

MANAGING EMAIL ACCOUNTS WITH FOXMAIL

CD-ROM Tutorial: Managing Email Accounts with Foxmail

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IT 601

Needs Assessment

Overview

Communication is always the most important factor of interpersonal relationship. Good communication can help succeed in a job or project. With the rapid development of technology, the methods of communication become various. Technology helps us communicate with others anytime and anywhere through instant messaging software, emails with a personal computer or mobile devices. Especially emails have been frequently used in instruction. For instructors, they send learning materials to students with attached files to all the students. For students, they can receive the instruction from their teachers and also send their questions and assignments to teachers. However, emails are not only used for instruction, they are also the communicating tools for making friends and other private usage. Therefore, many people have more than one email account to separate the working usage to the private usage. The free software Foxmail can help us manage our emails accounts without going to the email websites to check each of our emails.

Needs Analysis

In the past, many teachers are used to communicating with students and their colleagues in face-to-face way, for they meet students nearly every day in the school. Besides what they used frequently are cell phone text messages and some instant messaging software. Most of teachers have one email account for private usage. However, emails can send attached files and safely save in the email system space for a long time. Many teachers have got email accounts to communicate with others. A survey was carried out to analyze the needs of recent Chinese middle schools teachers' usage of emails in a middle school in Nanjing in 2012. The survey included 10 questions. Most of the questions are in one format, just selecting one result. The contents of questions contained two parts. One was about the communications tools, such as the frequent communication tools they used, their favorite communication tools, and the contents of the communication messages. The second part was about the emails, including how many emails accounts they had, the purpose of each email account, how often they checked their different email accounts, how they received and sent emails, what the advantages of the emails comparing to other communication tools. All the questions were posted in the Teachers' Training System of Nanjing. The system sent the announcement to each teacher to make sure every teacher in the school can take part in the survey. Teachers need to answer the questions in a limited period of time. A deadline was also provided.

Results

The survey was completed after one month. 215 teachers gave their responses to the questions. The data were analyzed by Microsoft Excel and SPSS. The result showed 94.5% teachers frequent communication tools was Tencent QQ, a kind of very popular instant messaging software in China. QQ was also their favorite communication tool, 87.4 teachers' result. The contents they communicating with others through technological tools were the instructions of assignments, learning materials for students (44.2%), some teaching materials for colleagues (34.6%) and useful and interesting information for friends and others(21.2%). 86.4% teachers had more than one email accounts. They often separated the working email account from the private account. 98.1% teachers checked their emails every day. 87.3% teachers checked their emails through the email providing website. For example, to check the QQ email, they needed to log in mail.qq.com. If they wanted to another account, they needed to log out for a different account even in the same email providing website. 93.6% teachers thought emails can

send messages with many formats including texts, images and other files. And the emails can be saved for a long time for them to check at any time with internet.

Problem Statement

Just as the result showed above, many teachers think emails have more advantages than other communication tools. Most of them have more than one email account. They have to check the email through logging in the website with internet connection. Foxmail can be introduced to them for managing email accounts without logging in different websites to receive and send emails. And Foxmail can save emails in users' own hardware just needing one time connection to internet. If users want to review important emails without connection to internet, they can find the emails through Foxmail. A tutorial of Foxmail is designed to help teachers manage different emails accounts.

Goals and Rationale

The tutorial of Foxmail is designed to teach teachers who have to use emails as their main communication tool. The tutorial of Foxmail will help teachers download and install the free software, add new accounts, receive and send emails and check the history emails. They will learn how to manage all their email accounts in the software. They can set a specific folder to save the emails from the internet for their later review. The tutorial is designed with text and image explanation and easily understood.

The tutorial is designed by step-to-step instruction. It can be store in CD-ROM or posted in the learning materials in Teachers' Training System or sent to teachers' email accounts as attached files. The tutorial can be used without connection to internet. Every function of Foxmail is divided to different models in the main page. Teachers can use their prior learning experience or knowledge to select what they don't know to learn. For example, they can skip the installation step because the installation of Foxmail is similar as other software. Besides, many kinds of learning format are provided for different learning styles of teachers. The text can help teachers understand the whole process of usage of Foxmail. Images and graphics learning materials can help those who have learning difficulties in reading comprehension. Evaluation and practice are also provided to enhance learners' mastery of Foxmail.

Learner Analysis

Teachers as learners have been proved their needs of managing email accounts. Others who benefit the advantages of email as a convenient communication tool also can learn from the tutorial. For email has become one of the most frequent communication tools with customers, colleagues, friends and others, many people have to set different purpose of usage for each email account. Such as Foxmail, this kind of software can help email users well manage emails, including receiving, sending, forwarding, deleting and saving emails.

The users of the tutorial must have the basic technological literacy. They can skillfully operate a computer. They have the prior experience of installing and using some computer software. Basically, they have already learnt how to gain an email account. It will not be taught in the tutorial. Besides, they have used an email account to communicate with others. Using Foxmail to realize the basic functions such as receiving, sending, forwarding, deleting and saving emails is similar as the operation in a website email system. The main aim of the tutorial is to help email users to manage email accounts. The emails' functions are generally introduced.

Context Analysis

The learning process will not be uninteresting. The learners will not be alone. Certainly it is encouraged to learn by learners themselves and they can help each other in their office or home, for the tutorial is easy to learn and Foxmail is similar as other software learners have

already learnt. The tutorial will be posted to the Teachers' Training System as a model of selective part of technological literacy. The system has the discussion board. Teachers can discuss the problems and share their learning experience in the discussion board. A face-to-face training lesson based on the tutorial is also provided by Teachers' Training School at one day every month in the next term. Teachers who want to learn must firstly enroll in advance in Teachers' Training System. The Teachers' Training School will send the exact training time to teachers who enrolled. In each elementary and middle school, the technology supporting department also can provide necessary help to teachers.

