



## **BEGINNING GMAIL HANDOUT**

### Objectives:

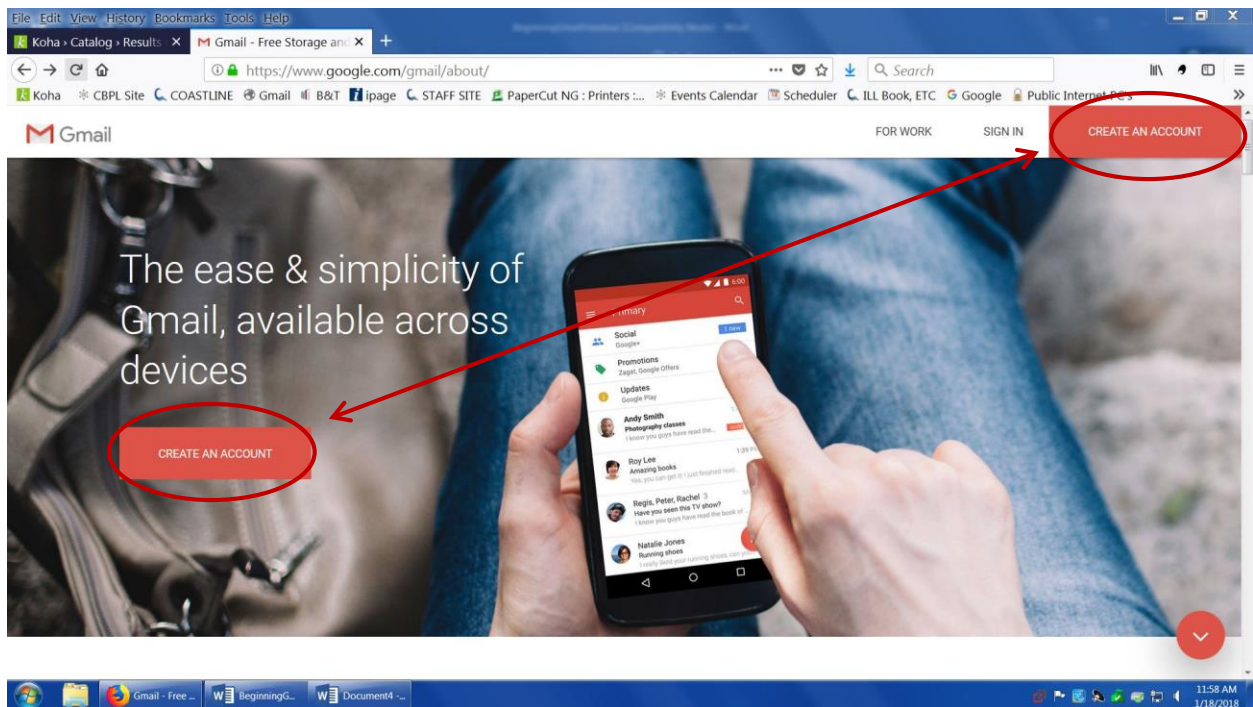
- Learn how to create a free Gmail account
- Learn basic email functions
- Understand Gmail terminology
- Discuss how to read, create, send, and delete emails
- Learn how to attach pictures and other electronic files
- Discuss proper etiquette and other free email options

## Definition

Email is short for *electronic mail*. It is a way of sending electronic messages from one computer user to one or more recipients via the Internet. Email allows users to send and receive messages with anyone who has an email address. Email also allows users to send and receive electronic files such as pictures and other computer documents.


## Create an Email Account

Step 1: Open your Internet browser and type **www.gmail.com** in the address bar. Click the **enter** key on your keyboard and you will arrive at Gmail's home page.



Step 2: If you do not have an account, you will need to create one. Find the red **“Create an account”** box at the upper right or middle left of the page.








Step 3: Fill out the form to create an email account. You might want to read the Terms of Service and Privacy Policy at the bottom of the application before signing up, as you will need to agree to these terms.



# Create your Google Account


One account is all you need

A single username and password gets you into everything Google.

Take it all with you

Switch between devices, and pick up wherever you left off.



**Name**

**Choose your username**

**Create a password**

**Confirm your password**

**Birthday**

Month

Day

Year

**Gender**

I am...

**Mobile phone**


**Your current email address**

**Default homepage**

☒ Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Tools
Help
eb Slice Gallery



**Birthday**

Month

Day

Year

**Gender**

I am...

**Mobile phone**

**Your current email address**

**Default homepage**

☐ Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

**Prove you're not a robot**

☐ Skip this verification (phone verification may be required)

7220

Type the text:

