



**Subject: ICT      Topic: Unit 5 - The Internet: Communicating Online      Date: 25 - 29 April 2021**

**Unit 5.5 Finding an email**

**Lesson Objective:**

- ▶ Learn to find an email
- ▶ Learn about the folders found in the email account

**Task: Match Column A with Column B:**

|    | Column A      |    | Column B                                   |
|----|---------------|----|--------------------------------------------|
| 1. | Drafts        | a. | Where new email comes                      |
| 2. | Sent Items    | b. | What the email is about                    |
| 3. | Inbox         | c. | A file sent with an email                  |
| 4. | Deleted Items | d. | Emails which are already sent              |
| 5. | Subject       | e. | An email that I composed but did not send. |
| 6. | Reply         | f. | Where all your trash email comes           |
| 7. | Attachment    | g. | To write a new email                       |
| 8. | Compose       | h. | To write back                              |