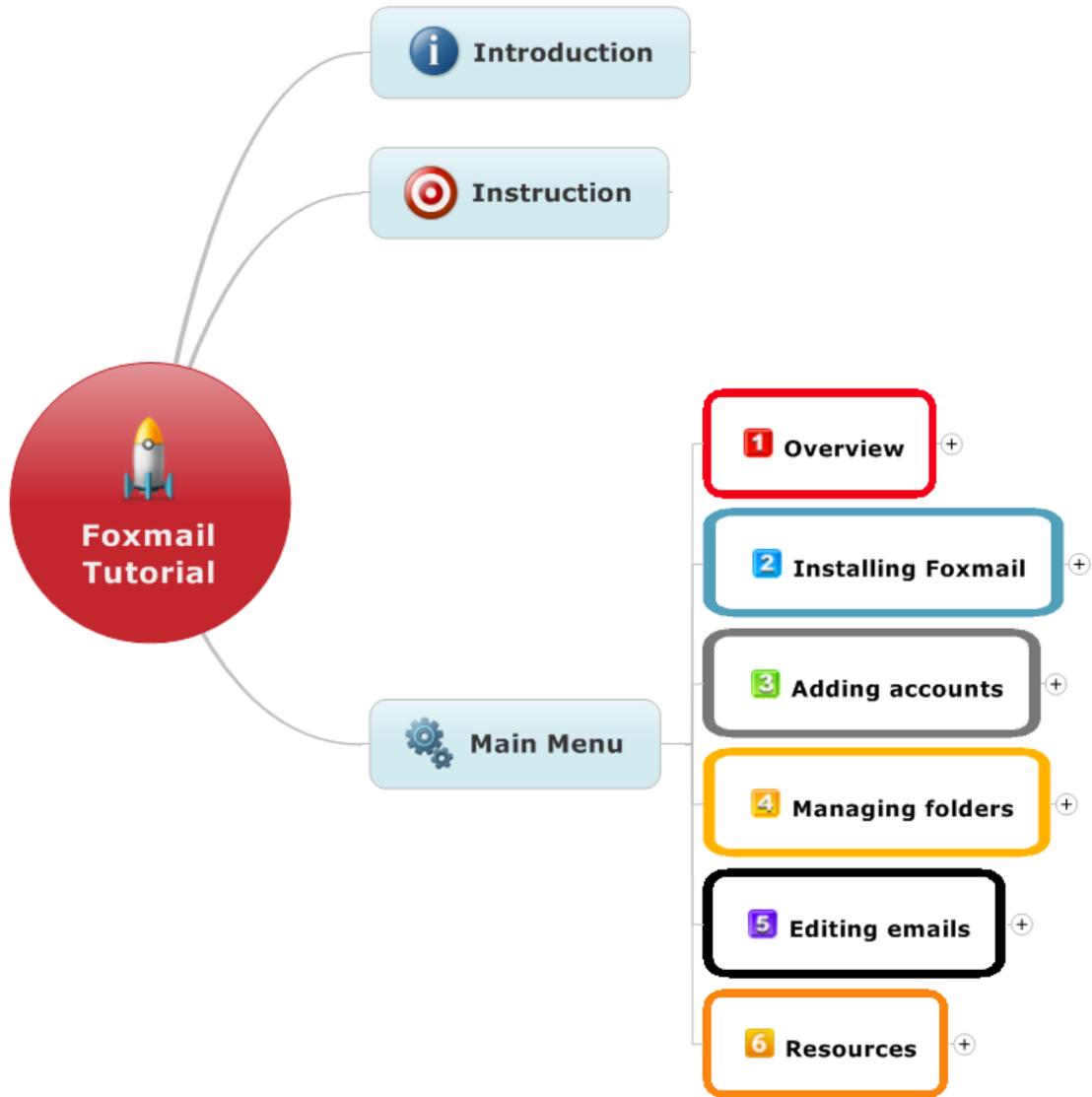
Performance Objectives

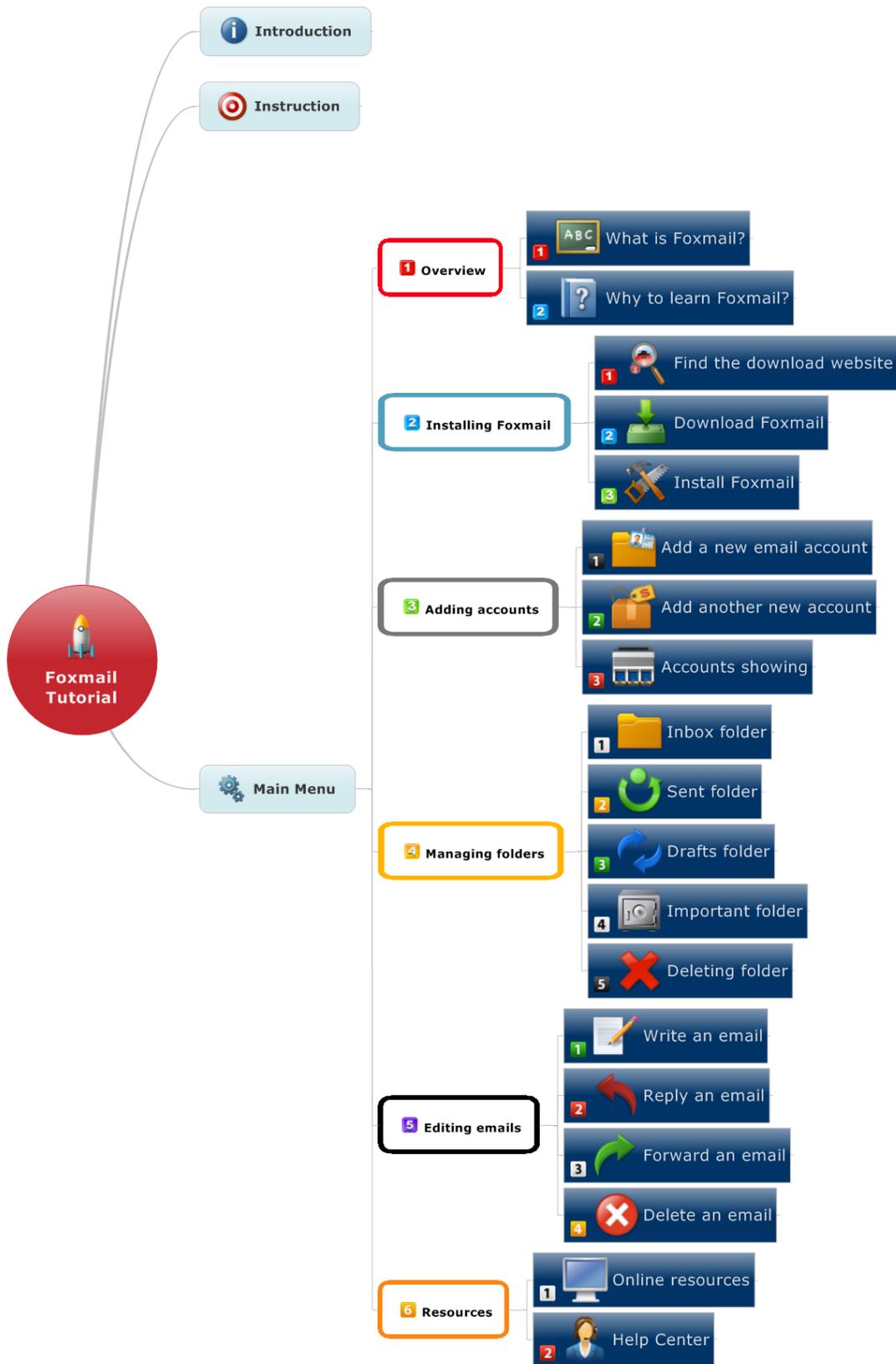
The tutorial is designed to help users manage email accounts. After completion of the learning, they can log in different email accounts just in the opening software, Foxmail. They can download all the emails from each email account with connection to internet and check each history emails without connection to internet. The main objectives are as follows:

1. Users will know Foxmail can be free downloaded and installed in their own computers. It can be used to manage multiple email accounts.
2. Users will know how to add one or more existing email accounts to Foxmail.
3. Users will know how to manage the folders for saving received, sent, and deleted emails.
4. Users will know how to edit emails in Foxmail, including writing and sending emails, replying, deleting and forwarding emails, adding attached files to an email and checking the history emails.

Concept Map

The concept maps of the tutorial contain the whole design, including the introduction page, the instruction page, the main menu page and six units page. The tutorial consists of six parts. All the parts have been shown in a concept map. Learners can well understand the content of each part and the relationship of the six parts. The concept maps can help learners skip the part which they have already learnt and mastered to save their learning time.





Formative Evaluation

A formative evaluation was set to timely know the degree of learners' learning. For the tutorial is step-to-step, it can be easily evaluated after each step. After learning one step, learners can follow the step to realize their own email accounts adding, managing and checking. If there is something difficult, they can stop and return to the last step to review what have learnt, find the mistakes and modified it. The learning process is based on the trail-and-error strategy. It needs learners to practice and get the feedback to check the errors and try again. Each objective as above can be evaluated in the formative evaluation.

