




















# Communication and Collaboration: Adding Attachments

<p><b>National Curriculum</b>          Understand computer networks including the Internet; how they can provide multiple services, such as the World Wide Web; and the opportunities they offer for communication and collaboration.</p> <p>Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.</p> <p>Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.</p> <p><b>Aim</b>          To use the features of email to communicate with others.</p>		<p><b>Lesson Duration</b>          It is estimated that this lesson will take approximately 60 minutes.</p> <div style="text-align: right; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 12px; margin: 0 5px;">60 mins</span> </div>
<p><b>Success Criteria</b>          I can reply to an email.          I can add an attachment and link to an email.          I can demonstrate how to be responsible and safe when replying and adding attachments to an email.</p>	<p><b>Key Vocabulary</b>          Attachment, email, forward, inbox, link, hyperlink, recipient, reply, reply all, sender, send, subject, Uniform Resource Locator (URL).</p>	
<p><b>Resources</b>  <a href="#">Lesson Pack</a></p> <hr/> <p>PC devices, such as laptops, Chromebooks and/or tablets</p>	<p><b>Preparation</b>  <a href="#">Adding Attachments Lesson Presentation</a> (Google version) - as required  <a href="#">Adding Attachments Lesson Presentation</a> (Microsoft version) - as required</p> <p>We advise you choose the presentation that fits with the operating system you are using.</p> <p>Differentiated <a href="#">Adding Attachments Activity Sheet</a> - as required</p> <p>Access to _____ as required          Access to _____ - as required          _____ - as required</p>	

**Prior Learning:** It would be beneficial if the children know how to log in to their email account efficiently. In the previous lesson, the children will have learnt about the features of email and the definitions of each feature. They will have also practised sending emails using their email account, using CC and BCC and should understand how to be safe when using email.

**Learning Sequence:**

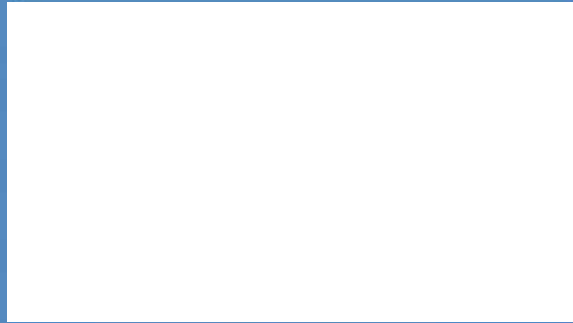
	<p><b>Remember It:</b> Using the <a href="#">Lesson Presentation</a>, revisit the email features that were explored in the previous lesson. Can the children match each definition to the correct email feature?</p>	
	<p><b>Logging In:</b> Using the <a href="#">Lesson Presentation</a>, explain to the children that they will be replying to emails and adding attachments with the same email client they used in the last lesson. Can the children remember which email client they are using? Using their personal email login details, ask the children to log in to their email accounts. Children may need to be reminded of how to input the @ symbol. It might be helpful to remind the children that it is important they input their email address and password correctly, otherwise they may face errors when logging in.</p>	
	<p><b>Sending a Reply:</b> Using the <a href="#">Lesson Presentation</a>, discuss the steps of sending a reply. Look at the three reply options: Reply, Reply to All and Forward. Can the children remember what these mean? Preferably working with the same partner as last lesson, ask the children to write a reply to an email in their inbox. Ask the children if they will be choosing to Reply or to Reply to All.</p>	
	<p><b>Adding an Attachment:</b> Using the <a href="#">Lesson Presentation</a>, revisit the email feature. Explain to the children that we can attach different types of files to an email, e.g. images, word documents, PDFs or videos.</p>	

	<p><b>Search and Attach:</b> Using the <a href="#">Lesson Presentation</a>, demonstrate the task the children will be completing. Using a search engine safe for children, use the images tab to search for an image of choice. It is suggested that this is linked to a topic or theme being taught currently that the children will be familiar with. Demonstrate how to save an image, using the right-click button and saving the image in a relevant folder. Please note: this may vary depending on the device being used. Then using the email client, demonstrate how to attach the image from the relevant folder to the email.</p>	
	<p><b>Remember How To... Add a Link:</b> Use the <a href="#">Lesson Presentation</a> to discuss and demonstrate, using the email client, how to add a link in an email.</p>	
	<p><b>Attach It Yourself:</b> Using the differentiated <a href="#">Adding Attachments Activity Sheets</a>, the children should complete the tasks.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="215 492 582 660">  <p>Children should fill in the missing words for the definition of attachment, using the word bank. Then, complete the two attachment adding tasks.</p> </div> <div data-bbox="614 492 981 660">  <p>Children should fill in the missing words for the definition of attachment. Then, complete the three attachment adding tasks.</p> </div> <div data-bbox="1013 492 1380 716">  <p>Children should complete the definition of attachment in their own words, using the key words for help. Then, complete the three attachment adding tasks, including an adding a link task.</p> </div> </div>	
	<p><b>Think About It...:</b> Using the question on the <a href="#">Lesson Presentation</a>, ask the children to think about it, then discuss with a partner and share their answers.</p>	

**Exploreit**  
**Matchit:** Match the email features to the definitions in this \_\_\_\_\_  
**WordSearchit:** Using all of the key vocabulary related to emails, children create their own word search using this \_\_\_\_\_

**Assessment Notes:**

**Disclaimer:**  
This unit involves children searching on the Internet. Please be mindful of search terms/topics used and connotations that could result in inappropriate links and pages. Child-friendly search engines are advised. Ensure your firewall settings are set at the appropriate levels necessary and your antivirus software is up to date. It is good practice to ensure screen content can be seen at all times and that children know what to do if they see something on the Internet that makes them feel uncomfortable.



