



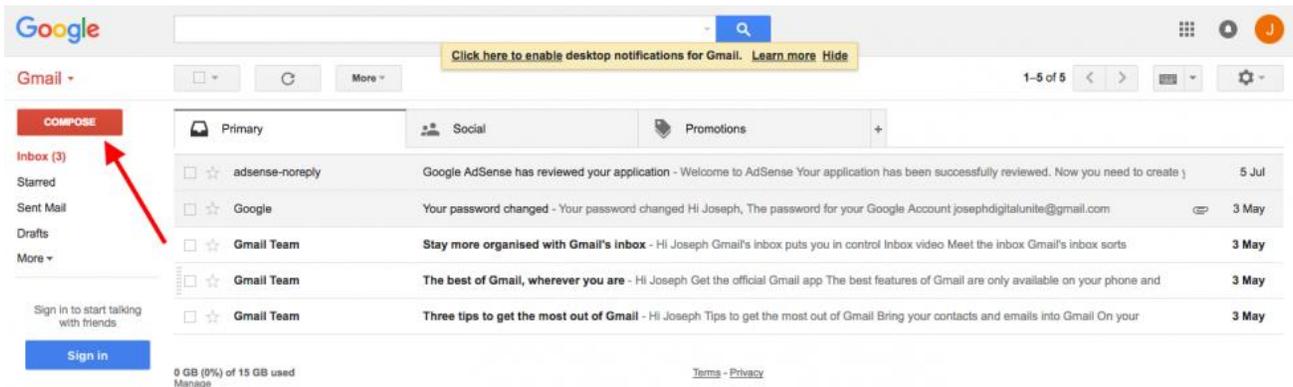
Modern World Participant Guide Part IV

Handout #5-Steps to Writing and Sending an Email

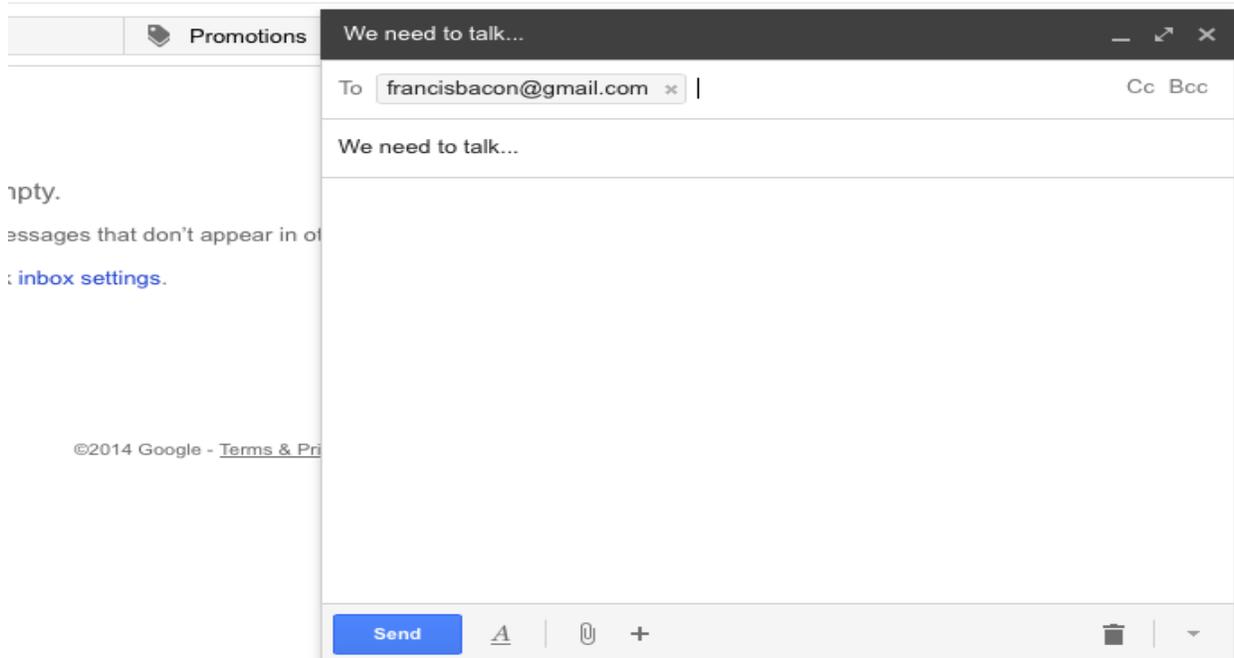
Follow these step-by-step instructions to send an email

Step 1: Log in to your Gmail account so that you are on the dashboard (main page) of your mail account.

