

Year group: 3	Term: Spring 1	Unit: Emailing- Google
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- Must have knowledge:**
- To know that email stands for 'electronic mail.'
 - To know that an attachment is an extra file added to an email.
 - To understand that emails should contain appropriate and respectful content.
 - To know that cyberbullying is bullying using electronics such as a computer or phone.

Key Vocabulary:

Attachment: A function that lets you add files to an electronic message (email) before sending.

Cyberbullying: Constantly being unkind to someone using online platforms, for example email and instant messaging.


Email: Electronic-mail which allows us to send messages and files from one account to another over a network.

Spam: Nonsense or junk emails, used for advertisement or harassment.

Key skills

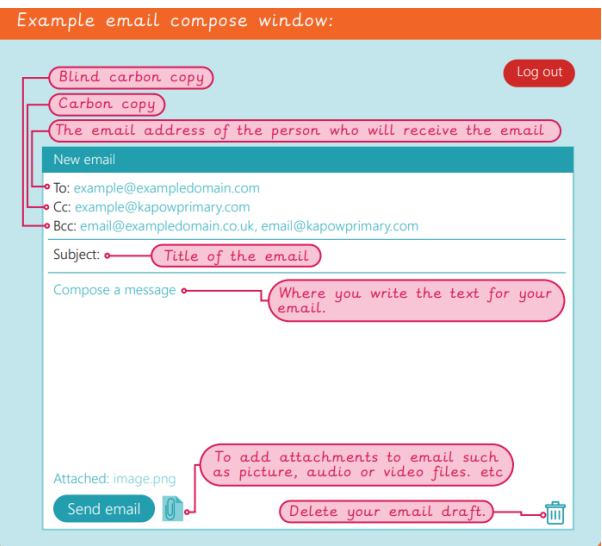
- Learning to log in and out of an email account.
- Writing an email including a subject, 'to' and 'from'.
- Sending an email with an attachment.
- Replying to an email.

Find the @ symbol on your keyboard here:



Email address examples
 example@kapowprimary.com
 example@domainname.co.uk

Example email compose window:



Blind carbon copy

Carbon copy

The email address of the person who will receive the email

New email

To: example@example.com

Cc: example@kapowprimary.com

Bcc: email@example.co.uk, email@kapowprimary.com

Subject: Title of the email

Compose a message

Where you write the text for your email.

Attached: image.png

To add attachments to email such as picture, audio or video files. etc

Send email

Delete your email draft.