# Computing

## Communication and Collaboration

# Adding Attachments

Microsoft Version



## **Aim**

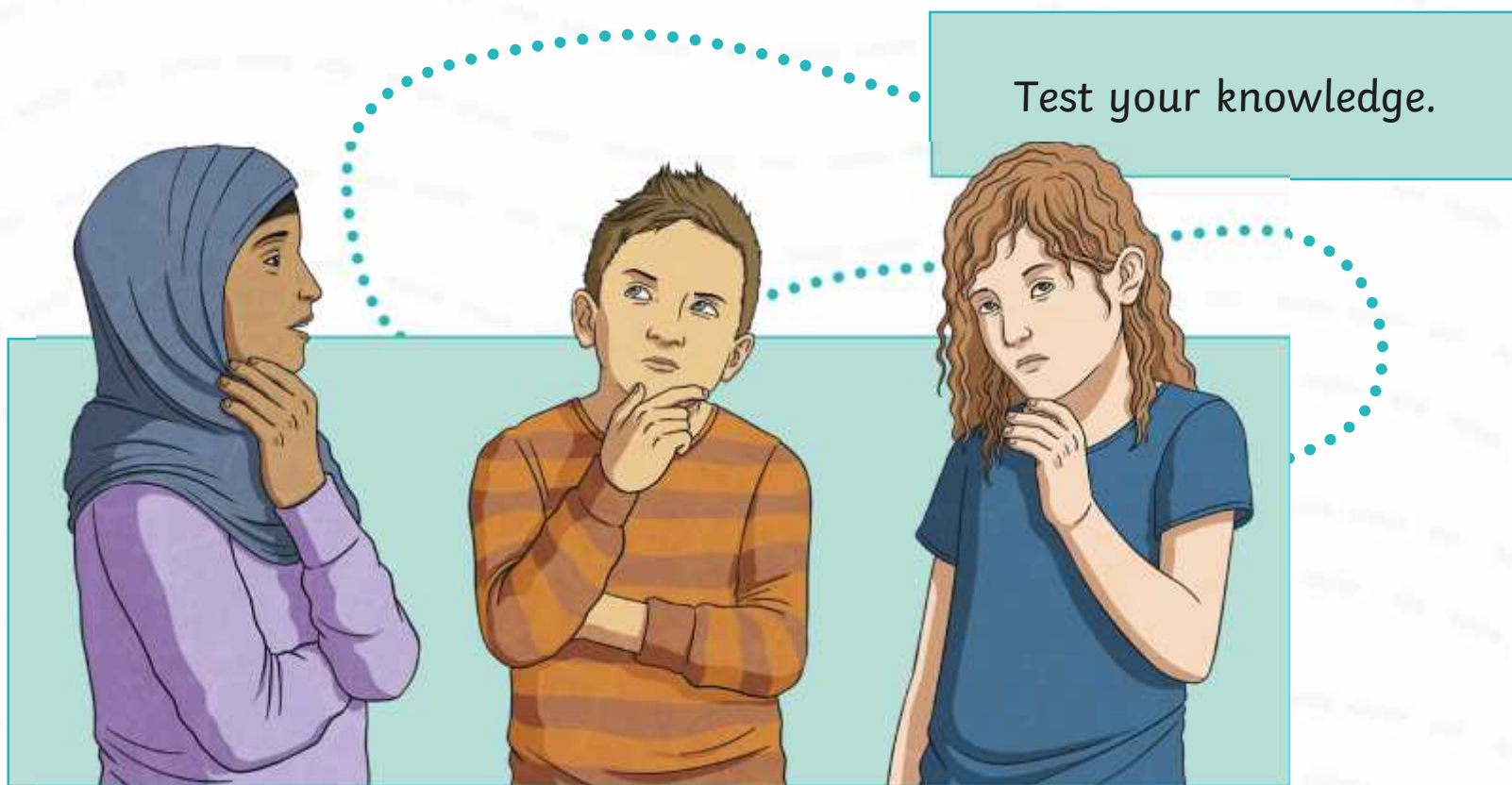
- To use the features of email to communicate with others.

## **Success Criteria**

- I can reply to an email.
- I can add an attachment and link to an email.
- I can demonstrate how to be responsible and safe when replying and adding attachments to an email.

## Remember It

Do you remember all of the email features and their definitions?



## Remember It



A unique name chosen by the account owner. It can contain letters, characters and numbers and includes the @ symbol followed by the email domain.

**Correct answer**

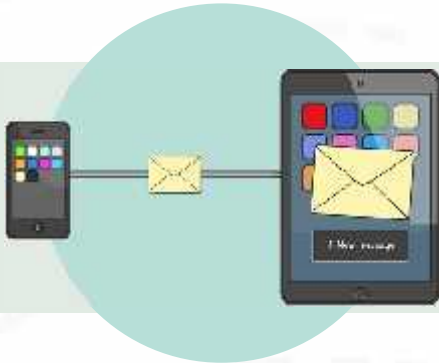
Email address

Attachment

Subject

Next

## Remember It



Allows you to send a copy of the email to others. Recipients will not be able to see those who have been copied in.

Reply

CC

Correct answer

BCC

Next



# Remember It



A short summary of what the email is about. The recipient can see this without opening or reading the full email. It can usually be found above the email message.

Reply

**Correct answer**

Subject

Forward

Next

## Remember It



Upload a file, such as a document or image, to your email. These can be uploaded from your computer or from an online cloud storage service.

Reply to all

Forward

Correct answer

Attachment

Next

## Remember It



Allows you to send a copy of the email to other recipients who may need it. Everyone involved in the email will be able to see who has also been sent the email.

Reply to all

**Correct answer**

CC

BCC

Next

# Remember It



Sends a direct reply to the sender only.

Correct answer

Reply

Forward

Reply to all

Next

# Remember It



Allows you to send the email or email thread to a person who wasn't involved in the original email.

Reply to all

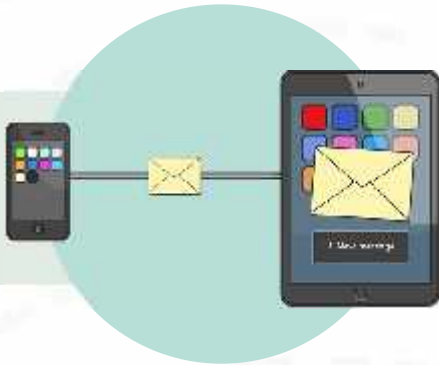
Reply

**Correct answer**

Forward

Next

# Remember It



Sends a reply to the sender and all other recipients who may have received a CC or a BCC.

Reply

Forward

**Correct answer**

Reply to all

Next



## Logging In

Today you will be logging in to your school email account to reply to emails and add attachments!

Can you remember which email client you are using?

Remember, it is a good idea to check you are on the correct website by looking at the website URL.



Check you can see the secure padlock. Can you remember what this means?

Using your personal email login details, sign in on the login page. You might need to use the Shift key to input the @ symbol for your email address.

# Sending a Reply

When the **recipient** of your email replies, this creates an email thread. This is a list of all emails which have been sent relating to the subject, including the original email. This is useful to keep track of information and what has been said.

Remember: a recipient is the person who receives the email.

## Reply

This sends a direct reply to the sender only.



## Reply all

This sends a reply to the sender and all other recipients who may have received a CC or a BCC.



## Forward

This allows you to send the email or email thread to another recipient who was not included in the original email.







## Sending a Reply

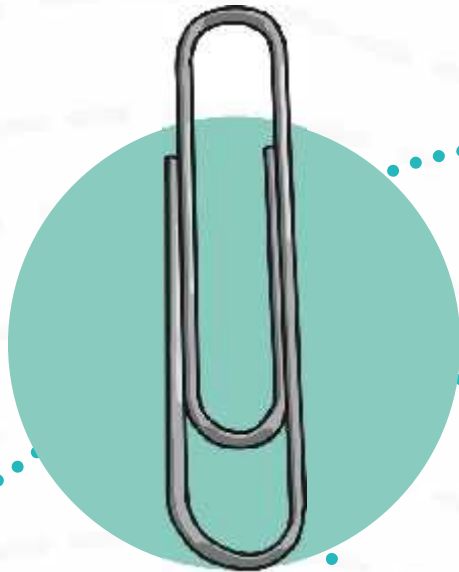
Now it is your turn to send a reply. Choose an email in your inbox to reply to.

Will you choose the Reply option or the Reply all option?

