Lesson 1: Google Mail & Drive

|  |  |  |
| --- | --- | --- |
| Handouts | Class Prep | Agenda |
| Day 1 Daily Agenda  * Downloading Files * Google Drive Collaboration Tools * Google Drive Handout | Sign-In Sheet  * Handouts stapled * Blue folders for students * Day 1 ICS PPT on Smartboard * Google Mail & Drive PPT minimized | * Day 1 ICS Intro PPT (5 mins) * Google Mail and Drive PPT (Entire Class) |

**Objective:** To learn how to use Google Drive, which includes learning how to:

* Create and share files
* Upload files to your Google Drive
* Attach Google Drive files to your email

Day 1, ICS PPT (5 mins)

1. Welcome to our Intermediate Computer Skills Course!
   1. Remember: Practice makes perfect!

**Say:** Alright! So before we get to today’s topic, we’re first going to briefly review the basics of email and our Gmail Interface. *(Open up “Google Mail and Drive PPT”, and start to go through PPT).*

Email Review (10 mins)

**\*\*Gmail Interface**

**Say**: An email address has *three components to it.*

1. A username

\*\*When you send an email to someone, make sure you typed in the correct email address. Or else you will send it to the wrong person!

2. The @ symbol

3. The provider’s domain

**Say**: Excellent. Now, just to review, right here we have our *Inbox*. Each time you sign into your email, you are brought to your Inbox.

**Ask**: Can anyone tell me what the Inbox is and what that number in the parenthesis means? (Wait for response). Great! It’s where you receive all of your emails. And the number in the parenthesis represents the number of unread/unopened messages you have in your Inbox.

**Say**: On the left side of yopur window, you have your *Navigation Pane*, which shows all of the different Labels you have. The Navigation Pane and its Labels are a nice way to *organize and sort all of your emails.* You can move your emails to different Labels or you can even create your own Label.

**Say**: If you want to *compose a new email* and send it to someone, you would click the “Compose” button on top of your Navigation Pane. A window on the bottom right corner of your screen will pop up, where you would then write your message.

**\*\*Email Etiquette**

**Say:** When you’re writing an email to someone, it’s important to make sure you are using appropriate language and an appropriate tone. We’re going to go through a few different points that will remind us how to have proper email etiquette – these are especially helpful when you know you’re contacting someone for a job interview or if you’re writing to a co-worker.

*(Go through Email Etiquette slides in PPT).*

**CLASSROOM COMFORT:** Ok!How’s everyone feeling? Any questions before we get into today’s topic?

*For the rest of class, follow the PPT as there are instructions and all the info needed already in it.*