



Digital Literacy

LESSON PLAN: *Email Basics— Creating a Password and Email Address*

Age Range: Recommended 12+

Group Size: Instructor Discretion

Required Materials:

Laptop or mobile device

Notebook or spare paper THAT WILL NOT BE THROWN OUT

Recommended Materials:

Projector

Whiteboard



SAFETY INSTRUCTIONS

For safety and privacy reasons, keep your email login credentials (username/email and password, plus any password recovery questions and answers) in a place you can find them easily, but is still private. Due to the personal nature of modern email, we recommend you do not share this information with anyone that does not have your full trust.

SUB-LESSON 1: *Creating Strong Passwords*

Strong passwords are personal and memorable **only to you**. It is helpful to create a pattern that can be recycled for other websites and apps. Most sites and apps now require a password of at least 8 characters that are a combination of letters, numbers, and special characters. Special characters include symbols such as !, @, #, or \$. Here is an example pattern:

(mom's maiden name) + (dad's birthday) + (name of website) + !

Smith110587Facebook!

Smith110587Gmail!

Smith110587PotteryBarn!

OR

(season) + (year) + !

Fall2013!

Spring2014!



Try to keep track of these passwords in a safely stored notebook or on a Notes app on your phone. For privacy, don't use the same password for everything!

SUB-LESSON 2: *Creating an Email Address*

When creating your email address, think of the use of your email. Is it a throwaway email for online shopping or social media sites? Is it for professional communication with teachers, potential jobs, or similar? Most people have a professional and a personal account to keep track of the different correspondence. Professional accounts may or may not be associated with your place of business. For example:

Work Email: dsheehan@dconc.gov

Professional Email: laney.sheehan@gmail.com

Personal Email: randomemail34@gmail.com

Work emails are usually provided by your employer. You can use professional email for job applications, outreach, and bills, just for examples. Personal emails are great for online shopping, social media, and subscriptions.

Here is a good blueprint for creating an email address:

(your first name) + (your last name) + (optional number or special character) @ (domain)

laney + sheehan + 22 @ gmail.com

Some Free Email Domains (not exhaustive):

- Gmail
- Outlook
- AOL
- iCloud Mail
- Yahoo Mail