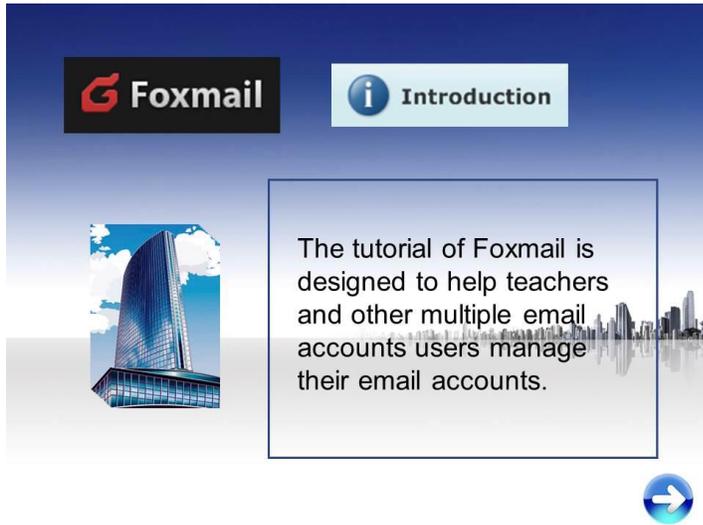
Summative Evaluation

The summative evaluation of the tutorial was carried out after the whole learning. Learners just need to complete the task according to the tutorial objectives. The final assignment is to add learners' own email accounts to Foxmail, send an email to another email account and receive the email, delete an email and find a history email. All the operations are in the Foxmail platform. The summative evaluation is based on practice. It needs the trainers to check every learner's operation on a computer.



This is the first page of the tutorial. Users can click “START” to begin the tutorial.

Title: Managing email accounts with Foxmail
Picture: Computer and global communication, Foxmail Logo
Text: by Li Zhao IT 601
Buttons: START



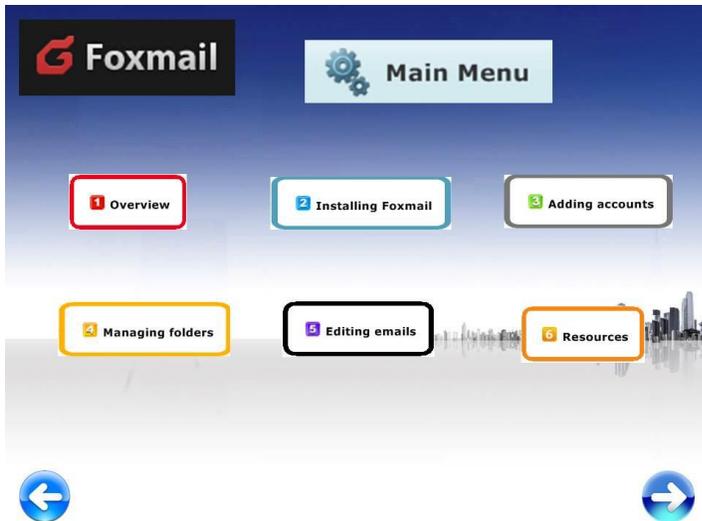
This is the introduction page of the tutorial. Users are informed with the objectives of the tutorial. They can click the “Next” button to go to next page.

Title: Introduction
Picture: Foxmail logo
Text: Introduction of the tutorial
Buttons: Next



This is the Instruction page of the tutorial. Users are introduced to the function of each button that is used through out the tutorial.

Title: Instruction
Graphic: the picture of each button
Text: Explanation of the button’s function.
Buttons: Previous, Next



This is Main Menu page of the tutorial. Users are introduced to the 6 units of the tutorial. They can click any one to start to learn the unit. They can click the previous and next button to the last page or the next page.

Title: Main Menu

Buttons: Unit1, Unit2, Unit3, Unit4, Unit5, Unit6 Button, Previous, Next



This is the first page of the Unit 1 Overview. Users are provided with the two lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 1 are also provided in the page. They can click the home button to go to the Main menu. Help button answers their questions.

Title: Overview

Buttons: Lesson 1, Lesson 2, Help, Previous, Next



This is the Lesson 1 – What is Foxmail in Unit 1. The text explanation of Foxmail is presented here.

Title: What is Foxmail?

Graphic: Foxmail logo
Buttons: Previous, Home, Help, Next



This is the Lesson 2- Why to learn Foxmail in Unit 1. Users are informed with what benefits Foxmail can bring to email users and why it is important to learn to use Foxmail.

Title: Why to learn Foxmail
Graphic: Foxmail logo



This is the quiz page of Unit 1. Users are asked if they are ready for the quiz. They can star the quiz by click the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 1 to learn Unit 1 again.

Buttons: Yes, No, Home



This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz
Buttons: Yes, No



This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the next Unit.

Title: Feedback

Graphic: Correct icon

Buttons: Home, Help, Next



This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 1 and learn Unit 1 again.

Title: Feedback

Graphic: Incorrect icon

Buttons: Home, Help, Next

The question in Unit 1 is only one. If the answer is correct, the next button will lead users to the Unit 2. If the answer is incorrect, users have to review Unit. After finishing the quiz, users will go to learn Unit 2.



This is the first page of the Unit 2 Installing Foxmail. Users are provided with the three lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 2 are also provided in the page. The previous button will lead users to the first page of Unit 1.

Title: Installing Foxmail
Buttons: Lesson 1, Lesson 2, Lesson 3, Previous, Home, Help, Next



This is the Lesson 1 – Find the download website in Unit 2. The text shows users the website.

Title: Find the download website
Text: website to find the download address
Buttons: Previous, Home, Help, Next



This page shows Lesson 2 of Unit 2-how to download Foxmail.

Title: Download Foxmail
Graphic: the window of download page
Buttons: Previous, Home, Help, Next



This page shows Lesson 3 of Unit 2-how to install Foxmail.

Title: Install Foxmail

Graphic: the window of installation page

Buttons: Previous, Home, Help, Next



This is the quiz page in Unit 2. Users are asked if they are ready for the quiz. They can star the quiz by click the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 2 to learn again.

Buttons: Yes, No,Home



This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz

Buttons: Yes, No



This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the assignment of Unit 2.

Title: Feedback

Graphic: Correct icon

Buttons: Home Help Next



This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 2 and learn Unit 2.

Title: Feedback

Graphic: Incorrect icon

Buttons: Home, Help, Next

The questions in Unit 2 have three. If the answer is correct, the next button will lead users to the assignment page of Unit 2. If the answer is incorrect, users have to review Unit 2. After finishing the quiz, users will go to the assignment page of Unit 2.

Foxmail 2 Installing Foxmail

Assignment:
Go to the website, download Foxmail and install it in your own computer following the steps in the tutorial.

Navigation buttons: Back, Home, Help, Next

This is the assignment page of Unit 2. Users should finish the exercise of the assignment to reinforce what they have learnt.
Click the next button to learn Unit 3.

Title: Installing Foxmail
Text: Assignment
Buttons: Previous, Home, Help, Next

Foxmail 3 Adding accounts

Unit 3 Objectives
In the unit, you will learn

- how to add a new account to Foxmail;
- how to add more accounts to Foxmail;
- how to check the account in Foxmail.

1 Add a new email account
2 Add another new account
3 Accounts showing

Navigation buttons: Back, Home, Help, Next

This is the first page of the Unit 3 Adding accounts. Users are provided with the three lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 3 are also provided in the page. The previous button will lead users to the first page of Unit 2.

