



Task Title: Instructions for Logging into an Email Account

OALCF Cover Sheet –Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will log into their email account, then write out instructions for and/or explain the process to their instructor.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1 **OR**
- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer
- Email account
- Conversation partner (instructor) optional for B1.1 task

Learner Information

Most people use email for a variety of tasks at work, school and/or home. Once an email account has been set up for the first time, it is important to know how to log in and out of it on your computer or another digital device. Writing instructions for others or explaining the process to someone can help reinforce learning.

Work Sheet

Task 1: Open the web browser of the computer. Type in the address for your email account. (For example, gmail.com or hotmail.com)

Log into your email account, then log out. Practise doing this until you are comfortable giving instructions to another person.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2a (optional): Write instructions below on how to log into and out of your email account. These can be in point form. Include at least three (3) instructions.

Answer:

Task 2b (optional): Open a new web browser on the computer. Explain to your instructor how to log into and out of your email account. Log into and out of your account as you explain what to do.

Answer: No written response required here.

Task completed: Yes: ☐