Step 2: Click **Compose**.

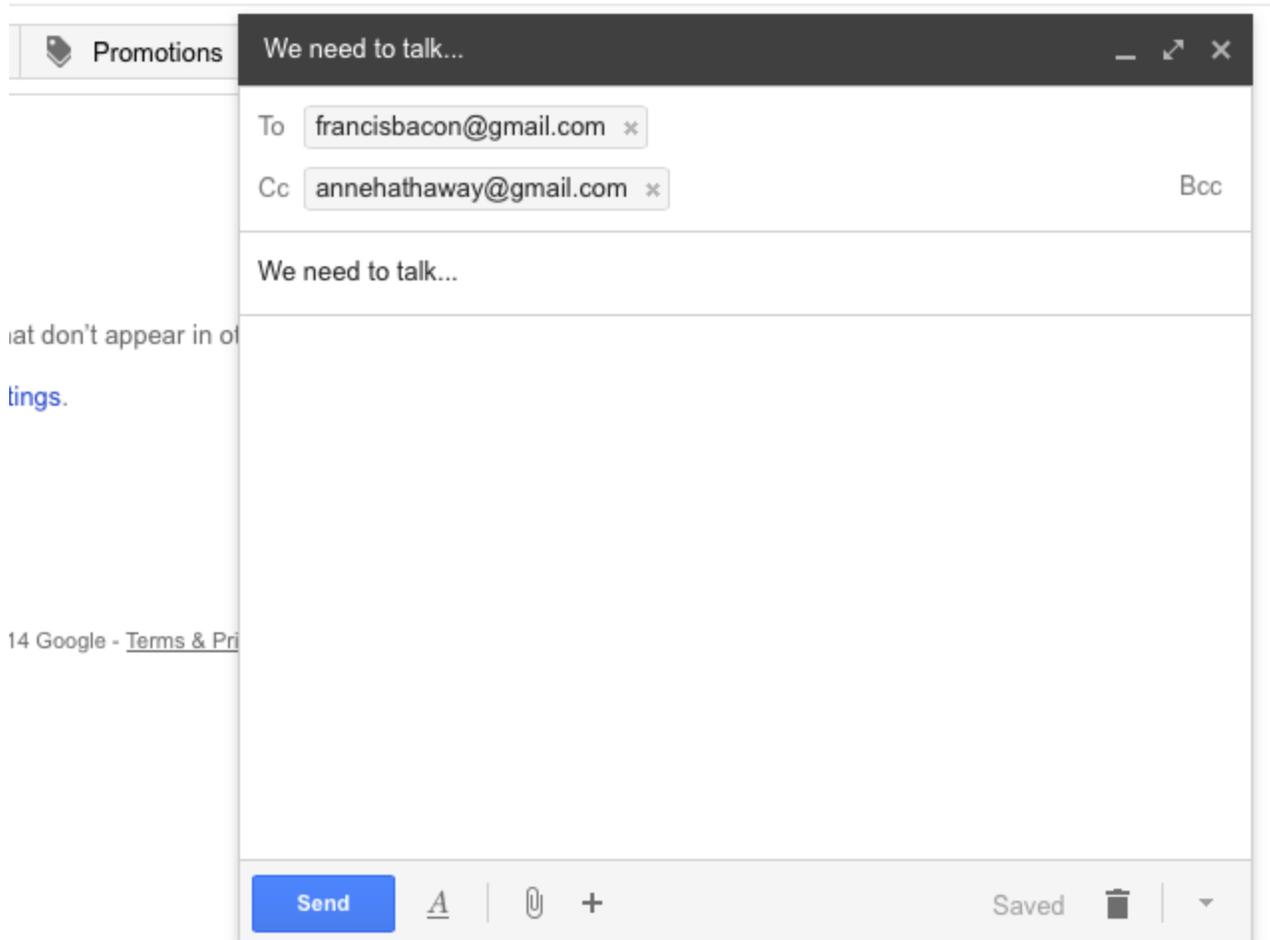


Step 3: A new blank email window will open up. In the 'To' box, type in the email address of the recipient.