Title: Adding accounts
Buttons: Lesson 1, Lesson 2, Lesson 3, Previous, Home, Help, Next

Foxmail 1 Add a new email account

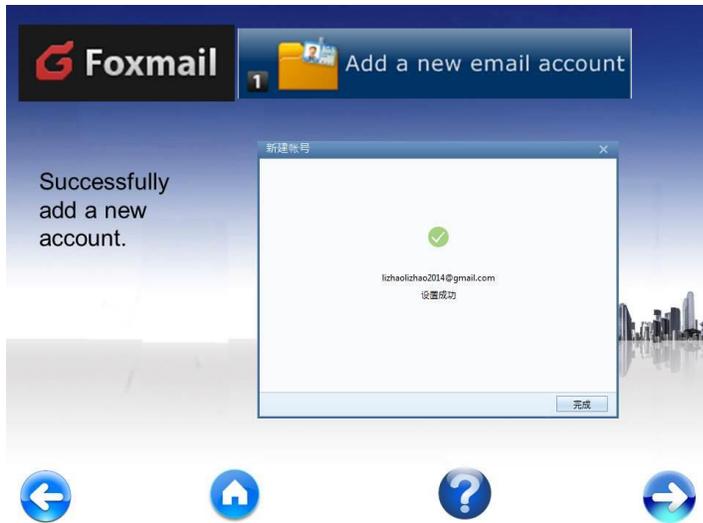
Go to the start menu, open the Foxmail and you will get the following window. Just type the email address and the password to add your email account.

新建帐号 (New Account) dialog box:
E-mail Address: lichao1chao2014@gmail.com
密码: [masked]
Buttons: Set, Create, Cancel, 手动设置, 创建, 取消

Navigation buttons: Back, Home, Help, Next

This is the Lesson 1 in Unit 3. Text and graphic are provided to help users to add a new email account.

Title: Add a new email account
Graphic: New account
Buttons: Previous, Home, Help, Next



This is the Lesson 1 in Unit 3. It is the second step to add a new email account.

Title: Add a new email account
Graphic: Successfully add
Buttons: Previous, Home, Help, Next



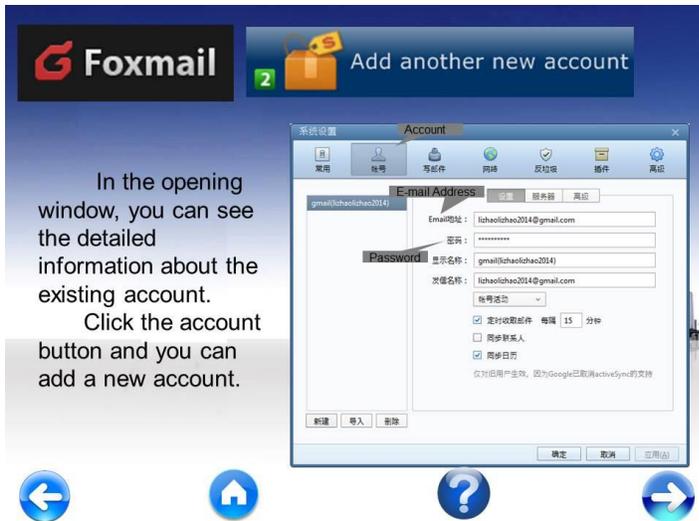
This is the Lesson 1 in Unit 3. It is the third step to add a new email account.

Title: Add a new email account
Graphic: Account showing
Buttons: Previous, Home, Help, Next



This is the Lesson 2 in Unit 3. Text and graphic are provided to help users to add another email account.

Title: Add another email account
Graphic: New account
Buttons: Previous, Home, Help, Next



Foxmail Add another new account

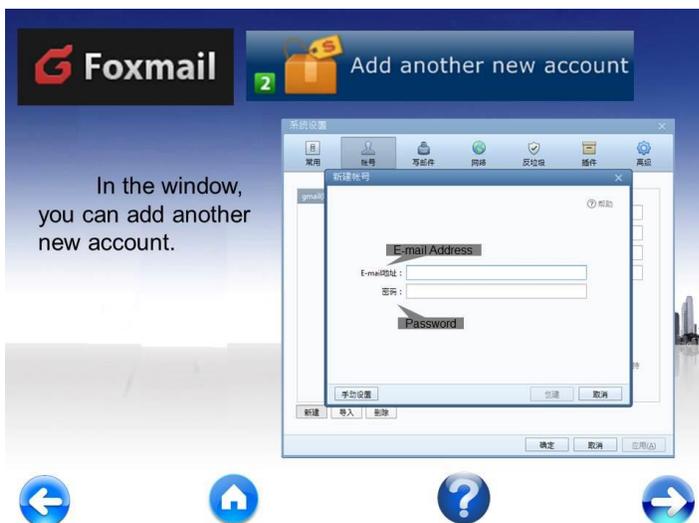
In the opening window, you can see the detailed information about the existing account. Click the account button and you can add a new account.

The screenshot shows the 'Account' dialog box with fields for 'E-mail Address', 'Password', and 'Display Name'. A callout box labeled 'E-mail Address' points to the address field, and another labeled 'Password' points to the password field. The dialog box also includes a 'Name Server' dropdown and checkboxes for 'Customize mail retrieval' and 'Synchronize address book'.

Navigation buttons: Previous, Home, Help, Next

This is the Lesson 2 in Unit 3. It is the second step to add another new email account.

Title: Add another new account
Buttons: Previous, Home, Help, Next



Foxmail Add another new account

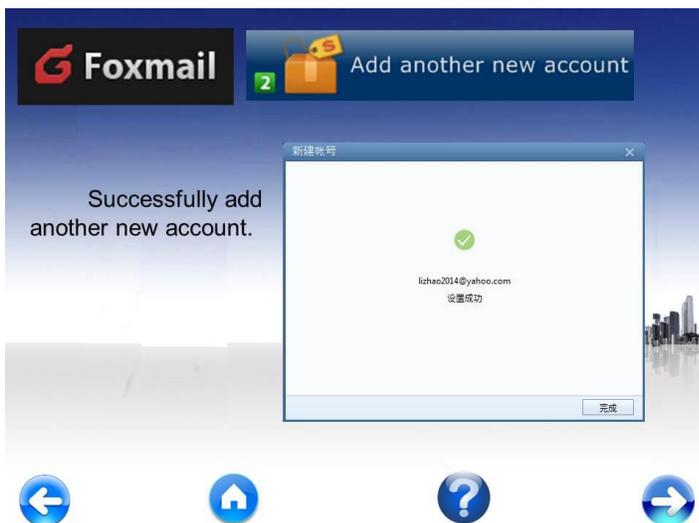
In the window, you can add another new account.

The screenshot shows the 'New Account' dialog box with fields for 'E-mail Address' and 'Password'. A callout box labeled 'E-mail Address' points to the address field, and another labeled 'Password' points to the password field. The dialog box also includes a 'Name Server' dropdown and a 'Learn Settings' button.

Navigation buttons: Previous, Home, Help, Next

This is the Lesson 2 in Unit 3. It is the third step to add another email account.

Title: Add another email account
Buttons: Previous, Home, Help, Next



Foxmail Add another new account

Successfully add another new account.

The screenshot shows the 'New Account' dialog box with a green checkmark and the text 'Successfully add another new account.' Below the checkmark, the email address 'lichao2014@yahoo.com' and the status '设置成功' (Settings successful) are displayed. A '完成' (Finish) button is at the bottom right.

Navigation buttons: Previous, Home, Help, Next

This is the Lesson 2 in Unit 3. It is the fourth step to add another email account.

Title: Add another email account
Graphic: Successfully add
Buttons: Previous, Home, Help, Next



This is the Lesson 3 in Unit 3. Text and graphic are provided to show email accounts.

