



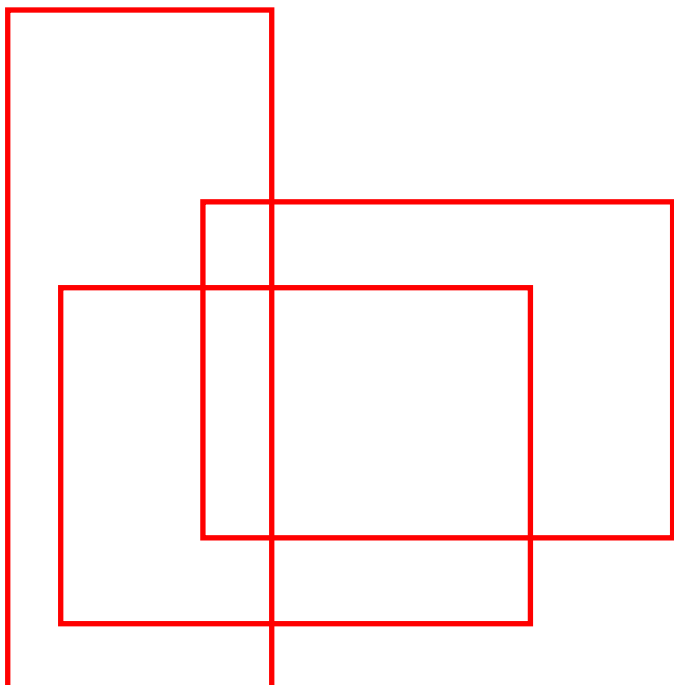
SOLUTIONS SUPPORTING ONLINE COMMUNICATION

EXERCISES

Exercise 1: Composing and Organizing Emails in Gmail

This exercise must be performed by a group of 2.

1. Compose and send an email: Compose a new email and send it to your partner. Try adding a signature to your email.
2. Your partner must open the email and reply with an attached file
3. Repeat the process until you exchange 3 emails
4. Now you need to organize your inbox: Use labels to organize your emails by category. For example, you can create a label for work emails, personal emails, or emails related to a specific project.
5. Customize your inbox: Try customizing your inbox view by adding or removing columns or changing the inbox type to suit your preferences.
6. Create filters: Create filters to automatically label, archive, or delete incoming emails based on specific criteria. For example, you can create a filter to label all emails from your boss as "important" or to automatically archive all emails with the word "newsletter" in the subject line.

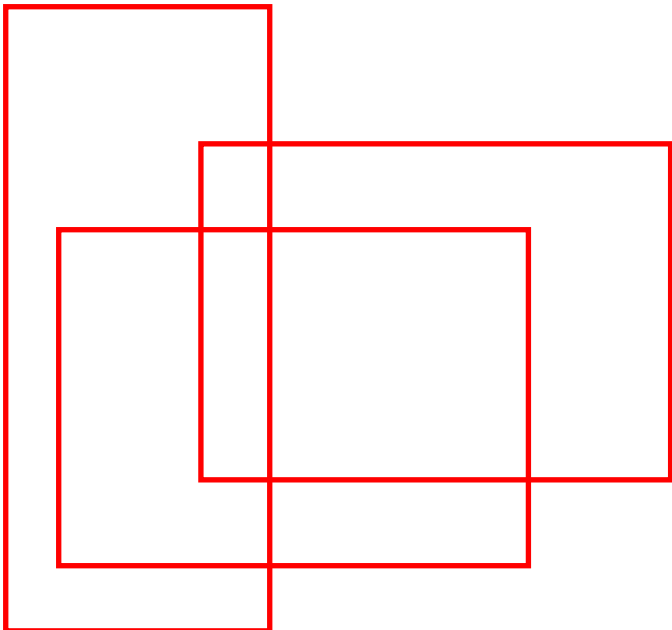


Exercise 2: Managing your Contacts in Gmail

This exercise must be performed by a group of 2.

Follow the steps below to add your partner as a contact

1. Open your Gmail account: Go to the Gmail website and sign in using your Google account username and password.
2. Open the "Contacts" tab: In the left sidebar, click on the "Contacts" tab to open your Google Contacts page.
3. Add a new contact: Click on the "Create contact" button in the top-left corner of the page. This will open a new contact form.
4. Enter the contact information: Enter the contact's name, email address, phone number, and any other relevant information into the appropriate fields in the contact form.
5. Save the contact: Click on the "Save" button to save the new contact to your address book.
6. Edit or delete contacts: To edit or delete a contact, click on the contact in the list on the Google Contacts page, then click on the "Edit" or "Delete" button in the contact details window.
7. Import or export contacts: You can also import or export contacts to or from your Gmail account by clicking on the "More" button in the left sidebar and selecting "Import" or "Export" from the drop-down menu.
8. That's it! You can now easily access your contacts in Gmail and use them to send emails or organize your address book.
9. Repeat the steps to add 2 more contacts
10. Now, use labels to organize your contacts.

