

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Digital Competences	
Topic 2 Title: Google E-mail - Gmail	
Lesson Plan 10 – Gmail navigation	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to change theme in Gmail and how to use 'Support' button
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1
Main Tasks	<p>1. Task 1: Introduction to Gmail theme</p> <p>1.1 Start the lesson with a video https://www.youtube.com/watch?v=dYPC6UqHTs&ab_channel=TixeSchooling (3 mins)</p> <p>2. Task 2: Sign in to Gmail account</p> <p>2.1 Adult trainers should explain to students how to log in their Gmail account (20 mins)</p> <p>2.2 All students should sign in their Gmail account (15 mins)</p> <p>3. Task 3: Gmail theme</p>

	<p>3.1 Adult trainers should explain to students the main Gmail functionalities (20 mins)</p> <p>3.2 All students should change the Gmail theme based on their own preferences (15 mins)</p> <p>3.3 All students should change the text background, vignette and blur of the theme (10 mins)</p> <p>4. Task 3: Support button</p> <p>4.1 All students should use the 'Support button' to search the following statements <u>(see handout 1)</u> (15 mins)</p> <p>5. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Support button

#01

Sign out of Gmail

#02

Change password

#03

How to delete an email

#04

How to recover deleted
emails