

	Proficient	Needs Improvement
Define email and identify common email providers		
Tell the difference between a URL and an email address		
Register for a new email account, using a professional user name and a strong password		
Log into email		
Create and send an email, including recipient address, subject, and message		
Open and reply to an email		
Understand why and how to reply, reply all, and forward an email		
Add an attachment to an email		
Open and download an email attachment		
Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists		

Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who to cc or bcc, etc.)		
Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information		
Sign out of email, especially when using shared computers		

Notes: