

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

<b>Module Name: Digital Competences</b>	
<b>Topic 2 Title: Google E-mail - Gmail</b>	
<b>Lesson Plan 10 – Gmail navigation</b>	
<b>Duration: 60 minutes</b>	
<b>Aim</b>	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
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	<ul style="list-style-type: none"> <li>• Handout 1</li> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction to Gmail theme</b></p> <p>1.1 Start the lesson with a video  <a href="https://www.youtube.com/watch?v=dyPC6UqHTs&amp;ab_channel=TixeSchooling">https://www.youtube.com/watch?v=dyPC6UqHTs&amp;ab_channel=TixeSchooling</a> <b>(3 mins)</b></p> <p><b>2. Task 2: Sign in to Gmail account</b></p> <p>2.1 Adult trainers should explain to students how to log in their Gmail account <b>(20 mins)</b></p> <p>2.2 All students should sign in their Gmail account <b>(15 mins)</b></p> <p><b>3. Task 3: Gmail theme</b></p>

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