

Instructions from Session 3 that explain how to send emails to students, as well as a detailed script outlining the content of the electronic message.

Teacher Preparation

- **Register for an Email Account:** You should have already registered for an email account in Session 2. You will use this email account to write to your students as if you are TechnoBit and TechnoByte. If you have not done so already, register to obtain an email account. When you register use a fun "made-up" name. You will use this email account to write to your students as if you are TechnoBit and TechnoByte in the following session. Why not get an email account called explorers@hotmail.com or bitandbyte@hotmail.com or explore_with_bit_and_byte@hotmail.com?
- **Create a Group Mailing List:** A group mailing list has many email addresses. When you click the group name, you can send one email to all the people in the list. It is a great way to send all of your students the same email. Follow the instructions to create a group mailing list:
 1. Open your email account.
 2. Click *Contacts*.
 3. Click *New*.
 4. Type in a student first name, last name and email address and then click *Save*.
 5. Continue until all the students in your class are listed as *Contacts*.
 6. When done, return to the *Contacts* list.
 7. Click the drop down arrow beside *Add to group:* and choose [*New group...*].
 8. Name the group *Students* and click *Save*.
 9. Place a check beside each student's name in the *Contacts* list, click *Add to group:* and choose the *Students* group.
- **Send an Email to Students:** You are going to write to your students to let them know how TechnoBit and TechnoByte are doing. Each session, students will receive a different email. The emails contain instructions on what they should do next to find the two missing Internet explorers. This will allow students to practice sending and responding to email. It will also encourage them to investigate the many types of web pages on the World Wide Web. Follow the instructions to send an email to students:
 1. Open your email account.
 2. Click the *Inbox*.
 3. Click *New*.
 4. Click *Students* in the *Contact* list.
 5. Type the subject line **Explore Web Cams** and then type the following email:

Hi Kids,

I am TechnoBit. Beside me is my sister TechnoByte. We were exploring the Internet finding all kinds of cool web pages. We were having so much fun clicking around, that we are now lost in Cyberspace.

TechnoByte and I have found some web pages on the World Wide Web where you can listen to music, watch videos, or see the world using web cams.

Web cams are so cool! They show scenes of daily life in faraway places at the same time that the people who live in those places are seeing them. Do you want to know what is going on in Montreal, Antarctica, or the jungle? Check out the web cams.

To see all these things on the World Wide Web, go to the Session 3 folder in the TechnoExplorer Favorites folder. Click on the web page to see it. When you have looked at one web page, try another one.

There are some great places on the World Wide Web. Enjoy exploring, we are!

TechnoBit and TechnoByte :-)