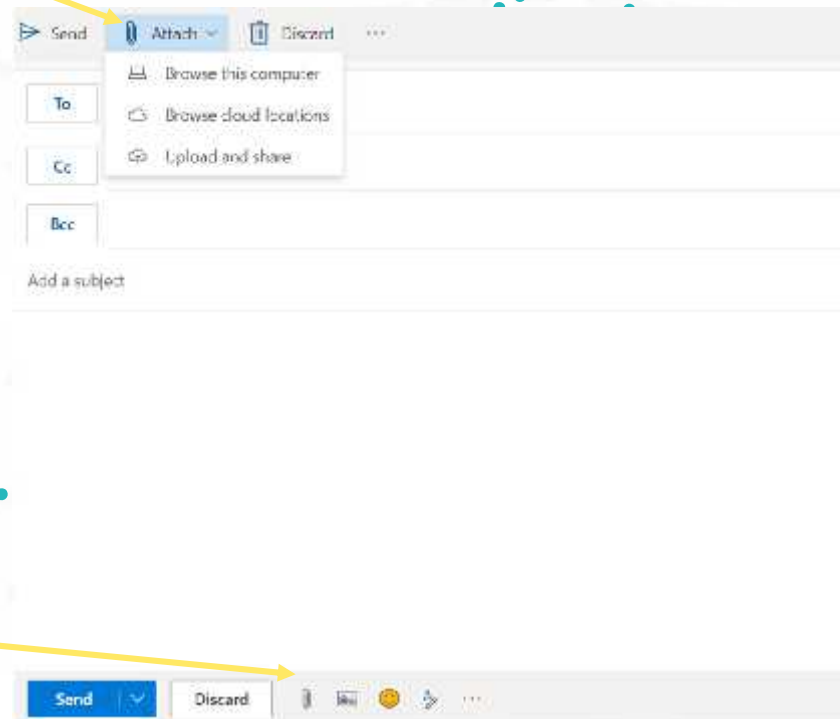


# Adding an Attachment

**Attach:** This allows you to attach a file, such as a document or image, to your email. These can be attached from your computer or from an online cloud storage service.

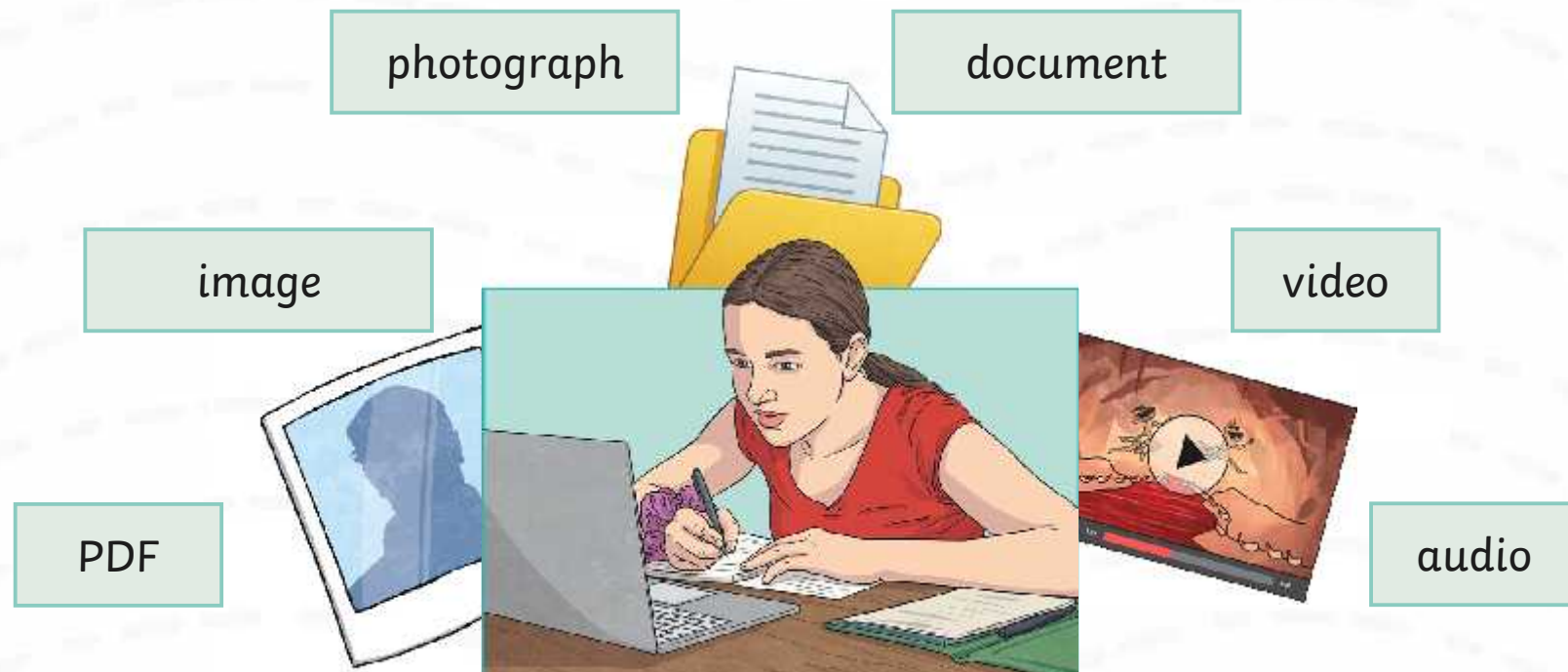


When replying to an email, you will find the **Attach** icon here.



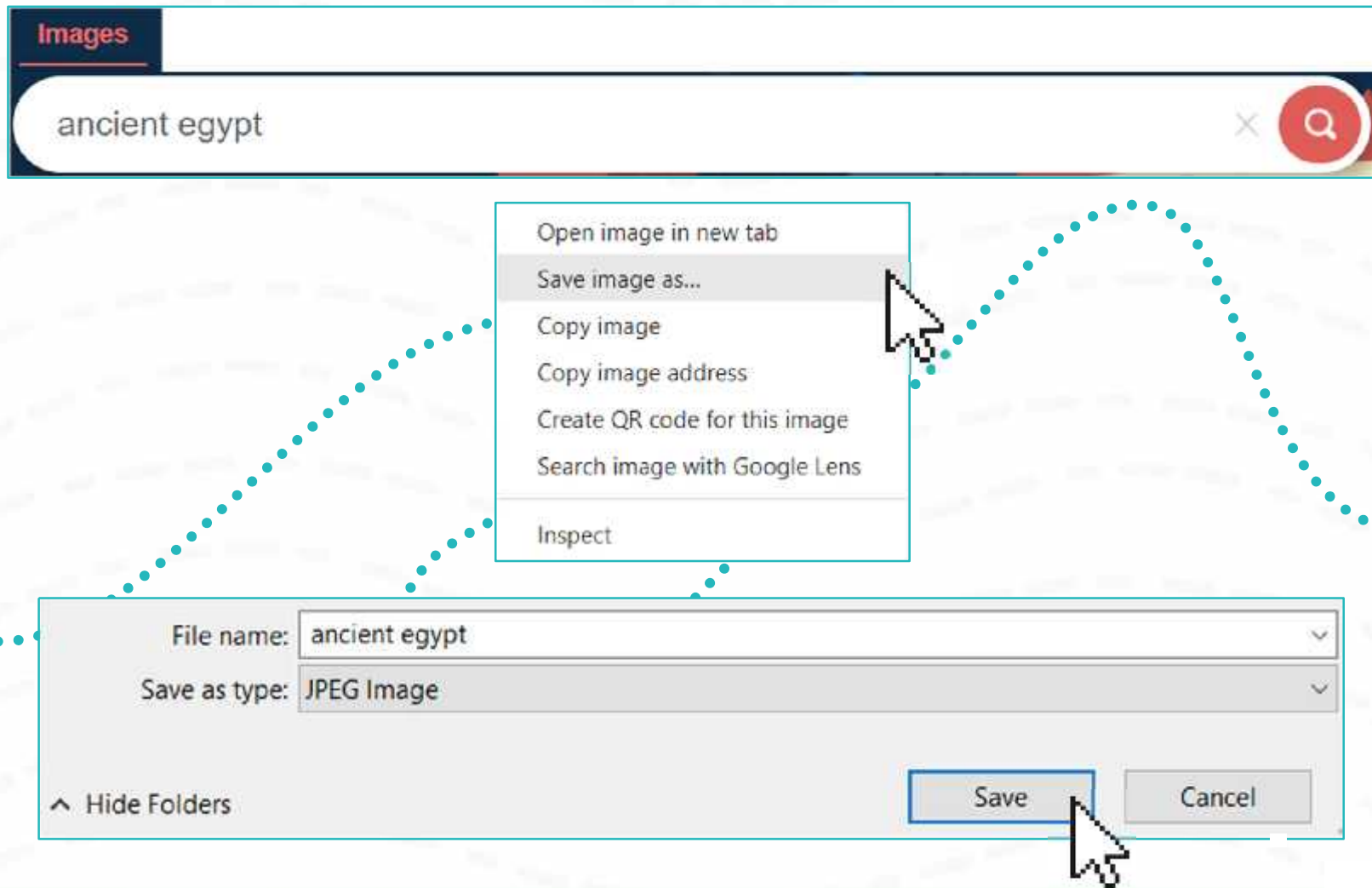
# Adding an Attachment

You can attach many different types of files to an email:



You can send multiple attachments in one email but there is a file size limit on the attachments you send.

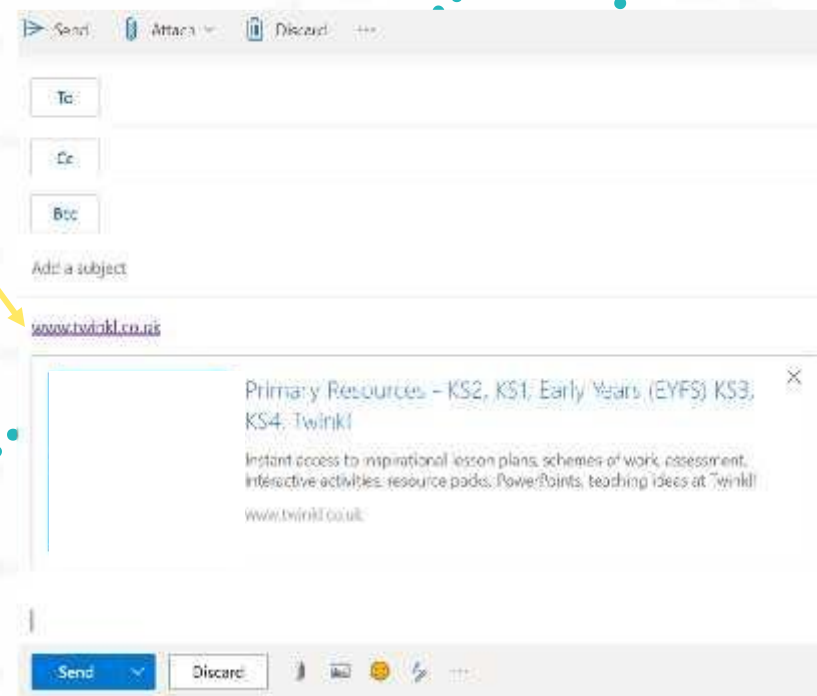
# Search and Attach



## Remember How To... Add a Link

**Link:** Including a web page Uniform Resource Locator (URL) in the email will automatically create a **hyperlink**, which can be clicked on to take the user to the web page.

In an email, a hyperlink is usually blue and underlined. When clicked, it turns purple.





# Attach It Yourself

Using the **Adding Attachments Activity Sheet**, complete the definition of the term attachment and complete the tasks.

## Adding Attac

To use the features of email to comm

Complete the definition, using the key words in the box.

An attachment in an email is \_\_\_\_\_

\_\_\_\_\_

image	<b>Using your email account, have a go at these tasks:</b>
document	
cloud	
computer	
upload	Reply to an email from your friend. Send an email with a party invitation. Send an email to your teacher with an attachment.

## Adding Attac

To use the features of email to comm

Complete the missing words.

An attachment in an email is when you \_\_\_\_\_

\_\_\_\_\_ or \_\_\_\_\_, to

from your \_\_\_\_\_ or from an online \_\_\_\_\_

<b>Using your email account, have a go at these tasks:</b>	
Reply to an email from your friend. Include an image attachment.	
Write an email to your teacher. Include an image attachment.	
Send an email with a party invitation as a document attachment.	

## Adding Attachments

To use the features of email to communicate with others.

Complete the missing words. Use the word bank to help you.

An attachment in an email is when you \_\_\_\_\_ a file, such as a

\_\_\_\_\_ or \_\_\_\_\_, to your email. These can be uploaded

from your \_\_\_\_\_ or from an online \_\_\_\_\_ storage service.

image	document	cloud	computer	upload
<b>Using your email account, have a go at these tasks:</b>				
Reply to an email from your friend. Include an image attachment.				
Write an email to your teacher. Include an image attachment.				

## Adding Attac

To use the features of email to comm

Complete the definition, using the key words in the box.

An attachment in an email is \_\_\_\_\_

\_\_\_\_\_

image	<b>Using your email account, have a go at these tasks:</b>
document	
cloud	
computer	
upload	Reply to an email from your friend. Send an email with a party invitation. Send an email to your teacher with an attachment.

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Complete the missing words.

An attachment in an email is when you \_\_\_\_\_

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from your \_\_\_\_\_ or from an online \_\_\_\_\_

<b>Using your email account, have a go at these tasks:</b>	
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## Adding Attachments

To use the features of email to communicate with others.

Complete the missing words. Use the word bank to help you.

An attachment in an email is when you \_\_\_\_\_ a file, such as a

\_\_\_\_\_ or \_\_\_\_\_, to your email. These can be uploaded

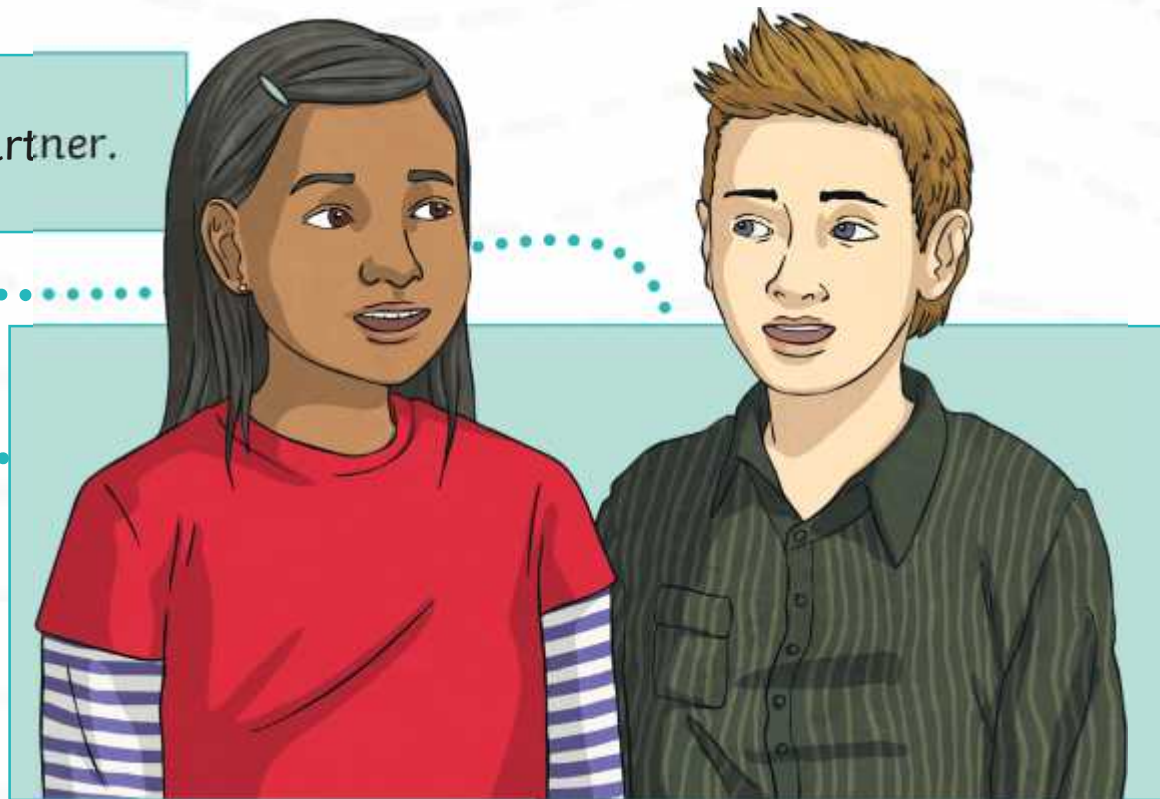
from your \_\_\_\_\_ or from an online \_\_\_\_\_ storage service.