**Location**

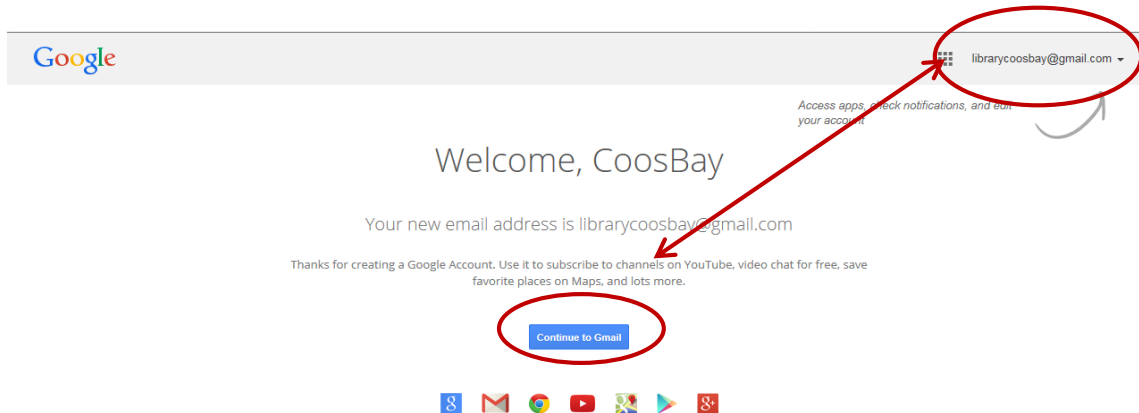
United States

☐ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

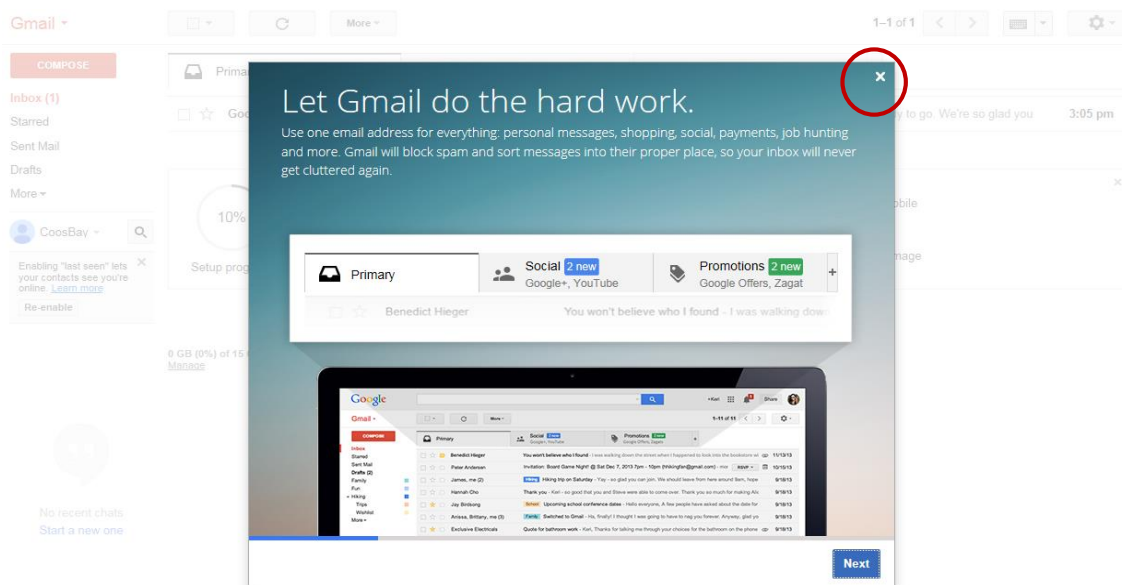
Next step

Step 4: After completing the form and accepting terms, click the **“Next step”** link.

Step 5: Note your email address in the upper right and click **“Continue to Gmail”** in the middle of the page to proceed to your new email account.

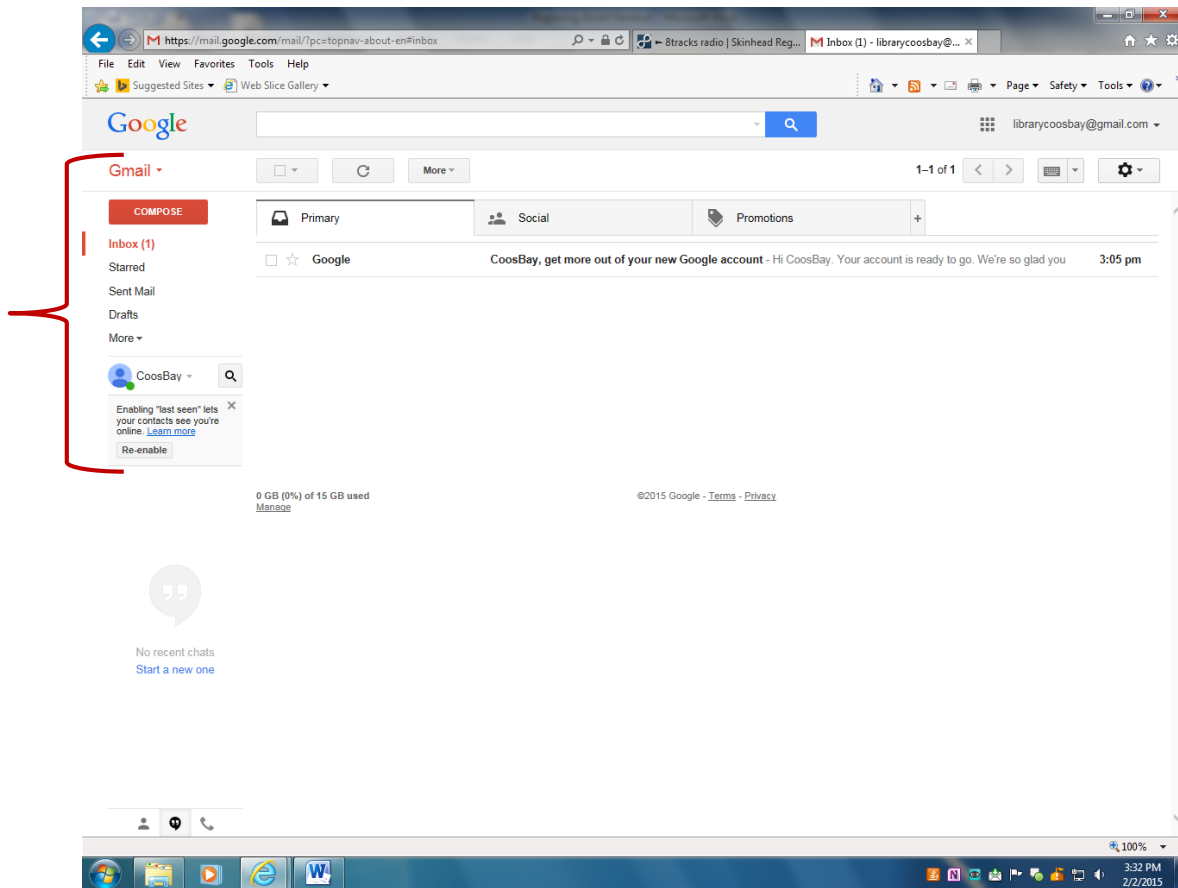


Step 6: View and close informational pop-up window by clicking the white **“x”**.

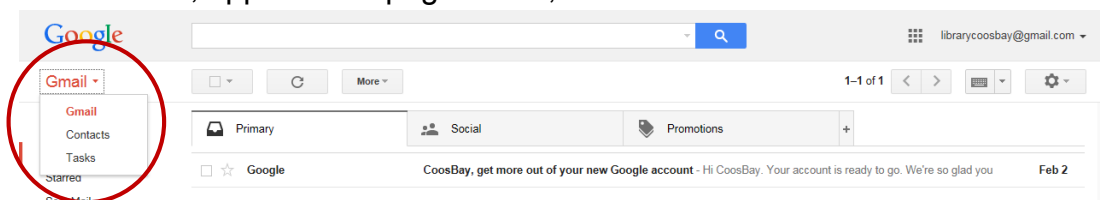


Congratulations! You now have a new email account with Gmail.

