



# DIGITAL LITERACY CLASS #2

Topic: Email

This course content is meant to be used as a guide. It contains the main topics to be covered, key points to make about each topic, and some additional learning resources like videos and handouts. Please use this to guide their session, but do not rely on it to replace 1x1 interaction that is responsive to client goals and needs.



# Today's Goals

1

Learn how to navigate to gmail.com.

2

Create an email account.

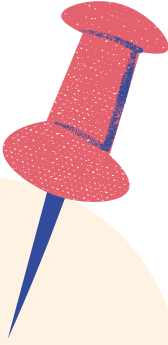
3

Practice logging into an email account.

4

Learn how to navigate and use the email inbox.

# Email



- Discuss what email is and what it is used for. Use Digital Learn handout (pages 2-7).
- Explain that there are different email providers but we will be using Gmail, a product of Google, because it is easy to use and understand.
- Help participants navigate to Gmail.com and create a new email account (if they don't already have one). If needed, refer to Digital Learn handout for step-by-step instructions (pages 8-20).
- Guide participant to practice logging in and out of Gmail account a couple of times.
- Discuss some of the main functions and navigation within the inbox (DL Handout pages 23-29).

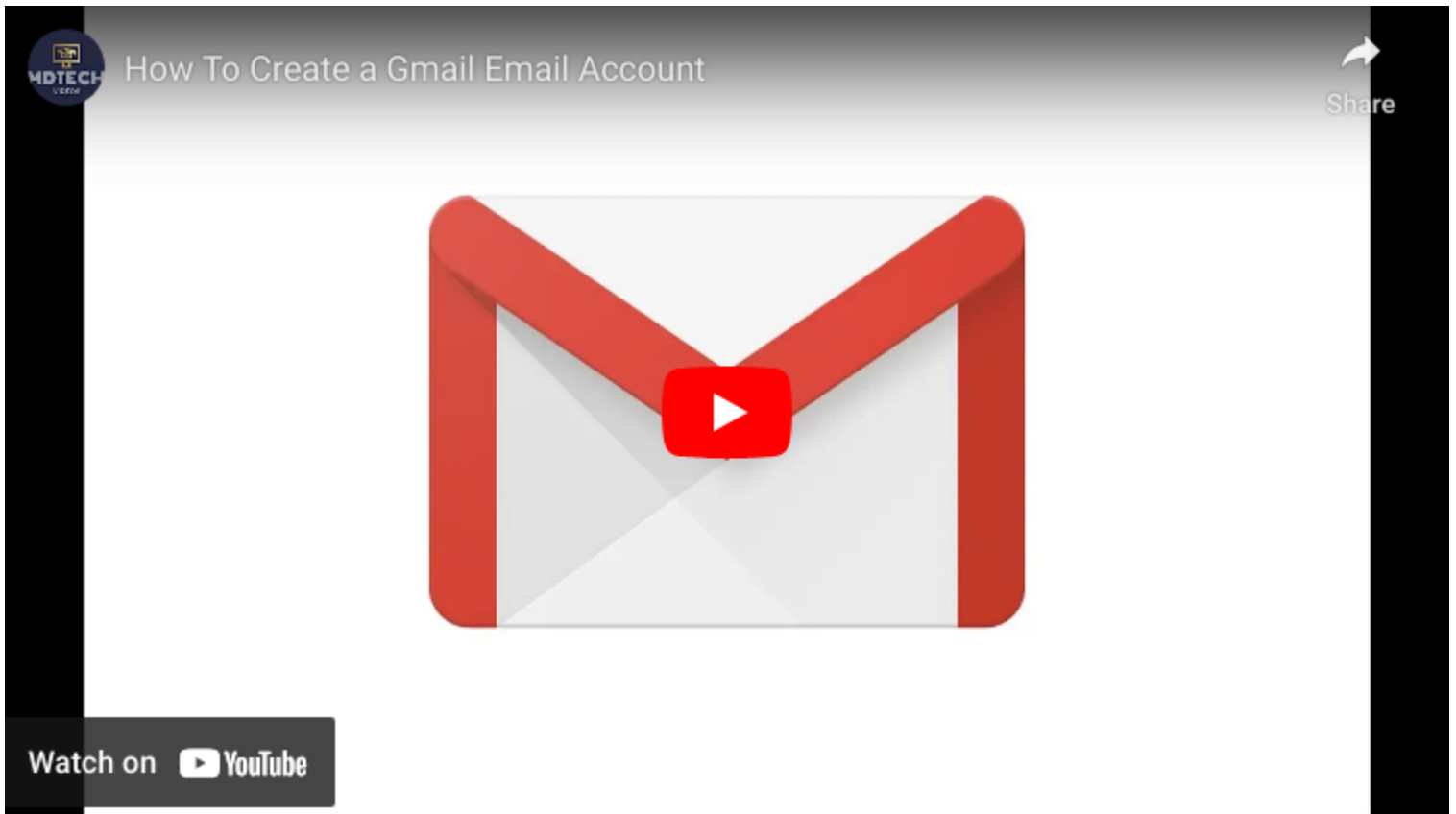
- Insert: DIGITAL LEARN EMAIL SHEET



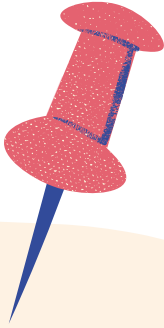
**Computer  
Password:  
IRC23**

# Making a Gmail Account

This video walks through how to get to Gmail from the search bar, as well as how to set up a Google account.