image	document	cloud	computer	upload
<b>Using your email account, have a go at these tasks:</b>				
Reply to an email from your friend. Include an image attachment.				
Write an email to your teacher. Include an image attachment.				

## Think About It...

Why is it useful to be able to add attachments and links to an email?

Discuss with a partner.



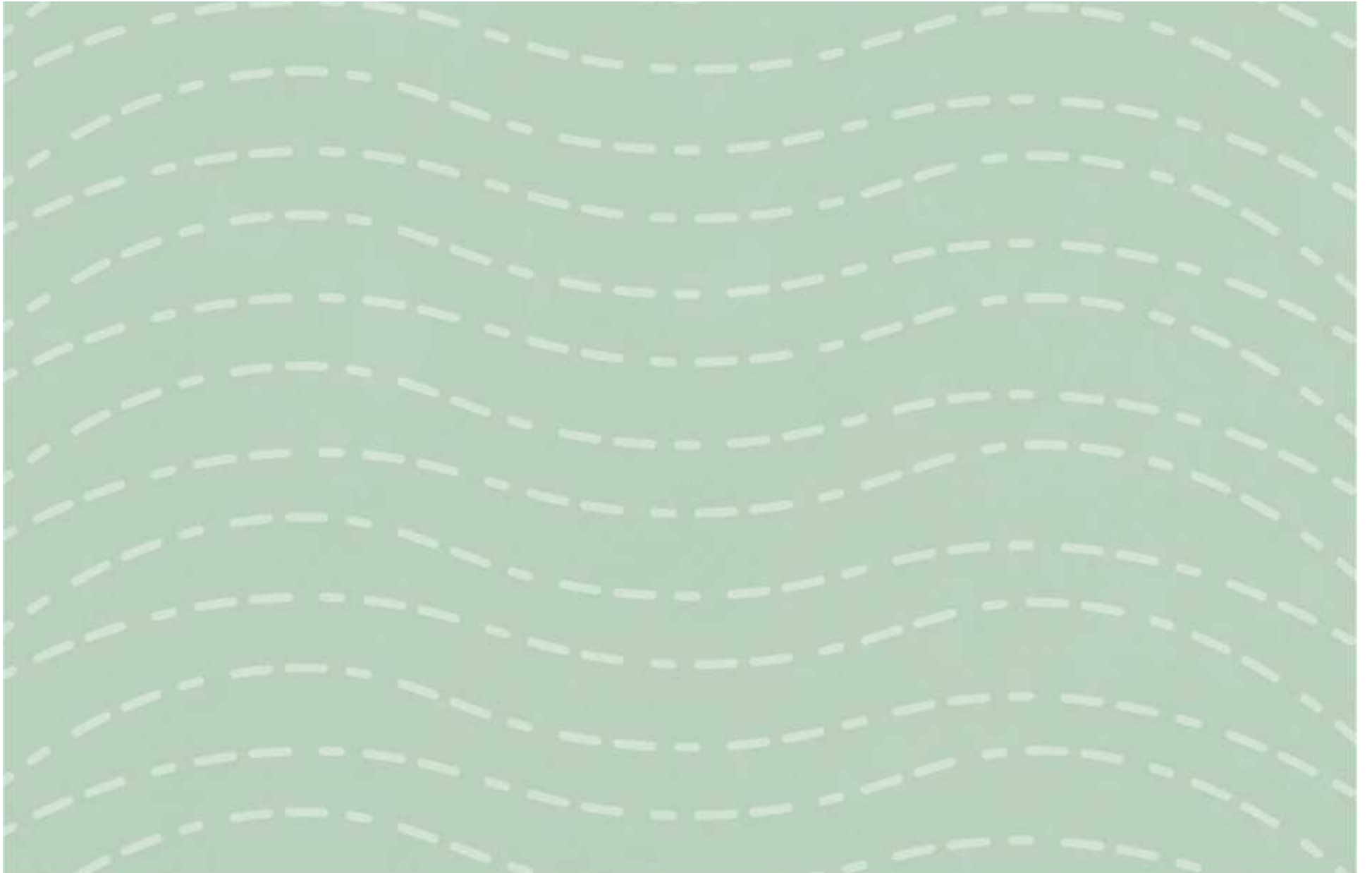
## **Aim**

- To use the features of email to communicate with others.

## **Success Criteria**

- I can reply to an email.
- I can add an attachment and link to an email.
- I can demonstrate how to be responsible and safe when replying and adding attachments to an email.





# Email Expert

Microsoft Version



# Question Marks

**This is Quizby.  
He is a question mark who  
loves to ask questions.**



When you see a question mark icon like this in the **Lesson Presentation**, it can be clicked on to reveal one of Quizby's questions.



The questions that appear next to these question marks will help you to think about the key learning throughout the lesson.

## **Aim**

- To understand how to send and receive emails.

## **Success Criteria**

- I can explain the features of email.
- I can use email as a method of online communication.
- I can demonstrate how to be responsible and safe when using email.

## Remember It



Can you remember how to stay safe when emailing?

Time for a...



## Email Safety Quiz



1. When deciding if an email is safe to open, you must...

a)

Ignore

(open)



b)

Stop, Read

**Correct!**

c)

Open, Click and Download



## Email Safety Quiz



2. Which of the following means an email could be safe to open?

a)

From a

b)

Includ

c)

Has a relevant subject

**Correct!**



## Email Safety Quiz



3. Which of these email addresses are you most likely to trust?

a) mis.tw

b) misst

c) miss.twinkl@twinkl.school.co.uk

**Correct!**





## Email Safety Quiz



4. Which of these subjects would you assess as possibly not spam?

a) You have

e!!!



b) Important

will be deleted....



c) Ethan's Birthday Party Invitation for Saturday @ 2pm

**Correct!**

# Secret Password

What is an email address?

Why do we need a password?

Why is it important to keep our email login details safe?

Which detail should we never share unless it is to a trusted adult - email address or password?



X

Can you remember the different parts of an email address?



# Logging In



Today you will be logging in to your school Outlook account to send and receive emails!

You will need to access [Outlook](#) - your teacher will explain how to do this.

It is a good idea to check you are on the correct website by looking at the website URL.

Check you can see the secure padlock.  
Can you remember what this means?



Using your personal email login details, sign in on the login page.  
You might need to use the Shift key to input the @ symbol for your email address.



