

Module 4: Communicating Using Your Device

In the **fourth module**, we explored email and messaging. We also covered how to stay safe online.

We learned about: The differences between email and messaging, the key features of email, and how to spot email scams. Remember to use the **SORRY Method** when checking emails and use the **Password Toolkit** to keep your account secure.

Key Icons & Common Terms



Gmail: This icon opens your **Gmail** account. Through this app, you can **read, send, and manage your emails**.



Inbox: Your email **inbox** is **where you can see all the emails people have sent to you**. New emails appear at the top, and you can scroll down to see older messages.



Compose / New Message: To **write and send a new email** tap on the pencil icon (or + sign). This will open a blank message. Now you can add who you're emailing (their email address), a subject (what your email is about), and your message. When you're done, hit send.



Sent: This **email folder shows you all the emails you've sent to others**. It's useful when you want to check what you wrote or confirm that an email was delivered.

Office Hours Activity: Gmail Account Creation

My Office Hours appointment is:

Module 4: Reflection Sheet

In this module, we explored how to **create, reply, send, and receive an email**. We also learned how to **identify suspicious emails**.

Email is a great way to communicate! Practice drafting and sending emails. It's a handy skill to have!

Take a Moment to Reflect

Think about today's session and jot down your thoughts below. There are no right or wrong answers, this is your space to reflect on what you learned and think about how it felt.

What's one thing you feel confident about with email?

What's one thing you learned today that you want to practice more or learn more about?