



This task set was vetted by this project and was not reviewed by the QUILL team

### OALCF Task Cover Sheet for the Deaf Stream

**Task Title:** Set up and use an e-mail account includes ASL video

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
Successful Completion: Yes___ No___	
<b>Goal Path:</b> Employment ✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence✓	
<b>Task Description:</b> In this task learners will demonstrate how to set up and use a new e-mail account.	
<b>Competency:</b> A: Find and Use Information B: Communicate ideas and information D: Use Digital technology (optional)	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents A3. Extract info from films, broadcasts, and presentations B1. Interact with others D. N/A

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**Level Indicators:**

- A1.1: Read brief texts to locate specific details  
A1.2: Read text to locate and connect ideas and information  
A2.1: Interpret very simple documents to locate specific details  
A3. Extract info from films, broadcasts, and presentations  
B1.2 Initiate and maintain interactions with one or more persons to discuss , explain or exchange information  
D1: Perform simple digital tasks according to a set procedure  
D2: Perform well-defined, multistep digital tasks

**Performance Descriptors:** see chart on last page

**Materials required:**

- "Set up and use an email account" ASL video  
<https://youtu.be/E6dd899MmJY>
- Smartboard
- Intervenor (based on client's needs)
- Deaf Instructor (if available)
- Assistive technology or ACC if applicable
- Computer
- Internet connection

**Support Materials Included:**

- An "Optional Video outline for Instructor and Learner reference" with instructions for this Task Set in both English and ASL

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**Skill Building Activities:** [Click here to go to Skill Building Activities](#)

Please find the following skill building activities at the end of this task set:

- Skill Building Activity # 1: video example of setting up and using an email account with ASL instructions
- An "Optional Video outline for Instructor and Learner reference" for Skill Building Activity # 1, in both English and ASL
- Skill Building Activity # 2: Setting up and using an e-mail account (instructions and screen shots)

**Task Title:** Set up and use an e-mail account

**Learner Information and Task:**

Most people nowadays contact people through e-mail. It's a very important tool to communicate with family, friends, co-workers, and new people. You may need to use e-mails for: sending a resume or talking to your boss, replying to an ad, buying a present online, sending a note to your family, etc. E-mail is instant, fast, and free.

Before doing this task, it is recommended that you watch the two ASL videos that show examples of setting up and using an e-mail account. You may pause and replay the videos as many times as needed.

**Setting up an email account:**

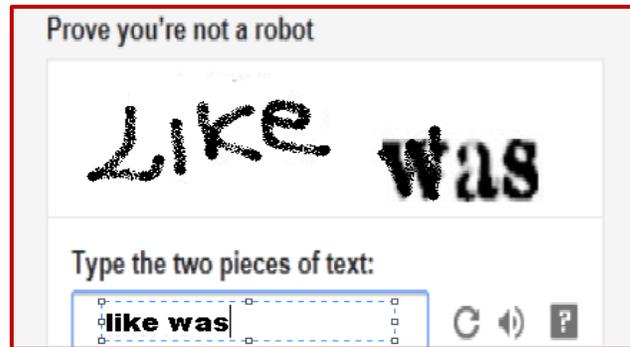
**Task 1:** Why is it a good idea to use your real first and last name as your email user name?

**Task 2:** Pretend you forget your password. Which two items do you need to get a new password?

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**Task 3:** If you can't read the verification picture, how do you get a new picture?



**Task 4:** Set up an e-mail account.

**Task 5:** Sign or show the Instructor how to set up an e-mail account.

### Using email:

**Task 6:** What button do you click to begin a new email?

**Task 7:** Give one example of how you can change the look of your email text.

**Task 8:** What does the icon look like to delete an email?

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## **Optional Video outline for Instructor and Learner reference (English):**

### **Set up email: Questions**

Now you can answer questions for Tasks one to three.

Task 1: Why is it a good idea to use your real first and last name as your email user name?



Note: this graphic indicates a place where you can pause the video to allow time to learners to or prepare for reflect on the task.

Task 2: Pretend you forget your password. Which two items do you need to get a new password?



Task 3: If you can't read the verification picture, how do you get a new picture?



### **Demonstrate**

Task 4: Set up an e-mail account.

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Task 5: Sign or show the Instructor how to set up an e-mail account.



### **Use email: Questions**

Task 6: What button do you click to begin a new email?



Task 7: Give one example of how you can change the look of your email text.



Task 8: What does the icon look like to delete an email?



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## **Optional Video outline for Instructor and Learner reference (ASL):**

### **Set up email: Questions**

NOW YOU ANSWER QUESTIONS(2h.) TASK ONE-TO-THREE

TASK NUMBER 1: WHEN IMPORTANT SUGGESTION USE YOUR REAL FIRST LAST NAME AS YOUR U-S-E-R NAME WHAT Q



TASK NUMBER TWO: WHAT TWO THINGS IMPORTANT CONTACT INFORMATION YOU CAN PUT THAT HELP IF NEED FORMAT IF YOU FORGOT PASSWORD Q



TASK NUMBER THREE: IF YOU CAN'T READ INFORMATION THAT IN V-E-R-I-F-I-C-A-T-I-O-N PROOF PICTURE WHAT HOW CAN YOU MAKE NEW PICTURE LOOK-AT WHAT Q



### **Demonstrate**

TASK NUMBER FOUR: NOW YOU SET-UP E-M-A-I-L ACCOUNT

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TASK NUMBER FIVE: SIGN / EXPLAIN YOUR TEACHER HOW SET-UP E-M-A-I-L ACCOUNT



**Use email: Questions**

TASK NUMBER SIX: WHAT SQUARE ICON NAME START WITH NEW E-M-A-I-L WHAT Q



TASK NUMBER SEVEN: GIVE ME ONE EXAMPLE HOW YOU CHANGE SUCH F-O-N-T / S-T-Y-L-E / LARGE / SMALL-CASE YOUR E-M-A-I-L TYPE-OVER WRITTEN PARAGRAPH WHAT Q



TASK NUMBER EIGHT: WHAT LOOK-LIKE SQUARE ICON TO-CLICK DELETE E-M-A-I-L WHAT Q **Task Title:** Set up and use an e-mail account



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## Answer Key

**Task 1:** Why is it a good idea to use your real first and last name as your email user name?

It is more professional, especially for job searching

**Task 2:** Gmail can contact you 2 ways if you forget your email password. What are they?

Using another email address or through your mobile phone (text)

**Task 3:** If you cannot read the information in the verification picture, how can you get a new one?

You can click "get a new challenge" and a new picture will appear

**Task 4:** Set up an e-mail account.

The learner will have successfully completed this Task if they are able to create an email account

**Task 5:** Sign or show the Instructor how to set up an e-mail account.

The learner will have successfully completed this task if they can communicate the instructions for setting up an email account to you in their preferred mode of communication (ex. sign language, fingerspelling, through demonstration)

**Task 6:** What button do you click to begin a new email?

Compose

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**Task 7:** Give me one example of how you can change the look of your email text

Any one of the following: Change the font, the font size or colour, add/remove highlighting, etc. If the learner suggests other ways to change the look of their email text that don't appear on this list but are correct, they have successfully completed this task.

**Task 8:** What does the icon look like to delete an email?

It looks like a trash can.

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**Task Title:** Set up and use an e-mail account

<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes Task with Support of Practitioner</b>	<b>Completes Task Independently</b>
<b>A1.1</b>	<ul style="list-style-type: none"> <li>Reads short texts to locate a single piece of information</li> </ul>			
<b>A1.2</b>	<ul style="list-style-type: none"> <li>Follows the main events of descriptive, narrative, and informational texts or video</li> </ul>			
	<ul style="list-style-type: none"> <li>Begins to identify sources and evaluate information</li> </ul>			
<b>A3</b>	<ul style="list-style-type: none"> <li>tasks in this group are not rated for complexity</li> </ul>			
<b>B1.2</b>	<ul style="list-style-type: none"> <li>Signs clearly in a focused and organized way</li> </ul>			
	<ul style="list-style-type: none"> <li>Rephrases to confirm understanding</li> </ul>			
<b>D1.1</b>	<ul style="list-style-type: none"> <li>Follows simple prompts</li> </ul>			
	<ul style="list-style-type: none"> <li>Follows apparent steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>Interprets brief texts and icons</li> </ul>			
	<ul style="list-style-type: none"> <li>Locates specific functions and information</li> </ul>			
	<ul style="list-style-type: none"> <li>Begins to perform simple searches</li> </ul>			
<b>D.2</b>	<ul style="list-style-type: none"> <li>Locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>Selects and follows appropriate steps to complete tasks</li> </ul>			



Task prepared for the project "Using Technology to Facilitate Connections between Literacy and the Broader Community" (2014)