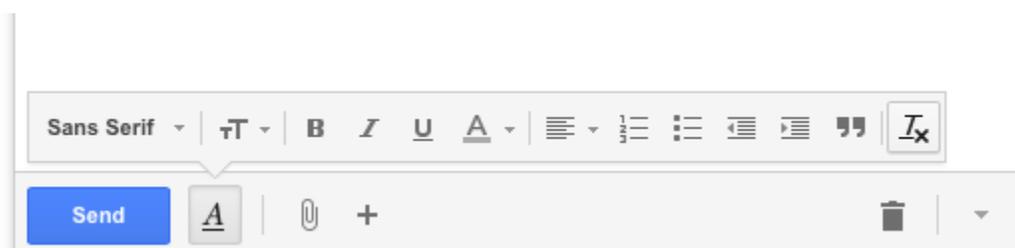
Step 4: You might want to include someone else in your email to 'keep them in the loop'. You can do this by clicking **Cc** or **Bcc**, which will open another field. 'Cc' means 'carbon copy' and 'Bcc' means 'blind carbon copy'. Adding an email address to the 'Cc' field means that that person will receive a copy of the email and all the other recipients will see their email address. If an email address is put into the 'Bcc' field, the person will get a copy of the email but no other recipient will see that address.

If you are sending the same email to lots of different people, it's a good idea to put all the email addresses in the 'Bcc' field to keep your 'mailing list' confidential. That way, there's no chance that it could fall into the hands of a spammer or hacker.

