iMail
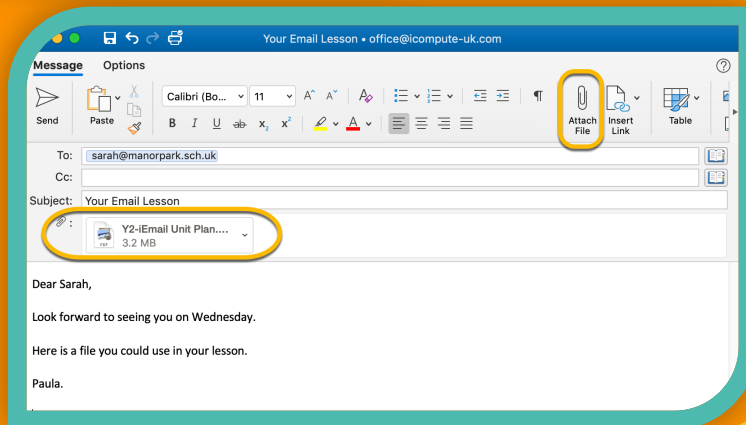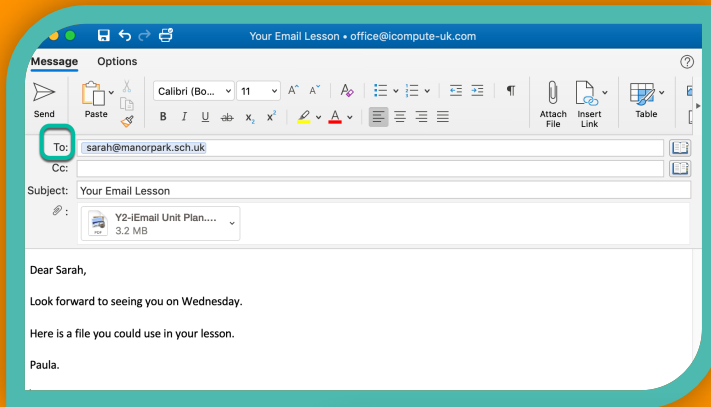
Learning

- To understand that messages can be used to communicate over distance a number of ways
- To understand how email travels and how to retrieve it
- To send and reply to emails
- To attach a file to an email
- To understand the advantages of attaching files to emails
- To use email to communicate ideas

Key Vocabulary

email	Electronic mail
email address	An address unique to a person that is used to send/receive email over the internet
to	The email address of the person the email is meant for
from	The email address of the person the email is from
attachment	A file attached to an email. Can be pictures, sound, video or documents
forward	Send an email you have received to someone else

iMail

Examples

Key Questions

Tell me your school email address	E.g. sara.miller@yourschool.sch.uk
When could it be useful to send an email?	E.g. speed, sending attachments, working together
What are the advantages & disadvantages of working together using email	
Why do we need to be careful using email?	E.g. harmful content, spoof email, spam, links etc.
What kind of things can be attachments	E.g. audio, video, images, documents
How do you forward an email to someone else?	