

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 7 – Other Gmail features	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to use other Gmail features.
Target Group	Adults (seniors)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• Handout 1
Main Tasks	1. Task 1: Other Gmail features 1.1 Adult trainers should explain to students how to use the official Gmail support page https://support.google.com/accounts/?hl=en#topic=3382296 (20 mins) 2. Task 2: Help button 2.1 Adult trainers should explain to students what the 'Help button' is (20 mins) 2.2 All students should use the 'Help button' to search the following statements (see handout 1) (15 mins)

	3. Task 3: Wrap-up (10 mins)
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HANDOUT 1: Create labels

#1

**How to delete
an e-mail?**

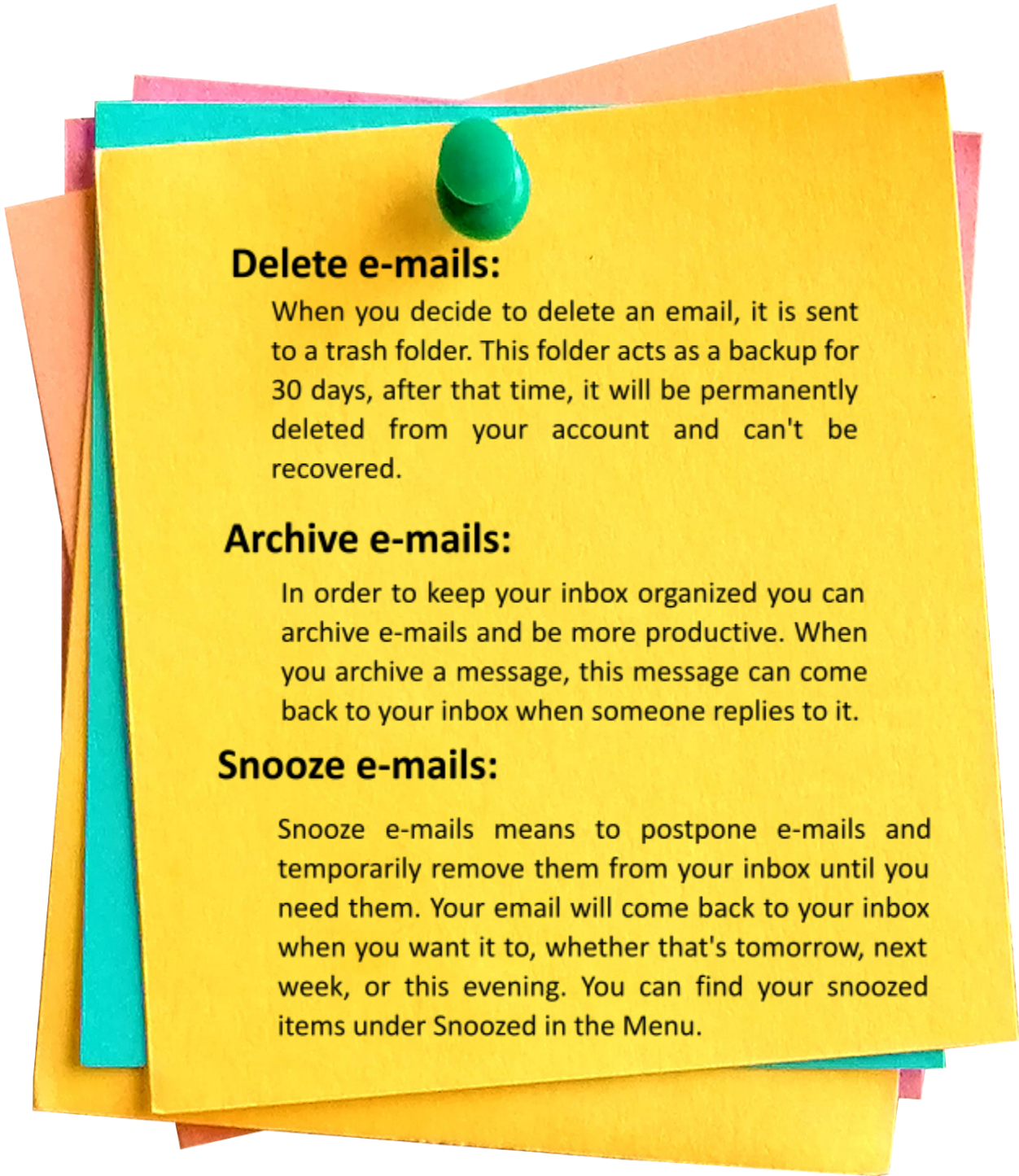
#2

**How to recover
deleted e-mails?**

#3

**Sign out of
Gmail**





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.