

Basic Computer & Applications Class
Week 16 Agenda
4/28/2020 to 5/1/2020

This assignment is for students who attend Tuesday and Thursday class and for students who attend Wednesday and Friday Class

NOTE: You can click on the link below to watch a Video on Gmail and Email

Video Subject/Topic: Gmail and Email

1. [Click on this link to watch the Gmail Sending Email video on www.gcflearnfree.org](http://www.gcflearnfree.org)

2. Video Objectives

- How to sign into email and send a message
- How to reply to an email message
- How to forward a message

3. Computer Verbs

- **Compose** – Meaning: To write a message
Example: I will **compose** a message and send it to my teacher.
- **Send** – Meaning: To transmit a message from your email to another person’s email.
Example: I will **send** a message to my mother tomorrow.
- **Forward** – Meaning: To send a message that you received to another person.
Example: I received a wonderful message from Mary. I am going to **forward** it to Juan, so he can read it, too.
- **Reply** – To answer a message that you received
Example: My friend sent me a message saying that she is sick. I need to **reply** and ask her if she needs anything.

4. Assignment

- Open your Gmail/email account and send me an email to raquel_rios@upland.k12.ca.us
- Send me an email with your answers to the following questions?
 1. Are you using a Chromebook at home with your children?
 2. How much time are you on the Chromebook with your children?
 3. Have you opened and watched the videos I sent you on REMIND?
 4. What can I do to help you with your class work?