Creating a Gmail Account and Sending Your First Email

TGH — tech goes home

To begin you will type the this address in your web browser.
Or click **here**.

https://www.gmail.com

Google

Sign in

to continue to Gmail

Email or phone

Forgot email?

More options   **NEXT**

More options

Create account

Not your device?

You will be brought to this page. First click on More Options. And then click Create account.

Enter your First and Last Name. Then, choose a username. This will be your email address. Most people try "firstname.lastname". However, that might not be available, especially if you have a common name like Tim Smith or Jane Jones. You can add your zip code to the end of your name, maybe add your middle initial. Remember though, this will be an email address that you can use for professional situations. Choose an address that you would feel comfortable using if sending an email to your child's teacher or putting on your resume. **Remember to write down your username and keep it in a secure location in case you forget it later on.**

If you end up choosing a username that already exists, you will see this message. Google will give you some suggestions. Feel free to choose one of those, or keep typing in the box until you find an email address that is unique.

Name

Cameron	Audia

Choose your username

tgh1232018   @gmail.com

Choose your username

techgoeshome   @gmail.com

Someone already has that username. Try another?

Available: goeshometech   tgoeshome
        goeshomet

You will now be asked to create a password. The strength of your password is VERY important. It should be at least eight characters long and contains numbers, capital letters, and even symbols. I would recommend using a sentence as your password. For example, I like the beach. So I could make my password "Iliketogotothebeach". To make it even more secure, I could replace some of the letters with numbers... "Ilike2go2thebeach". Whatever you choose, do your very best to pick something you will remember. **Remember to write down your password and keep it in a secure location in case you forget it later on.**

Create a password

••••••••

Confirm your password

••••••••

Password strength: Strong

If Google believes that your password is strong, you will see the message to the left.

Password strength: Weak

If Google believes that your password is weak, you will see the message to the left. Keep trying until you find a strong password.

2

Birthday

September ⬍ | 13 | 1987

Enter in your birthday. **You must be at least 13 years old to get a Gmail account.**

Gender

Female

Choose your gender.

Mobile phone

🇺🇸 ▾ 8605670863

If you would like, enter your mobile phone number. This is not mandatory. Google uses this number to send you a text message if you forget your password.

Your current email address

cam@techgoeshome.org

As with your phone number, entering an alternative email is not mandatory. Google would use this address to send you messages if your new account has unusual activity.

Location

United States ⬍

Next step

Then click Next Step

Privacy and Terms

By choosing "I agree" below you agree to Google's Terms of Service.

You also agree to our Privacy Policy, which describes how we process your information, including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and lo...

Why we process it

We process this data for the purposes described in our policy, including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used.

Combining data

We also combine data among our services and across your devices for these purposes. For example, we show you ads based on information from your use of Search and Gmail, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.
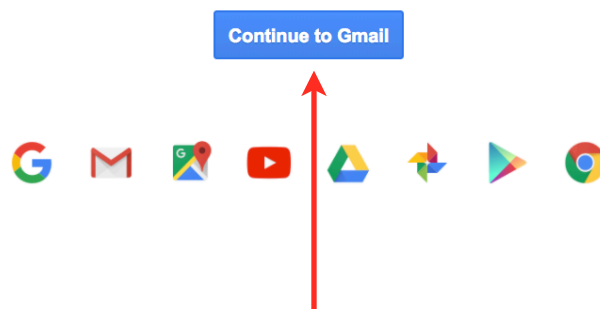
CANCEL | **I AGREE**

You'll then be asked to review the Privacy and Terms. Read, then scroll to the bottom and click I AGREE.
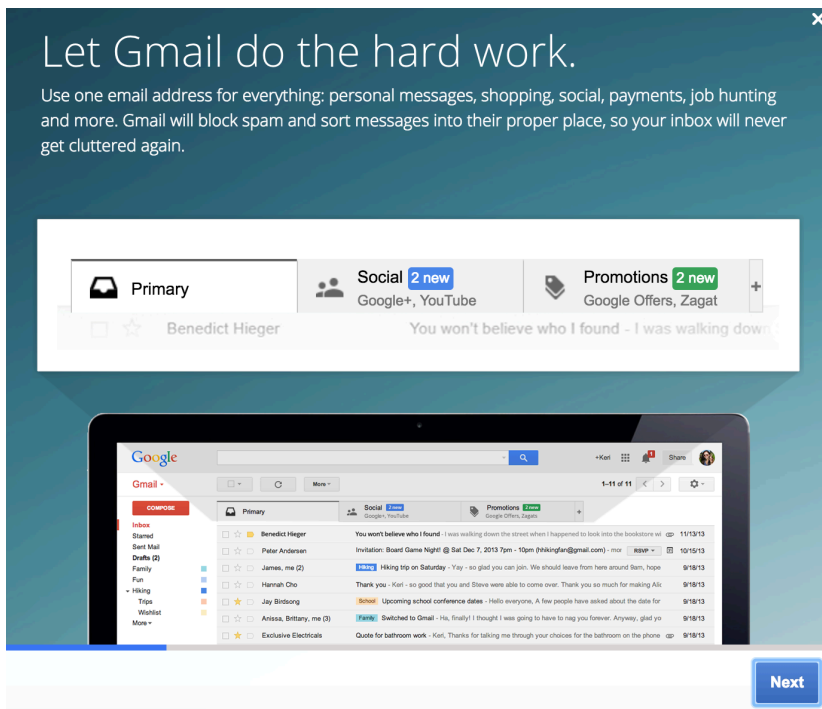
3