Can you explain what an email client is?

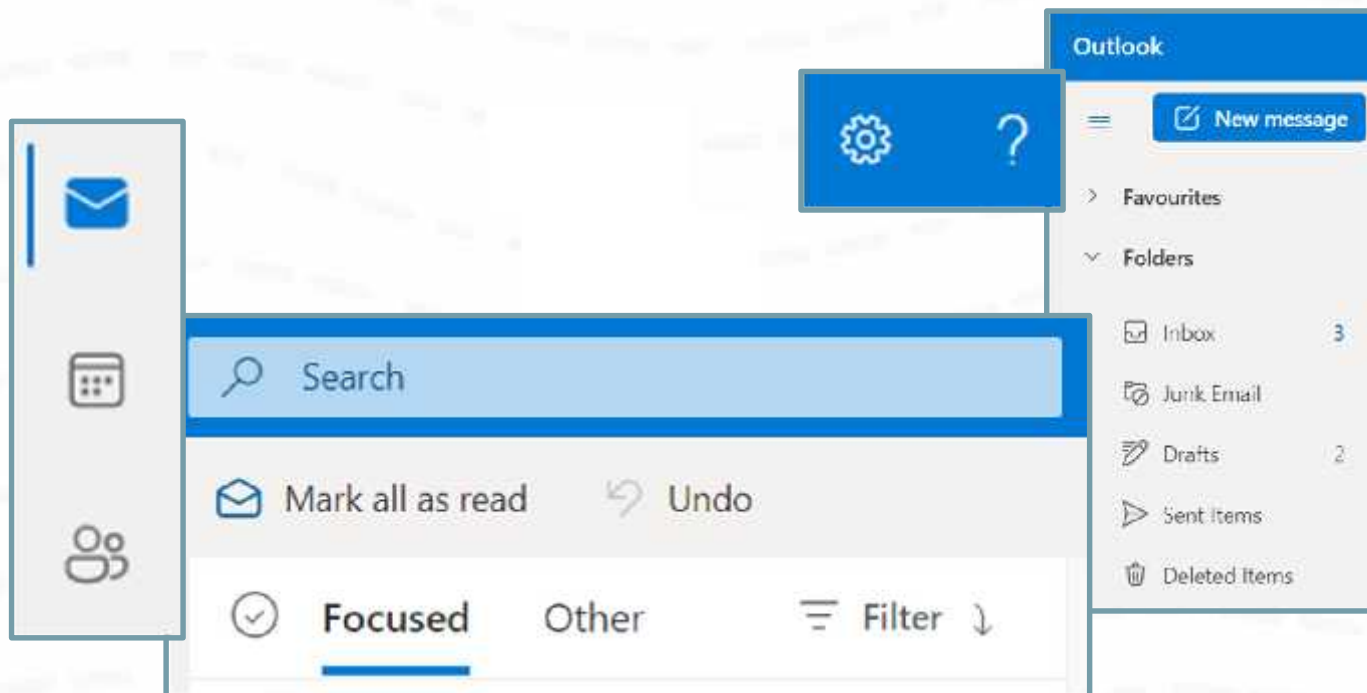


# Email Inspector



Now you are logged in, explore the homepage of your email account.

Can you spot these?



# Features of Email



We are going to look at the features of email in further detail.



Can you spot these on your email account?

# Features of Email: Compose an Email

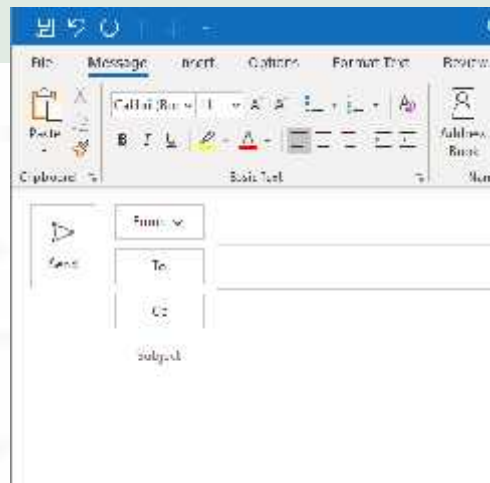


When you open your Outlook account, you will see this button on the screen:

A blue rounded rectangular button with a white envelope icon and the text "New message".

New message

This opens a new message screen for you to compose your email.



# Features of Email: Recipients



**CC:** This stands for carbon copy. This allows you to send a copy of the email to other recipients who may need it.

This is optional. Everyone involved in the email will be able to see who is included in the CC.

Can you think of a scenario where CC or BCC might be needed?

The diagram shows a rectangular box representing an email recipient field. Inside the box, there are three rows, each with a circular button containing the text 'To', 'Cc', and 'Bcc' respectively. The 'Bcc' button is highlighted with a blue circle. A blue arrow points from the 'Bcc' button to a text box below it.

**BCC:** This stands for blind carbon copy. This is similar to **CC**. However, recipients included in the BCC cannot be seen by any other recipients. All recipients will still be able to see the recipients in the **To** and **CC** field. This is also optional.

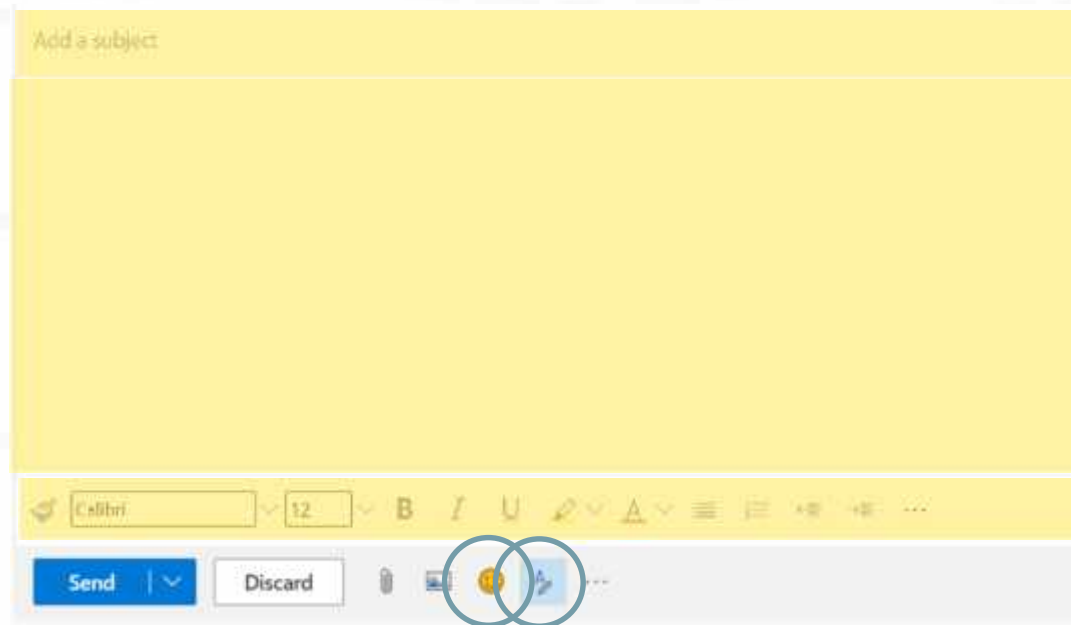


Remember: a **recipient** is the person who receives the email.

