



Creating An Email Account Using Gmail



What is Email?

Email stands for Electronic Mail.

Pictures, text and whole documents created in other programs can be sent through email.

Most email accounts can be accessed from any computer if you know your user name and password.

In this class, we will create an email account that is “hosted” through Google and is accessible from any computer with internet access.

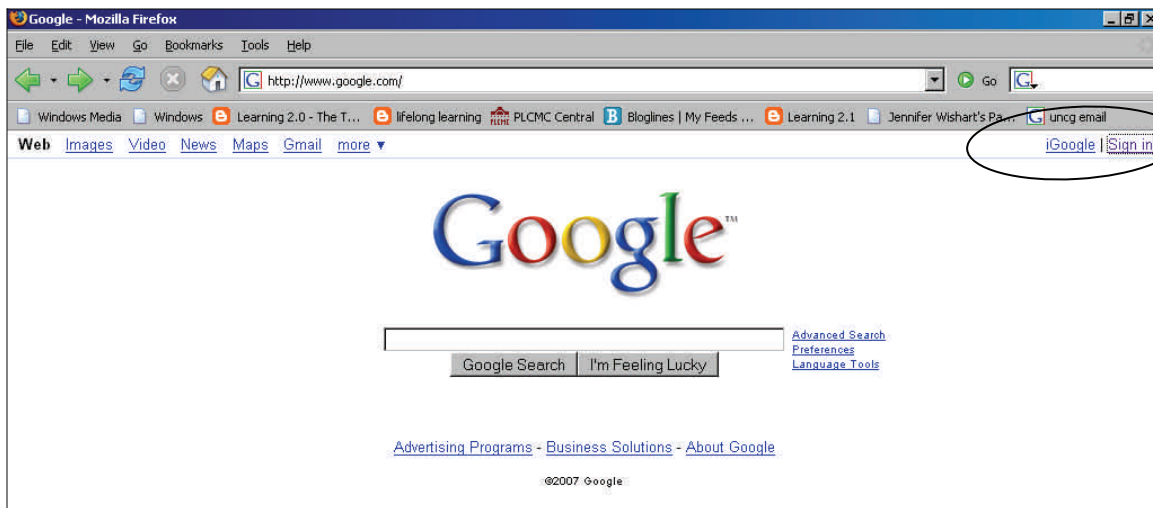
Google’s email service is called “gmail.”

Anyone with the email address theirname@gmail.com has Google as their email provider.

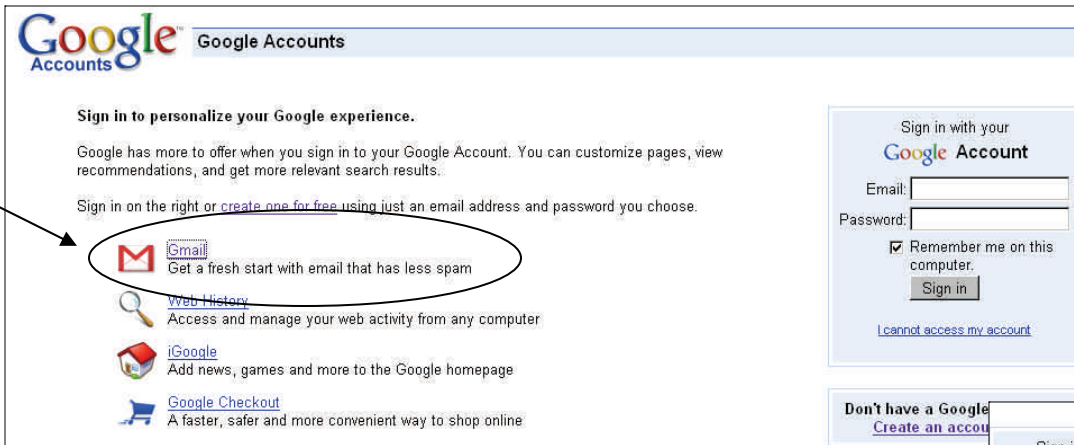
Getting Started:

Go to www.google.com

Click on “Sign in” in the top right corner.

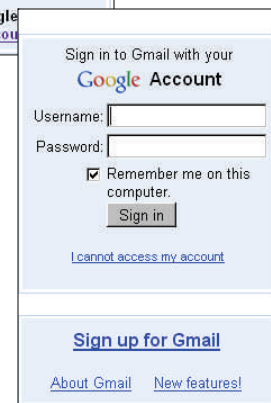


Because you don't yet have an email account with Google, you will click on "Gmail"



On the next page, you will see this box:

Click on "Sign up for Gmail"



Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have one, you can [sign in here](#).

