

Using Gmail

Warm up: Who has used email? What program did you use? What were your experiences and challenges? What do you want to learn about email?

Objectives:

- Create a Gmail account
- Use Gmail
- Create Gmail contacts
- Work with attachments

Time: 3 hours

Learning Tasks	Activities	Time	Resources
<p>Create a Gmail account:</p> <ul style="list-style-type: none"> • Discuss email use • Identify parts of an email address • Discuss password strength • Sign up for Gmail 	<p>Warm up and introductions</p> <p>Discuss various email programs and the experiences people have had using email.</p>	15 min	Computer lab, projector & screen
	<p>Present:</p> <p>Demonstrate opening web browser, going to the Google home page and clicking on Gmail. Show where to click on CREATE AN ACCOUNT.</p> <p>Discuss signing up for an internet based email, including:</p> <ul style="list-style-type: none"> • Parts of an email address (<u>yourname@yourserver.com</u>) • Password strength • Providing personal information • Storing information in case of a lost password 	20 min	Using Gmail workbook p.1-2
	<p>Practice:</p> <p>Have learners sign up for a Gmail account (this may take a while). Be sure to have them write down their email address and password.</p>	30 min	
	<p>Explore Gmail together, including the parts of a message. Point out that different email programs use different language for the same thing (e.g. new, compose, mail, create mail).</p>	15 min	

<p>Use Gmail:</p> <ul style="list-style-type: none"> • Send an email • Open an email • Reply to an email • Forward an email <p>Create Gmail contacts:</p> <ul style="list-style-type: none"> • Discuss contacts. • Add contacts. • Create a contact list. <p>Work with attachments:</p> <ul style="list-style-type: none"> • Open an attachment. 	<p>Have learners click on COMPOSE and send an email you.</p> <p>Break: During the break write an email to the class, include yourself.</p> <p>Present: Demonstrate opening the email you sent. Point out the parts of a received message (subject line, date, sender and message). Demonstrate how to reply to and forward a message.</p> <p>Practice: Have learners reply to your message, then forward it to a classmate. If you have time, have learners play with sending and replying to messages within the class. Then have them close their Gmail accounts.</p> <p>Present: Demonstrate opening your Gmail account. Discuss contacts. Demonstrate how to add a new contact. Reply to one of the messages from the class, showing how contacts are added each time you reply or forward a message.</p> <p>Demonstrate how to create a contact group by creating a group for the class. Send a message to the group.</p> <p>Practice: Have learners open their Gmail accounts, manually add a new contact and add a contact by replying to a message.</p> <p>Have learners create a class contact group with the names they have in their contacts and send a message to the group.</p> <p>Present:</p>	<p>15 min</p> <p>10 min</p> <p>15 min</p> <p>10 min</p> <p>15 min</p>	<p>Using Gmail workbook p.3</p> <p>Using Gmail workbook p.4-5</p>
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<ul style="list-style-type: none"> • View an attachment. • Download an attachment. • Save an attachment. • Send an attachment. 	<p>Demonstrate opening an email with an attachment. Discuss and demonstrate how to view and download attachments.</p> <p>Demonstrate how to attach a file to an email message. Send the message to your class list.</p>	10 min	Using Gmail workbook p.6-7
	<p>Practice:</p> <p>Have learners open the message you sent and view, then download and save the attachment.</p> <p>Have learners compose a new message, attach a file, and send it to you or a classmate. Then have learners send another message with a different type of file. Be sure to include a picture as one of the file types.</p>	15 min	
	<p>Review:</p> <p>Review web etiquette with the group and answer any final questions.</p> <p>Be sure to discuss the importance of signing out of Gmail accounts. Demonstrate and have learners sign out of their Gmail accounts.</p>	10 min	Using Gmail workbook p.8
<p>Evaluation: Learners will create a Gmail account; send, receive, reply and forward a message; create a new contact and a contact list; and open, save and send an attachment.</p>			
<p>Notes: Before the class, set up a Gmail account for yourself if you don't already have one. Be sure to have a couple of files, including photos, available for you and the learners to attach and send. Have an email address and contact information learners can add as a new contact available.</p>			