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**This task:** was successfully completed \_\_\_\_\_

needs to be tried again\_\_\_\_\_

**Learner Comments:**

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**Instructor (print)**

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**Learner Signature**

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## **SKILL BUILDING ACTIVITY # 1: video example of setting up and using an email account, with ASL instructions**

<https://youtu.be/LGXsTIH-xkM>

### **Optional Video outline for Instructor and Learner reference (English)**

1. Find the internet browser icon (Internet Explorer, Google Chrome) from your computer window and open it
2. Type <http://mail.google.com/> inside the Address Bar edit box and then press the ENTER keyboard key
3. Click on "Create an account"
4. Add your first name, last name
5. When choosing your new "username" please think of professionalism & manners. When looking for employment you should include your first name and last name
6. Add your password and repeat your password to confirm. A strong password is strongly recommended
7. Enter your real birthday. It is important so you can gain access to your email account if you forget your password
8. Click your gender. If you do not want to disclose, you can click "other"
9. Type in your mobile phone number. If you forget your password, Google can send you an access code through text message

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10. Add any other e-mail address you already have. It can be used if you have to reset your password
11. Google needs to be sure that you are a real person. They need to prove that you are not a robot for security reasons.  
(Optional) *click on "Skip this verification" if you prefer to use the process through your cell phone number (text)*  
  
Type-in one or two pieces of the text as you see them on the screen (picture). They can be difficult to read and not accessible so you might need help. There are several different ways.
  1. Reset the picture by clicking to get a new challenge (next to the text box)
  2. Guess and try it again if it failed
  3. Click "?" for help
12. Please make sure the "Location" drop-down menu setting is set to your Country to benefit from using the correct language and Google services. If it already says "Canada" you can leave it alone.
13. Make sure you that you put a check mark  next to the setting called "I AGREE TO THE GOOGLE TERMS OF SERVICE AND PRIVACY POLICY" before clicking on the "Next Step" button. For more information click on both words. If you do not click and/or agree, you cannot continue the application and Google will not accept you as account holder.
14. Click "Next Step" button
15. Google asks you if you want to create your Profile. You can do this later in settings. Click "No Thanks"
16. This screen is welcoming you to Google! Click "Continue to Gmail"

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**Note:** You can add a profile picture at any time. To see the instructions and screen shots of adding a profile picture, please look at the Skill Building Activity handout called "Setting up an email account".

**To send email:**

1. Click on the "compose" icon
2. Type an e-mail address
3. Under subject, add the reason you are sending an e-mail. For example, if you want to meet that person on Saturday, type "Saturday"
4. Type your message
5. If you want to change the look of the text, you need to highlight your message and decide what you want to change. You can change the style and size of the font.
6. When you finish typing your message. Click SEND.

**To delete email:**

1. Go to inbox
2. Left click on the box beside the message you want to delete
3. Look for the trash icon and left click



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**To sign out:**

1. Click on the username or look for your profile picture on the top right.
2. Click Sign out.

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## **SKILL BUILDING ACTIVITY # 1: video example of setting up and using an email account with ASL instructions**

<https://youtu.be/LGXsTIH-xkM>

### **Optional Video outline for Instructor and Learner reference (ASL)**

1. COMPUTER INTERNET LOOK-FOR INTERNET EXPLORER (or) GOOGLE BROWSER (or) FIREFOX (or) SAFARI (index finger double click) IN
2. TYPE-IN [h-t-t-p://mail.google.com/](https://mail.google.com/) INSIDE BOX ADDRESS B-A-R TYPE-IN PERFECT-FINISH CLICK (keyboard)ENTER
3. OPENWINDOW (new screen)CLICK-ON "Create an account"
4. FIRST NAME PUT, LAST NAME PUT
5. U-S-E-R-N-A-M-E YOU PICK FOR++ EMAIL PLEASE THINK TWICE YOUR FUTURE USE FOR ANY PROFESSIONAL JOB LOOK GOOD POLITE SUGGEST YOU SHOULD INCLUDE YOUR FIRST DOT (.) LAST NAME @ G-M-A-I-L.C-O-M
6. PUT-IN YOUR PASSWORD / AGAIN MAKE SURE SECOND TIME SAME. MAKE SURE YOUR PASSWORD GREEN (light) PASS THUMBS-UP
7. BIRTHDAY MAKE SURE REAL PUT-DOWN WHY Q IF YOU FORGET PASSWORD THEY (google) WILL ASK YOUR BIRTHDAY!
8. G-E-N-D-E-R MAN / WOMAN YOU Q UP-TO-YOU (mm) BUT IF YOU WANT PRIVACY CLICK "OTHER"

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9. TEXT PHONE INFORMATION OPTIONAL PUT-DOWN WILL HELP-YOU IF INCASE YOU FORGET PASSWORD WILL SEND INFORM TEXT PHONE
10. PUT-DOWN IF HAVE ANY EMAIL / OTHER / OLD LIKE STILL USE Q WILL HELP IF LOST OR FORGOT PASSWORD
11. GOOGLE COMPANY WANT MAKE SURE YOU REAL AGENT NOT ROBOT OR FAKE PERSON (so) NEED PROOF FOR SECURITY REASON PROCEDURE

NUMBER ONE OPTIONAL IF YOU DECIDE YES "SKIP THIS V-E-R-I-F-I-C-A-T-I-O-N CHECK-MARK YOU CAN DO WITH YOUR TEXT PHONE NUMBER

NUMBER TWO YOU TYPE IN ONE (or) TWO WORD PARAPHRASE YOU SEE FROM-PICTURE. SOMETIME DIFFICULT SEE NOT-GOOD ACCESSIBLE MAYBE HELP NEED. SEVERAL DIFFERENT WAYS DEPENDING THREE-THING-POINT-HERE

1. CLICK REPEAT TRY AGAIN SEE "NEW CHALLENGE" NEXT-TO TYPE-IN BOX
2. CONTINUE AGAIN THINK GOOD GUESS OTHER WORD YOU MAY REMEMBER IF FAIL
3. CLICK "?" FOR HELP

12. LOCATION ASK YOU IF YOU HERE IN CANADA (or) OTHER COUNTRY. MAKE SURE TYPE-IN CANADA HERE MAKE SURE RIGHT WHY LANGUAGE FAMILIAR CANADA WAY FOR++ GOOGLE SERVICE IF NEED.
13. CHECK PLEASE MAKE SURE YOU FINISH CHECK-MARK  "I AGREE GOOGLE T-E-R-M-S (LIST POINTS) OF SERVICE AND PRIVACY

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*POLICY*" BEFORE YOU CLICK "NEXT STEP". IF YOU NOT AGREE YOU CANNOT CONTINUE FILL-OUT APPLICATION. GOOGLE WILL NOT ACCEPT YOU AS NEW G-M-A-I-L ACCOUNT

14. PROCEED / CLICK "NEXT STEP" BOX (CLICK)
15. GOOGLE ASK-YOU IF YOU WANT ABOUT YOU(AGENT) P-R-O-F-I-L-E SET-UP Q YOU CAN DO-DO LATER SETTINGS. YOU PROCEED / CLICK "NO THANKS"
16. OPEN-SCREEN WELCOME YOU TO GOOGLE! CLICK "CONTINUE TO GMAIL"

YOU CAN ADD P-R-O-F-I-L-E DROP-YOU PICTURE YOUR G-M-A-I-L ACCOUNT. EXPLANATIONS THERE "SETTING UP EMAIL" LOOK PAPER SKILL BUILDING ACTIVITY HANDOUT PAPER

## **SEND E-M-A-I-L**

1. LOOK-FOR C-O-M-P-O-S-E ICON (CLICK)
2. TYPE-IN EMAIL ADDRESS
3. MAKE SURE PUT-IN SUBJECT – TOPIC Q / REASON WHY YOU SEND EMAIL MESSAGE / EXAMPLE / IF YOU WANT MEET THAT PERSON ON SATURDAY / SUBJECT CAN TYPE-IN "SATURDAY"
4. TYPE-IN ANY YOUR MESSAGE HERE REGARDS SUBJECT
5. SUPPOSE HIGHLIGHT TEXT WORD / YOU CAN CHANGE FONT STYLE / PREFERENCE

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6. ALSO YOU CAN CHANGE SIZE FONT SMALL / BIG
7. WHEN YOU TYPE-IN FINISH / MAKE SURE (CLICK) "SEND" IF YOU WANT SEND YOUR E-M-A-I-L

### **DELETE EMAIL**

1. DELETE EMAIL / FIRST GO YOUR I-N-B-O-X
2. CLICK SQUARE-BOX CHECKMARK RIGHT-NEXT YOUR EMAIL YOU WANT REMOVE
3. CLICK TRASH CAN I-C-O-N PICTURE

