You will find that some courses are only available for WEA members at this time, as part of member's priority booking. Courses will become available for all at 11 am on Wednesday 3rd July. Alternatively, become a WEA member today to book right away. Click on the 'Become a member' link at the top of the page.

Early booking is a membership perk for WEA members, where courses are available exclusively before becoming available for everyone else.

Got it!

Course details

Course title
Entry Level Essential Digital Skills: Google - How to use Gmail

Course code
Q00017445

Course date

Start: 28/04/25
End: 16/06/25

Number of classes
6 sessions

Timetable

Mon 28th Apr, 10:00 to 12:00
Mon 12th May, 10:00 to 12:00
Mon 19th May, 10:00 to 12:00
Mon 2nd Jun, 10:00 to 12:00
Mon 9th Jun, 10:00 to 12:00
Mon 16th Jun, 10:00 to 12:00

Tutor
Grace Adejuwon

Fee range

Free to £37.00

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.
Got it!
Online

Venue
Online

Level of study
Entry Level

Course overview

Discover the wonderful world of Google Email (Gmail): This short taster course will introduce you to the basics of Google Email including an overview of how to create and implement an account. We will be using data provided on a Google account to set up an account. Whether you have studied the content before or are completely new to it, You will find value on this programme. You do not need any special tools to attend, just yourself and some enthusiasm. Start your Google email journey today by registering for this course.

Course description

Google is one of the biggest search engine and email account platforms today. Whether you're a small business owner, charity worker, community service operator, or local artist, having a presence online and using Google email can help you get in front of your target audience.

Understanding Google email and having an email account can help you with online/email proficiency.

This course is based on face-to-face teaching in an online setting.

On this course, you will learn about:

• Gain knowledge about how to use Gmail

• How to set up a Gmail account

• How to create email signatures in Gmail

• How to work faster with Gmail and emails in your inbox

• Learn how to customise your Gmail interface to be more productive

In addition to the content, citizenship, employability, and digital skills will also be embedded in the programme.

Assessment of learning will be done regularly throughout the course.

Information, advice, and guidance will also be given to enable further course/professional progression.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

Source URL: *https://www.wea.org.uk/courses/skills-work/digital/28-april-entry-level-essential-digital-skills-google-how-use-gmail*