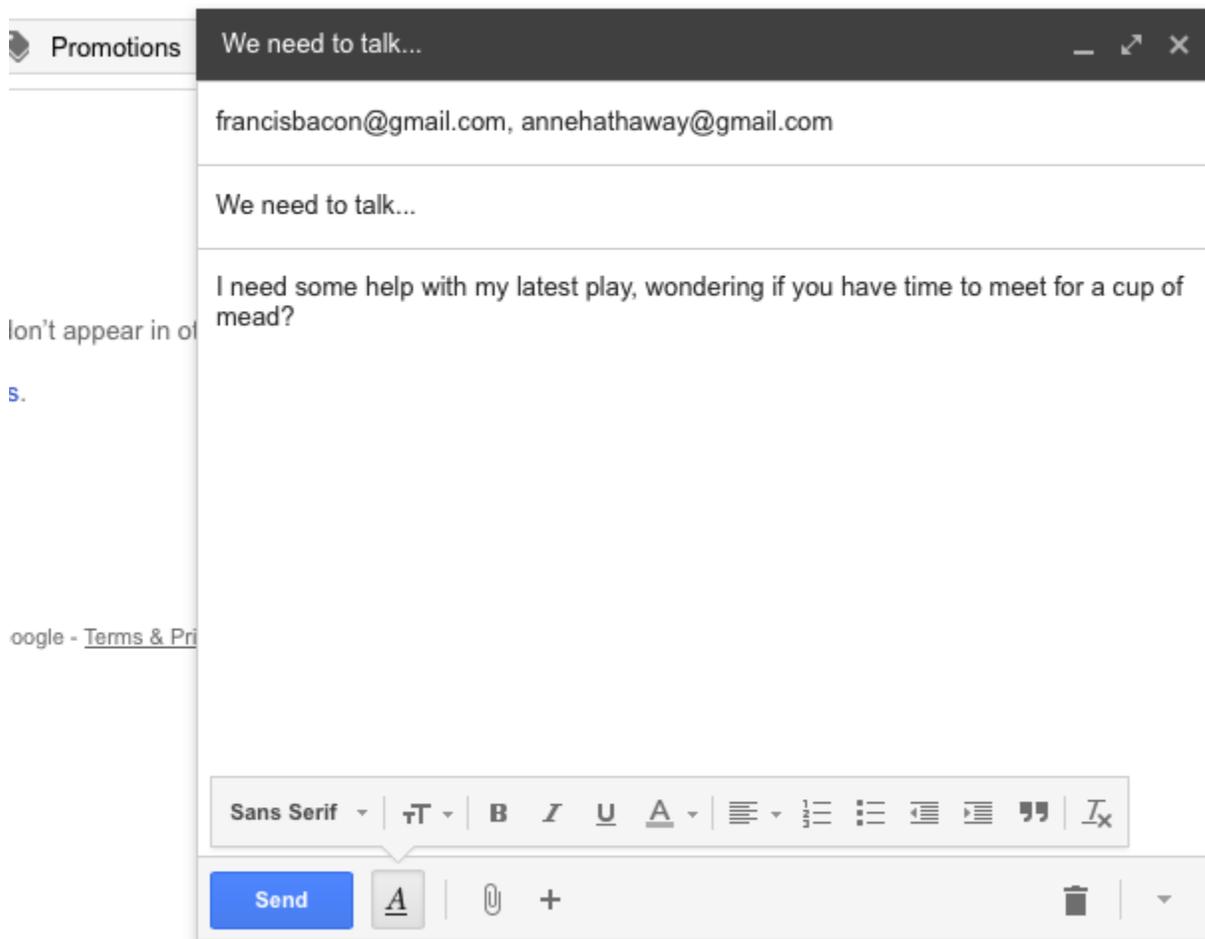


Step 5: The subject field allows you to give the recipient an idea of the topic of your email, like a heading. You don't have to put anything in the subject box, but it can help when viewing and sorting email.

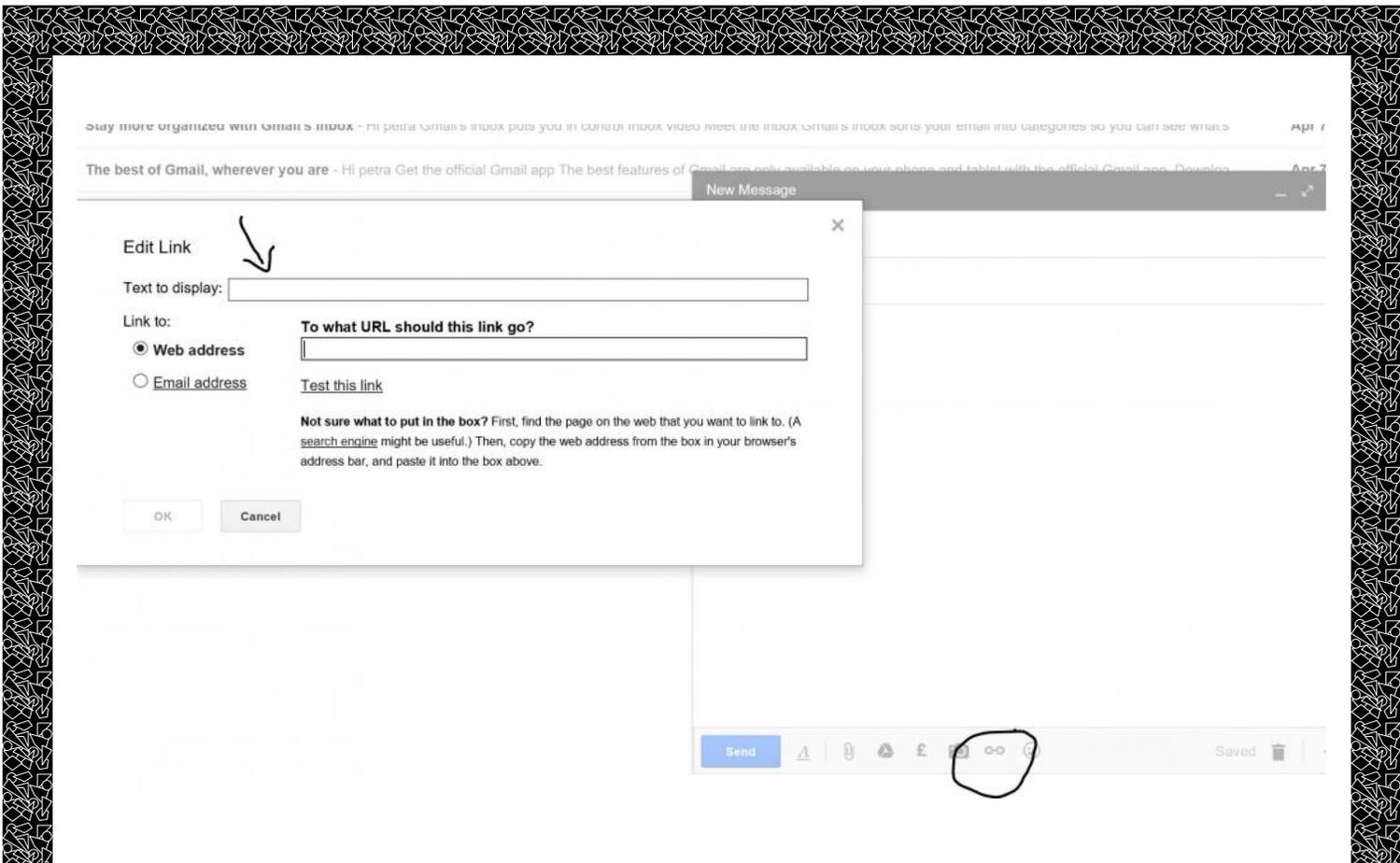
Step 6: Email text can be formatted in a similar way to text in a word document. You can change the font style, color and size using the formatting icons. You can also create bullet points and check the spelling of your email. Choose your formatting from the menu shown.



