

## Introduction to Email - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Introduction to Email - Ashby Hub - Tuesday Afternoon - Tailored Learning	02/06/2026	23/06/2026	Ashby Community Hub	0.00

### Course Description

#### Introduction to Email – Tailored Learning

#### Content & Overview

This 4-week beginner-friendly course is perfect for anyone who is completely new to using email and wants to learn the essentials with confidence. In a relaxed and supportive setting, you'll learn how to send and receive email messages, manage your inbox and use email for everyday tasks. No previous experience is needed — we start right from the basics and guide you step by step.

#### Course Details

On this beginner friendly course, you will learn how to:

- Create and set up your own email account
- Send and receive emails  
Replying to emails
- Use email for everyday tasks such as staying in touch with family and friends

This course is designed for absolute beginners, with plenty of guided practice and support every step of the way.

#### Suitable for

Beginners to using a computer

#### Entry requirements

No previous IT qualifications, 19+

#### Delivery Method

Face to face

Further digital courses such as:

further digital courses such as:

- Intro to using a computer mouse
- Intro to using the internet
- Intro to using a computer keyboard
- Digital Skills for Beginners
- Moving on in Digital Skills

**DISCLAIMER:**

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full address. Applying for a course does not mean you are automatically enrolled. You must be 19+ on 31 August 2025 and a UK resident.

Our dedicated team will be happy to help – just call us on 01724 297146 or contact using this link:-

<https://northlincsadulteducation.co.uk/contact>