Title: Accounts showing
Buttons: Previous, Home, Help, Next



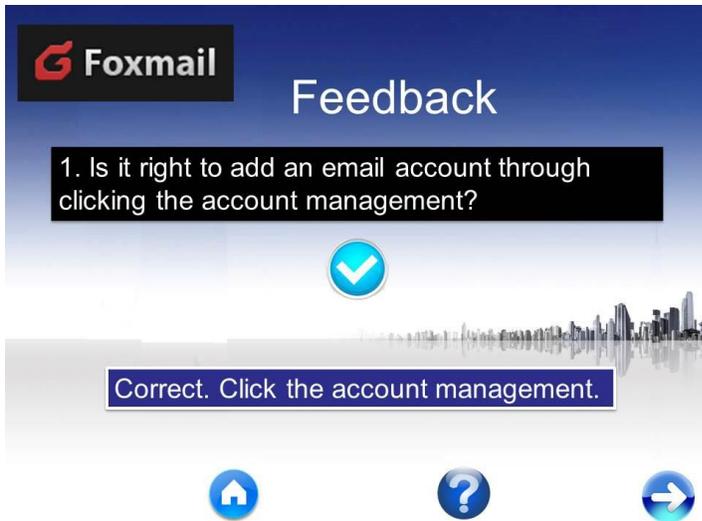
This is the quiz page in Unit 3. Users are asked if they are ready for the quiz. They can star the quiz by click the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 3 to learn again.

Buttons: Yes, No, Home



This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz
Buttons: Yes, No

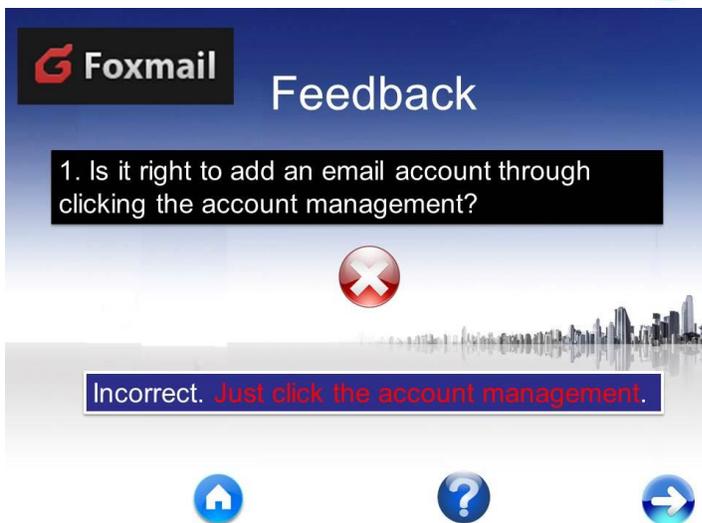


This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the assignment of Unit 3.

Title: Feedback

Graphic: Correct icon

Buttons: Home, Help, Next



This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 3 and learn Unit 3.

Title: Feedback

Graphic: Incorrect icon

Buttons: Home, Help, Next

The questions in Unit 3 have two. If the answer is correct, the next button will lead users to the assignment of Unit 3. If the answer is incorrect, users have to review Unit 3. After finishing the quiz, users will go to the assignment of Unit 3.

Foxmail **3 Adding accounts**

Assignment:
Open Foxmail in your computer, and add two email accounts to Foxmail. Just follow the above steps.

Navigation buttons: Previous, Home, Help, Next

This is the assignment page of Unit 3. Users should finish the exercise of the assignment to reinforce what they have learnt.

Click the next button to learn Unit 4.

Title: Adding accounts

Text: Assignment

Buttons: Previous, Home, Help, Next

Foxmail **4 Managing folders**

Unit 4 Objectives
In the unit, you will learn

- how to show the inbox folder, sent folder, drafts folder, important folder and deleting folder.

Folder icons: 1. Inbox folder, 2. Sent folder, 3. Drafts folder, 4. Important folder, 5. Deleting folder

Navigation buttons: Previous, Home, Help, Next

This is the first page of the Unit 4 Managing folder.

Users are provided with the five lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 4 are also provided in the page. The previous button will lead users to the first page of Unit 3.

Title: Managing folders

Buttons: Lesson 1, Lesson 2, Lesson 3, Lesson 4, Lesson 5, Previous, Home, Help, Next

Foxmail **4 Managing folders**

In the main window, inbox folder, sent folder, draft folder, important folder and deleting folder can be seen on the left menu. Just click the folders, you can check the emails.

Navigation buttons: Previous, Home, Help, Next

This page shows the folders in Foxmail.

Title: Managing folders

Buttons: Previous, Home, Help, Next

Foxmail **4 Managing folders**

You can move an email to another folder easily. This function can help save the deleted email.

Navigation buttons: Back, Home, Help, Forward

This page shows how to move emails to another folder in Foxmail.

Title: Managing folders
Buttons: Previous, Home, Help, Next

Foxmail **4 Managing folders**

You can select a folder for email being moved to.

Select folder for moving to.....

Navigation buttons: Back, Home, Help, Forward

This page shows how to move to a selected folder in Foxmail.

Title: Managing folders
Buttons: Previous, Home, Help, Next

Foxmail **4 Managing folders**

It is the quiz time, are you ready?

Navigation buttons: Back, Home, Help, Forward

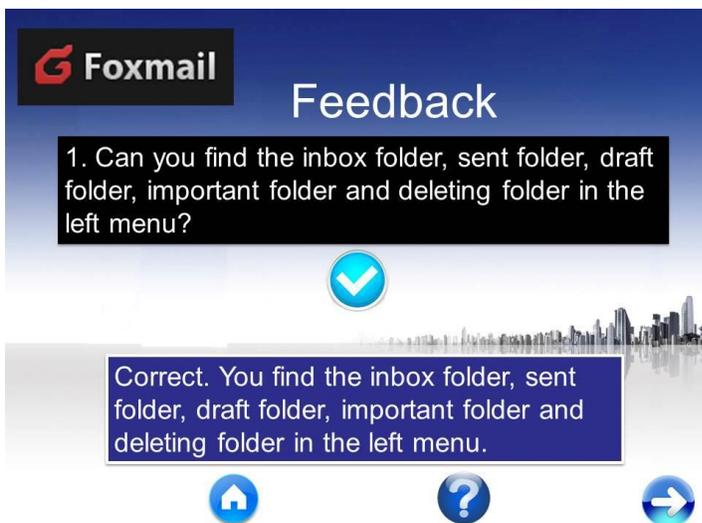
This is the quiz page in Unit 4. Users are asked if they are ready for the quiz. They can star the quiz by click the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 4 to learn again.

Buttons: Yes, No, Home



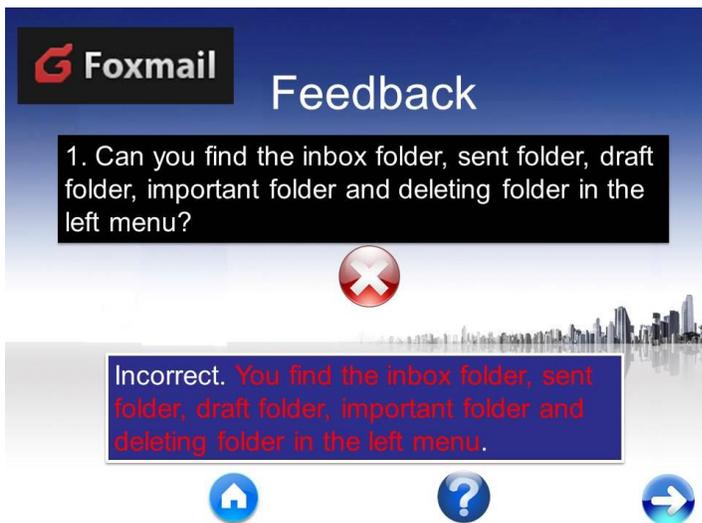
This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz
Buttons: Yes, No



This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the assignment of Unit 4.