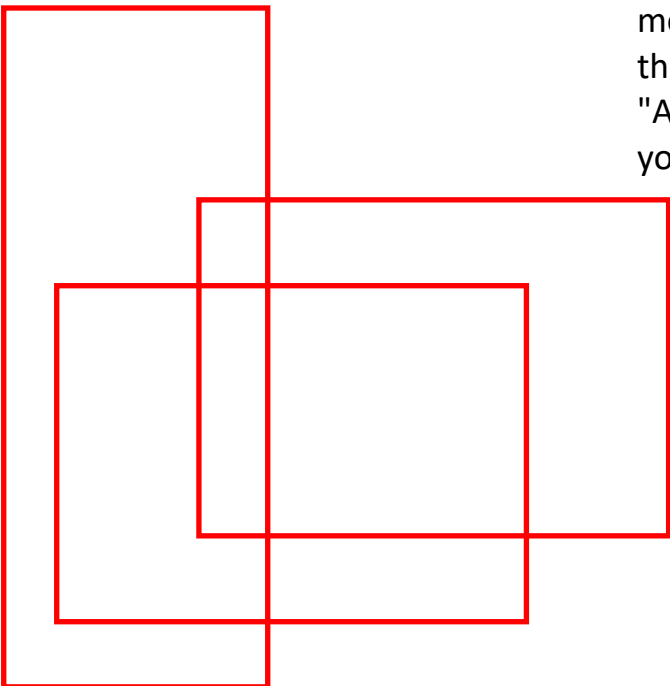


Exercise 3: Search and Filter emails in Gmail

1. Search for emails: Use the search bar to search for specific emails or to search for emails with specific keywords or attachments.
2. Set up filters and forwarding: Set up filters and forwarding to automatically forward incoming emails to another email address or to automatically mark them as read. Follow the steps below to setup filters
 - Open your Gmail account: Go to the Gmail website and sign in using your Google account username and password.
 - Click on the gear icon: In the top-right corner of the Gmail interface, click on the gear icon and select "Settings" from the drop-down menu.
 - Click on "Filters and Blocked Addresses": From the "Settings" page, click on the "Filters and Blocked Addresses" tab.
 - Create a new filter: Click on the "Create a new filter" button to create a new filter.
 - Set filter criteria: In the "From," "To," "Subject," and "Has the words" fields, enter the criteria that you want the filter to apply to. For example, you can enter a specific email address, keyword, or phrase.
 - Choose filter action: In the next step, you can choose what action you want the filter to take when an email meets the criteria you specified. For example, you can choose to automatically apply a label, archive the email, mark it as read, or delete it.
 - Test and save the filter: After you've set the filter criteria and action, click on the "Test Search" button to see which emails in your inbox match the filter. If everything looks good, click on the "Create filter" button to save the filter.

The filter will now be applied to any new emails that meet the criteria you specified, and you can also apply the filter to existing emails in your inbox by selecting "Also apply filter to matching conversations" when you create the filter. You can create multiple filters to help you organize your inbox and manage your email more efficiently.

1.



Exercise 4: Archiving emails and Strengthening Security

1. Archive emails: Archive emails to keep your inbox clutter-free without permanently deleting them. You can also use the "Archive" button to quickly remove emails from your inbox.
2. Enable two-factor authentication: Enable two-factor authentication to add an extra layer of security to your Gmail account. This will require you to enter a code from your phone in addition to your password when logging in.

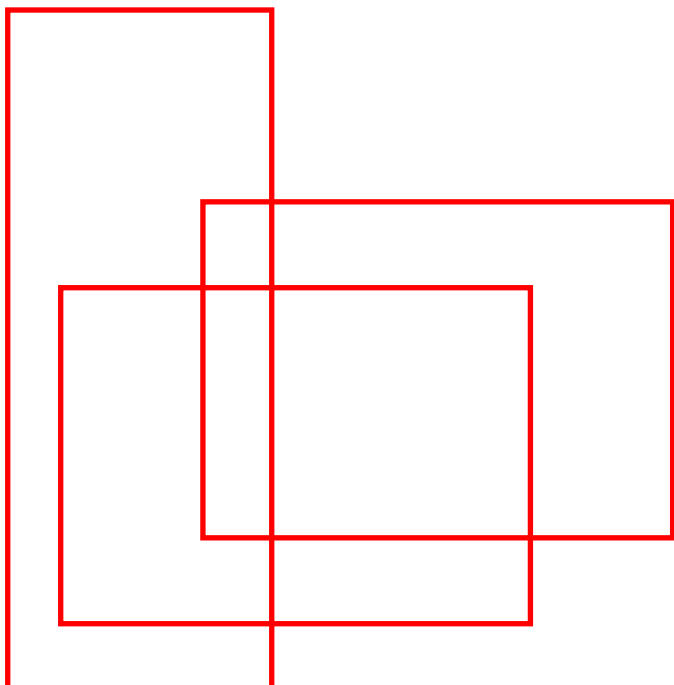
What is 2 Factor Authentication

Two-factor authentication (2FA) is an additional layer of security that requires users to provide two different types of authentication factors to verify their identity when logging in to a website or online account. The two factors typically include:

1. Something the user knows, such as a password, PIN, or security question answer.
2. Something the user has, such as a smartphone, security token, or fingerprint.

By requiring two different types of authentication, 2FA helps to prevent unauthorized access to user accounts even if someone else has obtained the user's password or login credentials. This is because an attacker would also need to have access to the user's phone or security token to successfully log in to the account.

Many online services, including Gmail, offer the option to enable 2FA for added security. Once enabled, users will be prompted to enter a unique code generated by their 2FA device in addition to their password when logging in from a new device or location. This code is typically valid for only a short period of time and can only be used once, further reducing the risk of unauthorized access.





WELL DONE!

