





Emailing

Aim of session:

- ✘ to set up an email account for their personal use
- ✘ to use the internet to stay in touch with people
- ✘ to be able to use email at home.

Objectives of session:

- ✘ open an email account that can be accessed by any computer with internet access
- ✘ use different features of Hotmail or Google mail, like email.

Approx timing	Topic	Activity
10 minutes 	Introduction chat	Activity Chat about what they know about the internet. You could ask: <ul style="list-style-type: none"> ✘ has your mentee got an email address? ✘ what would they like to use email for?
30 minutes 	Email	<ul style="list-style-type: none"> ✘ do they have any friends and family they could chat to on email? ✘ what is an email account and how is it used?
30 minutes 	Setting up an Email account	Show them some free email providers, like Yahoo or Google and talk about the different options out there. Exercise: Help your mentee set up an email account and explain how to choose an email address and a good password.
10 minutes 		Have a break



30 minutes



Using email

- ✘ Take a look at some of the things that an email account can do.
- ✘ Show your mentee how to write and send an email.

Exercise:

- ✘ Get your mentee to send an email to your Project Leader, letting them know what their new email address is.
- ✘ Get them to check if they've got any emails.
- ✘ Get your mentee to reply to any emails.