

# Checking the Mail



## LESSON PLAN

	Time	Slide
Learning objectives <ul style="list-style-type: none"><li>• An understanding of what email is</li><li>• An understanding of the risks of email</li><li>• An understanding of spam and junk mail</li><li>• Knowledge of how to make decisions about email</li></ul>	— : —	0
1. What email is	2 : 00	1
Email is a method of sending correspondence (messages) over the Internet. Every email is sent to an email address.	— : —	
<b>DO regard all elements of an email as a work of fiction.</b>		
Notes: <hr/> <hr/> <hr/> <hr/> <hr/>		



	Time	Slide
2. Email risks	3 : 00	2
Emails are not to be trusted; they can bring malware and fraud. Many scams start with an email. Treat email with suspicion and avoid clicking links in email.	— : —	
<p><b>DO think before you click, and click rarely if ever.</b></p> <p><b>DO treat emails with suspicion. They are not to be trusted.</b></p> <p><b>DO take the time to think, overcome scammers trying pressure you into sharing information.</b></p>		
<p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
3. Spam and junk email	2 : 00	3
Spam is junk email that might end up in your email inbox. A lot of this email is filtered by your email provider and application. You can adjust the sensitivity of the filter. You can report spam to <a href="http://fightspam.gc.ca">http://fightspam.gc.ca</a>	— : —	
<p><b>DO be aware that junk email is being filtered out of your inbox.</b></p> <p><b>DO adjust and assist the filter where you can.</b></p>		
<p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		



	Time	Slide
4. Making decisions about email	3 : 00	4
If email is expected, and as expected, it is probably okay. If an email is unexpected, and strange it is probably not okay. There is never a reason you have to click and you can take your time to think before you decide to do anything.	— : —	
<b>DO relax, think clearly, and take your time with email.</b>		
Notes:  _____ _____ _____ _____ _____		

## Practice

### Discussion Questions:

- > How would you know if an email really is from the person you expected?
- > How many different email addresses do you have?
- > Do you use a different email for companies and personal friends?
- > Have you received a suspicious email and what made you think it was odd?
- > Have you received email from a person trying to scam something?
- > Do you call the company if you get an odd email?
- > Have you ever reported something suspicious to the police or the Canadian Anti-Fraud Centre?



## Glossary of Terms

<b>Application (app) or program</b>	A programmed set of instructions that runs on your computer or device such as a word processor or game
<b>Attachment</b>	A file that is sent along with an email.
<b>Canadian Anti-Fraud Centre (CAFC)</b>	The Canadian Anti-Fraud Centre (CAFC) is the central agency in Canada that collects information and criminal intelligence on fraud and identification theft. <a href="http://www.antifraudcentre-centreantifraude.ca">www.antifraudcentre-centreantifraude.ca</a>
<b>Domain name</b>	The name of a site or service online, such as outlook.com, canada.ca, gmail.com or serene-risc.ca
<b>Email address</b>	A unique name that messages can be sent to, such as info@serene-risc.ca.
<b>Internet service provider (ISP)</b>	A company that provides access to the Internet as a service to subscribers.
<b>Malware</b>	Software designed for malicious, or bad purposes.
<b>Scam</b>	A dishonest or deceptive scheme usually for criminal purposes.
<b>Server</b>	A computer that serves information or functions to other computers over a network.
<b>Spam</b>	Unsolicited and annoying email.
<b>Trojan</b>	A program concealed inside another program or file. When the file is opened the hidden program performs an unexpected and often malicious function.
<b>Virus scanner</b>	Security software that scans for viruses, this can run automatically on files that are opened or downloaded or be run manually on some or all files.