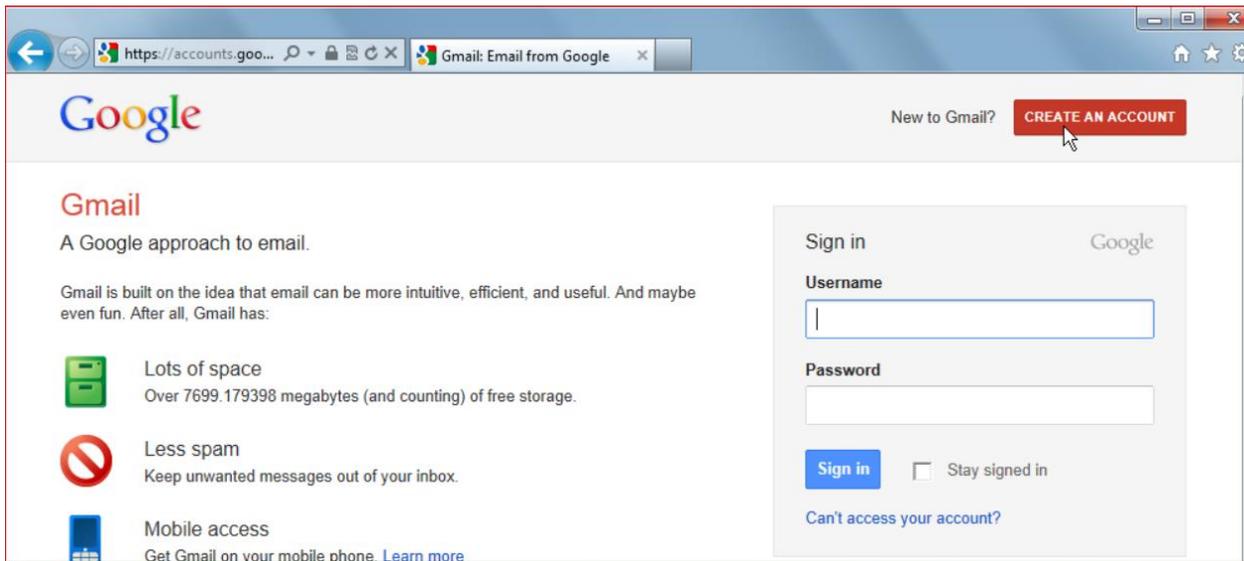
### **SIGN-OUT**

SIGN-OUT / CLICK ON U-S-E-R-N-A-M-E (or) PICTURE YOU P-R-O-F-I-L-E  
E CLICK / FINISH / CLICK "SIGN-OUT" SQUARE

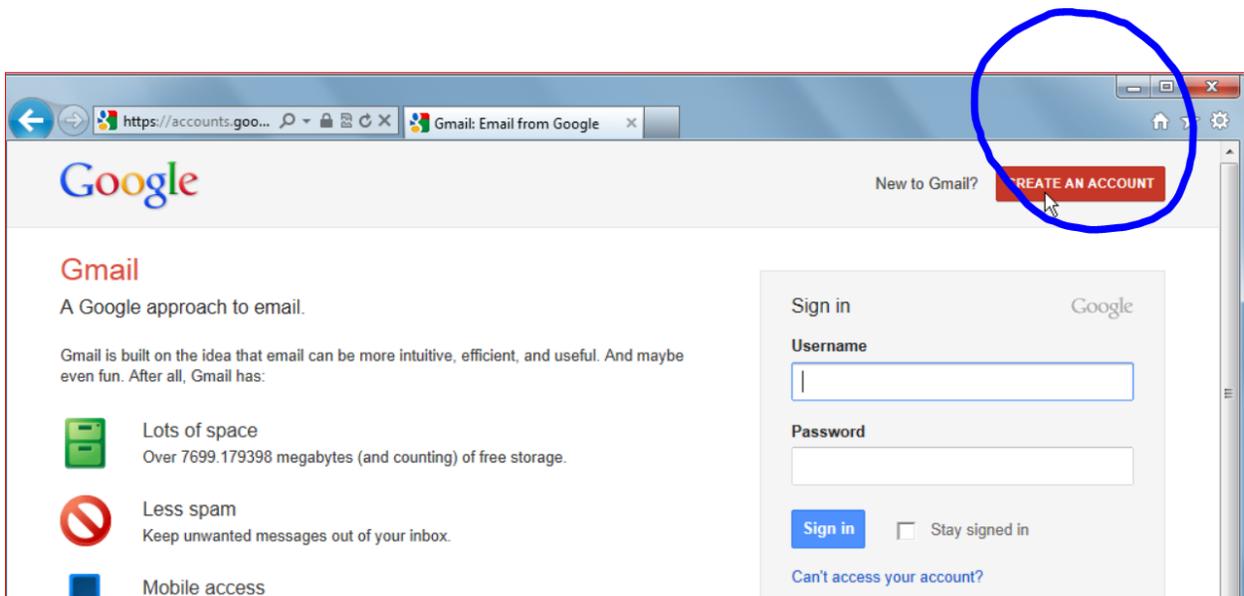
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## Skill Building Activity # 2: Setting up and using an e-mail account (instructions and screen shots)

Type `http://mail.google.com/` inside the Address Bar edit box and then press the ENTER keyboard key



Click on CREATE AN ACCOUNT

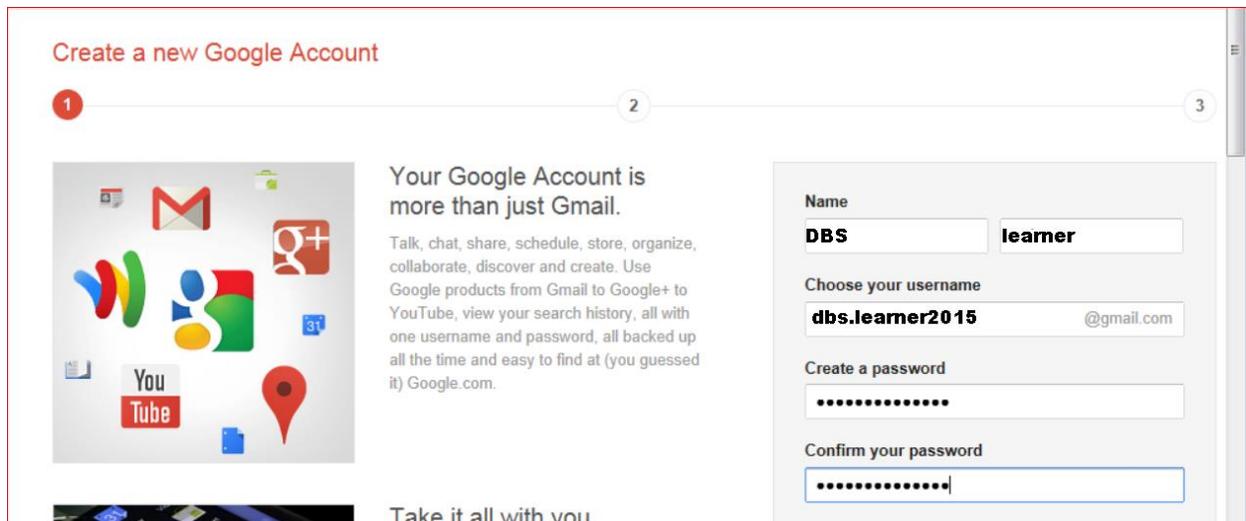


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Then:

- ✓ Add your first name and last name
- ✓ Choose a user name. If you are looking for employment, including your first name and last name looks more professional
- ✓ Create a password
- ✓ Confirm the password

