

Internet and Email - Lesson Plan (1.5 hour)

Introduction to Internet and Email

5 Mins

Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none">To introduce all the topics that will be covered by this lesson.	<ul style="list-style-type: none">Mention that the main purpose of this lesson is to show Learners how to use the main features of an Internet Browser like Firefox or Chrome and also how to search the internet effectively. It will also cover the main features of Webmail such as Gmail.Mention also that it will also show how to carry out general internet related activities that would typically be done for personal or home purposes.Mention also that Learners will also be shown how to Surf the Internet Safely while also ensuring their browser has best security settings.	

Internet Browser Selection

15 Mins

Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none">To introduce the main search engines and demo the main features of an Internet browser like Google Chrome which is the most popular browser.	<ul style="list-style-type: none">Mention that there are various search engines which include Microsoft Bing with 8% market share, Yahoo with 4% but Google is most popular with about 68% marketshare worldwide.Mention briefly the main Internet browsers available and how they compare.Demo the main features of an Internet Browser like Google Chrome :-<ul style="list-style-type: none">Open a new tab and search google using keywordsBookmark a website and view recent bookmarks – mention XmarksInstalling popular add-on to enhance browsing experienceSetting browser preferences	<p>Handout – Searching the Internet</p> <p>Handout – Popular Add-ons for Chrome or Firefox</p>

- like changing home page etc
- Printing webpages to PDF for printing in library
- Emailing web link to contact
- Sharing website link on Facebook
- Saving/reloading a browsing session using Session Manager add-on.

Activity 1a - Install the Evernote Web Clippier add-on and clip a Job Advert for your ideal job from a popular recruitment website.

Activity 1b – Install the Session Manager add-on and set-up a session for buying a new computer online

General Internet Browsing

20 Mins

Goals

- Show Learner how to carry out general internet browsing typically done by a home user

Suggested Actions

- **Show** Learner how to carry out the general internet browsing tasks below :--
 - Check the Weather Forecast.
 - Browse a news website to get the latest news.
 - Book a Coach/Rail Trip
 - Play online Radio Stations from Ireland or abroad.
 - Listen to Radio Program Podcast
 - Watch RTE or TV3 Player
 - Check Youtube for Interesting videos
 - Use government websites to answer a query
 - Renew a book in library or check catalogue.
 - Check music or theatre events and book a ticket online.
 - Check out know-how websites to find out how to convert CD to MP3.
 - Book an online course to develop a leisure area of interest.

Resources/Notes

Handout – **Types of Websites**

www.rte.ie
www.buseireann.ie
www.liveradio.ie
www.gov.ie
www.youtube.com
libraries.dlrcoco.ie
www.entertainment.ie
www.howstuffworks.com
www.nightcourses.com
www.udemy.com

	<ul style="list-style-type: none"> • Ask Learner is there any websites they would like to browse during this session. <p>Activity 2a – Ask learner to search the ticketmaster website and check out events that are happening during the month ahead.</p> <p>Activity 2b – Ask learner to identify their training needs to progress with their studies and search an online course provider like Udemy for suitable courses to do.</p>
--	--

Gmail Beginners Tutorial

15 Mins

Goals

- To give an overview of the main features of Gmail which is a very popular webmail program.

Suggested Actions

- **Explain** Gmail is one of the best free email services out there. Some users rely on their Gmail account as their primary email address. It has an amazing amount of options and features which enable users manage their email very efficiently.
- **Explain** Below are some of the most useful features which we will cover in this lesson :-
 - **Search** can be used to find an email in your inbox using a few details and saves the need to sort emails into folders.
 - Perform Common Actions on Your Messages Using the **Action Buttons**
 - **Labels** allow you to keep important emails separate from your inbox and you can show or hide labels in the sidebar and associate a colour to make labelled emails stand out.
 - **Filters** enable you to organise your email in a variety of ways. They are easy to set up and once you have a few active they will make your email inbox easier to sort through.
 - **Importing Email Accounts** – can be used when you are switching from another email provider like Hotmail or outlook.
 - **Offline Gmail** – is a Chrome browser add-on which allows you to read, respond to searched and archived mail

Resources/Notes

Handout - [Email Basics](#)

[How to Geek – Gmail guide](#)

[Search Operators for Gmail](#)

	<p>without internet access. Once back online, the add-on sends email from outbox and applies queued actions to your gmail account.</p> <p>Activity 3a – Filter all emails for coupon websites like LivingSocial, Voucherpages andgroupon etc and add ‘Shopping’ label</p> <p>Activity 3b – View emails in Gmail from people in your Circles in Google+</p>
--	--

‘Surf’ Internet Safely

20 Mins

Goals

To show learners how to Surf Internet Safely so that they don’t introduce malware to their computer or enter personal details into fraudulent websites.

Suggested Actions

- **Introduction** - The internet has revolutionised the way we live our lives – enabling us to carry out many tasks. However, there are a number of risks with using internet, which result from either visiting malicious websites or inadvertent disclosure of personal information.
- **Mention** that this section just covers the essential points of Surfing Internet Safely and that learner should also refer to www.getsafeonline.org to find out more information.
- **Explain** that there are 5 levels of Internet Privacy and Security which should be set-up on your home computer to maximise your protection :-
 1. Set internet browser standard privacy features
 2. Install browser’s most effective privacy and security add-ons
 3. Switch on Anti-virus web and email shield
 4. Switch on Firewall
 5. Install a VPN like cyberghost

Resources/Notes

Handout – ‘surf’ Internet Safely

Handout – Choosing Anti-Virus/Anti-Spyware Software

[Internet Safety](#)