



MODULE 4

Create and manage a mailbox



Welcome to this module which will teach you how to create an email box (if you don't have one yet) but also how to manage it!

Indeed, creating an email box is interesting to be reachable and exchange/receive information. But once it is created, you still need to be able to manage it effectively so as not to be overwhelmed with emails and no longer find important information.

Here we go!

1 Create your mailbox

In this chapter you will discover:

- The different platforms that allow you to create an email box with a comparison of the 2 most used platforms to help you make your choice
- Depending on the platform chosen, explanations for creating your mailbox and configuring it



Discover the explanatory sheet 1

2 Send, Forward and reply to an email

In this chapter you will discover:

- The basics of an email: the different buttons and their uses
- The main actions you will perform with your mailbox and how to go about it



Discover the explanatory sheet 2

3 Manage your emails

In this chapter you will discover:

- What is a newsletter and the difference with spam
- How to manage and unsubscribe newsletters
- How to protect yourself from spam and scam attempts
- How to organize your emails using tools like labels, folders, categories etc. and be able to use them
- How to manage attachments: open, download, print them



Discover the explanatory sheet 3

DIFFICULTY



PREREQUISITES

Module 1 and 2

DURATION



15 min

MATERIAL



Practice!

- Practical exercise

How to find your way around your mailbox and send an email and use all the features with the example of gmail !



Complete the exercise here



• CLICK!

Create and manage a mailbox and your job



Here are some situations from your daily life where this module could be useful to you:

☐ Create a professional email box to apply

Sometimes we have a private mailbox created a long time ago with a somewhat fun but not very professional identifier. It is then necessary to create a new mailbox, which could for example be dedicated only to your professional life (to apply for example, receive your official documents, ...). If this is your case, this module can help you!

☐ Manage your professional mailbox

It is possible that your employer has created an email box for you to communicate with you. If this is the case, it is important to know how to organize it so that you can save time and be responsive to emails sent by your employer. This will allow you to be well organized and not miss any information!

To go further...

Do you want to know more about the subject of mailbox management?

Here are some additional resources to help you explore this module further!

- General Tips for Gmail



[Watch the video](#)

- General tips for Outlook



[Watch the video](#)



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