

Title: Mastering Email Basics: Essential Tips and Best Practices

Description: In this activity, students will learn how to create an email account, navigate the email interface, and compose and send a formal email. These skills are vital for both their current education and future professional life.

Purpose: The purpose of this exercise is to empower students to learn about the fundamental communication tool, email. Email is an essential form of communication used in both personal and professional settings.

By practicing how to write and send emails, students will enhance their ability to communicate clearly and effectively. Mastering email basics is crucial for academic, staying connected with peers, and future job-related communication.

Steps:

1. **Sign Up for an Email Account:** [Skip this step if you have an account](#)

- Choose any web browser of your choice (e.g., Chrome, Firefox).
- Double-click on the browser icon to open it.
- In the search bar, type "gmail.com" and press Enter.
- On the Gmail homepage, click on "Create account" or "Sign up."
- Fill in the required information:
 - First Name
 - Last Name
 - Desired email address (e.g., [rahul123@gmail.com](#))
 - Password and confirm it
- Complete any security verification steps, such as entering a phone number or solving a CAPTCHA.
- Review the terms and conditions, check the box to agree, and click "Next" to complete the registration process.

2. Navigate the Email Interface:

- Log into the newly created email account by opening your web browser and navigating to gmail.com.
- Enter your email address and password, then click "Sign in."
- Once logged in, explore the different sections:
 - **Inbox**: Where you receive new emails.
 - **Sent Items**: Where you can see emails you have sent.
 - **Drafts**: Where unfinished emails are saved.
 - **Trash**: Where deleted emails are stored.

3. Compose an Email to Your Trainer:

- Locate the "Compose" button in the top left corner to start writing a new email.
- In the "To" field, enter the trainer's email address (e.g., support@icodet.com).
- In the "Subject" field, type a relevant subject line, such as "Introduction and Practice Email."
- In the body of the email, write the following:
 - **Greeting**: Start with "Dear [Trainer's Name],"

[Dear \[Trainer's Name\],](#)
 - **Introduction**: State the purpose of the email, e.g.,

[I am practicing how to write an email.](#)

- **Self-Introduction:** Briefly introduce yourself, mentioning your name, course, and a few personal interests or goals.
- **Questions/Information:** If you have any questions or additional information to share, include it here.
- **Closing:** End with a polite closing statement, e.g.,
"Thank you," or "Looking forward to your response,"
- **Signature:** Sign off with your name.
 - Review the email for any spelling and grammar errors.
 - Once satisfied, click "Send" to deliver the email to your trainer.

4. Example:

- **To:** support@icodet.com
- **Subject:** Introduction and Practice Email

Dear Trainer,

I am practicing how to write an email as part of our class activity.

My name is Rahul, and I am a student in the computer basics course. I enjoy learning new things, and my goal is to become good at using computers.

Looking forward to your response.

Thank you,

Rahul