Examples:

Get started with Gmail

First name: John

Last name: Smith

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

Choose a password: Password strength: jsmith1976

Re-enter password:

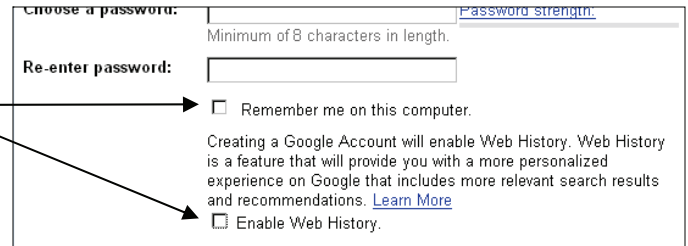
Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

You will then be asked to create a user name and password. **Remember** (write down) your email address, user name and password. You cannot get into your account without this information! If you forget, library staff **will not** be able to recover it for you.

If you will be working on a computer that other people use, (library computer) make sure these boxes are NOT checked.



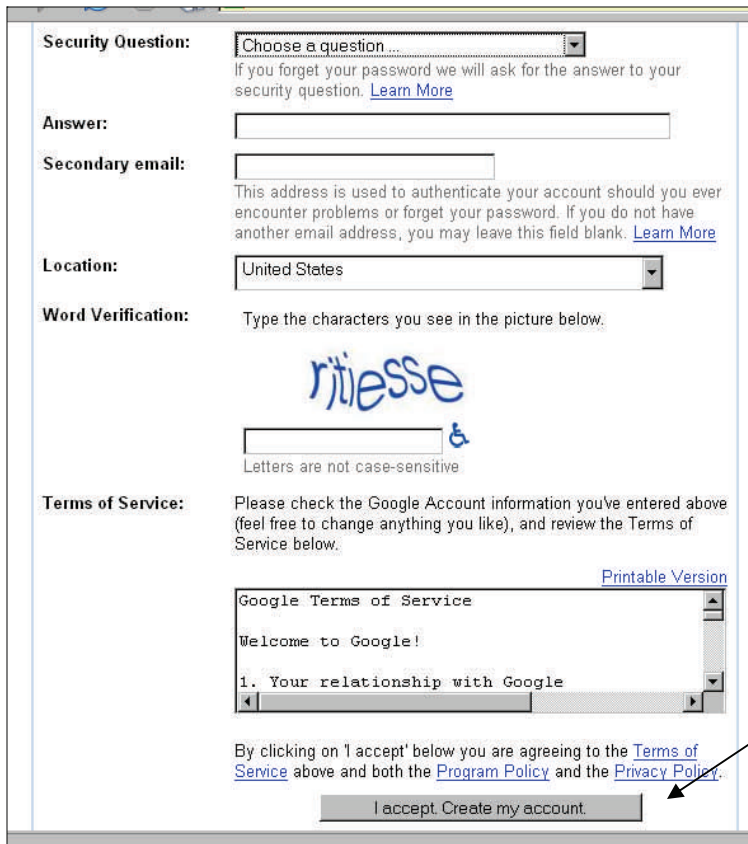
Choose a password: Password strength:
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.




Security Question: Choose a question...
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location: United States

Word Verification: Type the characters you see in the picture below.

 &
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. [Printable Version](#)

Google Terms of Service
Welcome to Google!
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Security Question: Choose from the drop-down menu, make sure it is one you can remember the answer to.

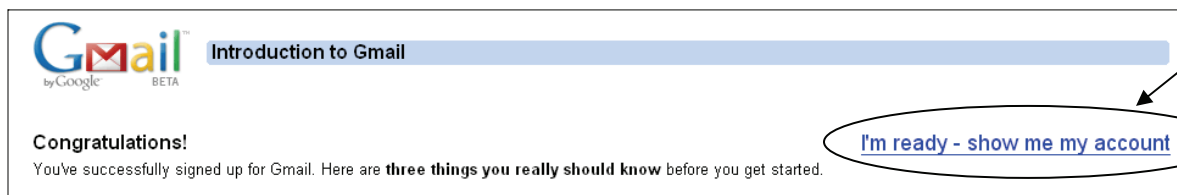
Answer: Type your answer in the box. Write it down with your username and password.