## Screen Layout



**Contacts** lists email addresses of people you correspond with. Click dropdown arrow by red “Gmail”, upper left of page. Then, select “Contacts”.



**Compose** opens new message.

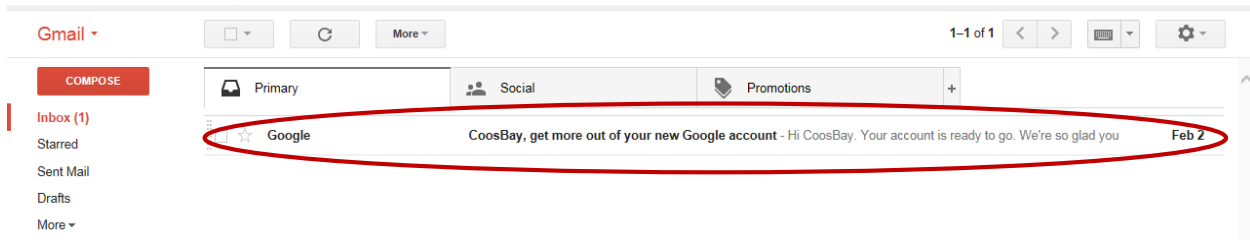
**Inbox** shows received emails (number in parenthesis represents unread mail). Gmail has three different Inboxes: Primary, Social, and Promotions.

**Sent mail** shows messages you have sent to others.

**Drafts** keeps unfinished messages. Gmail automatically saves as you're writing so you can step away and resume later.

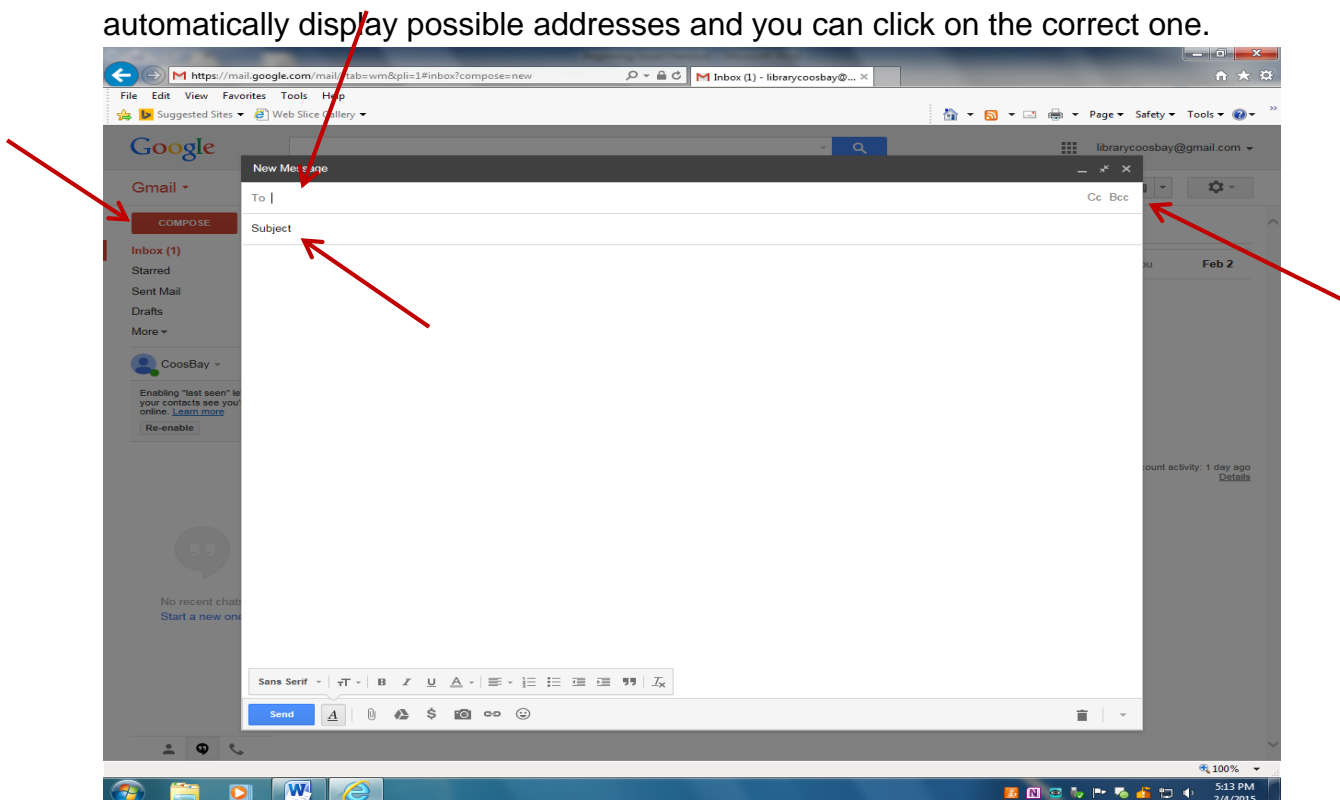
**Spam** is where Gmail automatically sends emails they find suspicious.

Click on message to open and read it.



To write someone an email message, click the red **“Compose”** button on the upper left of the screen.

To: Click this text field to type the email address of the person you are sending the message to. If you are sending a message to more than one person, separate addresses with commas. Once you have an address in your **"Contacts"**, Gmail will automatically display possible addresses and you can click on the correct one.



