Creating an email account

A **Lesson Plan** on cybersecurity for new computer users

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Vocabulary words

mail	password	safe
email account	characters	practice
email address	symbol	wallet
username	sign up	security

Read out loud!

The teacher can model by reading the first lines. Then, students can read one at a time, in pairs, or in groups, a paragraph at a time. This can take several classes or sessions. Have fun!

Bob is excited. Bob's computer teacher, Mr. Dave, will help his class make an email account today.

Bob gets to class and sits at a computer. Bob listens as Mr. Dave tells the class about email and email accounts.

Bob learns that email is mail sent over the internet. An email account is an account where you can send and get emails. It's like a mailbox.

Mr. Dave tells the students that the school will give each of them an email account. Today they will sign up for the email account. First, they will make a "username" and "password."

Mr. Dave explains what usernames and passwords are. A username is a special name that lets the email company know that the email account belongs to you. A password keeps the email account safe.

Mr. Dave gives the class paper to write down all the information. Then he tells them how to make a username for their email account. He says they should use their name and a number. Bob writes his name and favorite number on the paper. "Bob52" will be his username.

Next Mr. Dave tells the class about passwords. A password is a special code that lets Bob get into his email account.

Passwords need to be hard to guess. If the password is too easy, another person can guess it and break into your email account. A good password should have at least eight characters. Characters can be letters, numbers, or symbols.

Bob learns that it is important to keep your password a secret to keep the email account safe. "Never share your password with anyone," Mr. Dave tells the class, "Not even your family."

Mr. Dave helps his students make strong passwords. He asks them to pick two words they have learned in class. Then he tells them to write two numbers between the words. Then add a special symbol like $ or ! or &.

Bob writes down the first word he learned to spell, "book." He chooses the number 45 and the symbol "$". Finally, he writes the last word he learned to spell, "green." Bob's password is "book45$green". He writes it down on the paper.

Mr. Dave gives the students more email safety tips:

- Never open an email from people or companies you don't know.
- Keep the paper with the information about your email account in a safe place, such as in your wallet.
- Never share your password with anyone.

Now the students are ready to get an email account. Mr. Dave tells them to turn on their computers. He helps them find the page on the school website where they can sign up for an email account.

Bob enters his username and secret password. All the students enter them on the sign-up page. Now they all have email addresses! Bob's new email address is Bob52@citycolleges.org.

Mr. Dave makes a list of all the new email addresses. He shares them with the class. He tells them to send an email to one classmate every day for homework. "It is good to practice," he says. "It helps you remember the rules."

That night, Bob sends an email to his classmate, Ed. In his account, he finds an email from his classmate, Liz.

Bob is happy. He has an email address. He knows how to send and get emails. He knows how to keep his information safe.

Fill in the blank

Use these terms to complete the sentences:

wallet, password, safe, symbol, email address, practice, security,

username, email, characters

1. To get better at playing the piano, you need to _____ every day.
2. A _____ is a special name you choose for your email account.
3. Make sure your _____ is strong and hard to guess.
4. I received an _____ from my friend yesterday.

5. The dollar _____ is written as $.

6. I'll email you tomorrow. What is your _____ ?

7. The password must include at least eight _____ .

8. Good _____ practices can help protect your personal information.

9. Keep your passwords _____ by not sharing them with anyone.

10. He keeps his money and credit cards in his _____ .

Basic comprehension

What did Mr. Dave give to the class to keep all their information in one place?

a folder

a notebook

a paper

What should you do if you receive an email from someone you don't know?

Reply to it.

Ignore it.

Open it immediately.

What did Mr. Dave ask the students to do for homework?

Send an email to one classmate every day.

Create a new email account.

Write a report about email security.

Theme discussion

Why is it important to have a strong password for your email account?

How do you feel about sharing personal information online?

What are some ways you can keep your online accounts secure?

Answer Key: Fill in the blank

To get better at playing the piano, you need to *practice* every day.

You need to create a unique *username* to sign up for the service.

Make sure your *password* is strong and hard to guess.

I received an *email* from my friend yesterday.

The dollar *symbol* is written as $.

I'll email you tomorrow. What is your *email address*?

The password must include at least eight *characters*.

Good *security* practices can help protect your personal information.

Keep your passwords *safe* by not sharing them with anyone.

He keeps his money and credit cards in his *wallet*.

Answer Key: Comprehension

A paper

Ignore it.

Send an email to one classmate every day.