

More about Gmail – Lesson Plan (1.5 hours)

Introduction to More about Gmail



Goals

- Introduce your learner to other features of Gmail

Suggested Actions

- **Explain** that Gmail is not just an email account. You can also have instant text conversations using Google Chat or face to face conversations using Google Voice and Video calls.
- **Explain** that from your Gmail page you can also access other Google features such as a calendar and Google Maps
- **Explain** that in this class you are going to explore some of the features available in and from Gmail.

Resources/Notes

- Student Handout – More about Gmail

Introduction to Google Chat



Goals

- Help your learner to understand how to use Google Chat.

Suggested Actions

- **Explain** that Google Chat lets you send and receive instant messages with friends, family and colleagues
- **Ask** your learner to sign-in to their Gmail.
- **Ask** your learner to go to the Chat area of the Gmail screen.
- **Explain** that they can have an instant text conversation with anyone who has a 'green ball' beside their name.
- **Explain** that you can invite someone to chat

Activity

Check to see if any of your contacts are online

Resources/Notes

- Student Handout - More about Gmail

Note:

If a contact doesn't have a green ball next to his or her name, you won't be able to instant chat

Explain the steps in starting a chat

- Find a contact
- Click on chat
- Type your message and wait for a response.
- Close the chat window

Activity

If one of your contacts is online, start a chat.



Google Voice and Video Chat

Goals

- Help your learner understand how to make voice and video calls with Gmail

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

- **Explain** that if you have a Gmail account you can make voice and video calls with other Gmail users when they are online
- **Explain** that you need to install Google Voice and Video chat before you can do this

Exercise

Download Google Voice and Video Chat

- Ask Your learner to go to www.google.com/chat/video
- Click on **'Install Voice and Video Chat'**
- When the download is finished click on **'start chatting right from Gmail'**
- **Explain** that once Voice and Video Chat is installed you can access it directly from your Gmail account
- **Explain** how to make a video call in Gmail
Follow the steps in the student handout
- **Explain** each step as you go through the handout

Exercise

Practise making, receiving and ending video calls.

Resources/Notes

- Student Handout – Calls and Video Calls

Note:

Calls to other Gmail users are free

Access Other Google Features



Goals

- Introduce your learner to other Google features they can access from Gmail

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

- **Explain** that if you have a Gmail account you have actually created a Google Account
- **Explain** that having a Google account allows you to access many Google features directly from Gmail
- **Ask** Your learner to sign-in to Gmail
- **When** Gmail opens ask your learner to look at the Google Toolbar at the top of the page
- **Explain** the tabs on the toolbar
 - +You
 - Gmail
 - Calendar
 - Documents
 - Sites
 - Groups
 - Web
 - More

Activity

Explore each of the tabs e.g. go to the More tab, choose Maps – find your house!

Resources/Notes

- Student Handout – More about Gmail