# Digital Literacy:  Email Set-Up (Part 1)
# Lesson Plan

**Objectives**

*At the end of the lesson, students will be able to:*

(1) Open an internet browser

(2) Set up an email account

(3) Send an email

**Duration:  30 minutes**

**Preparation/Materials Needed:**  Copies of Student Guide - Email Set-Up (Part 1)

| Flow | Time | Presenter | Content/ Key Points to Cover | Teaching Approaches/ Student Guide |
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| 1 | 2 min. | Tutor | **Welcome/Review Objectives/Introductions** <br><br> Objectives on white board or flipchart <br> *At the end of the lesson, you will be able to:* <br> (1) Open an internet browser <br> (2) Set up an email account <br> (3) Send an email | 1. **Say:**  Welcome to the Email Set-Up class – Part 1. <br> 2. **Do:**  Review the objectives (written on white board or flipchart).  Have students introduce themselves. |
| 2 | 2 min. | | **Overview** <br><br> Having an email account and knowing how to send emails will help you to communicate with your family and friends, follow up on jobs, communicate with teachers, etc. | 1. **Say:**  We will be spending time today learning about how to set up an email account so that you can email a classmate or your tutor. <br> 2. **Ask:**  Why is having an email account <u>and</u> knowing how to send an email important to you? <br> 3. **Say:**  We are going to follow a series of steps to help you set up an email account and send emails. |
| 3 | 3 min | | **Step 1:  Opening an internet browser** <br><br> 1. Open up the internet browser Google Chrome | 1. **Say:**  Let's start by opening up the internet browser Google Chrome.  (If needed, explain what a "browser" is:  a computer application to view websites). <br> <u>Note</u>:  For class purposes, we will use Chrome.  Let students know that there are other browsers, e.g., Explorer, Firefox and Safari. |

| | | | | 2. **Do:** Ask a student to read Step 1. Point out the Google browser icon (multi-color circle) at the bottom of their screen and on their Student Guide. Have students complete the step. |
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| 4 | 10 min | | **Steps 2-10: Setting up an internet account (See Student Guide for screen captures matching each step)**<br><br>2. In the top right corner click "Gmail" (or in the address bar type in https://mail.google.com/ and hit enter).<br><br>3. If another account is logged in click "sign in with a different account" at the bottom of the page. (If not move to step 4).<br><br>4. Click "add account" and then click "create account", both at the bottom of the page.<br><br>5. Enter your first and last name.<br><br>6. Create a username that you will remember. It is easiest to use your first and last name or an abbreviation of the two.<br><br>7. Create a password that you can easily remember. Write it down in a safe place where no one else will see or find it.<br><br>8. Enter in all remaining information (birthday, gender, phone number, location, etc.). Click "Next Step".<br><br>9. Read the Privacy and Terms. Scroll down and click "I Agree".<br><br>10. Once you have successfully created an account, click "continue to Gmail" | 1. **Say:** Now we'll learn how to set up an internet account.<br>2. **Do:** Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference. Each step includes a picture of what they will see when they complete the steps. Assist, as needed, with navigation or input of information.<br>3. **Do:** Confirm that students understand the vocabulary in each step. |
| 5 | 10 min. | | **Steps 11-16: Sending an email (See Student Guide for screen captures matching each step)**<br><br>11. Get an email address from your teacher, friend, or a staff member.<br><br>12. Click the "Compose" button on the left side. A box will pop-up on the right. | 1. **Say:** Now we'll learn how to send an email. You can send an email to me, a friend or a staff member. |

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| | | | 13. In the "To" box, fill in your teacher's (or friend's) email address.<br><br>14. Type in a topic where it says "subject" like "Hello, nice to meet you" or "Computer Assignment".<br><br>15. Click anywhere in the main body and type your message.<br><br>16. Once completed, click "Send" in the bottom left corner. | 2. **Do:** Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference. Remind them that each step includes a picture of what they will see when they complete the steps. Assist, as needed.<br>3. **Do:** Confirm that students understand the vocabulary in each step. |
| 6 | 3 min. | | **Summary and next steps for students**<br><br>Did the tutor receive your email message?<br><br>Yes ☐     No ☐ | 1. **Ask:** Did the tutor (or friend or staff member) receive your email?<br><br>2. **Say:** How will you apply what you have learned today?  In our next workshop, we'll learn how to open and read emails from others. |

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