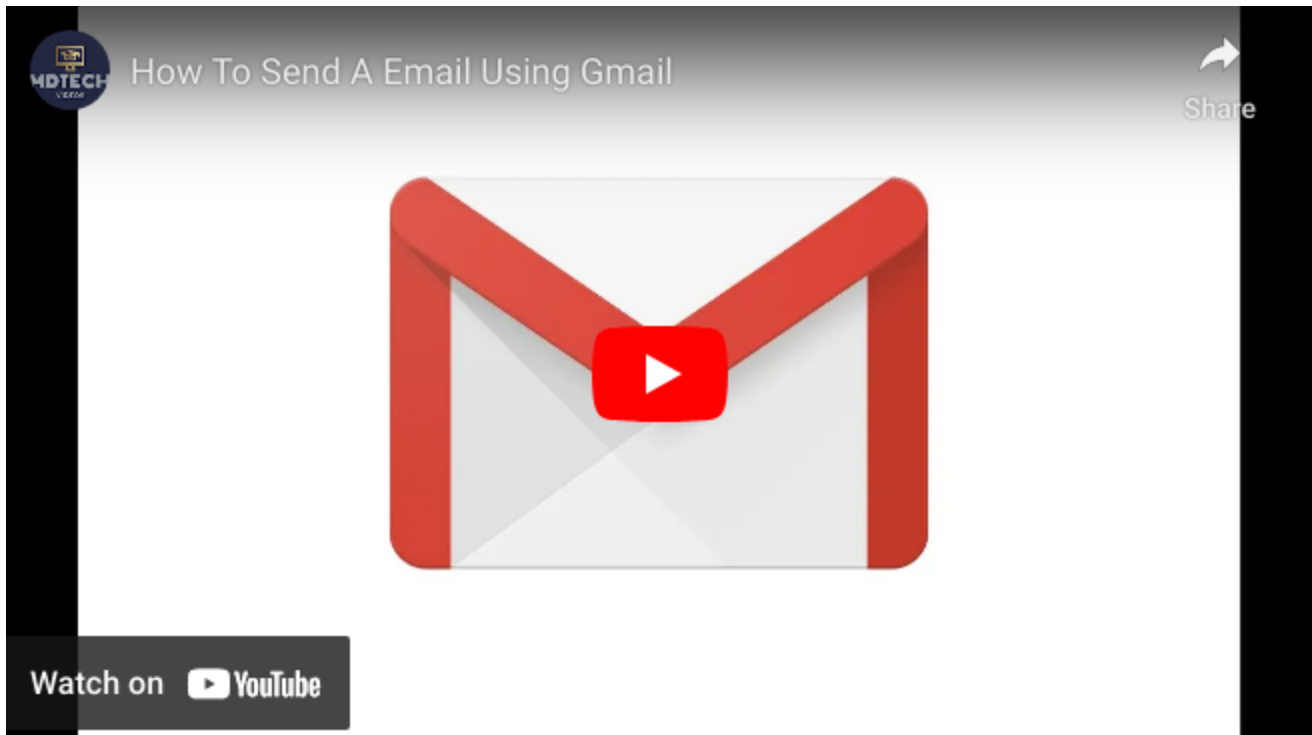


- Refer to: [DIGITAL LEARN EMAIL SHEET](#)