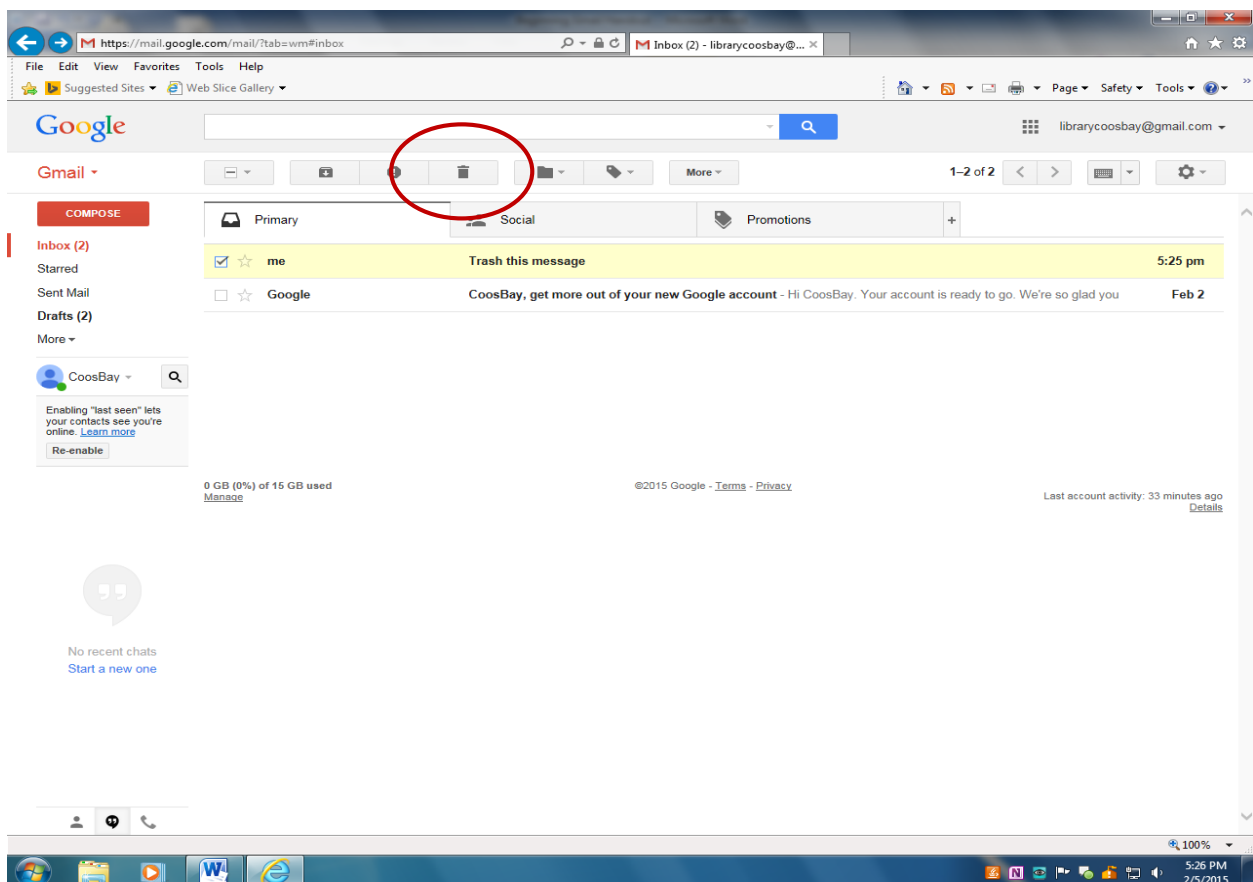
Subject: It is good practice to include a subject. Type a short phrase that describes your message.

Cc (Carbon copy): When you type an email address in this field, this person receives a copy of the message. Also, the person in the “To” field can see that someone else has been copied. Click “Cc” on the upper right of the compose box to use this feature.

Bcc (Blind carbon copy): When you type an email address in this field, this person receives a copy of the message but the person in the “To” field will not know or see that this person received the message. Bcc is useful for when you send a message to many recipients and you do not want them to see what other people received the message. Click “Bcc” on the upper right of the compose box to use this feature.


## Manage Inbox

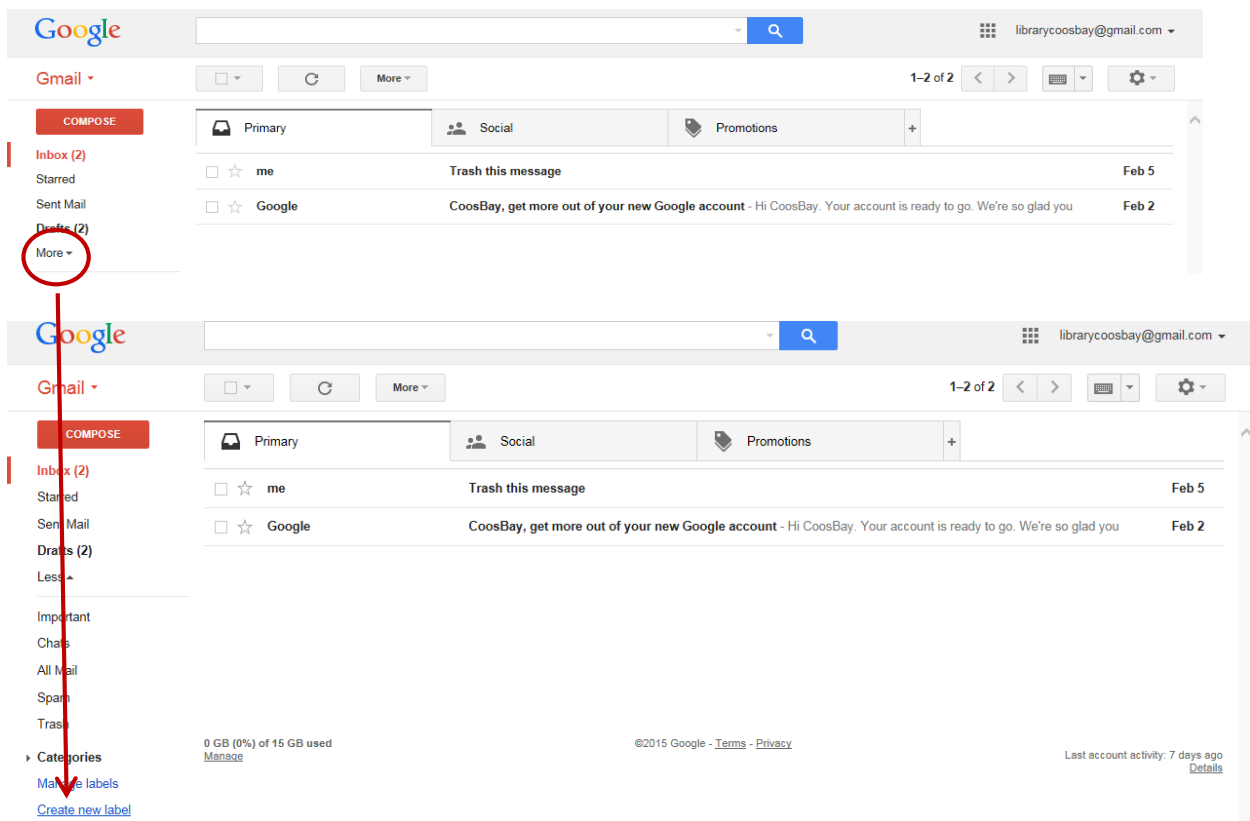
Deleting messages: You may receive many emails. Deleting messages you no longer need is the best way to keep your Inbox clean. To delete an email you can either open it or check the box to the left of it. Then, click the **Trash** icon above the message to move it to Trash. If you mistakenly send a message to Trash, you can simply move it back to your Inbox. *Note: the delete/trash logo isn't visible until you check or open the message.*






