

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 9 – How to create an e-mail account	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to create a Gmail account
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 account</p> <p>1.1 Start the lesson with a video https://www.youtube.com/watch?v=NXOCa9kzQsk&t=11s&ab_channel=Tech%26Design (6 mins)</p> <p>2. Task 2: Create a Gmail account</p> <p>2.1 All students should create a Gmail account (30 mins) 2.2 Explain basic tips for the Gmail account (15 mins) (<u>see Handout 1</u>)</p> <p>3. Task 3: Wrap-up (10 mins)</p>

HANDOUT 1: Create a Gmail account

GMAIL ACCOUNT TIPS

01

FIRST AND LAST NAME

Add your first and last name

02

USERNAME

Add a username using letters, numbers & periods.
Use a memorable and professional username that consists your first and last name for example maria_andreou@gmail.com

03

PASSWORD

Add a password using 8 or more letters characters with a mix of letters, numbers & symbols.
Create a strong password and unique to keep your account safe for example cHr8ysTa!LLa76%!



- cHr8ysTa!LLa76%!
- ChRYST8\$aLLa90&*



- Chrystalla123
- 123456789