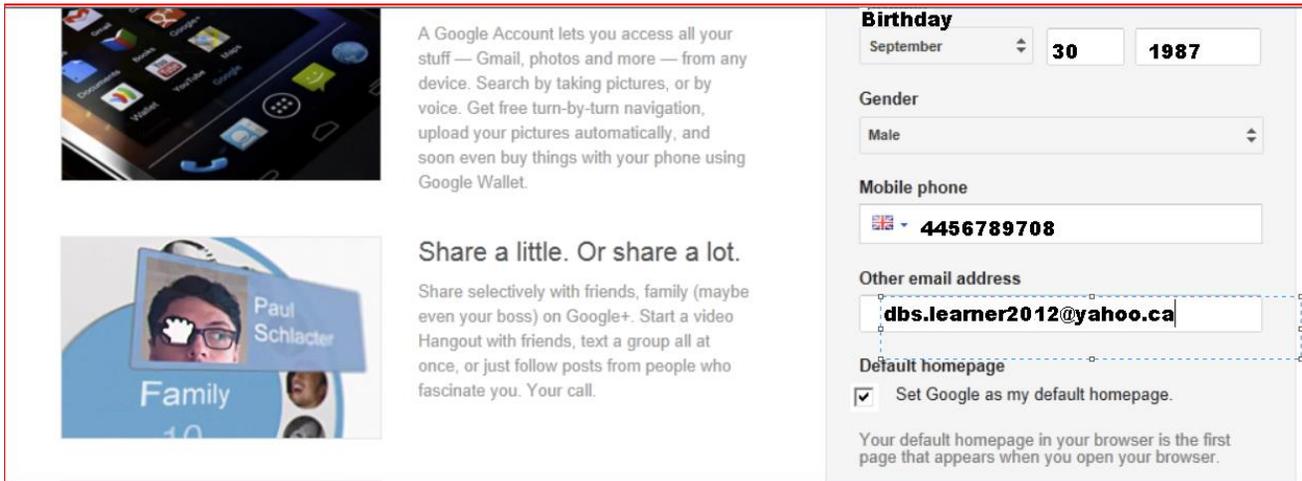


The screenshot shows the 'Create a new Google Account' page, step 1 of a 3-step process. On the left, there is a collage of Google service icons including Gmail, Google+, YouTube, and a location pin. The main text reads: 'Your Google Account is more than just Gmail. Talk, chat, share, schedule, store, organize, collaborate, discover and create. Use Google products from Gmail to Google+ to YouTube, view your search history, all with one username and password, all backed up all the time and easy to find at (you guessed it) Google.com.' Below this is the phrase 'Take it all with you.' On the right, the form fields are: 'Name' with 'DBS' and 'learner' entered; 'Choose your username' with 'dbs.learner2015' and '@gmail.com' selected; 'Create a password' with a masked password field; and 'Confirm your password' with another masked password field.

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Next:

- ✓ Enter your birthday
- ✓ Gender
- ✓ A Mobile phone
- ✓ Any other e-mail address you have, which would be used to reset your password
- ✓ Default homepage means that that's the first page you see when you open a window. If you do not want www.google.com to be your web browser's default homepage simply don't click on the box.



A Google Account lets you access all your stuff — Gmail, photos and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and soon even buy things with your phone using Google Wallet.

Share a little. Or share a lot.

Share selectively with friends, family (maybe even your boss) on Google+. Start a video Hangout with friends, text a group all at once, or just follow posts from people who fascinate you. Your call.

**Birthday**  
September 30 1987

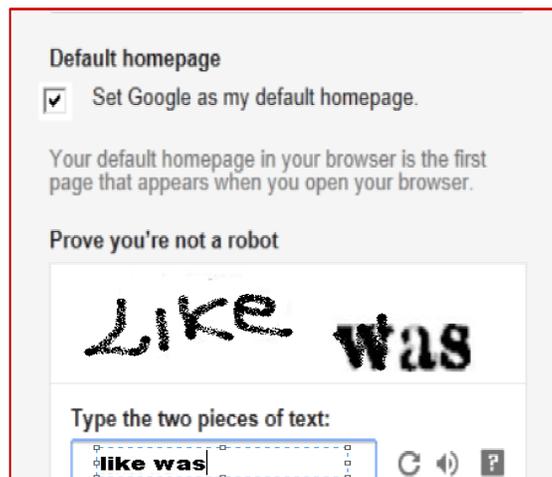
**Gender**  
Male

**Mobile phone**  
4456789708

**Other email address**  
dbs.learner2012@yahoo.ca

**Default homepage**  
 Set Google as my default homepage.  
Your default homepage in your browser is the first page that appears when you open your browser.

Prove you are not a robot. This feature is used for security measures; type the two pieces of the text as you see them on the screen. They may be difficult to read and not accessible, so you might need help.



**Default homepage**  
 Set Google as my default homepage.  
Your default homepage in your browser is the first page that appears when you open your browser.

**Prove you're not a robot**

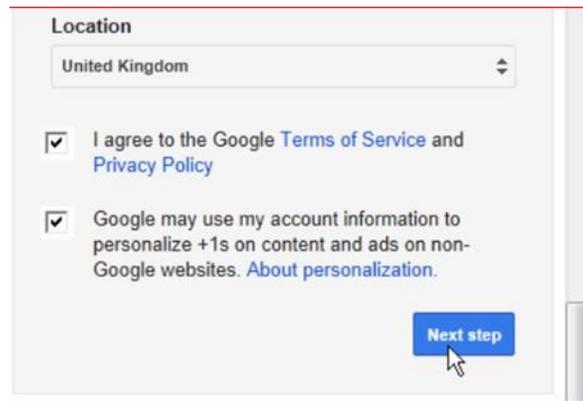
like was

Type the two pieces of text:  
like was

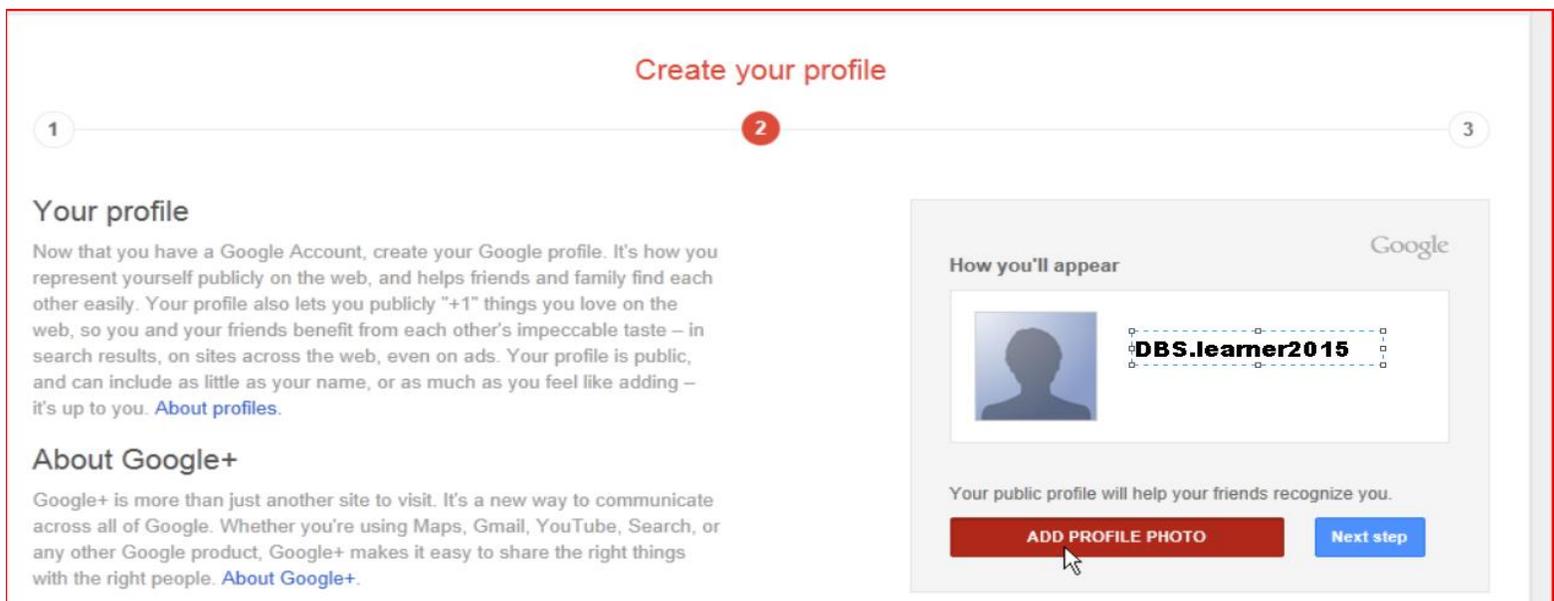
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The rest of the application form requires you to agree to the Terms & Conditions and Privacy Policy of the Google Terms of Service. Make sure you put a tick next to the setting called I AGREE TO THE GOOGLE TERMS OF SERVICE AND PRIVACY POLICY before clicking on the NEXT STEP button.

You also need to make sure the LOCATION drop-down menu setting is set to your Country in order to benefit from using the correct language and Google services.