## Labels


Most email systems use folders to organize messages. Instead of “folders,” Gmail uses Labels to help you organize your messages into categories, making it easier to find specific messages.

Create a new label: On the left side of the page, click **More**. Then, click **Create new label**. Type the name of your new Label and click **Create**. You can also create a new label by selecting the box next to the message, clicking the Labels button  above your message list, and then clicking **Create new**.




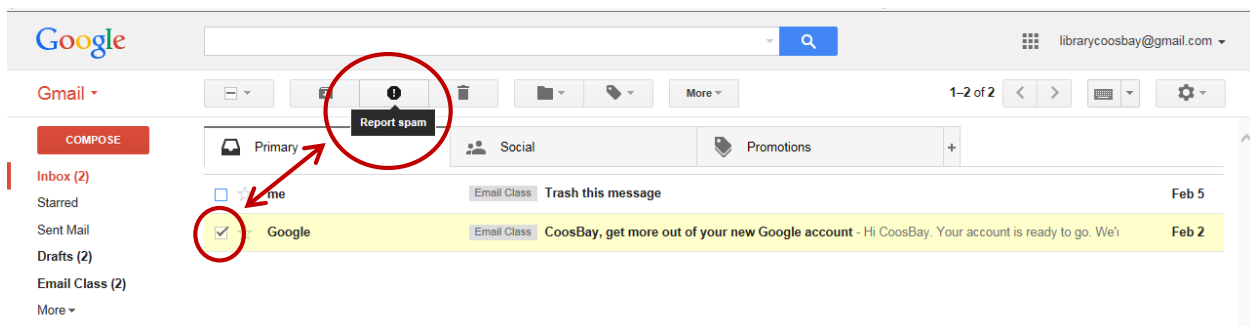
Selected messages can be categorized under one or more of the labels you create. To apply a label to a message, check the box next to the message. Then, click the **Labels** button  above your messages, select the label and click **Apply**. You can assign different labels to multiple messages in your Inbox. After you've assigned your Labels, select the **Archive**  button above your messages to move them all at once. You can also select a message and move it to a folder by clicking the **Move to**  button above your messages. Note that if you do not **Archive** or **Move** messages, they will stay in your Inbox. You can also drag a message to a Label's name on the left.

To see all of your emails at once, select **More** on the left side of the page. Then, select **All Mail** to view all your messages from every Label and folder in one place.

When you are ready to discard a message permanently, you can delete it by selecting the message or opening it before clicking the Trash  icon above your messages. Messages sent to Trash are permanently deleted from Gmail after 30 days.

## Spam

Gmail's spam filter automatically sends both annoying and potentially risky messages to your Spam folder. You should periodically check this folder to make sure Gmail isn't sending emails to Spam that you want to keep. You can move the message from Spam to the appropriate label/folder. If you receive junk mail in your Inbox, you can check the message and click the **Report spam**  button above your messages.

