Gmail for Beginners

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Sign Up for Gmail

With your Gmail account, you will also have a Google account with the same username and password. You will be able to use it for other Google products, such as YouTube and Google Drive.

- Create a username and password. Your username will be
  _____@gmail.com.

- Create a strong password: Unique; use a mix of upper- and lower-case letters, numbers, symbols; no personal information or common words, keyboard patterns, sequential patterns. Keep your password secure!

- Verify your Google account by clicking on the link in the email that you will receive.

Sending Messages

- Click **Compose** on the left side.
- Type your recipient's email address in the "To" field
- The **Cc** (carbon copy) feature is for people you want to receive a copy of your email message.

- The **Bb** (blind copy) feature is for hiding recipients' addresses and names from one another, for their privacy.

- Enter a subject heading in the **Subject** field.

- Write the body of your message by clicking in the large field under the subject line

- When you have finished your message and have reviewed it, click **Send**

Replying to Messages

- Click in the box below the message sent to you
- Or, click the arrow icon in the top right corner of the message you received
- If you want to reply to all of the recipients of the email, click **Reply to all** in the box below the message and type your message

Forwarding Messages

- Click **Forward** in the box below the message
- Or, click the down arrow next to Reply in the top-right corner of the message, and select **Forward**

Adding Attachments

- Click the paperclip icon at the bottom of the compose window
- Browse through your files to find the file you want to attach, and click on it, then click **Open**
- You can also drag and drop attachments into your compose window. You can either include the attachment inline in your message, or as an attachment