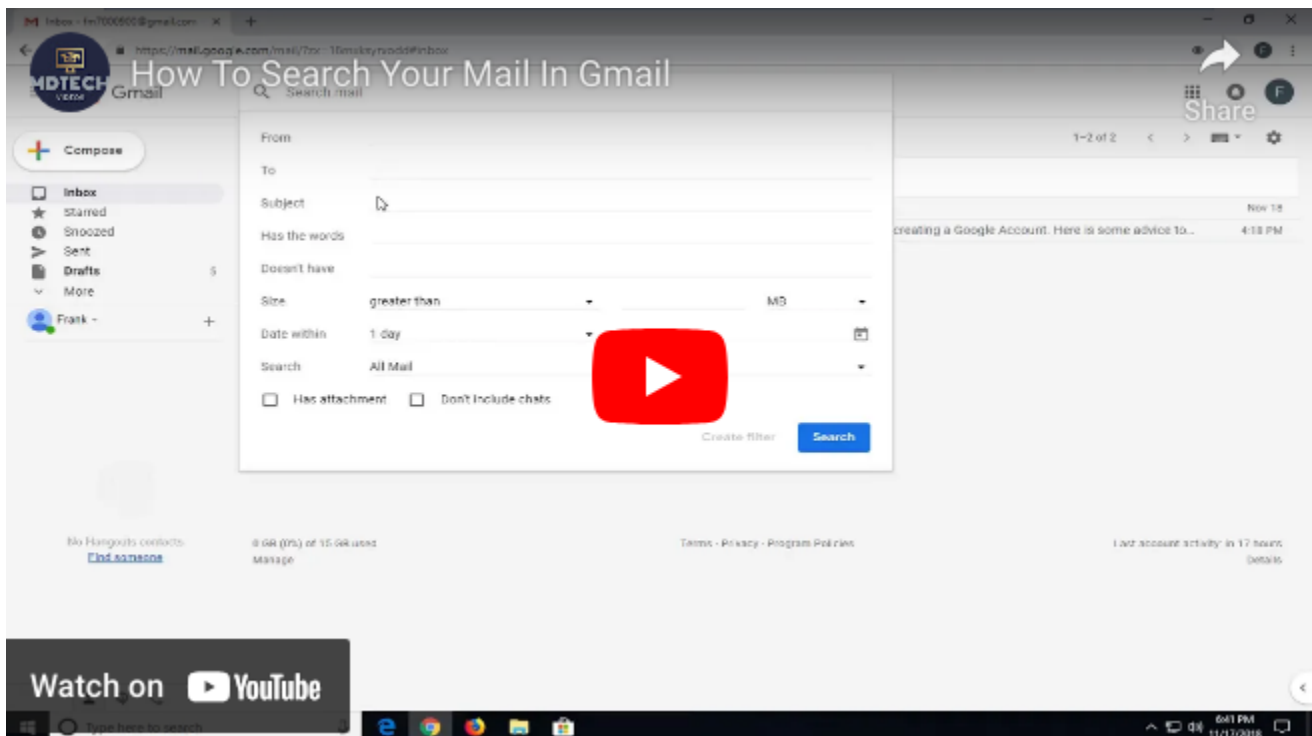


- Direct clients on how to create a Gmail account: (step-by-step instructions (pages 8–20).)
  - Using the internet browser, search Gmail.com
  - Click the link to "Create an account" and complete the form.
  - Pick a username– be sure it is something they will remember and is professional enough to be able to share with caseworkers, businesses, schools etc. Their email address will be:  
**USERNAME@gmail.com**
  - Pick a password, and make sure to write it down and keep it in a secure place.
  - Practice logging in and out a few times once the client's account is set up.

# Gmail Basics



^ How to send an email using Gmail.



^ How to search for emails in Gmail.

# Using Gmail

Once everyone is logged in, explore the Gmail interface together. Show clients how to:

1. Compose a message—including formatting (greeting, body, salutation, signature)
2. Reply to an email
3. Forward an email
4. Attach an image or document
5. View sent/drafts/trash
6. How to log out (explain that this is only necessary if using Gmail on a computer that does not belong to you)

If you have more than one client, have them practice these Gmail skills by sending emails back and forth to each other. If not, have them practice by sending an email to you.





# Review these tips for staying safe from Scams on the Internet:



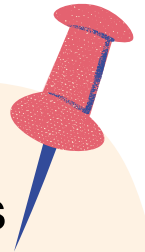
## **Tips to Stay Safe & Secure Online - Google Safety Center**

We put together our top online security tips and best practices to help you stay safe online. Take a look to strengthen your online security.

 google

[Click Here to View Google's Safety Tips](#)

# Staying Safe Online



If you have time, review the attached materials from the last lesson:

- [Scams](#)
- [Monitoring Children's Internet Usage](#)
- [Your Digital Footprint](#)
- [Viruses, Malware, Virus Protection, and Firewalls](#)
- [Misinformation](#)

If you can't click those links, you can look up the whole Online Safety Digital Literacy Toolkit from HIAS by typing this link into an internet browser:

<https://ircwa.digital/staying-safe-online>

\*You can also view these resources in other languages by visiting <https://ircwa.digital> and navigating to the in-language resources.

# Bonus!



## Bookmarking or “Starring” Websites

There are some websites that we use a lot. Gmail and Zoom are common ones. There is a special feature in Google Chrome that allows you to create a button that will quickly take you to websites that you visit often.

Watch the video below to learn how to bookmark a website in Google Chrome.

Gmail: Private and secure email x +

google.com/gmail/about/

Gmail For work Sign in Create an account

### Secure, smart, and easy to use email

Get more done with Gmail. Now integrated with Google Chat, Google Meet, and more, all in one place.

Create an account For work

Compose

Dream itinerary

FirstSteps.jpg

Google Store Our latest offer - Hi Kim, we have a very spe...

# VOCABULARY WORDS



Quiz participants on the words, below. Have them explain what they are and what they are used for.

- Email address
- Inbox
- Deleted Emails
- Compose
- Draft
- Scam
- Phishing