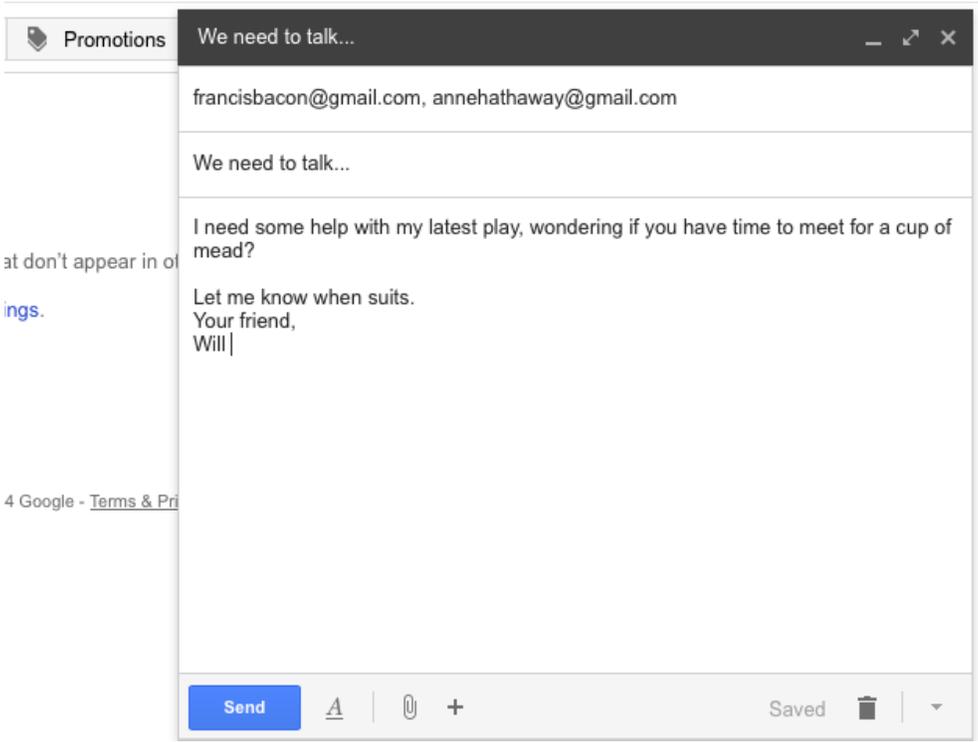
Step 7: Type your message in the main body field of your email.