# Features of Email: Write the Email



**Subject:** Add the subject of the email here. This is a short summary of what the email is about. The recipient can see this without opening and reading the full email. This is optional. If left blank, it will usually say (no subject).  
**Body:** Write the message in the body of the email. This will be similar to a letter and can be formal or informal, depending on the recipient. Remember, you can not unsend once it has been sent, so think carefully about what you want to say.

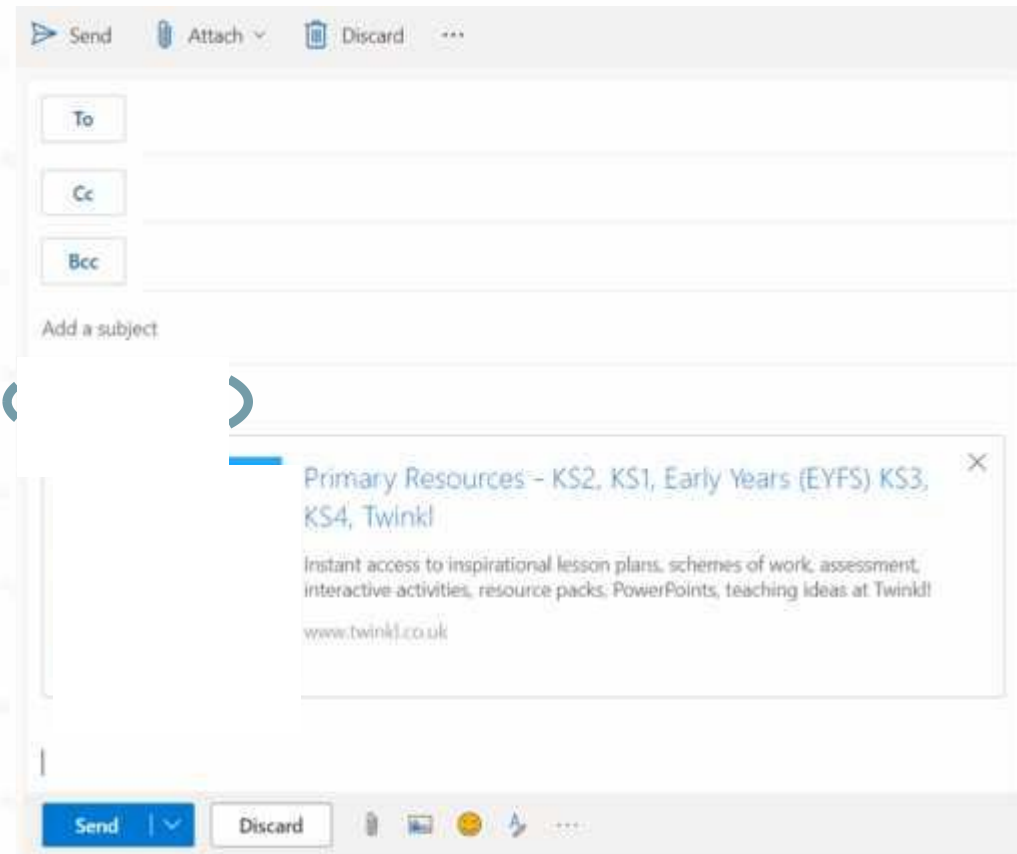




# Features of Email: Add a Link



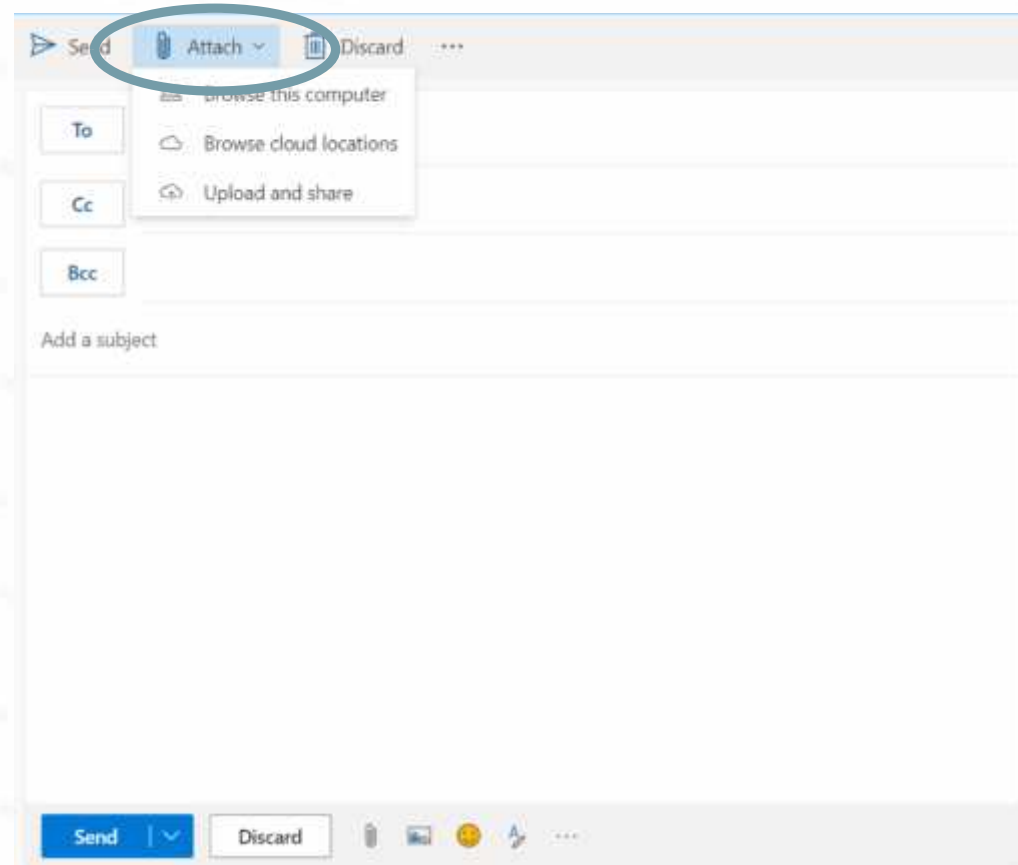
**Link:** Including a web page URL in the email will automatically create a hyperlink, which can be clicked on to take the user to the web page.



# Features of Email: Add an Attachment



**Attach:** Allows you to attach a file, such as a document or image to your email. These can be attached from your computer or from an online cloud storage service.