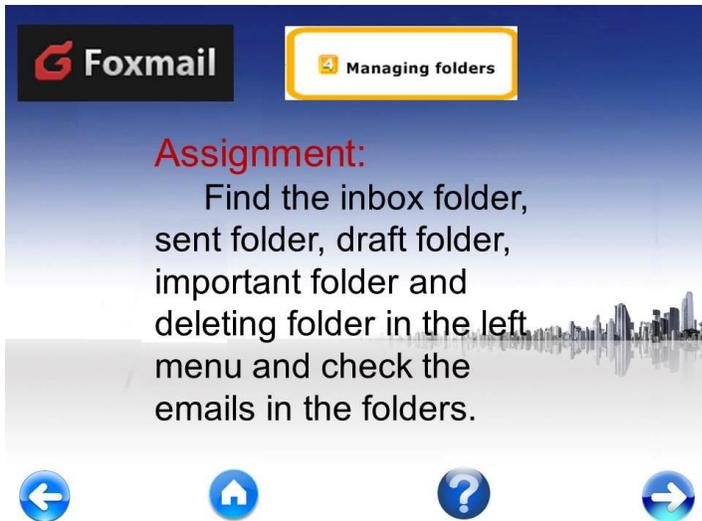
Title: Feedback
Graphic: Correct icon
Buttons: Home Help Next



This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 4 and learn Unit 4.

Title: Feedback
Graphic: Incorrect icon
Buttons: Home, Help, Next

The questions in Unit 4 have two. If the answer is correct, the next button will lead users to the assignment of Unit 4. If the answer is incorrect, users have to review Unit 4. After finishing the quiz, users will go to the assignment of Unit 4.



Foxmail **4 Managing folders**

Assignment:
Find the inbox folder, sent folder, draft folder, important folder and deleting folder in the left menu and check the emails in the folders.

Navigation buttons: Previous, Home, Help, Next

This is the assignment page of Unit 4. Users should finish the exercise of the assignment to reinforce what they have learnt.
Click the next button to learn Unit 5.

Title: Managing folders
Text: Assignment
Buttons: Previous, Home, Help, Next



Foxmail **5 Editing emails**

Unit 5 Objectives
In the unit, you will learn

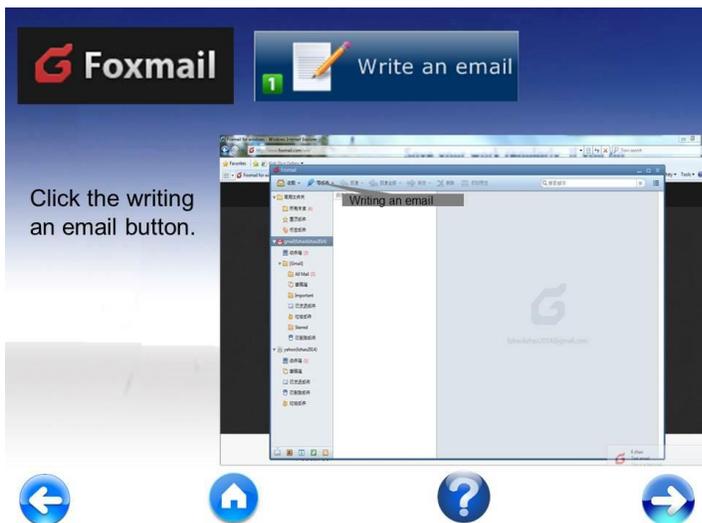
- how to write, reply, forward, and delete an email in Foxmail.

1 Write an email 2 Reply an email
3 Forward an email 4 Delete an email

Navigation buttons: Previous, Home, Help, Next

This is the first page of the Unit 5 Editing emails. Users are provided with the four lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 5 are also provided in the page. The previous button will lead users to the first page of Unit 4.

Title: Editing email
Buttons: Lesson 1, Lesson 2, Lesson 3, Lesson 4, Previous, Home, Help, Next



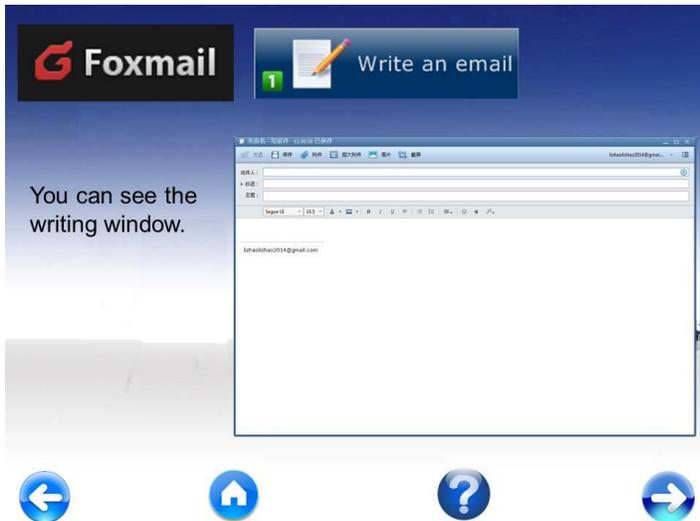
Foxmail **1 Write an email**

Click the writing an email button.

Navigation buttons: Previous, Home, Help, Next

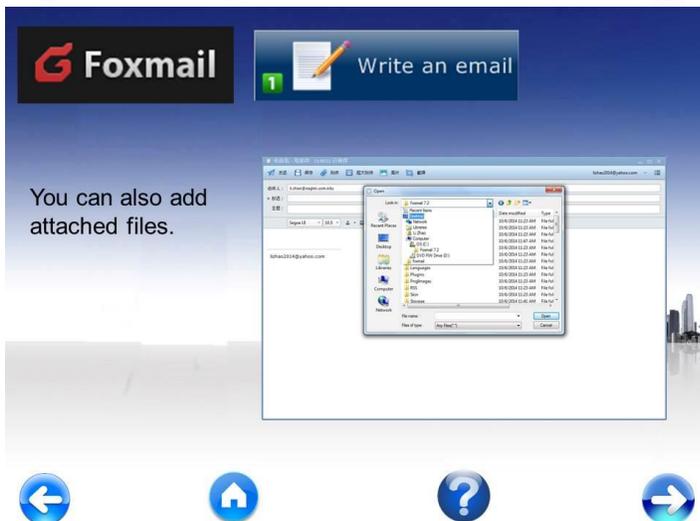
This is the Lesson 1 in Unit 5. Text and graphic are provided to help users to write an email.

Title: Write an email
Buttons: Previous, Home, Help, Next



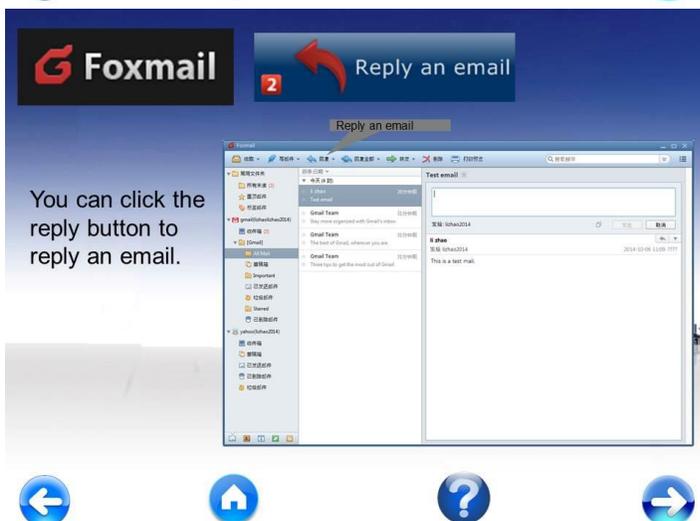
This is the Lesson 1 in Unit 5. The graphic shows the window for writing an email.

Title: Write an email
Buttons: Previous, Home, Help, Next



This is the Lesson 1 in Unit 5. Text and graphic are provided to help users to add attached files when writing an email.