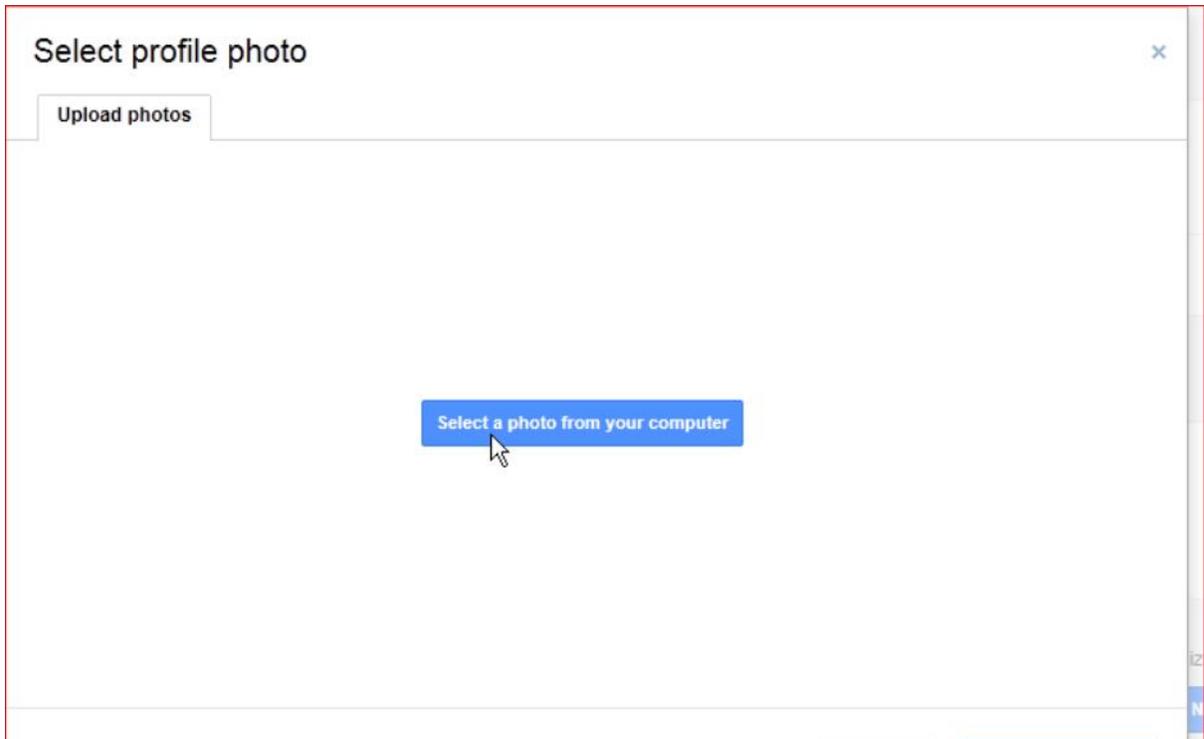
Clicking on the NEXT STEP button. You have the option to add a photograph to your profile. You can skip this step by clicking on the NEXT STEP button. If you want to add a photograph, click on ADD PROFILE PHOTO button to continue.



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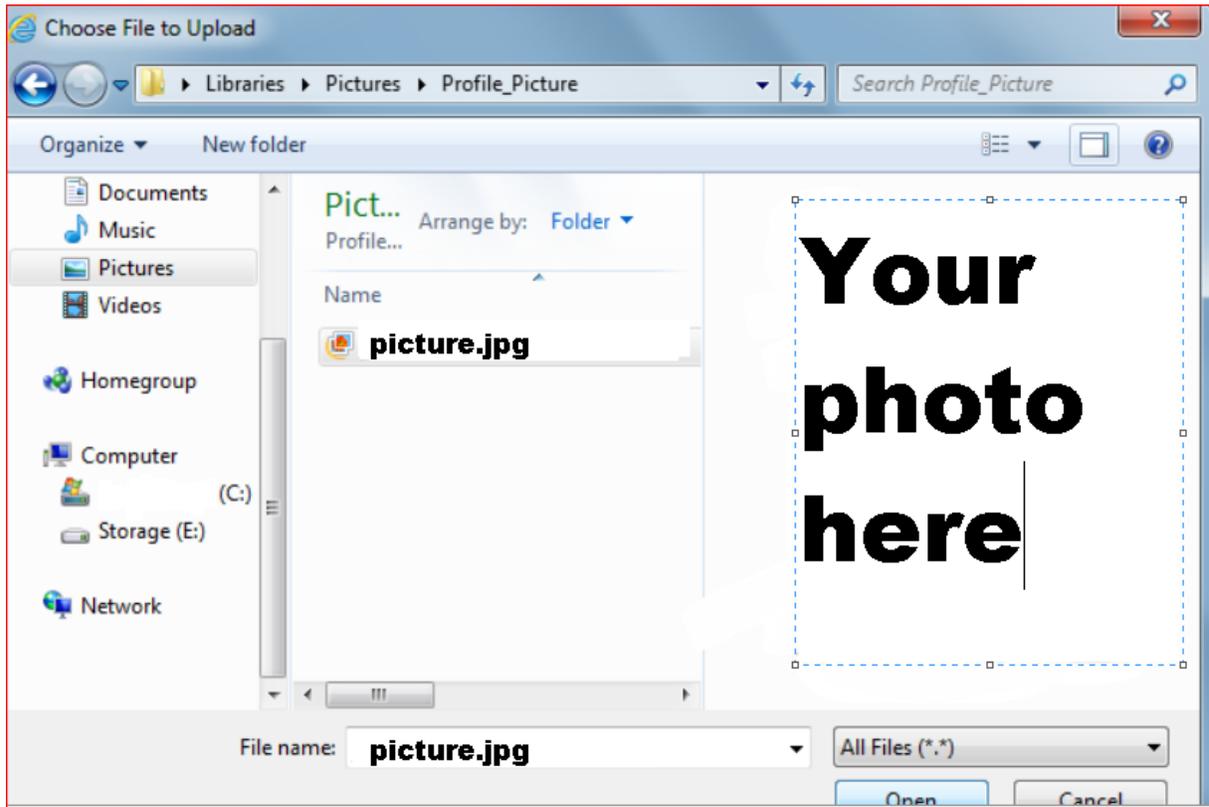
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Click **SELECT A PHOTO FROM YOUR COMPUTER**

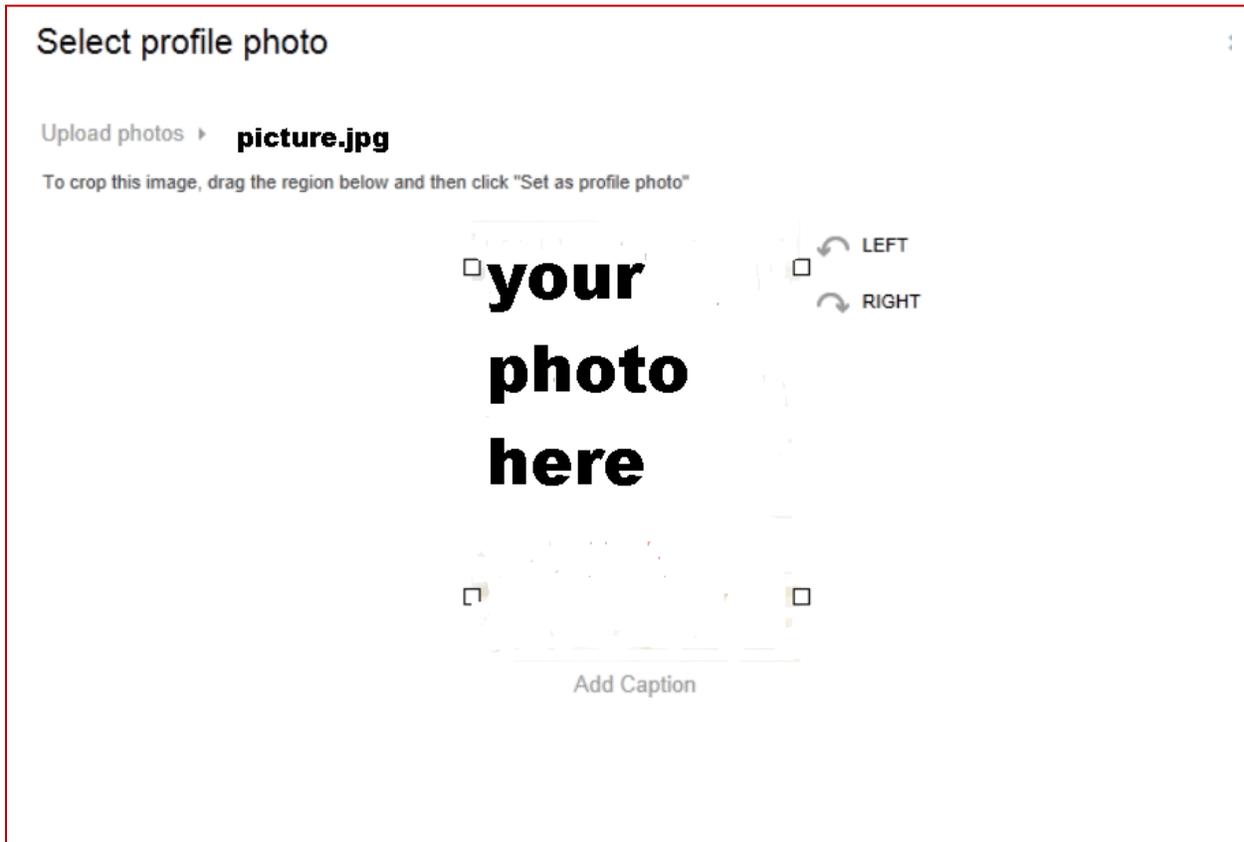


Find the picture you want to use and click **OPEN**

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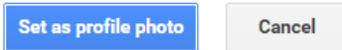


