

Digital Literacy: Email Set-Up (Part 2)

Lesson Plan

Objectives

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

- (1) Sign into email
- (2) Read an email message
- (3) Reply to an email message

Duration: 30 minutes

Pre-Work: Students will need to ask their tutor or another student to send them an email

Preparation/Materials Needed: Copies of Student Guide - Email Set-Up (Part 2)

Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide
1	2 min.	Tutor	<p>Welcome Back/Review Objectives /Introductions</p> <p><u>Objectives on white board or flipchart</u> <i>At the end of the lesson, students will be able to:</i> (1) Sign into email (2) Read an email message (3) Reply to an email message</p>	<ol style="list-style-type: none"> 1. Say: Welcome to the Email Set-Up class – Part 2. 2. Do: Review the objectives (written on a white board or flipchart). Have students introduce themselves, if it is a group that hasn't worked together already. 3. Say: We will be spending time in this lesson learning about how to reply to an email that you have received from your tutor or another student.
2	10 min.		<p>Steps 1-7: Review-Opening An Internet Browser and Signing into Email</p> <ol style="list-style-type: none"> 1. Open up the internet browser Google Chrome 2. In the top right corner click "Gmail" (or in the address bar type in https://mail.google.com/ and hit enter). 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). 4. Click "add account" 5. Enter in your username and password and click "next". 	<ol style="list-style-type: none"> 1. Say: Please open up the internet browser Google Chrome and sign into your email. This is a review of what you learned in the last lesson. Follow steps 1-6 in your Student Guide. Each step includes a picture of what you will see when you complete the steps. Once you are signed in, you'll see your inbox displayed with any messages that have been sent to you. 2. Do: Walk around and assist students if they have any difficulties.

		<p>6. Enter your password and click “sign in”.</p> <p>7. Once you are signed in, your inbox will be displayed along with any messages that have been sent to you.</p>	
3	3 min.	<p>Steps 8-9: Reading Your Email Messages</p> <p>8. You will notice unread messages are in bold. Click on the message that was sent by your tutor or friend.</p> <p>9. Click the message that was sent to you and read.</p>	<p>1. Say: Now we’ll learn how to read an email message that has been sent to you. Unread messages are in bold. Find the email that was sent to you by your tutor or friend.</p> <p>2. Do: Ask someone to read step 9.</p> <p>3. Do: Confirm that students have clicked on the message that was sent to them and have read it.</p>
4	10 min.	<p>Steps 10-11: Replying to an Email</p> <p>10. Now you are going to make a reply. In the top of your email you will notice an arrow pointing to the left. Put your cursor on the arrow and you will notice that it says reply. Click this button.</p> <p>11. You will now be able to type your reply message. Once complete, click “send” at the bottom of the page.</p>	<p>1. Say: Now you’ll reply to the message.</p> <p>2. Do: Ask students to take turns reading steps 10 and 11. After each step, ask students to complete the step.</p> <p>3. Do: Confirm that students have successfully typed their reply and have sent the message.</p>
5	2 min.	<p>Confirming that Your Email Was Received</p> <p>Did the tutor/friend receive your reply email message?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>1. Ask: Did the tutor (or friend) receive your email?</p>
6	3 min.	<p>Summary and next steps for students</p>	<p>1. Say: How will you apply what you have learned today?</p>