Title: Write an email
Buttons: Previous, Home, Help, Next

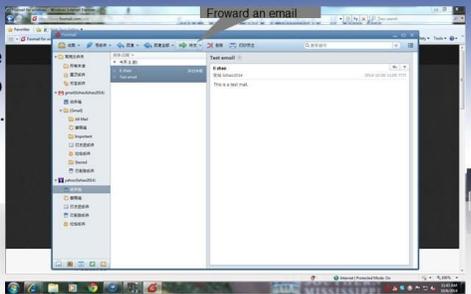


This is the Lesson 2 in Unit 5. Text and graphic are provided to help users to reply an email.

Title: Reply an email
Buttons: Previous, Home, Help, Next

Foxmail **3** Forward an email

You can click the forward button to forward an email.



← ↑ ? →

This is the Lesson 3 in Unit 5. Text and graphic are provided to help users to forward an email.

Title: Forward an email
Buttons: Previous, Home, Help, Next

Foxmail **4** Delete an email

You can click the delete button or the delete selection in the menu to delete an email.



← ↑ ? →

This is the Lesson 4 in Unit 5. Text and graphic are provided to help users to delete an email.

Title: Delete an email
Buttons: Previous, Home, Help, Next

Foxmail **4** Delete an email

You can click the delete button or the delete selection in the menu to delete an email.



← ↑ ? →

This is the Lesson 4 in Unit 5. Text and graphic are provided to help users to find different paths to delete an email.

Title: Delete an email
Buttons: Previous, Home, Help, Next



This is the quiz page in Unit 5. Users are asked if they are ready for the quiz. They can star the quiz by click the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 5 to learn again.

Buttons: Yes, No, Home



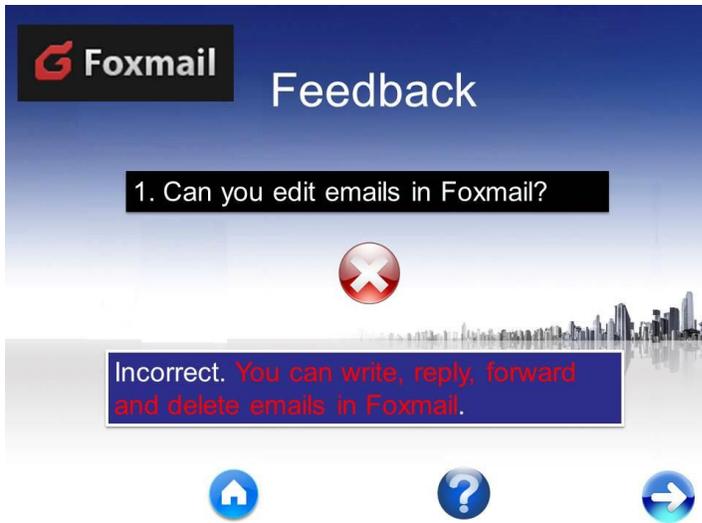
This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz
Buttons: Yes, No



This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the assignment of Unit 5.

Title: Feedback
Graphic: Correct icon
Buttons: Home, Help, Next



This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 5 and learn Unit 5.

Title: Feedback

Graphic: Incorrect icon

Buttons: Home, Help, Next

The question in Unit 5 is only one. If the answer is correct, the next button will lead users to the assignment of Unit 5. If the answer is incorrect, users have to review Unit 5. After finishing the quiz, users will go to assignment of Unit 5.



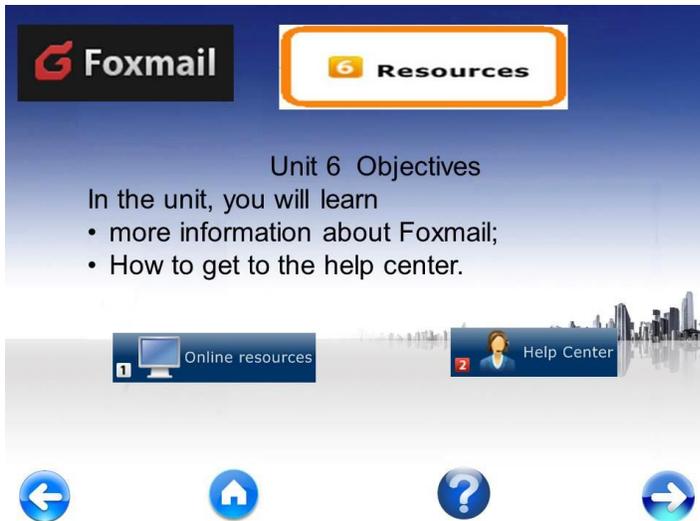
This is the assignment page of Unit 5. Users should finish the exercise of the assignment to reinforce what they have learnt.

Click the next button to learn Unit 6.

Title: Managing folders

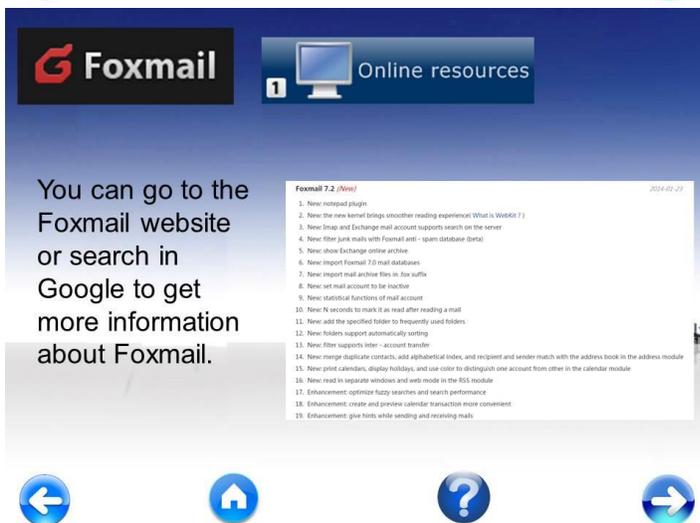
Text: Assignment

Buttons: Previous, Home, Help, Next



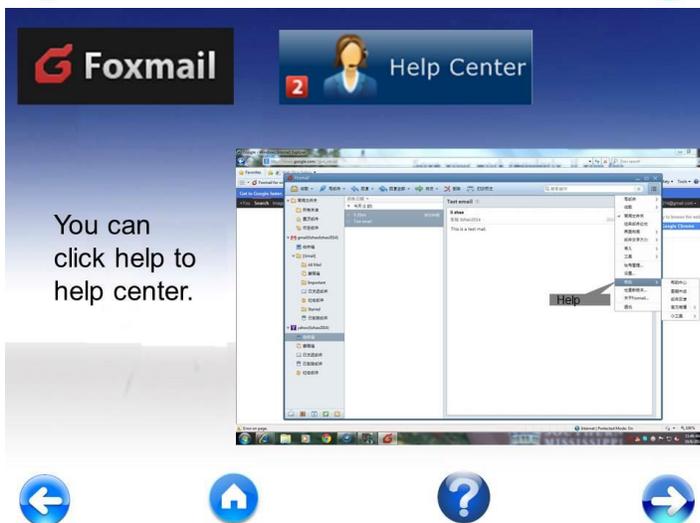
This is the first page of the Unit 6 Resources. Users are provided with the two lesson buttons, through which they can explore any lesson in the unit. The objectives of unit 6 are also provided in the page. The previous button will lead users to the first page of Unit 5.

Title: Adding accounts
Buttons: Lesson 1, Lesson 2, Previous, Home, Help, Next



This is the Lesson 1 in Unit 6. Text and graphic are provided to help users to find online resources of Foxmail.