Word Verification: This word verifies that you are a real person and not a spammer's automatic program.

Terms of Service: Read through this if you like. It is a legal disclaimer that protects Google from being sued.

Click on "I accept. Create my account" to create your Gmail account.

When you have successfully created a Gmail Account, you will see this screen:

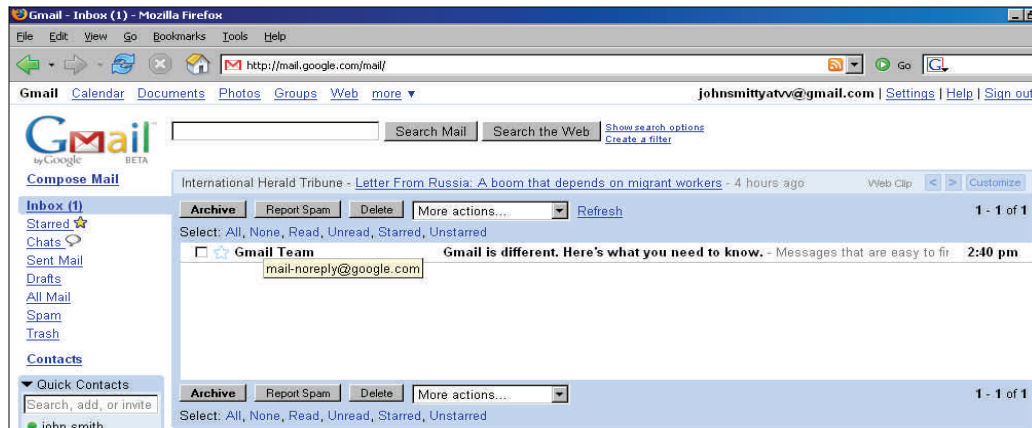


 **Introduction to Gmail**

Congratulations!
You've successfully signed up for Gmail. Here are **three things you really should know** before you get started.

[I'm ready - show me my account](#)

When you click on “I’m ready – Show me my account,” you will see this screen:



Using the Gmail control pane

Use the Gmail control pane on the top left of the Gmail home page for almost everything you need to do.

To check your messages, go to: www.gmail.com

Compose Mail - creates a new message in Gmail

Inbox - shows your new messages.

Messages in bold are waiting to be read.

To mark a message as important, click the star beside its subject.

Starred - Shows all your starred messages.

Sent Mail - shows you a copy of all the messages you have sent.

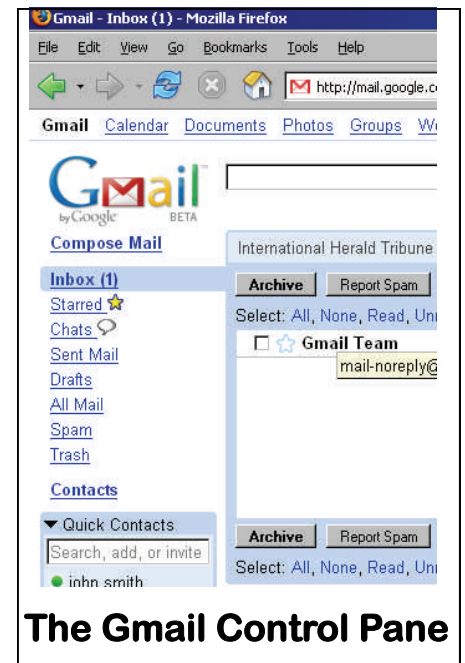
Save Now - saves your work as a draft if you start a message but don't want to send it yet.

Drafts - shows messages written but not sent

All Mail - displays all your messages, read and unread.

Spam - “Junk mail” in your e-mail box is known as Spam. Gmail puts Spam under its own label, so you never have to deal with it

Trash - shows all the messages you have deleted.

