

GMAIL FOR BEGINNERS



Gmail stands for “Google Mail.” It is the email service provided by Google. Your Gmail account functions as your Google account, using the same username and password. With this account, you’ll have access to Google’s other products, like Google Drive, Google Docs, YouTube and more. Today, we will be covering only Gmail, but Elmhurst Public Library offers additional classes on Google’s other products.

Sign In

There are a few ways to access Gmail. The easiest is to type **gmail.com** in your internet browser’s URL address bar. Typing **mail.google.com** has the same affect. A third way is to go to **google.com** and select “Gmail” in the upper right. This will bring you to the **Sign In** page.

If you have already created a Gmail account, you can use your email address and password to sign in at this page.

If you a creating a Gmail account for the first time, select “More Options” and then “Create Account” from the drop down menu.

Create an Account

- ◆ Create a username and password.
(Ex: JohnSmith@gmail.com)
- ◆ Create a strong password.
Mix of upper and lower case letters, symbols, numbers.
No personal information or common words. Keep it secure!
- ◆ Verify your Google account

Google asks for your birthday to ensure you’re not a minor. Mobile phone and current email needed as password recovery options.

Sign In Page

Account Creation Page

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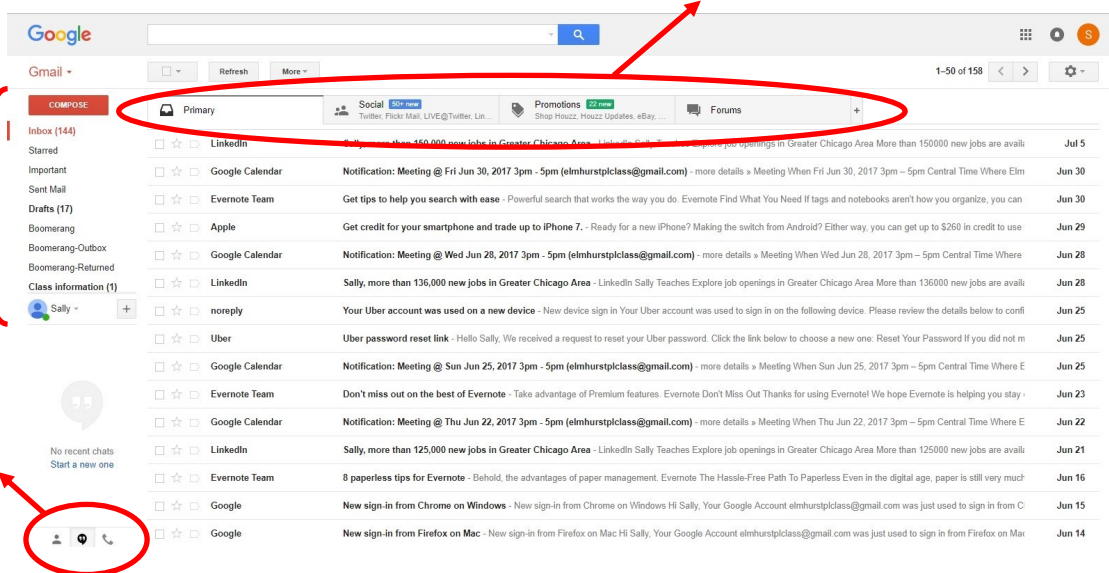
Inbox

Once signed in, your inbox will look similar to what is pictured below. The messages in the inbox should display the sender and the subject title and date. Double click the subject title to read the email.

Gmail will filter your messages into "Primary," "Social," and "Promotions" inboxes. This keeps email advertisements from cluttering your inbox.

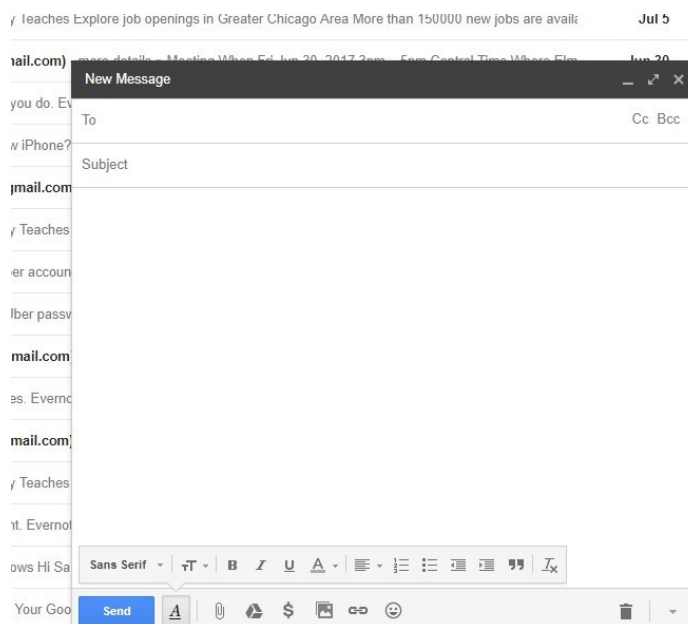
Main menu:
Notable options
are **Compose**,
Inbox, **Sent Mail**,
and **Drafts**.

There are options to
chat or call (fees
apply) contacts. We
will not discuss these
features today.



Sending an Email

- ◆ 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
- ◆ The Bcc (blind carbon copy) feature is for hiding recipient's addresses and names from one another, for their privacy
- ◆ Enter a subject title 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 reviewed it, click **Send**



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Replying to Emails

There are a few ways to reply to an email.