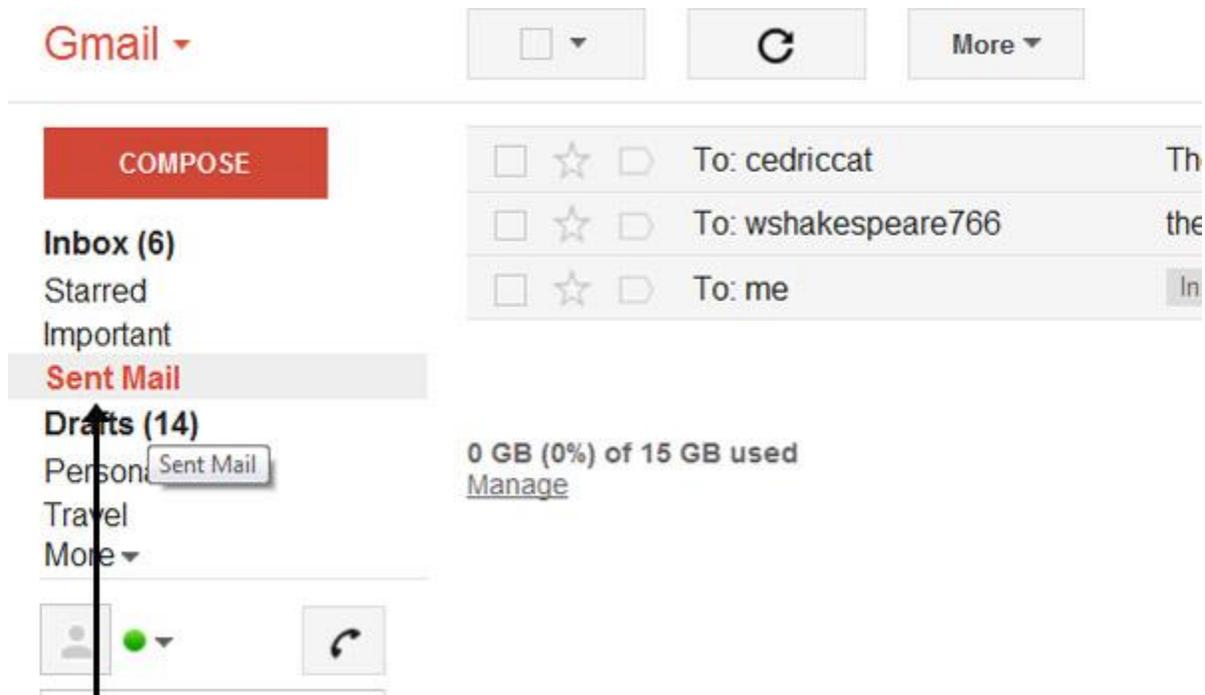
You can format your email using the options that are available on the toolbar. To add a link in the body of your email click on the insert link icon, then add the **'Text to display'** and then a web or email address, finally click **OK**.



Step 8: When you're happy with your email, click the blue **Send** button at the bottom of the compose window.



Step 9: The email you've sent will now be stored in the 'Sent Mail' folder on your Gmail dashboard. You may have to run your mouse pointer over the Inbox folder link to see the other folders.



Step 10: You may start an email but then decide to come back to it later rather than sending it straightaway. Gmail saves your drafts automatically. So you can simply close the email and the unfinished email will be saved to your 'Drafts' folder. When you decide that you're ready to send it, you can retrieve it from the 'Drafts' folder by clicking **Drafts** and then clicking the correct item in the 'Drafts' folder list. Finish the email and click **Send** as normal.