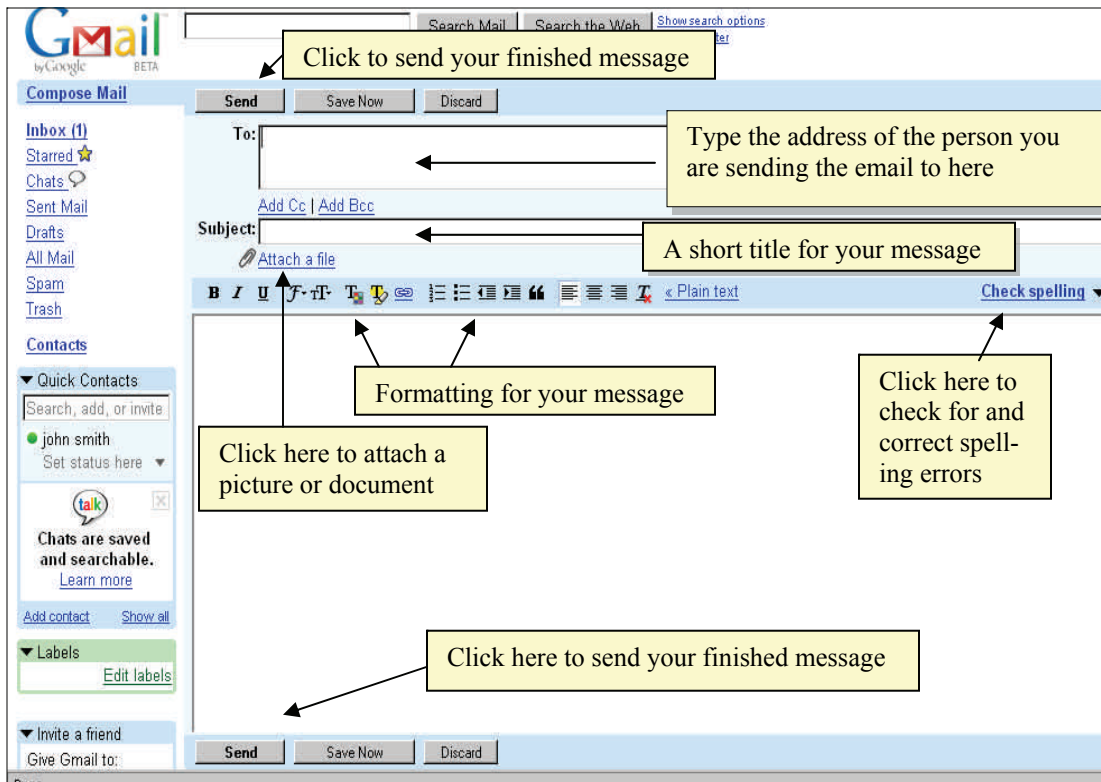


The Gmail Control Pane

NOTE: If your user name is “jsmith,” your email address is “jsmith@gmail.com.” Whenever a website asks for your email address, enter the whole address, ie: “jsmith@gmail.com.”

Composing an email:

When you click “Compose Mail,” you will see this screen:



CC—short for Carbon Copy. Allows you to send the same email to more than one person. The recipient's of the email will be able to see who else has been sent the email.

BCC—Short for Blind Carbon Copy. When an email message is sent, an address entered in the TO or CC (carbon copy) fields are visible to everyone who receives the message. An address entered in the BCC field is hidden to everyone. The person receiving the BCC message sees all addresses in the TO or CC fields but no one can see the BCC addressee.

Attaching a file to an email:

Click on the words “Attach a File” under the subject line

Click inside the bar with the paper clip beside it so that the cursor is blinking in that bar.

Click on “Browse”

A new pop-up window will appear. Navigate to the file you want to attach on your computer or on your disk

Click on the file name and click “Open”

You will see the attachment bar filled in with the location of your file.

To attach multiple files, click on “attach another file” and repeat the process”

This is an excellent way to save files without using a disk. Simply attach the file you want to save and send it to your own email address. You will always have the file saved in your email account (as long as you don't delete that email.)

Email Tips:

- **Logout** after you are finished using your account.
- Don't send secret information through email. Never email your social security number or a credit card!
- If you don't like getting ads in your email, do not sign up for mailing lists.
- If your bank or a store sends you an email that asks you to click a link to verify or update your account information, do **not** follow the link. Instead, go to the bank or store's website by typing the URL in the address bar.
- To print an email message, **always** look for a printer icon to take you to a printable view.

Username format: your last name and last four digits of your phone number (ex. smith5588)

Password format: your first name and your zip code (ex. jennifer28203)

Security question: What is your library card number?

Security question answer: the last four digits of your library card number (ex. 2635)

Your email address: is the username you created with @gmail.com added to the end.

(When creating your username and password use **all lowercase** letters with **no spaces**)

When you create your account, write your information here

My email address: _____

My username: _____

My password: _____

My security question answer: _____

To check your email:

Type www.gmail.com in the internet address bar.

Enter your username and password and click “Sign in”



Sign in to Gmail with your
Google Account

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)