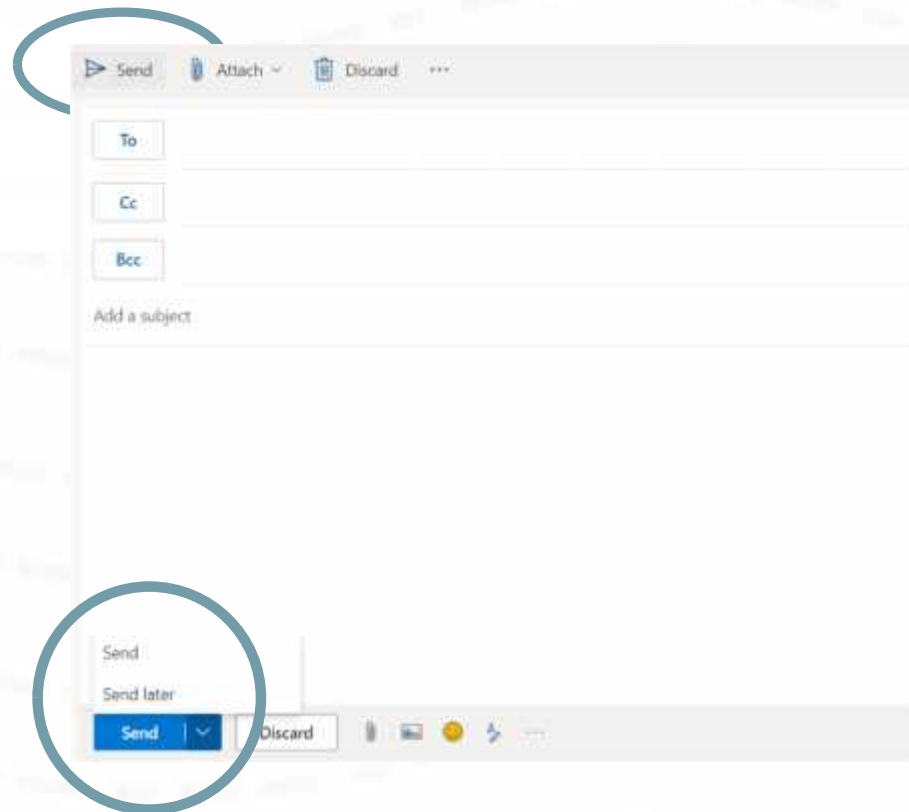


# Features of Email: Send



**Send:** Once pressed, an email is sent to the recipient.

You can also schedule your email to send at a later date/time if needed.



## Features of Email: Reply



When the recipient of your email replies, this creates an email thread. This is a list of all emails which have been sent relating to the subject, including the original email. This is useful to keep track of information and what has been said.

### **Reply:**

This sends a direct reply to the sender only.



**Forward:** This allows you to send the email or email thread to another recipient who was not included in the original email.

**Reply All:** This sends a reply to the sender and all other recipients who may have received a CC or a BCC.

# Matching Email Features

Use the **Email Features Activity Sheet** and match each feature to the correct definition.

Remember:  
a recipient is the person who receives the email.

## Email Features

To understand how to send and receive emails.

Match the features to the correct definitions.

Email address

Allows you to send a 'copy' of the email to others. Recipients won't be able to see those who have been 'copied' in.

Subject

Allows you to send a 'copy' of the email to other recipients who may need it. Everyone involved in the email will be able to see who has also been sent the email.

CC

A short summary of what the email is about. The recipient can see this without opening or reading the full email. It can usually be found above the email message.

BCC

A unique name chosen by the account owner. It can contain letters, characters and numbers and includes the @ symbol followed by the email domain.

**Remember:** a recipient is the person who receives the email.

# How to Send an Email

When sending an email, here are the steps you need to follow:

To: Write who the email is to

Subject: Write the subject of the email

Send

Attach



Write the email message here

# How to Send an Email


When might you send a formal email?

When might you send an informal email?

Think about who the sender might be, who the recipient might be and what the email message might be about.

Have a look at these examples and decide whether they are formal or informal emails.

# How to Send an Email

To:	
Subject:	
From:	headteacher@
Send	Attach 
<p>Dear Miss Twinkl,</p> <p>I am writing to you to let you know that School Photographs for Year 4 will be held in the assembly hall tomorrow afternoon. Please let your class know that this is where they will be.</p> <p>Many thanks, Headteacher</p>	

Do you think this email is formal or informal?





# How to Send an Email

To: bradley@twinklschool.co.uk

Subject: **After school cant wait!!**

From: sally@twinklschool.co.uk

Send

Attach



Hey Bradley! 😊

My mum said im coming to your house after school tmrw. What games shall we play? Do u want me to bring my football???

I cant wait!!!!!! Lets talk about it at school. See u there.

From Sally 😊

Do you think this email is formal or informal?



# Email Expert



Use the **Email Expert Activity Sheet** to complete the emailing tasks using your email account.

## Email Expert

To understand how to send and receive emails.

Complete each of these tasks using your email account.  
Tick the box next to each task once you have completed it.

Send a formal email to your teacher, asking them a question.

What will you write in the Subject bar?  
Remember to keep it short, get to the point.



Write an email to a friend about your favourite meal.

How can you ensure your friend sends you a reply back? Think about whether your email needs to be written in a formal or informal way.



# Logging Out



Why do you think it is important that we log out of our email account once we have finished using it?



## Think About It...

What do you think are the **advantages** of using email?

Explain your answer

What do you think are the **disadvantages** of using email?

Explain your answer

## **Aim**

- To understand how to send and receive emails.

## **Success Criteria**

- I can explain the features of email.
- I can use email as a method of online communication.
- I can demonstrate how to be responsible and safe when using email.



# Adding Attachments

To use the features of email to communicate with others.



Complete the missing words. Use the word bank to help you.

An attachment in an email is when you \_\_\_\_\_ a file, such as a \_\_\_\_\_ or \_\_\_\_\_, to your email. These can be uploaded from your \_\_\_\_\_ or from an online \_\_\_\_\_ storage service.

image

document

cloud

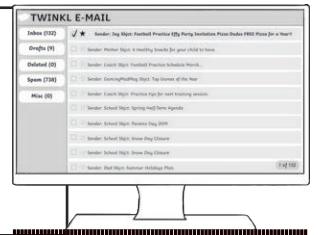
computer

upload

**Using your email account, have a go at these tasks:**

Reply to an email from your friend. Include an image attachment.

Write an email to your teacher. Include an image attachment.



# Adding Attachments

To use the features of email to communicate with others.



Complete the missing words. Use the word bank to help you.

An attachment in an email is when you \_\_\_\_\_ a file, such as a \_\_\_\_\_ or \_\_\_\_\_, to your email. These can be uploaded from your \_\_\_\_\_ or from an online \_\_\_\_\_ storage service.

image

document

cloud

computer

upload

**Using your email account, have a go at these tasks:**

Reply to an email from your friend. Include an image attachment.

Write an email to your teacher. Include an image attachment.



# Adding Attachments

To use the features of email to communicate with others.



Complete the missing words.

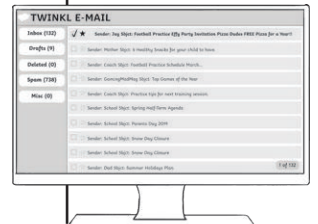
An attachment in an email is when you u\_\_\_\_\_ a file, such as a d\_\_\_\_\_ or i\_\_\_\_\_, to your email. These can be uploaded from your c\_\_\_\_\_ or from an online c\_\_\_\_\_ storage service.

**Using your email account, have a go at these tasks:**

Reply to an email from your friend. Include an image attachment.

Write an email to your teacher. Include an image attachment.

Send an email with a party invitation as a document attachment.



# Adding Attachments

To use the features of email to communicate with others.



Complete the missing words.

An attachment in an email is when you u\_\_\_\_\_ a file, such as a d\_\_\_\_\_ or i\_\_\_\_\_, to your email. These can be uploaded from your c\_\_\_\_\_ or from an online c\_\_\_\_\_ storage service.

**Using your email account, have a go at these tasks:**

Reply to an email from your friend. Include an image attachment.

Write an email to your teacher. Include an image attachment.

Send an email with a party invitation as a document attachment.





# Adding Attachments

To use the features of email to communicate with others.



Complete the definition, using the key words in the box below.

An attachment in an email is \_\_\_\_\_

---

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image  
document  
cloud  
computer  
upload

**Using your email account, have a go at these tasks:**

Reply to an email from your friend. Include an image attachment.

Send an email with a party invitation as a document attachment.

Send an email to your teacher with a link to your school's website.

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I can reply to an email.		
I can add an attachment and link to an email.		
I can demonstrate how to be responsible and safe when replying and adding attachments to an email.		

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