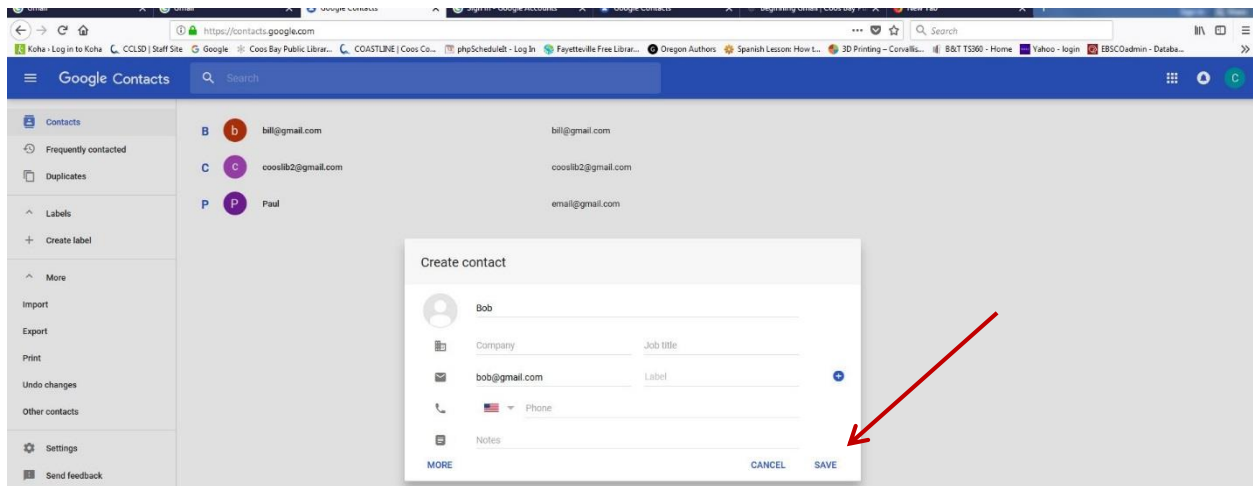


## Manage your Contacts

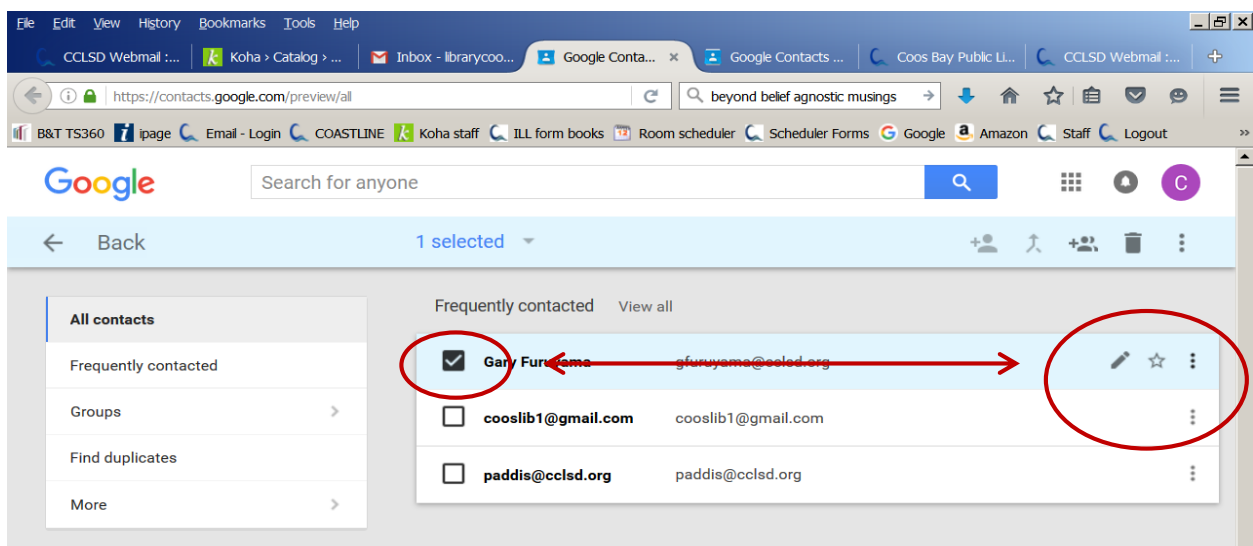
Keeping a contact list is a good way to organize emails and reduce time spent typing email addresses. You can easily add, remove, and edit your contacts.

To add a contact, click **Gmail** in the top-left corner of the page, then select **Contacts**. Click the **NEW CONTACT** button on the bottom left and enter your contact's information in the appropriate fields. Then click the **Save** button. You do not have to fill in all the fields, just an email address will work.





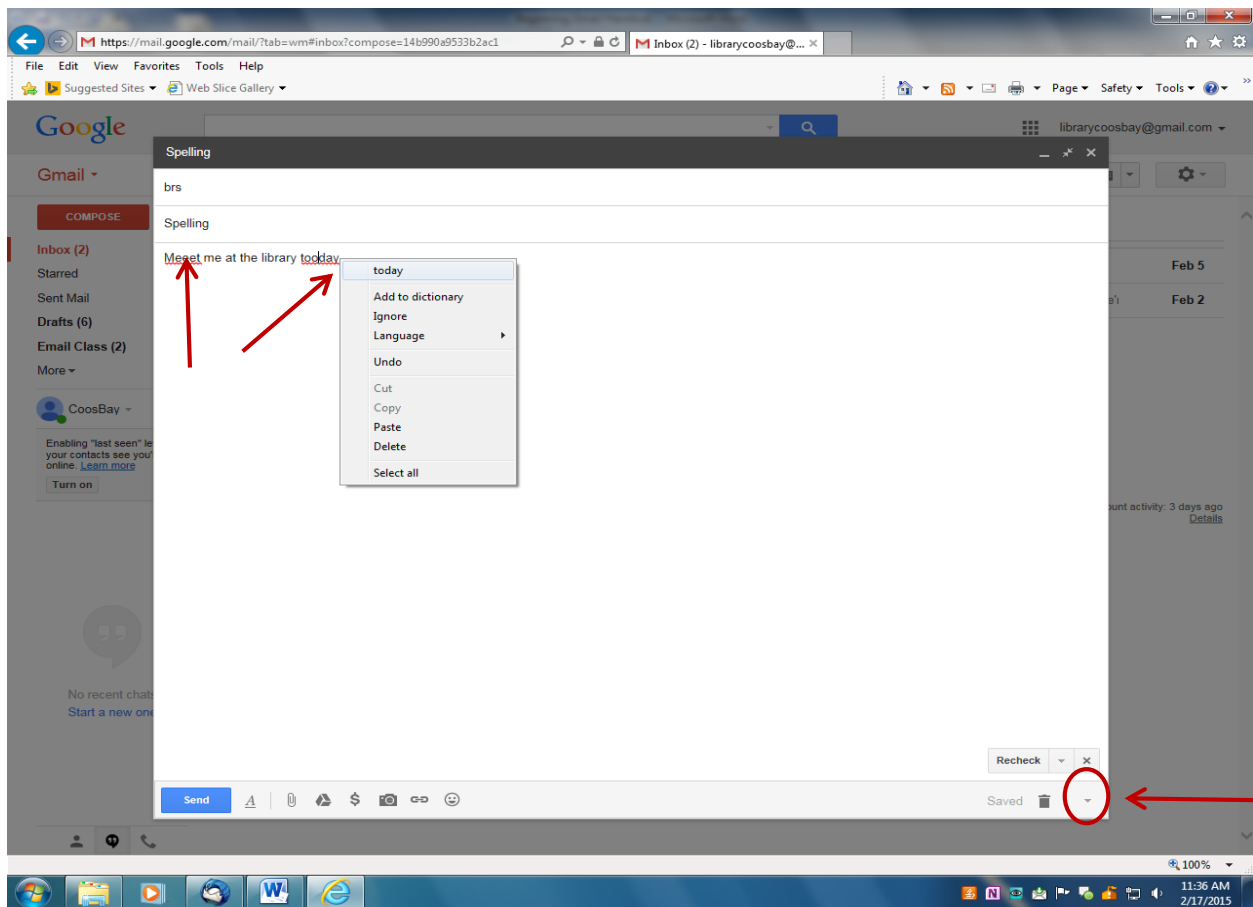
To edit a contact, select the contact, click the pencil, edit information and click **Save**. To remove a contact, select it, click **More Actions (3 dots)** and then **Delete**.



