

Email Management: Searching, Sorting, Filing

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M4.U1.3

WHAT THIS LESSON DOES

Learn to search, filter and file emails by date, sender or subject. Create folders or labels to organise messages and decide when to archive rather than delete. Practise these skills with real school emails.

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

- Search, filter, and file email by date, sender, subject, or attachment
- Create folders or labels and use archive versus delete thoughtfully
- Organise at least three emails into two purpose-built folders or labels

BEFORE THE BELL

- Send three short practice emails to the class list, so that any student whose inbox is nearly empty still has real mail to search, move and file during the step-by-step task and the independent practice.
- Open Outlook on the web and Gmail side by side with a messy demo inbox.
- Confirm students can reach Project_Portfolio/09_specialism/sm4/ in cloud storage.
- Open Outlook and Gmail side by side on the classroom screen with a messy demo inbox ready. Send three short practice emails to the class list before the lesson (needed even if most inboxes look full).
- Always send three short practice emails to the class list before this lesson so empty inboxes can still complete three filing moves.
- Demo one screenshot save into Project_Portfolio/09_specialism/sm4/. Verify students can create sm4 if missing and save as .png.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
20 min	activity	Step-by-step task
5 min	content	Common issues
15 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model search, filter/sort and filing in both Outlook and Gmail before students start.
- Keep the Common Issues table visible during the student pass, not only afterwards.
- Demo one screenshot save into sm4 before Independent practice.
- Circulate to check purposeful folder or label names and the exact .png filename.

WHAT TO WATCH FOR

- Deleting messages instead of archiving: remind students to archive for future access.
- Creating Gmail labels without applying them: demonstrate applying labels immediately after creation.
- Using generic names like Folder1: suggest purpose-based names such as Work_Experience.
- Saving Screenshot1.jpg outside sm4: insist on sm4_email_filing_evidence.png inside 09_specialism/sm4/.

DIFFERENTIATION

- Support: offer printed step-by-step guides for creating folders and labels.
- Support: pair less confident students with peers for the practice activity.
- Extension: ask students to set up one automatic rule or a third real stream label.