- ◆ In the box below the message, it should say “Click here to Reply or Forward.” Click the “**Reply**” link.
- ◆ Or, click the **Reply** button in the upper right corner.
- ◆ Or, click the down arrow next to the **Reply** button. The drop down menu gives you options to **Reply**, **Reply All**, **Forward**, **Print** and more. **Reply All** will send responses to all recipients involved in the email.

The screenshot shows the Gmail interface for an email from Elly Elmhurst. The email content includes a greeting 'Hello!', a name 'Elly Elmhurst', and a message 'Hey Sally, How are you doing today?'. The interface shows the 'Reply' button in the top right corner, which is circled in red. A red arrow points to the 'Click here to Reply or Forward' link in the bottom text box. A red box highlights the dropdown menu that appears when the 'Reply' button is clicked, showing options like Reply, Forward, Open chat with, Filter messages like this, Print, Add Elly Elmhurst to Contacts list, Delete this message, Block 'Elly Elmhurst', Report spam, Report phishing, Show original, Translate message, and Mark as unread.

Forwarding an Email

Forwarding allows you to resend an email from one recipient to a different recipient. This is useful if you want to share an email.

- ◆ To forward, click on the “**Forward**” link in the box below the original message where it says “Click here to Reply or Forward.”
- ◆ Or, click on the down arrow next to the **Reply** button and select **Forward** from the menu.
- ◆ Type the new recipient’s email address in the “**To**” bar.

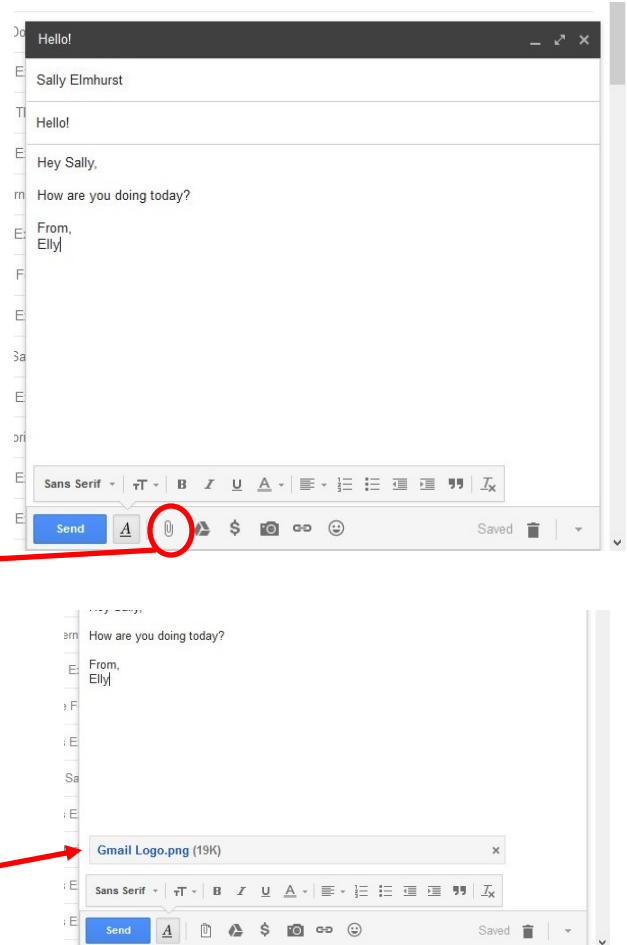
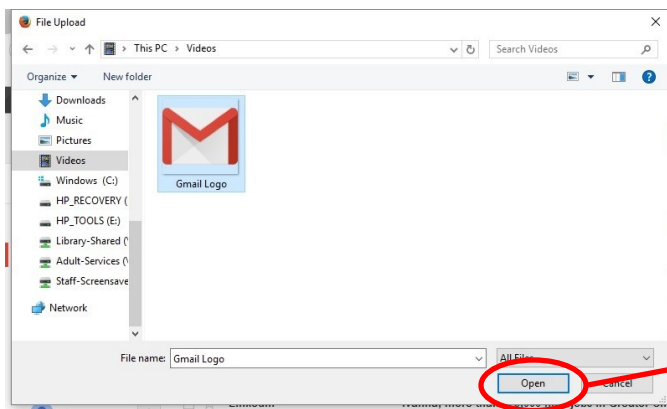
The screenshot shows a forwarded email in Gmail. The 'To' field is empty. The email content includes a greeting 'Hey Sally, How are you doing today?' and the sender information 'From: Elly Elmhurst <elmhurstplpatron1@gmail.com>'. The 'To' field shows 'To: Sally Elmhurst <elmhurstplclass@gmail.com>'. The interface shows the 'Send' button and various formatting options.

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Adding Attachments

Files (photos, documents, etc.) can be sent via email as an attachment.

- ◆ To add an attachment, click on the *paperclip* icon at the bottom of the compose window.
- ◆ A browsing window will open. Find the file you want to attach, click on it, and then click **Open**.
- ◆ The attachment should appear at the bottom of the email message.



Downloading Attachments

If you receive an email with an attachment, you can save that attachment to your computer. The attachment should appear on the email message as an icon. If you place your mouse over the icon, a down arrow should appear. Clicking on the down arrow will prompt you to save your file to your desired stored location (i.e. documents).



Sign Out of Your Account

Once you are done using your email, you will want to sign out of your account to keep your emails secure. In the upper right corner should be a colorful circle with your initial, or a photo of you. Click on the circle, then select "Sign Out."

