

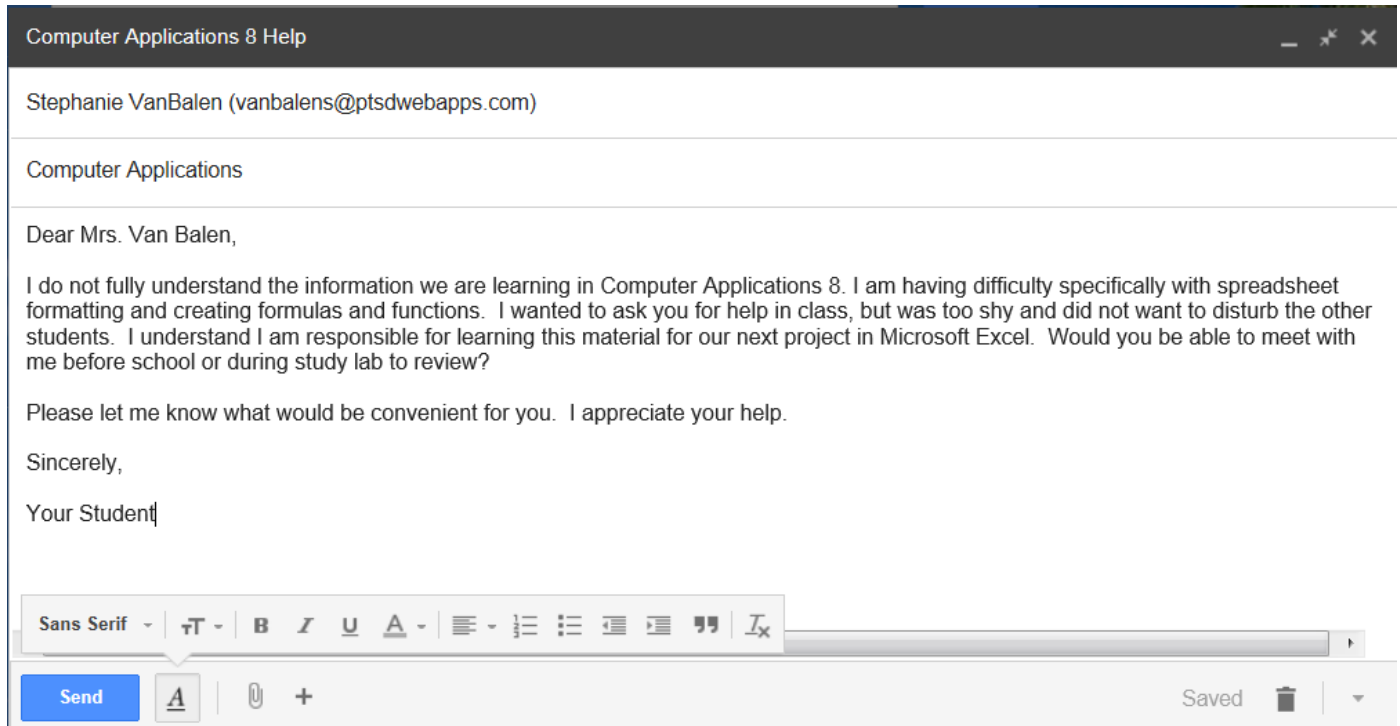
# Accessing & Sending Emails

## Part 1: Accessing Email

1. Log-on to your computer and open a web browser (Firefox or Internet Explorer)
2. On the Peters Township School District Website, click on “Student Links 7-12” on the left hand side banner.
3. On the right hand side, under related links, click on “Visit Google Web Apps for Students”
4. Enter your username (21vanbalens@ptsdwebapps.com) and password (use your 221 number) and click “Sign In”
5. You have now entered your Web Apps Account. Click the first link for “Gmail” to open your Inbox. Let’s take a look together!

The screenshot shows a Gmail inbox interface. On the left side, there is a navigation pane with labels: Mail, Compose, Inbox, Starred, Important, Sent Mail, Drafts, Computer Applicati..., and Home room. Below these are search and contact options. The main area shows 'No new mail' and a list of contacts. Annotations include: a red box around the 'Apps' icon (Drive, Sites, etc.) with the text 'These are your Apps (Drive, Sites, etc.)'; a blue box around the settings gear icon with the text 'These are your settings'; a box pointing to the 'Compose' button with the text 'Click here to start a new email'; and a box pointing to the left navigation pane with the text 'These are your labels'.

