

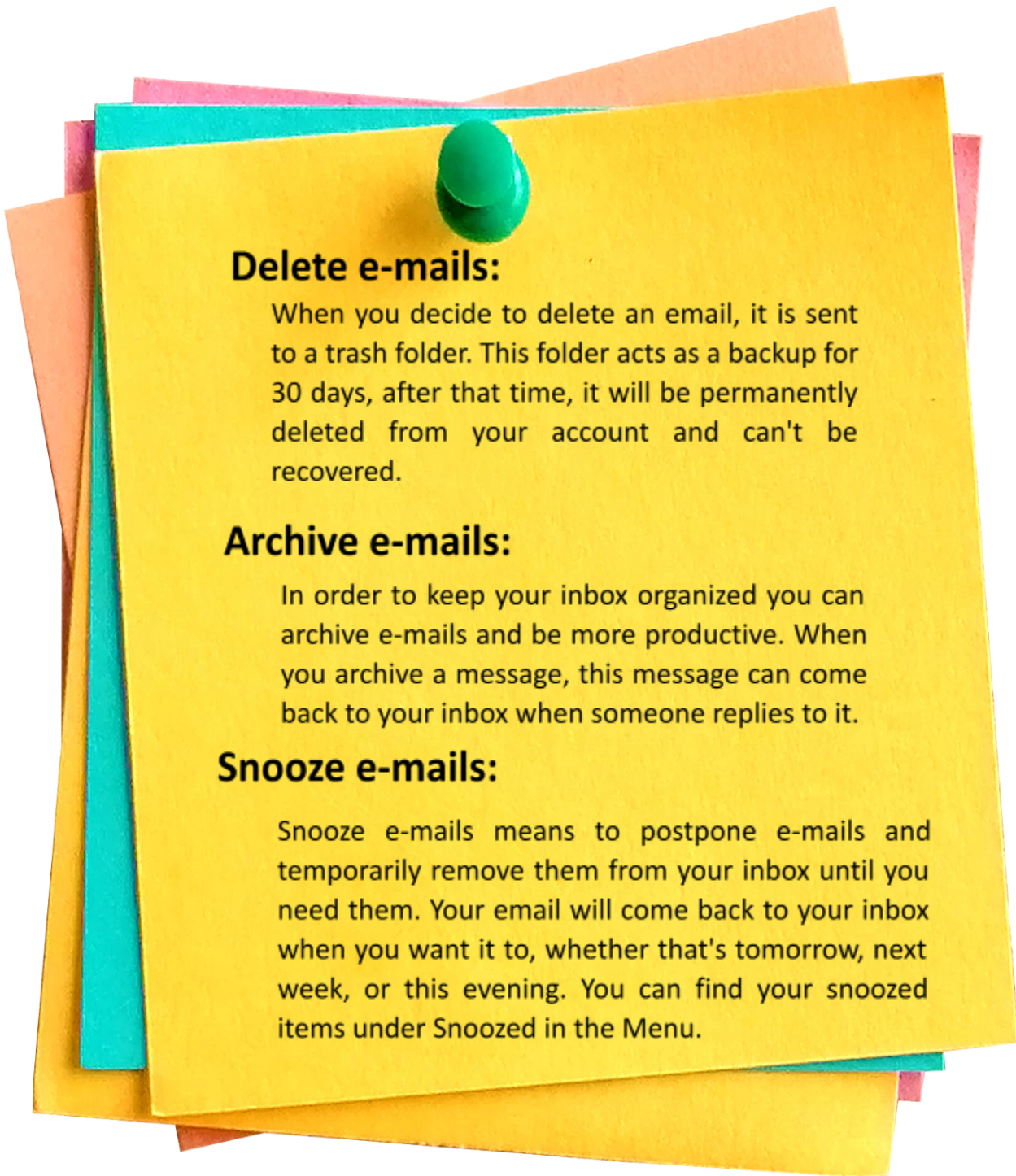
LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 5 – Delete, archive and snooze e-mails	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to delete, archive and snooze e-mails
Target Group	Adults (seniors)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• Handout 1
Main Tasks	1. Task 1: Difference between delete, archive and snooze e-mails 1.1 Adult trainers should explain to students the difference between delete, archive and snooze e-mails (see Handout 1) (15 mins) 2. Task 2: Delete e-mails 1.1 Adult trainers should explain to students how to delete e-mails (15 mins) 1.3 All students should delete the first e-mail from their inbox (15 mins)

	3. Task 3: Archive e-mails 3.1 Adult trainers should explain to students how to archive e-mails (15 mins) 3.2 All students should archive the second e-mail from their inbox (15 mins) 4. Task 4: Snooze e-mails 4.1 Adult trainers should explain to students how to snooze e-mails (15 mins) 4.2 All students should snooze the third e-mail from their inbox <i>until tomorrow</i> (15 mins) 5. Task 5: Wrap-up (10 mins)
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HANDOUT 1: Difference between delete and archive e-mails





Delete e-mails:

When you decide to delete an email, it is sent to a trash folder. This folder acts as a backup for 30 days, after that time, it will be permanently deleted from your account and can't be recovered.

Archive e-mails:

In order to keep your inbox organized you can archive e-mails and be more productive. When you archive a message, this message can come back to your inbox when someone replies to it.

Snooze e-mails:

Snooze e-mails means to postpone e-mails and temporarily remove them from your inbox until you need them. Your email will come back to your inbox when you want it to, whether that's tomorrow, next week, or this evening. You can find your snoozed items under Snoozed in the Menu.