Module 3: E-Mail and Social Media
Lesson Plan of Module 3

1. Overview and Introduction to E-mail
2. Why do we use E-mail?
3. How do we get an E-mail Id, 7 easy steps to create a Gmail account
4. How do we check mails, compose and send a mail, reply to a mail, send attachments.
5. What is Social Media, Understanding social media platforms such as Facebook
6. Creating an account on Facebook and Twitter
7. Understand VoIP, steps to create a Skype account
Learning Outcomes for Module 3:

1. Able to create an email ID
2. Compose and send an email
3. Understand the uses of social media platforms
4. Create a Facebook account and successfully access it.
5. Understand how to use Skype
What is E-mail?

Email is a message or a letter that is sent electronically from one computer to another.

There are various companies that provide e-mail service:
- Google (Gmail)
- Yahoo (Yahoo mail)
- Microsoft (Outlook/Hotmail)
Why Use E-mail?

- Fast, simple and easy to use
- Can send any type of file, ex: Pictures, Audio clips, documents etc
- Eco-friendly
- Effective communication
- Access to Information and Government Services
How do I get an Email ID?

Create your Google Account

One account is all you need
A simple username and password get you into everything Google.

Make Google yours
Set up your profile and preferences just the way you like.

Take it all with you
Switch between devices, and pick up wherever you left off.

Name

Email id

Password

Birthday

Gender

Phone number

Code

country

Locaton

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Setting Up An Email

Step 1: Open browser.

Step 2: Type www.gmail.com in address bar and press enter.

Step 3: Click on the Create an account.

Step 4: Fill the online registration form and click on I agree terms and conditions

Step 5: Click on the Next Step button.
Setting Up An Email

Step 6: Enter phone number
A code will be sent to your phone. Verify your account.

Step 7: Click on the Continue to Gmail button.
Once you have logged on to your account with the email id and password, on the home page you will find the option inbox. All the messages you receive will be stored in it. Click on inbox to view the mails.
Email Folders

Compose Mail: This feature helps in creating a mail.

Inbox: The received mails are stored

Sent: The sent mails are stored

Drafts are incomplete mails that are not yet sent.

Spam: These are unwanted mails.

Trash: All the deleted mails are marked as trash.
Where Do I Check My Mails?
How Do I Compose and Send Email?

[Diagram of Gmail interface showing how to compose and send an email]

- **Email Id**
- **Compose**
- **Message/mail**
- **Send**
How Do I Reply to Somebody?

Email id

Message

- Priyanka Chopra was picture perfect in a Varun Bahl creation at Lakme
- Ready to wear and custom work www.showfancy.com
How Can I Send Files?

[Diagram of Gmail interface showing how to attach files]
Do Not Forget to Sign Out!
Online Communication and Video Calling

Personal Details

Profile

Username and password
Skype

Skype application login page

Enter Id and password to enter
Social Media

Social media is a platform for social interaction between people in which they create, share or exchange information and ideas in the virtual world through virtual communities and networks.
Social Media Platforms

**Facebook:** It is a social utility that connects people with friends and others living around.

**Twitter:** Enables users to send and read short 140-character messages called "tweets".

**YouTube:** YouTube is a video-sharing website

**Instagram:** It is an online photo, video sharing service.

**LinkedIn:** It is a business-oriented social networking service
Enter the address www.facebook.com in your web browser. The page shown above will be opened.

Fill in the details such as name, email id, password, DOB and gender and Click on sign up..
Enter the address www.facebook.com in your web browser. The page shown above will be opened.

Fill in the details such as name, email id, password, DOB and gender and Click on sign up..
Step 1: Enter your email address to get in touch with your friends on facebook or at the bottom click on skip this step
Step 2: Enter your details such as hometown, current location, school etc. This helps people to find you and send a friend request.
Facebook

Step 3: Upload your picture. You can browse and upload from the computer or you can take a new picture using the web cam and upload it.
Once all the details are filled, you will be redirected to the homepage of your Facebook account.
Click on Find Friends on the right hand side of the page. A search box will appear where you can type the name of your friend or a person with whom you want to connect.
You can also follow various other pages such as Government of India page, Indian Police service page etc. These pages help in providing latest news and updates regarding the topic. You can also share your thoughts on these pages.
Facebook

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You can also follow the PM, celebrities, cricket players, film stars etc. all you have to do is click on suggested pages and a list will appear. You can click on like page option on the page, group or person you want to follow.
Click on the down arrow in the right hand corner. A drop down menu will appear, in that click on settings. In settings click on Privacy. Here you can decide with whom you want to share your content with.
Also click on security settings to make your account and Facebook usage more secure. There are various security options available such as password protection for apps, login notifications etc. This helps keep your details safe and secure.
On the right hand side of the page, click on the down arrow. A drop down menu will appear. In that click on logout to end your session.

It has to be kept in mind that after using email or a social media website do not forget to logout, especially if you are surfing in an internet cafe.
Join Twitter today.

Full name

Enter your first and last name.

Email address

An email is required!

Create a password

6 characters or more! Be tricky.

Choose your username

Suggestion: SIVW3F12IFJF6D ORQolP8CZDU27LoB

Keep me signed-in on this computer.

Tailor Twitter based on my recent website visits. Learn more.

By clicking the button, you agree to the terms below.

These Terms of Service ("Terms") govern your access to and use of the services, including our various websites, SMS, APIs, email notifications,

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Terms of Service - Privacy Policy - Cookie Use

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