6. Let’s first change our settings. Click on the round settings button (see the blue box above). On the drop down menu, choose “Themes.”
7. You can now change the theme of your Inbox. Click on each theme to see how it changes your inbox design and choose your favorite!
8. Click on the “Inbox” on the left hand side to return to your inbox.
9. Click the “Compose” button to start a new email message. Your job now is to write an email to me, Mrs. Van Balen asking for help in Computer Applications.
10. First, read the sample e-mail on the next page. This e-mail should be used as a guide, but should NOT be copied word for word.



11. Now, let's start drafting your message! Enter my e-mail address: [vanbalens@ptsdwebapps.com](mailto:vanbalens@ptsdwebapps.com) in the **address box**.
12. Next the **subject line**. Enter an informative and appropriate subject line for the e-mail. (Hint: Tell me what the email message will be about in 5-7 words)
13. Next is the **greeting**. You should begin every e-mail with an appropriate greeting. (Just like when you say hello when you walk into the computer lab, you should write a formal greeting in an email).
14. After the greeting, hit enter TWICE. Now you are ready for the **body** of your message. Your message should mention the following:
  - a. You are worried about Microsoft Excel Project 3
  - b. You need help working with formulas and functions in Microsoft Excel.
  - c. You are a bit shy about asking for help during class.
  - d. You would like to meet with Mrs. Van Balen at a time/date that is convenient.
  - e. You would appreciate Mrs. Van Balen's help in learning Excel.
15. Now let's sum up this message. We will type a simple **closing**. Enter TWICE after the last sentence of your body. Type an appropriate closing to the email. This should be a one-two sentence closing that summarizes your thoughts, states a plan,

or conveys thanks. The sample closing is “Please let me know what would be convenient for you. I appreciate your help.”

16. We’re almost done! Hit enter TWICE. We will now type the **valediction**. The valediction is usually a short word or phrase before you sign your name. An appropriate valediction is “Sincerely,” or “Thankfully,” or “Your Student,”.
17. Hit enter TWICE. Now you are ready for your **signature**. Simply type your first and last name and you’re DONE! (Well...almost!)
18. Double check your spelling and proofread to make sure your grammar is accurate. Please make sure that you TYPED all words like “I” and “you” (Please NO texting phrases like “i need u to hlp me”)
19. When you are satisfied with your email, review the check list below to make sure your email is perfect:
  - a. Is your subject line informative?
  - b. Did you use a professional greeting?
  - c. Did you write atleast 3-5 sentences in the body?
  - d. Did you write a one-two sentence valediction?
  - e. Did you remember a closing and your signature?
20. If you said yes to all of these questions, you can hit the send button!
21. I will be grading your email message for 15 points!
22. Now, let’s locate the Computer Applications Webpage!
23. Open a new tab in your web browser. Go to the Peters Townships Middle School Page. Click on “PTMS Homework Online” on the right hand side.
24. Scroll to the bottom and under “Van Balen” click on the class website.
25. When the website loads, click “CA7” at the top and select “Keyboarding from the drop down menu.
26. At the bottom of the page, click to download a copy of the typing calendar.



27. When the file opens, click on the small save button in the bottom right corner.



28. Save the file to your H:Drive→Computer Applications Folder as “Typing Calendar”
29. Now, go back to your inbox. You’re going to email a copy of this calendar to yourself!
30. Click “Compose.” In the address box, type your name and click on your WebApps email account when it pops up.
31. In the subject line type the following “Computer Applications Typing Calendar”
32. In the body of the message, type the following “Typing calendar is attached.”
33. Near the send button, click the small paper clip icon.



34. In the dialog box, go to My Computer→H:Drive→Computer Applications folder and select the typing calendar file that you just saved.
35. After the file loads, you can hit the send button!
36. Go back to your inbox. You should now see a new message from yourself!
37. Log-out of your WebApps account. Work on typing lessons if time allows.