# Lesson Plan #2

# Sending an Email

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| Topic | Sending Emails from your Bsafe Account. |
| Aims | To show how to send a basic Bsafe Email. |
| Procedure | 1. To create an email, you must first log on to your Bsafe account using your login details that you created from Lesson 1. 2. When you are logged on you will be brought to your home page. 3. On the left you should see the “Compose” option. Select this option. 4. In the “To:” field enter in the email address that you want to send the email to. 5. In the “Subject:” field enter the subject in which your email is about. 6. In the “Message:” field enter the message that you wish to send. 7. To send the email hit the “Send” button at the bottom of the page. 8. Once you do this you will be brought back to your home page. 9. To check that the email was sent you can click the “Sent” option to the left hand side. 10. This will then display the email address of who the email was sent to, the subject of what the email is about, the date in which the email was sent, while also displaying parts of the message. |