Crop or rotate your photo, then click SET AS PROFILE PHOTO

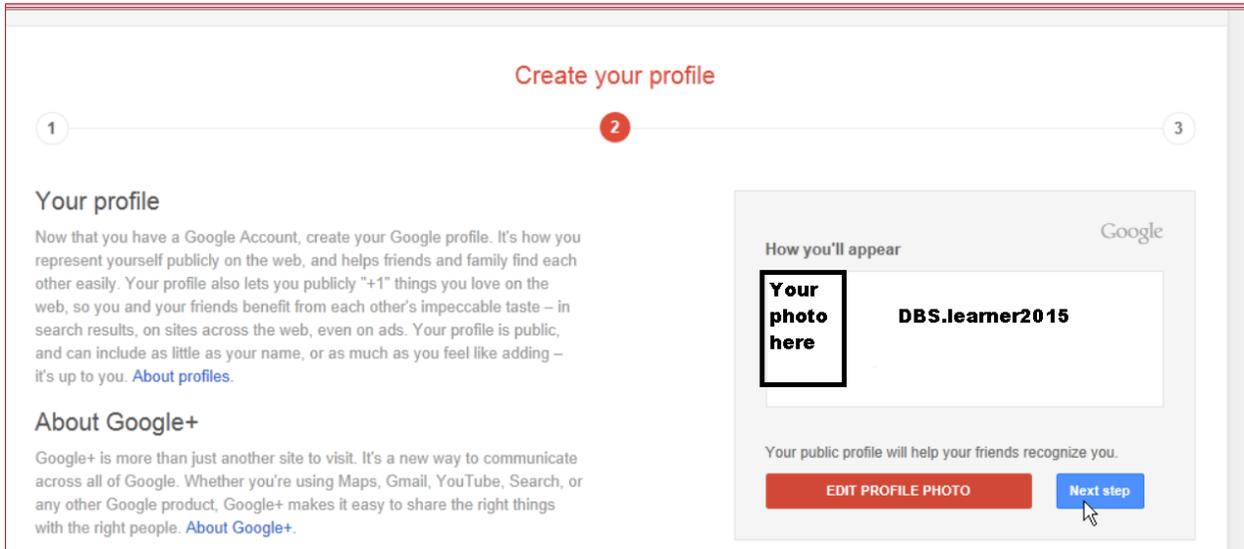


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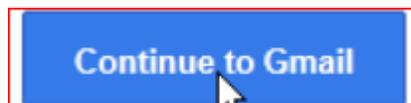
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Click NEXT STEP when you are done adding your photo

