



POST ACADEMY SUPPORT

Week 2: The Internet and Email

During this exercise, you will learn:

- How to access the internet.
- How to use a search engine effectively.
- How to be safe online.
- How to keep your personal information safe.
- How to send and receive emails through Gmail.



Welcome to the second week of the SCC Post Academy Support documents! Last week, we looked at online security: what we can do to ensure that our devices and personal information stay safe from the different forms of malware.

This week, we will be recapping how to surf the net and send emails. You will get a chance to look at the different internet browsers that can be downloaded as well as the different search providers that you can use. You will also learn how to use some clever tricks to ensure that your searches are as precise as possible.

During the course, we used Outlook to organise our emails but today we are going to look at another provider; Gmail from Google. This is a free service that allows you to send and receive emails just as you did in the course, and also provides you with a healthy 15 gigs of cloud storage where you can save your emails and documents.

So, without further ado, let's get learning!

The Internet

On day 2 of the course, we learnt about how to access the internet and use a search engine to surf the net. In today's session, we will be delving into this a little more. By holding CTRL and clicking on the image on the next page, you will be taken to GCF Global's excellent tutorial concerning everything from internet connectivity and search engines to URLs and different web browsers. Note that many of the tutorials refer to Google products such as Gmail and Google Drive so you may wish to access the accounts that you created on the weekend of the course. If you didn't get to create a Google account, you can follow the instructions to make your own by holding CTRL and clicking on the Google icon on the next page.



Work through the different activities at your own pace using the GCF Global website. Most of the activities don't have an activity to complete but involve viewing a video or reading information. Make sure to try these out for yourself; the best way to learn is through experimenting and getting hands on!

Once you have completed the 11 different sections, why not give the 'Internet Basics Quiz' a try! This comprises of 10 different questions, all of which relate to the different sections that precede it. Once you've completed the quiz, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to precede your score with 'Internet Basics score' e.g. 'Internet Basics score 8'

Email

During the course, we used Outlook to manage our emails but there are many different email providers out there! Many search engines, websites and companies provide free email accounts and storage and signing up takes just a few minutes. Examples of email providers are:



Gmail from Google



Yahoo



iCloud from Apple



AOL Mail

As part of the weekend homework during the course, we set up a Gmail account. If you didn't get to create a Google account, you can follow the instructions to make your own by holding CTRL and clicking on the Google icon at the top of this page.

By holding CTRL and clicking on the image below, you will be taken to GCF Global's tutorial showing you how to set up and use your Gmail account in more detail. This covers everything from sending and receiving emails to how to use the Gmail app on your phone and helpful time-saving tips! Remember to try each of them out.



Once you have completed the 8 different sections, have a go at the 'Gmail Quiz'! Once you've completed this, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to precede your score with 'Gmail score' e.g. 'Gmail score 8'

Have a great day, keep learning, and stay tuned for another SCC Academy email next week!