Handout #6-Top Social Media Sites

1. **Facebook:** Facebook is a social media site that people can use to post updates, photos and videos. Facebook has a feature called Messenger that you can use to send messages, similar to texts, with others, including groups.
2. **Twitter:** Twitter is known as real-time, public microblogging network where news breaks first. It lets users post up to 140 characters. You can also share different types of multimedia in tweets.
3. **LinkedIn:** LinkedIn is a social network for professionals. Anyone who needs to make connections to advance their careers, with sections for work experience, education, volunteer work, certifications, awards and all sorts of other relevant work-related information. Users can promote themselves and their businesses by making connections with other professionals.
4. **Google+:** Google+ became the fastest growing social network the web has ever seen. This site offers an emphasis on Communities and Collections features to differentiate itself from Facebook.
5. **YouTube:** YouTube is the second largest search engine after Google. It is a place where you can watch videos and upload your own as well.
6. **Instagram:** Instagram is known for photo and short video sharing.
7. **Pinterest:** Pinterest is a collection of the best images that can be categorized into separate pinboards,
8. **Tumblr:** This is a social blogging site that is popular with teens and young adults. Like Pinterest, it's best known for sharing visual content. Users can reblog and like other peoples' posts.
9. **Snapchat:** Snapchat is a social networking app that thrives on instant messaging and is totally mobile-based. It's built on the idea of self-destructing "snaps." You can send a photo or short video as a message (a snap) to a friend, which automatically disappears a few seconds after they've viewed it.
10. **Reddit:** Reddit has a strong and smart community of people who come together to talk about the topics they love while sharing links, photos and videos relevant to the subreddit topic thread where they're participating.

Handout #7-How to Set Up a Facebook Account

Don't stress. Here are the steps to setting up your own Facebook account.

1. Open the Facebook homepage by typing [www,facebook.com](http://www.facebook.com). Facebook accounts are free but you will need an email address in order to sign up.
2. Enter in your information. On the Facebook homepage, enter in your first name, last name, email address, password, birthday and gender. You must use your real name for your account. Nicknames are allowed as long as they are a variation on your real name (Jim instead of James, for example).
3. Click the "sign up" button. If all of your information is correct, you will be sent a verification email to the address you provided.
4. Open the verification email. It may take a few minutes of the email to get delivered. Click the link in the email to activate your account.
5. Enter in your information. On the Facebook homepage, enter in your first name, last name, email address, password, birthday and gender. You must use your real name for your account. Nicknames are allowed as long as they are a variation on your real name (Jim instead of James for example)

Voila! Your account is set up! Here are some other tips for using Facebook.

1. Add a profile picture. This will allow others to quickly see who you are, making conversations between friends and family easier.
2. Add friends. Facebook is nothing if you don't have friends and family to share with. You can search for people by their name or email, import your contact lists, and invite friends that aren't currently using Facebook.
3. When you find someone that you want to add, you will need to send a friend invite. Once they accept your invitation, that person will be added to your Friends list.
4. Manage your privacy settings. There are countless horror stories of people posting things that they don't want others to see, or losing a job because of something controversial they shared. Take some time to set up your privacy settings to prevent the wrong people from seeing what you post.
5. Share and post. You can post to your own timeline or post to your friends' timelines. You can also share content from elsewhere on the internet, including links, and videos.
6. Chat on Facebook. Facebook allows you to chat with anyone on your friends list. If the person you are chatting with is not online, they will receive your message the next time they log in. You can also download the Messenger app for your phone to chat on the go.
7. Upload photos. Facebook allows you to upload your photos to post to your profile and share with friends and family. You can upload single photos or organize your photos into albums. Make sure to not upload anything containing questionable content.

Source: <http://www.wikihow.com/Set-up-a-Facebook-Account>

Handout #8: Internet Search Engines and Internet Safety Tips

1. Google: www.google.com
2. Bing: www.bing.com.
3. Yahoo: www.yahoo.com
4. Ask: www.ask.com
5. AOL: www.aol.com

Tips for Internet Safety:

1. Never share your date of birth, social security number (not even the last 4 digits) or street address.
2. Explore privacy settings on your accounts to limit what information people see about you.
3. Search for yourself. Try using Google to search for yourself to see what comes up.
4. Verify information. Call a friend if you receive a message that seems suspicious. Don't just open the message.
5. Think twice about what you post online. For example, most employers have social media policies. Make sure you are following that policy so it doesn't get you into any trouble down the road.
6. If someone is harassing you on social media, block them and report it to the website administrator.

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