Title: Online resources
Buttons: Previous, Home, Help, Next



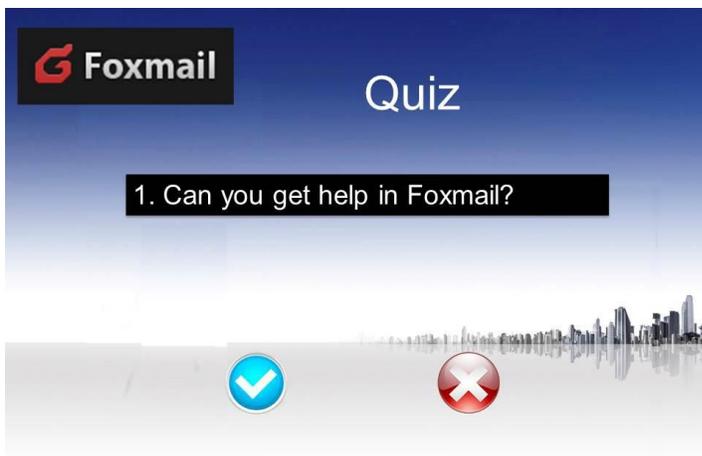
This is the Lesson 2 in Unit 6. Text and graphic are provided to help users to find help center of Foxmail.

Title: Help center
Buttons: Previous, Home, Help, Next



This is the quiz page in Unit 6. Users are asked if they are ready for the quiz. They can start the quiz by clicking the Yes button. If they are not ready, they can click the No button and be guided back to the first page of the Unit 6 to learn again.

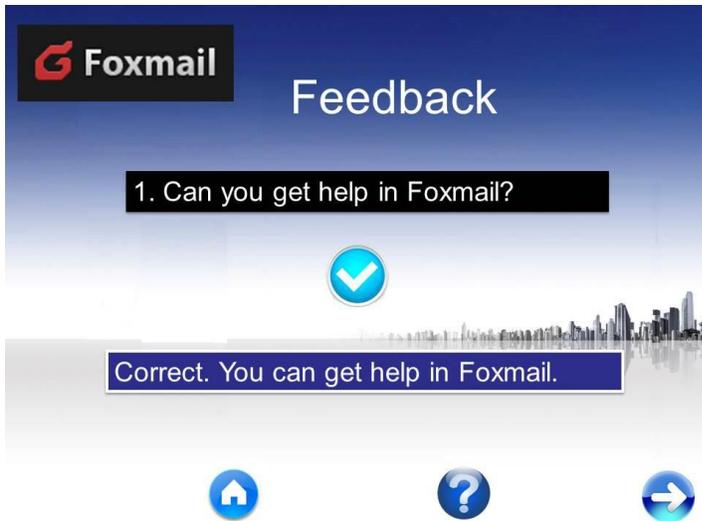
Buttons: Yes, No, Home



This is the first question page. This page consists of a True/False question. After users submit their answers, they will be provided with immediate feedback.

Title: Quiz

Buttons: Yes, No

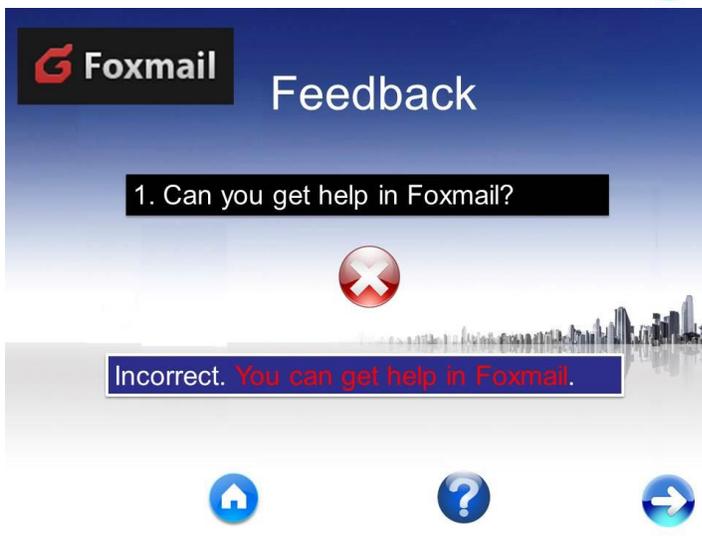


This page is the feedback to question 1. If users' response to the previous question is correct, this page will appear. Users can click the next button to the final assignment.

Title: Feedback

Graphic: Correct icon

Buttons: Home, Help, Next



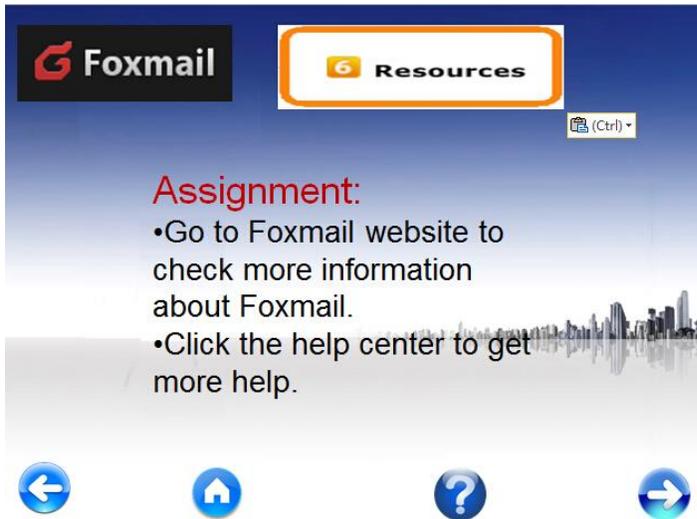
This page is the feedback to question 1. If users' response to the previous question is incorrect, this page will appear. The correct answer is provided to reinforce users understanding. Users click the next button to go to the first page of Unit 6 and learn Unit 6.

Title: Feedback

Graphic: Incorrect icon

Buttons: Home, Help, Next

The question in Unit 6 is only one. If the answer is correct, the next button will lead users to the assignment of Unit 6. If the answer is incorrect, users have to review Unit 6. After finishing the quiz, users will go to assignment of Unit 6.



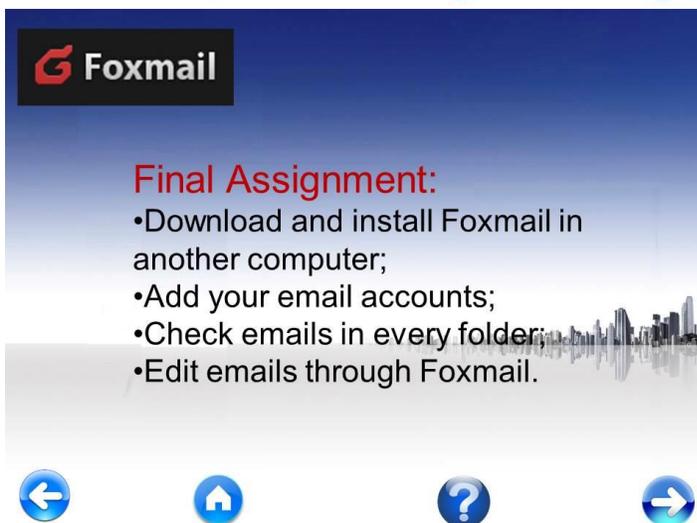
This is the assignment page of Unit 6. Users should finish the exercise of the assignment to reinforce what they have learnt.

Click the next button to the final assignment.

Title: Resources

Text: Assignment

Buttons: Previous, Home, Help, Next



This is the final assignment page of the tutorial. Users should finish the exercise of the assignment to reinforce what they have learnt.

Click the next button to the final page of the tutorial.

Text: Final Assignment

Buttons: Previous, Home, Help, Next



This is the final page of the tutorial.

Click the exit button to finish learning the tutorial.

Buttons: Exit