Email addresses are automatically added to your **Contacts** list every time you send an email to someone not already in your list via Compose, Reply, Reply All, and Forward functions.

## Spell check

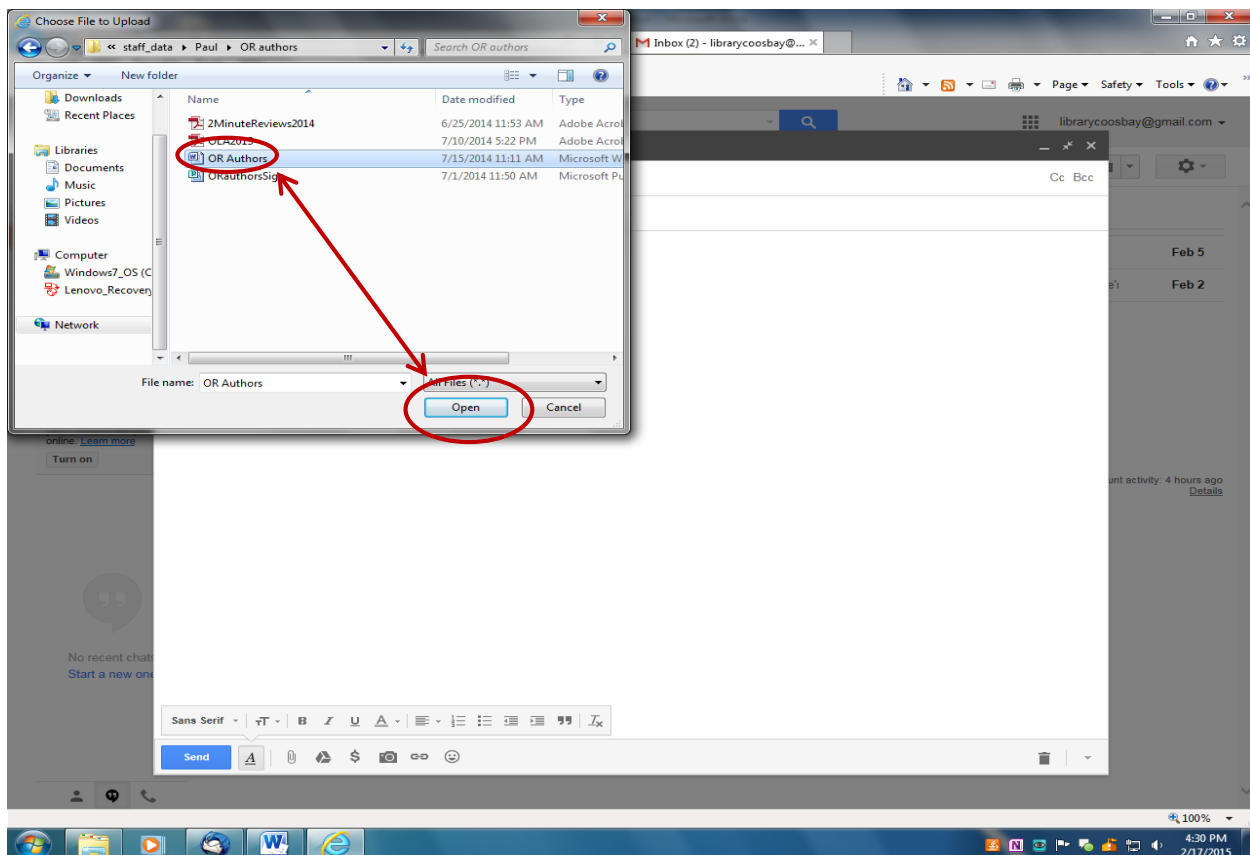
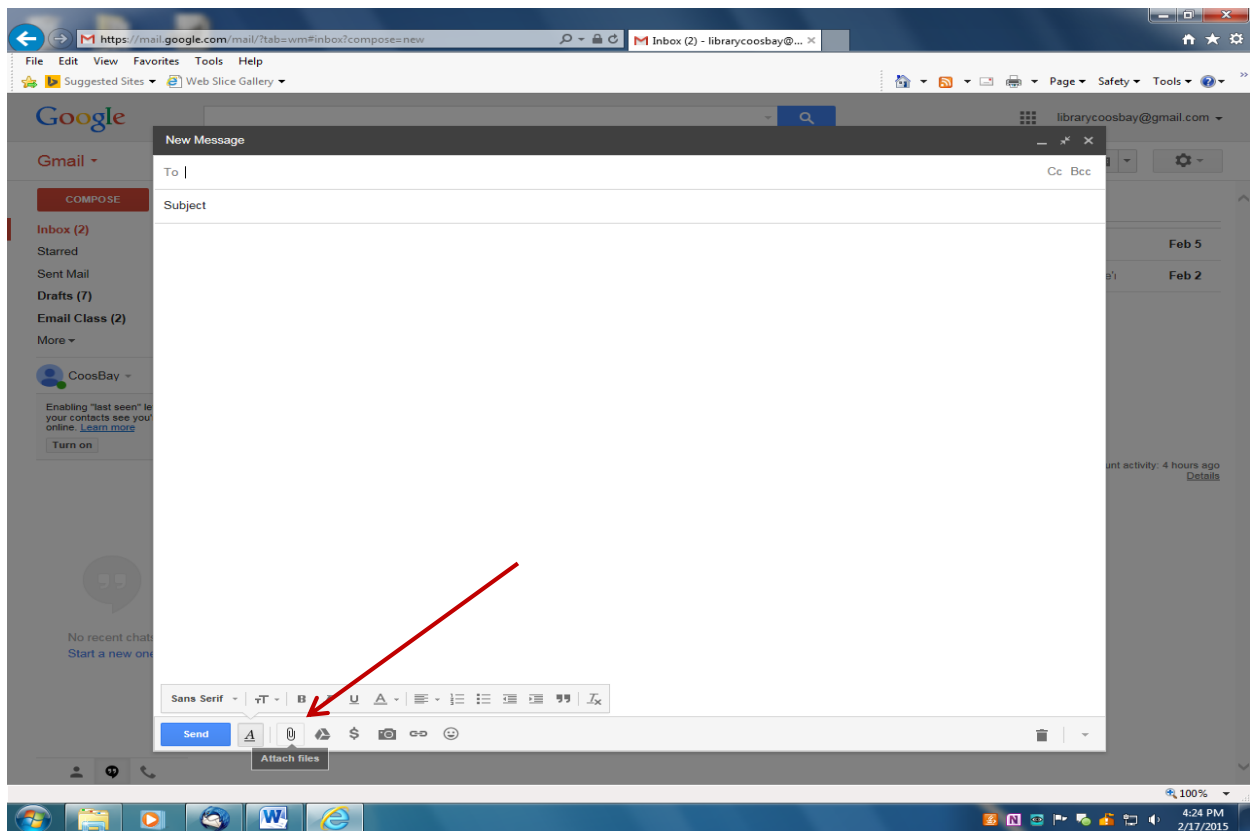
Gmail's built-in spell checker helps you as you type. To check spelling, click the dropdown arrow in the bottom right of your compose window and click **Check spelling**. Misspelled words are underlined in red. Right-click on word and select one of Gmail's suggested spellings.