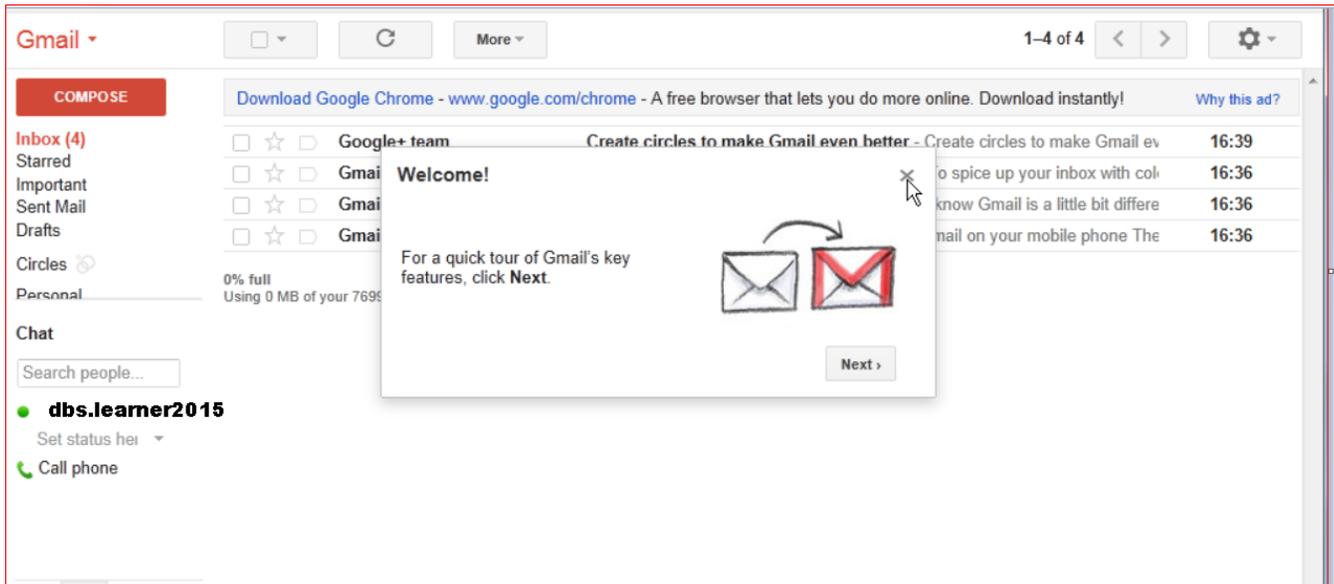


Click on CONTINUE TO GMAIL



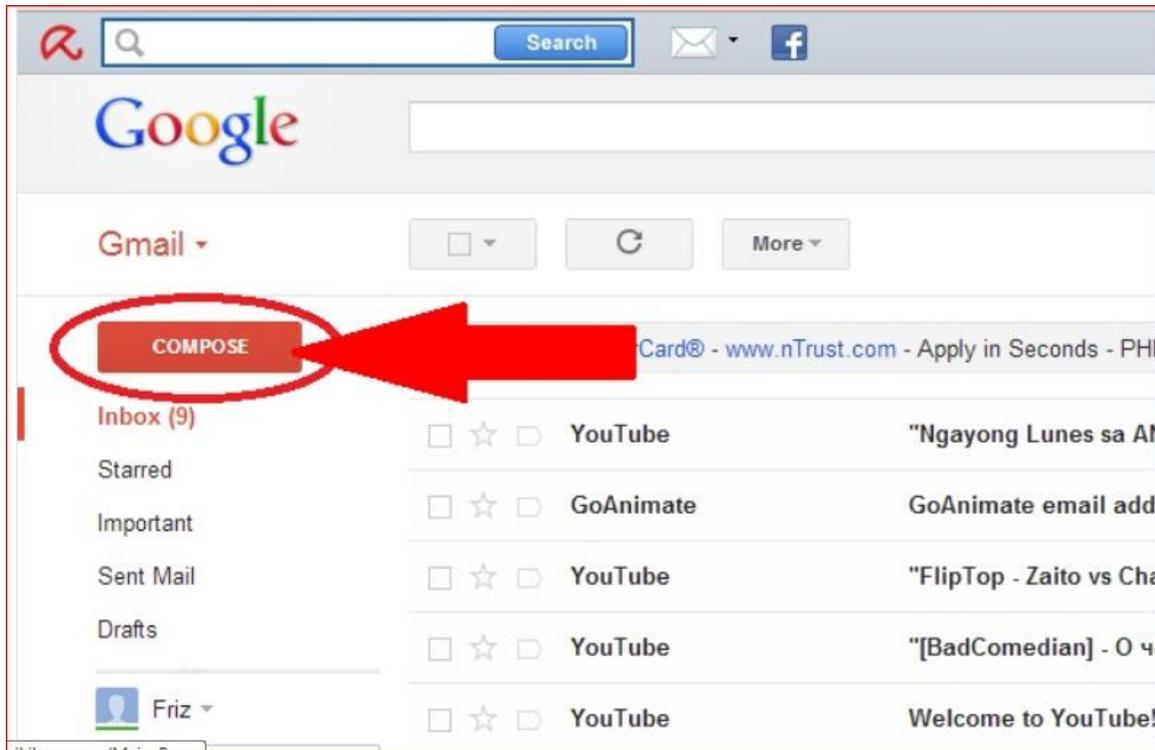
You will be in your new e-mail box

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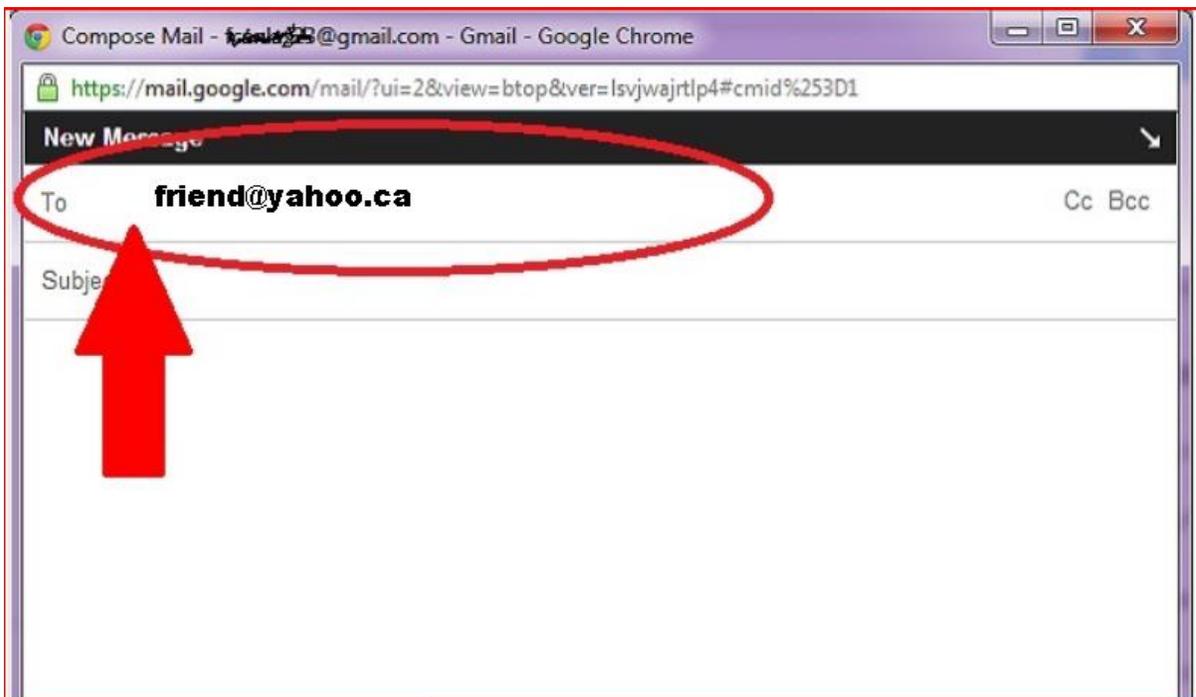


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To begin a new email, click COMPOSE



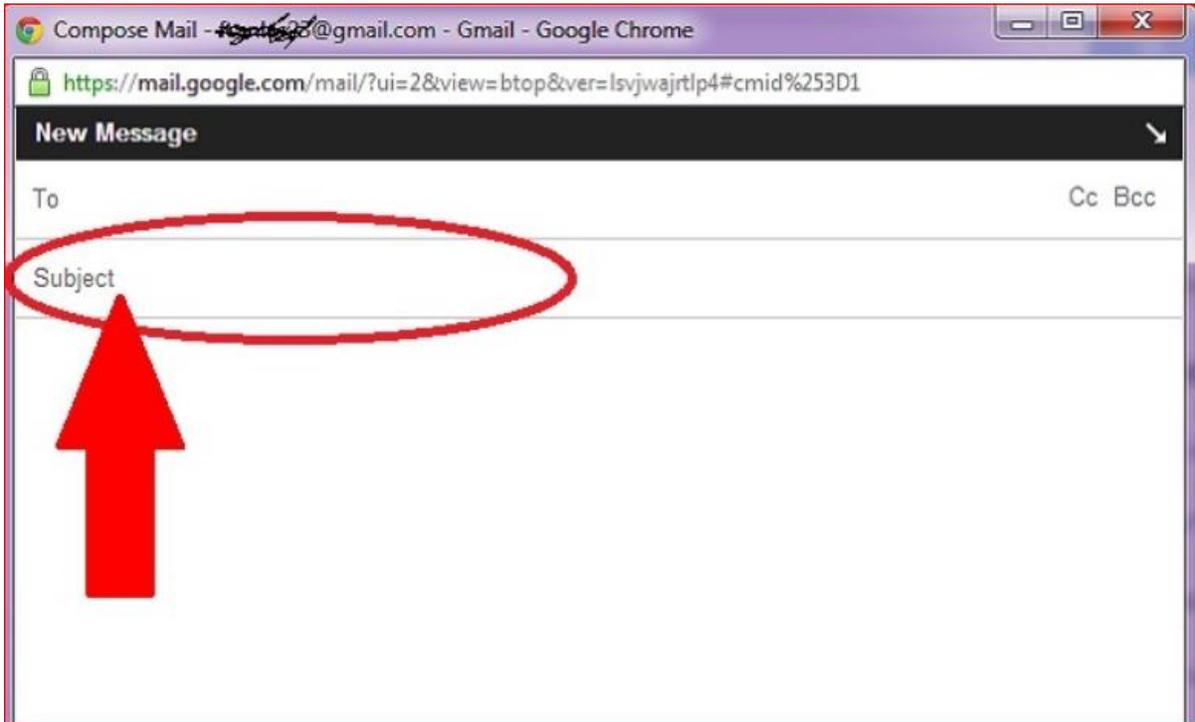
Type an e-mail address. It could be a friend, family, teacher, etc.



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Add a subject: the reason you are sending a message. For example, if you want to meet with a person on Saturday the subject could be "Saturday"

