

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 1 – Introduction to E-mail	
Duration: 90 minutes	
Aim	This lesson plan is an introduction session to e-mail. At the end of this session students will understand what e-mail is, how e-mail works and how to create an e-mail account using Gmail e-mail provider.
Target Group	Adults (seniors)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Projector ● White board
Tools/ Materials	<ul style="list-style-type: none"> ● Handout 1 ● Handout 2 ● Handout 3 ● Handout 4 ● Handout 5
Main Tasks	<p>1. Task 1: Introduction to the training programme</p> <p>1.1. Welcome participants</p> <p>1.2 Ask participants to fill in an evaluation form with their expectations from the training course using https://www.mentimeter.com/ (15 mins)</p> <p>2. Task 2: Introduction to e-mail</p>

	<p>2.1 Start this task with a video for the learners to understand what Gmail is https://www.youtube.com/watch?v=VEYC1VnnEaY&ab_channel=SimplyCoding (5 mins)</p> <p>2.2 Discussion questions for the video (15 mins)</p> <ul style="list-style-type: none">● What e-mail is?● How e-mail works● What is an e-mail address?● What is an e-mail structure? <p>2.3 Adult trainers should provide to students (see handout 1) a glossary about the basic terms of e-mail (5 mins)</p> <p>2.4 Adult trainers should provide to students (see handout 2) about the e-mail structure (5 mins)</p> <p>3. Task 3: E-mail structure</p> <p>3.1 Adult trainers should provide some examples of emails to the students. Learners should identify what is an email, user ID/username and domain name (15 mins) (see Handout 3)</p> <p>3.2 Adult trainers should provide the answers to the whole class (10 mins) (see handout 4)</p> <p>4. Task 4: Create an e-mail account</p> <p>4.1 Adult trainers should explain to students how to create an e-mail account using the Gmail provider. They should follow this link to create an e-mail account and fill in the required fields (30 mins)</p> <p>4.2 Adult trainers should give some extra tips how to create an e-mail account (see handout 5) (25 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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HANDOUT 1: Introduction to e-mail

1. E-mail:

Electronic mail, called in short e-mail, is a service, which allows us to send digital messages over the Internet. It is possible to send messages to everyone, and respectively receive messages by anyone as long as we have their e-mail address.

2. E-mail address:

Each e-mail user has an e-mail address. This address is used as a unique name for his/her e-mail account, which will be necessary in order to send and receive messages. An e-mail address has three parts: a custom username at the beginning followed by a @ sign and at the end a domain name. It may also include numbers, capital and small letters. For example name@gmail.com



3. Google e-mail (Gmail):

Gmail is a web based e-mail account provider owned by Google. It is one of the most popular free e-mail providers nowadays, something that can be attributed to its simplicity and its modern and user-friendly interface.

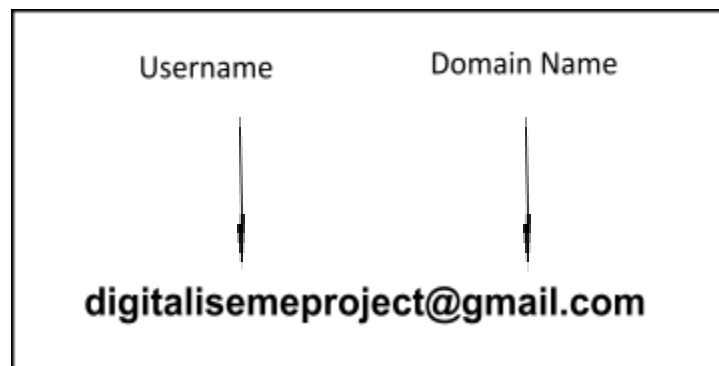
4. User ID / Username:

Username is a unique identification (two accounts cannot have the same username) of a person on a particular server.

5. Domain name / Host name:

Domain is the location at which the email is sent. This refers to the mail server (which is the computer) where the recipient has a mailbox. For example, @gmail.com, @yahoo.com, @outlook.com

HANDOUT 2: Introduction to e-mail



HANDOUT 3: Introduction to e-mail

digitalisemeproject@gmail.com

- **Email:**
- **User ID:**
- **Domain Name:**

- **Email:**
- **User ID:**
- **Domain Name:**

chrystalla_thrasy@gmail.com

maria.81.andreou@gmail.com

- **Email:**
- **User ID:**
- **Domain Name:**

- **Email:**
- **User ID:**
- **Domain Name:**

chrystalla@emphasyscentre.com

andreas_pana_90@hotmail.com

- **Email:**
- **User ID:**
- **Domain Name:**



HANDOUT 4: Introduction to e-mail

digitalisemeproject@gmail.com

- **Email:**
digitalisemeproject@gmail.com
- **User ID:** fine2workproject
- **Domain Name:** gmail.com

- **Email:**
Chrystalla_thrasy@gmail.com
- **User ID:** Chrystalla_thrasy
- **Domain Name:** gmail.com

chrystalla_thrasy@gmail.com

maria.81.andreou@gmail.com

- **Email:**
maria.81.andreou@gmail.com
- **User ID:** maria.81.andreou
- **Domain Name:** gmail.com

- **Email:**
chrystalla@emphasyscentre.com
- **User ID:** chrystalla
- **Domain Name:**
emphasyscentre.com

chrystalla@emphasyscentre.com

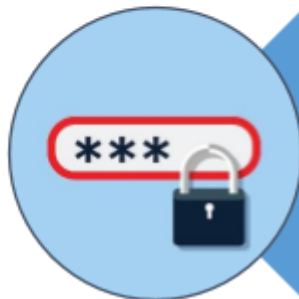
andreas_pana_90@hotmail.com

- **Email:**
andreas_pana_90@hotmail.com
- **User ID:** andreas_pana_90
- **Domain Name:** Hotmail.com

HANDOUT 5: Create an e-mail account – Tips



1. Create a memorable username



1. Create strong passwords

1. Create a memorable username:
 - For example use chrystalla-thrasyvoulou@gmail.com
2. Create strong passwords:
 - Keep the password long
 - Use a combination of upper- and lowercase
 - Use a combination of letters and numbers e.g. 2HotPeetzas or ItzAGurl
 - Don't use your name, surname, date of birth, common name, phone number
 - Don't use any common name

