Lesson Plan

Module: Going Digital **Learning Unit: Create your e-mail**

Desired Core professional goal	**Benchmark**
Learners will be able to − create a custom domain name for their business − set up their professional e-mail(s)	e-commerce
Level Basic	**Framework** Empower

Professional micro-learning outcomes

Learners will

− identify the difference between a personal and a professional e-mail
− list the steps to create their professional email
− give examples of own and generic professional email formats
− create their professional e-mail(s)

Micro-learning activities

Learners will

1. watch the video Module 1: Going digital - Empower: Create your professional e-mail https://youtu.be/ldoKkmh-ksE (2:01)
2. have an option to read the guide with steps to set up their professional e-mail address and do the following activity: Create your business domain name, if you do not already have one, and try setting up your professional e-mail(s).
3. have an option to see more resources:
   a) Create A FREE Professional Business Email With Gmail in 7 Minutes
   b) How to Create an Email Account for Professional Use and Set Up a Mail Client