the font in their email, as well as the formatting of the text, etc. Also, show how to add an emoticon onto the end of their email:



6. **IMPORTANT** – Online safety. Show the pupils the  button. Explain that this can be used if the child finds something offensive or inappropriate in the email. If the pupils press this button, the email will be reported to their teacher. Once they press this button, the email will disappear from their folder.
7. Remind the pupils that every email they send can be seen by the teacher.
8. Once you have replied to the email in your inbox, show the pupils how to send an email to a user.
9. The pupils then reply to the email you sent them. Once they have done this, they can choose two or three pupils in the class and email them with their favourite jokes.

Extension:

Have a jar ready with lolly sticks containing all class pupils. Children collect a stick, then use the address book search feature to compose a short message to the name on the stick. The message could be a question (like the movie question at the beginning of the lesson). Once the message is sent, the stick is placed to side of jar / given to teacher (stops plethora of messages to same person).

Children could then inform rest of class 'facts' they've learnt about some of their classmates. "Billy's favourite food is pizza", "Julie likes the colour green" etc.

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