***A picture containing text, clock

Description automatically generated***

This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

Create and Send an Email

MODULE 8: Email

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 8: Email

## Activity: Create and Send an Email

The student creates an email and sends it to the teacher’s email address.

## Standards Assessed

* **08.01** Describe and perform email capabilities and functions (e.g., create, send, & forward messages, organize email folders, manage signature and automated messages, configure message sensitivity, security, and delivery options).
* **08.02** Perform email activities (e.g., attach external files, save e-mail attachments, view mailbox details, schedule appointments, create contact groups).

## Teacher Notes

Teachers can use whatever email software is available for the students. The teacher demonstrates components of email, including recipient email address, CC, BCC, salutation, body of email, and signature line.

## Estimated Student Completion Time

* 15 minutes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Create and Send an Email

**Student Instructions**: Create and send an email to the teacher’s school email address using the following specifications.

1. Recipient’s email address
2. CC to the student’s school email address
3. Subject line – DIT Email
4. Salutation (formal or informal)
5. Body – 2 short paragraphs stating the reason for the email, what action the student is asking the teacher to take and thanking the teacher for taking that action.
6. Signature Line – student name and school email address