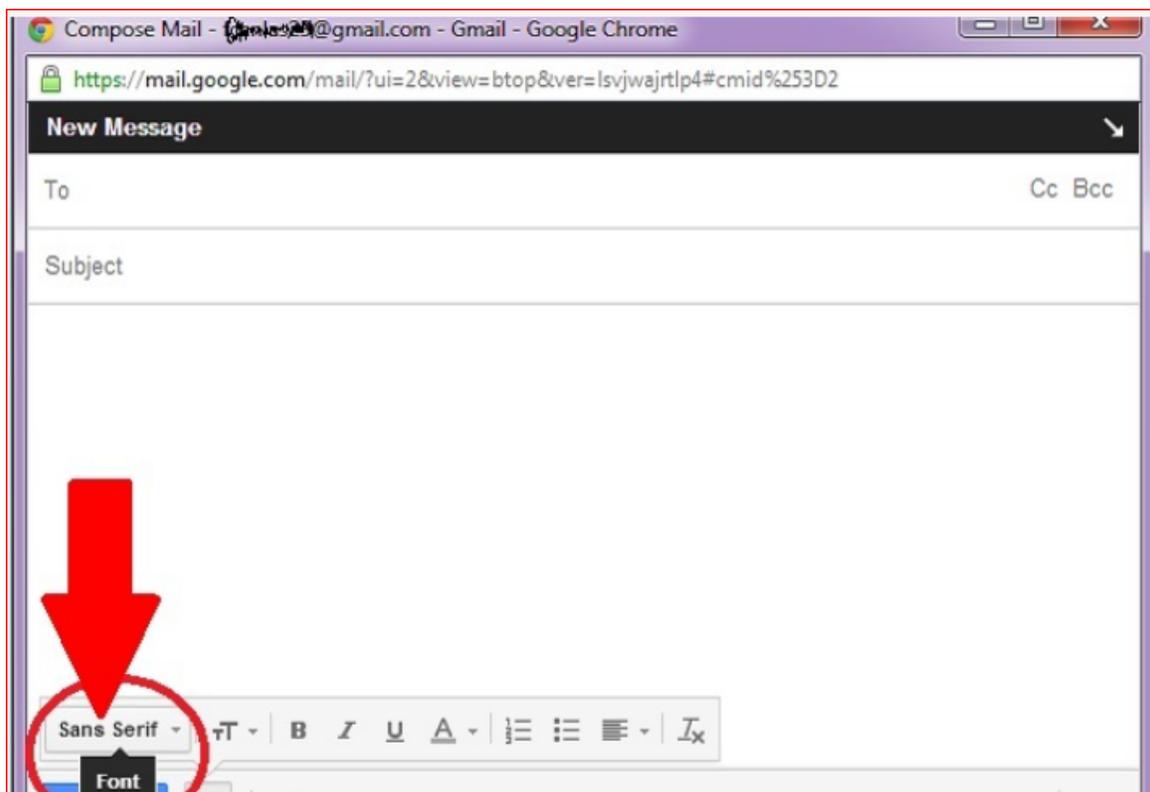


Type your message

This task set was vetted by this project and was not reviewed by the QUILL team



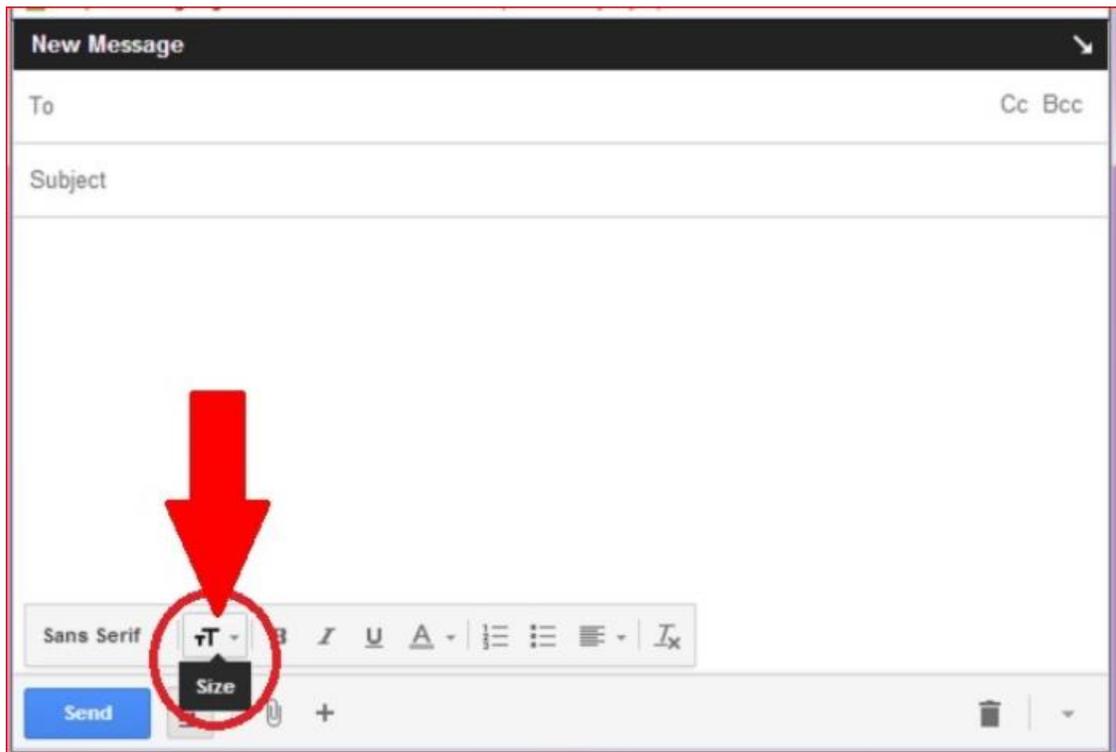
You can change the font



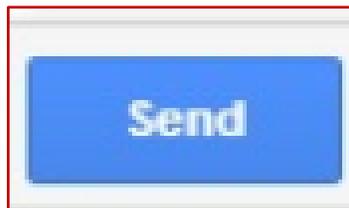
And change the size of your font

This task set was vetted by this project and was not reviewed by the QUILL team

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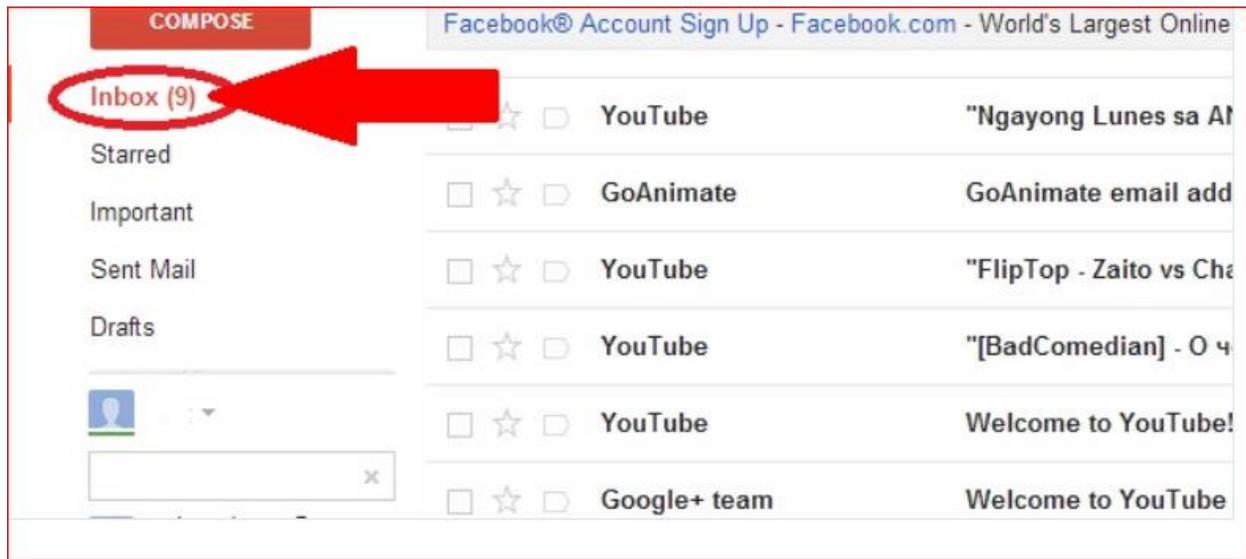


When you are done typing, click SEND to send your email



To delete an email, go to your INBOX

This task set was vetted by this project and was not reviewed by the QUILL team

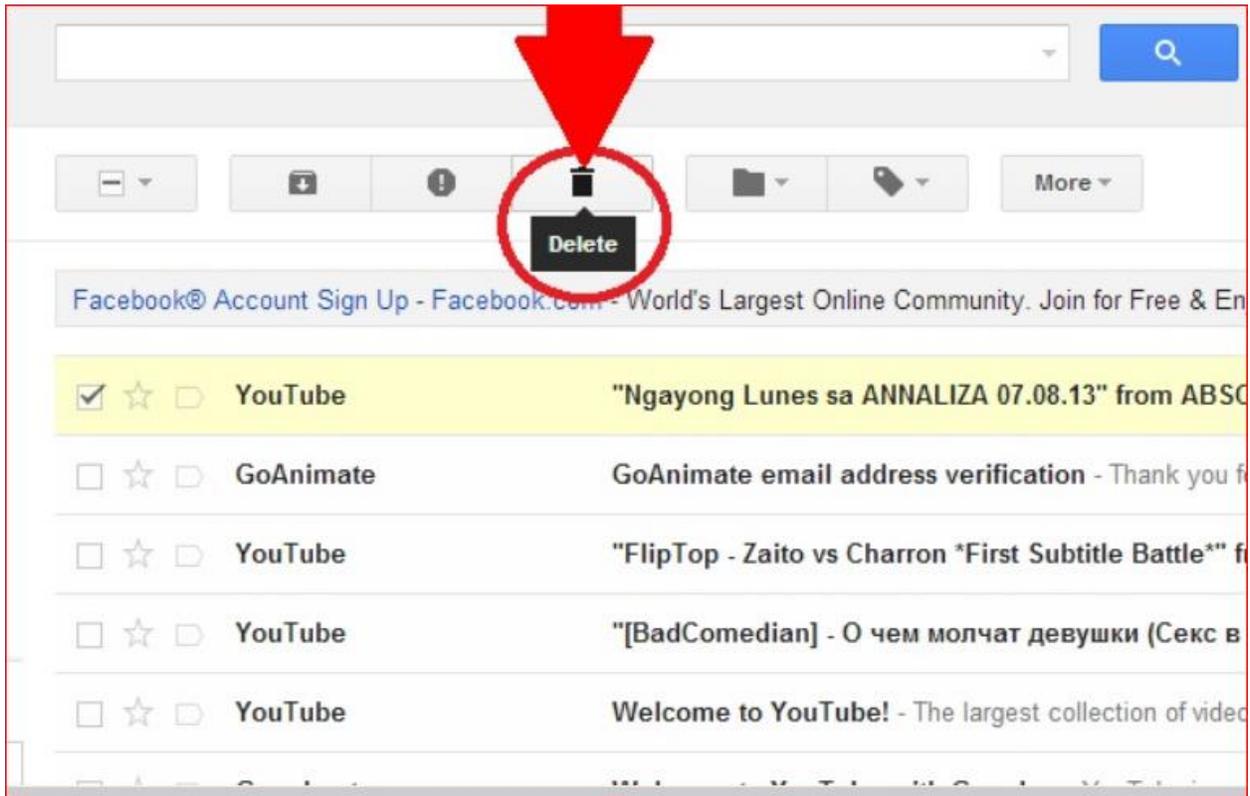


And put a check in the box next to the email you want to delete



Then click the DELETE button (trash can icon)

This task set was vetted by this project and was not reviewed by the QUILL team



To sign out of your email account, click on your profile photo or username, and then click on the SIGN OUT button.

