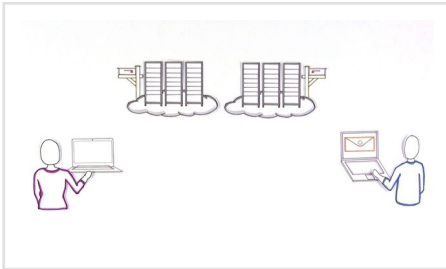


## Lesson Plan

This lesson plan is designed to help you teach using a Common Craft video. Use the information below to introduce the video and then follow the video with discussion questions and other resources.



[commoncraft.com/video/email-access](https://commoncraft.com/video/email-access)

ISTE Standard:

**Empowered Learning,  
Indicator 1d**

## Email Access

Explained by Common Craft

Email has evolved over the years. It used to live on our computers, but now it lives on servers and this evolution has changed how we think about email. This video is a basic introduction to how we access and manage email using servers.

### Learning Outcomes

- Explain how servers work to store and send email
- Describe how email was handled by servers in the past
- Identify two benefits to using a server to handle email

## Discussion Questions

### Q #1

How do you use email in your life?  
If you lost access to your email account, how would that affect you?

### Q #2

Would you prefer to have your email removed from a server once you check it? Explain.

## Knowledge Check Q&A

### Q

What is a server?

### A

Servers are computers that connect a user to everything she needs online, including email.

### Q

How has email storage nowadays changed from the past?

### A

In the past, email lived on a server until the user checked the email. Then the email moved to the user's computer and was deleted from the server. Nowadays email lives on both the server and the user's computer at the same time. If the user deletes or organizes email on her computer or device, the server makes the same changes.

## Q

What is webmail?

## A

Webmail is an email system that lets a user log in to her mailbox from any computer or device with an Internet connection.

## Resources for Learning More

### Whatsmyidaddress.com

“What is a mail server?”

<http://whatismyipaddress.com/mail-server>

### Popular Mechanics

David Grossman

“The server that’s been running since 1993” 1/2017

<http://www.popularmechanics.com/technology/a24965/server-running-since-1993/>

### Smithsonian Magazine

Jason Daley

“France says au revoir to after hours work email” 1/2017

<http://www.smithsonianmag.com/smart-news/france-says-au-revoir-after-hours-work-email-180961631/>

## T3

David Nield

“24 tips to help you get down to inbox zero” 3/2017

<http://www.t3.com/news/24-tips-to-help-you-get-down-to-inbox-zero>