

Advanced Email: Attachments and Hyperlinks

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M4.U1.3

WHAT THIS LESSON DOES

Learn how to send files by email without exceeding size limits, decide when to use share links instead, and add clear hyperlinks to messages. Practise attaching files and inserting friendly links, then keep a clear screenshot of a clean sent email for your portfolio.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M4.U1.3	Demonstrate an ability to use the many functions of email effectively such as sending attachments, searching, sorting and filing emails.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Send attachments within provider size limits
- Choose attach versus share-link for large files
- Insert a friendly-display hyperlink, send the email, and keep a clear screenshot of the Sent item for your portfolio

BEFORE THE BELL

- Write the size-limit point on the board (Gmail ~25 MB; Microsoft 365 often ~35 MB; prefer a link over ~20 MB or after a bounce)
- Have your own email account and cloud drive open on the classroom screen so you can demonstrate attaching, setting link permissions and inserting display text without signing in in front of the class
- Confirm school email logins work before class
- Optional: print matching worksheet if you want paper cards
- Open school email on the demo screen; have a small sample file and a cloud file ready to share
- Be ready to help with screenshot shortcuts on mixed devices

Advanced Email: Attachments and Hyperlinks

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
4 min	content	Attach or share link?
18 min	activity	Step-by-step task
3 min	content	Common issues
15 min	activity	Portfolio build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- NEW 15 Sep: Cc, Bcc and a printed proof of sending are now included, about 5 minutes. Students Cc themselves so the copy lands in the inbox, then print that copy and check both addresses show on the page before printing.
- Model attachment, link permissions, and friendly-display insertion on the classroom screen before independent work
- Default portfolio rule: screenshot the guided-practice Sent item if it already meets criteria; second send only for fixes
- Circulate during the walkthrough and portfolio block to check display text and `sm4_email_attachment_evidence.png`
- Use whole-class discussion during the reflection section

WHAT TO WATCH FOR

- Pasting raw URL instead of setting display text: demonstrate how to edit the link text
- Attaching oversized files: remove the attachment and replace with a share link
- Share link permission errors: set anyone-with-link view (or teacher email) before copying the link
- Mixed screenshot filenames: insist on `sm4_email_attachment_evidence.png`

DIFFERENTIATION

- Support: Provide extra demonstration on screen for share link permissions and screenshot shortcuts
- Extension (early finishers only): optional link-only second email saved as `sm4_email_link_only_evidence.png`
- Support: Allow the guided-practice message to stand as the evidence email