



Task Title: Set up a Free Email Account

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Understand how to set up an email account and the information requested when setting it up.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Task Title: SetUpAnEmailAccount_EI_A1.2_A2.2_B3.2a_D.2

Learner Information

Having an email account is a requirement for most students in school or training programs, jobseekers, and workers in the workplace.

Scan the article "Setting up a Free Email Account".

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Setting up a Free Email Account

In the world of job searching today it has become necessary to have an email account. Many employers will only accept resumes through email. If you don't have an email account you will have to create one. If you don't have a computer at home you will have access to a computer at an employment centre where you will be able to create an email account and it's free.

Setting up a free email account is a straightforward process. There are many options available on the internet to do this. For the purpose of this task we will be using Gmail. Gmail is the email service provided by Google. Most people are familiar with Google even if they have not used it. It is a widely used search engine (a tool that helps you find information on the internet) that provides many services. Some of those services include storage for files, calendars for scheduling and email. Gmail is preferred because it automatically filters spam or junk mail.

There are two ways to locate the website you are looking for:

#1

Go to the Google search engine and type in mail.google.com

Search the results for mail.google.com and select the correct site

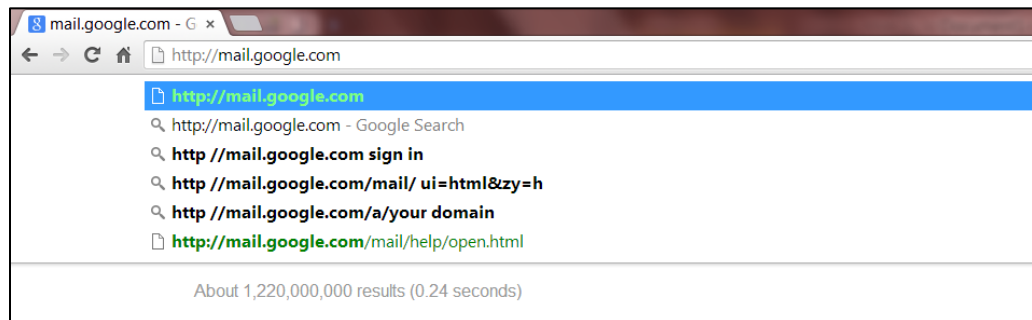
This will take you to the page to sign in or create an account

#2

Type the exact address in the location bar at the top of the screen.

`http://mail.google.com`

It will look similar to the picture below. This will take you directly to the website without having to determine the correct website as above.



This will take you to the page to sign in or create an account.

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Once you are at the website you will be asked for personal information to create an account. The information requested will include the following:

Your name: First name and last name.

User name: You may use letters, numbers or periods. You may not use any other symbols. Your user name is your online identity and is the first thing people will see when you send an email. For example, an email that says "*lucygoosy@gmail.com*" may not be appropriate. Some variation of your name may be appropriate. For example, your name may be Lesley so you might use LesterB99 or some other combination. If your username has already been taken don't be discouraged keep trying. Gmail has millions of account users.

Password: Choose a password that contains letters, numbers and symbols. Do not use birthdates, pet names or anything that is related to your personal information. Passwords that are simple for you to remember may be easily cracked by hackers. For Google mail you will need to use at least 8 characters which contain letters, numbers and symbols.

Confirm Password: Anytime you create an account you will be asked to confirm your password. The intent of this is to ensure that you have not made a mistake when typing. If the password does not match it will not let you proceed.


Birthday: This allows Google to provide you with age appropriate settings and will not be displayed without your permission.

Gender: This is used to ensure the content you share has the appropriate term. For example, if you share a photo it will include she/he if you have identified your gender. If you choose "other", it will be gender neutral. For example: It will say that Lester has shared a photo with you.

Prove you are not a robot: This field is for typing in the words that are displayed. This is a security protection for Google to ensure that you are an actual person creating an account. There are many automated programs out on the web searching to create fake accounts.

I agree to the Google Terms of Service and Privacy Policy: This is a check box that must be complete to set up your new account. If you click on the Terms of Service and Privacy Policy you will be able to read through them entirely.

Account Sign Up Form

Name		
First	Last	
Username		
@gmail.com		
Password		
Confirm Password		
Birthday		
Month	Day	Year
Gender		
Prove you are not a robot Type the text		
Location		
Country		
<input type="checkbox"/> I agree to the Terms of Service and Privacy Policy		

Work Sheet

Task 1: Why is it necessary to have an email account?

Answer:

Task 2: What information will Gmail request when creating an email account?

Answer:

Task 3: What can you use for your passwords that you cannot use for your username?

Answer:

Task 4: Why do you have to confirm your password? Explain why you think this is important.

Answer:

Task 5: Why is it important to type in the words displayed in the section "Prove you are not a Robot"?

Answer:

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Task 6: Complete the account sign up form for an email account provided.

Answer: No written response required here.

Task completed. Yes No

Task 7: Use the computer to locate Gmail and create an account. Once the account has been created, send an email to your instructor using the subject "Testing".

Answer: No written response required here.

Task completed. Yes No

Answers

Task 1: Why is it necessary to have an email account?

Answer: Many employers will only accept resumes through email.

Task 2: What information will Gmail request when creating an email account?

Answer: Name, Username, Password, Birthday, Gender, Country (location)

Task 3: What can you use for your passwords that you cannot use for your username?

Answer:

You can use symbols for passwords but not for usernames.

For passwords - letters, numbers and symbols

For usernames - letters, numbers and periods

Task 4: Why do you have to confirm your password? Explain why you think this is important.

Answer: In case you make a mistake typing it in the first time, it will not let you proceed. If you thought you typed one thing in and had accidentally hit the key beside it you may not know it. Not knowing the correct password would prevent you from signing into your account in the future.

Task 5: Why is important to type in the words displayed in the section "Prove you are not a Robot".

Answer: It lets Google know that you are a real person creating an account.

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Task 6: Complete the account sign up form for an email account provided.

Answer: Account sign up form responses will vary but learner should follow the directions and parameters listed in the "Setting up a free email account" document.

Task 7: Use the computer to locate Gmail and create an account. Once the account has been created, send an email to your instructor using the subject "Testing".

Answer: You should receive an email from your learner from their new email account with the subject "Testing".

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	reads more complex texts to locate a single piece of information			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
	follows instructions on documents			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	interpret icons and text			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