## Attachments

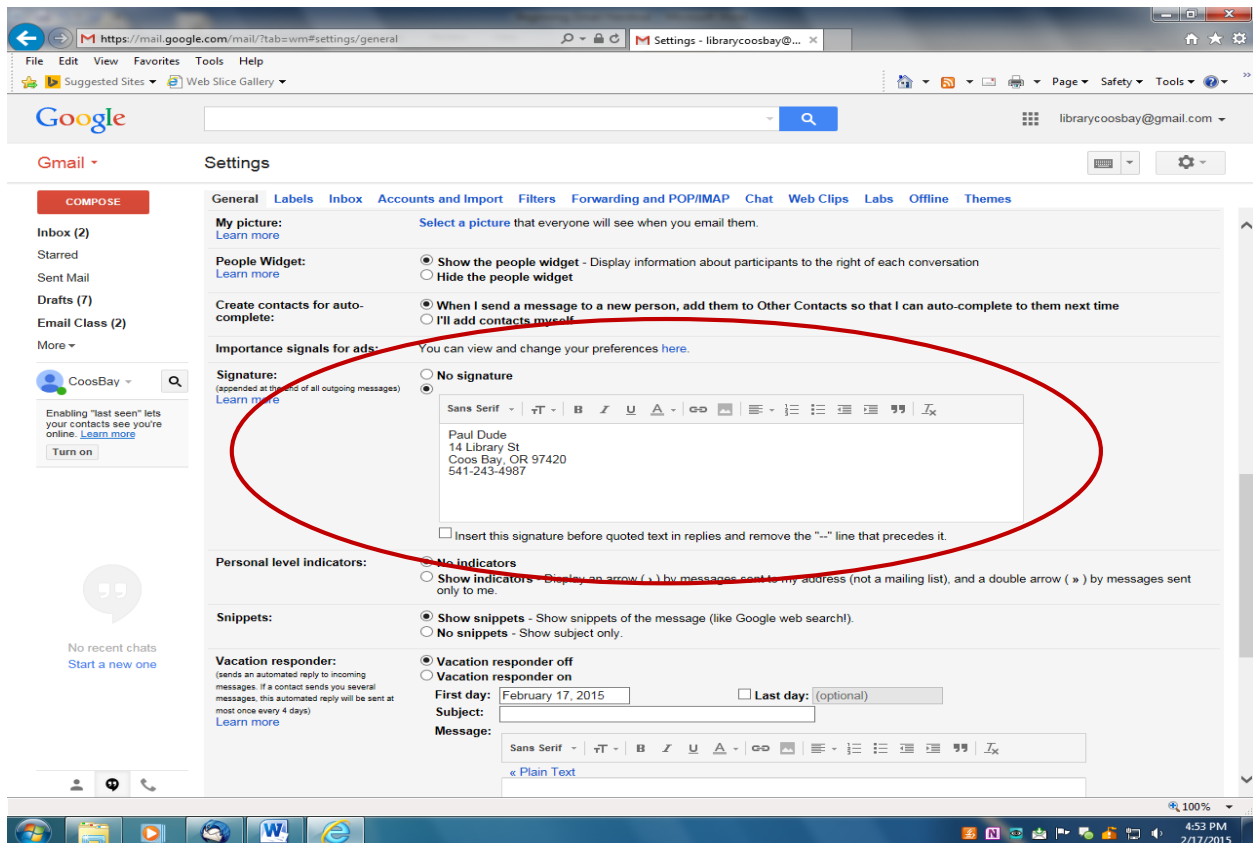
You can easily send an attachment along with your email. Attachments are electronic files such as pictures and text documents. First, the file must be saved to your computer. From inside your message, click the **Attach files** paperclip icon on the bottom left. Browse your computer files and click on the file name you would like to attach. Click **Open** and the file will attach to your email. (Images on next page illustrate how to send an attachment).

You may also receive attachments from others. In your Inbox, messages with attachments will show a paperclip icon between the subject line and the time/date. Once you've opened the message, you can either click the attachment to view it or download it to open it and/or save it to your computer.



## Automatic Signature

If you tend to include a lot of information at the end of your messages such as your phone number and address, you should probably create an automatic signature so you don't have to type the information every time you send a message. You can save your signature in Gmail and turn it on or off as needed. Click **Settings** (gear icon) at the top right of the page and select **Settings**. Scroll down to the Signature text box and type your Signature. Check the circle under **No signature** and click **Save Changes** at bottom of page.



## Help

Click **Settings** gear and select **Help** to get answers to your Gmail questions. Type your keyword/s and hit **Enter** on your keyboard.

## Sign Out

For security reasons, you should properly sign out after each session. Click the round icon or image in upper right of screen, and select **Sign out**.

## **Etiquette**

1. Include descriptive subject line.
2. Be clear and concise.
3. Read before you send.
4. Spell check.
5. Use proper capitalization and punctuation. Some people might consider typing in all caps and overuse of exclamation points as “shouting”.

## **Other Free email Options**

mail.com

mail.com

Yahoo

mail.yahoo.com

Outlook

outlook.com

GMX

Gmx.com

## **Practice**

1. Create your own Gmail account by completing Google signup process.
2. Write a few emails from scratch. Spellcheck them.
3. Attach an electronic document to an email.
4. Attach a picture to an email.
5. Create an automatic signature.
6. Add an email to your Contacts list.