Congratulations, you just created a gmail

Welcome!

Your new email address is tgh1232018@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail

Click "Continue to Gmail"

Let Gmail do the hard work.

Use one email address for everything: personal messages, shopping, social, payments, job hunting and more. Gmail will block spam and sort messages into their proper place, so your inbox will never get cluttered again.

You will be taken to your email inbox. Before you get started take a minute and read the brief tutorial that pops up. Click the "Next" button for more information on customizing your inbox to make it your own style, connecting your Gmail on a smartphone or tablet, and using Gmail to video chat and call friends.

Next

Click "Go to Gmail"

tgh1232018@gmail.com is ready to use.

Go to Gmail

An Introduction to Your Gmail Toolbar

Google

Gmail ▾

COMPOSE

Inbox (1)

Starred

Sent Mail

Drafts

More ▾

Click here when you want to send a message. More details are on the following page.

Your "Inbox" is where all your mail is stored. When you see a number like you see here, it means you have three new messages.

Want to see all the messages you have sent to others? Simply click on "Sent Mail."

Say you are typing and email but do not have time to finish it. You can save that email and it will get stored in the "Drafts" section.

Once you get going with Gmail, you can create folders for different types of emails, say School or Personal or Work. You can also build up a list of contacts and store them here. These folders by clicking on More.
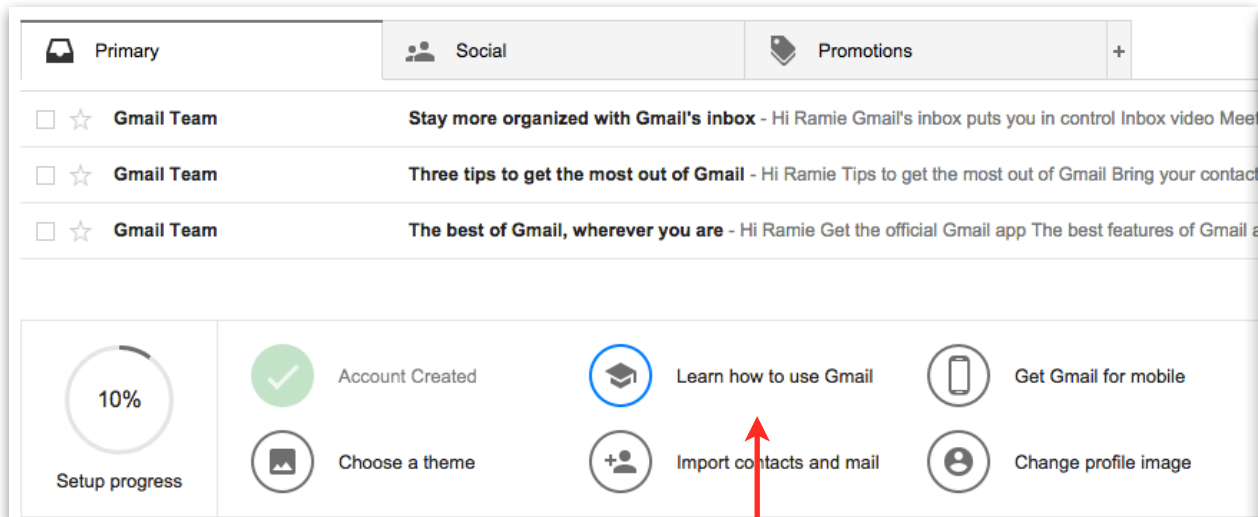
Sending An Email

New Message   _ ⤢ ✕

To   Cc Bcc
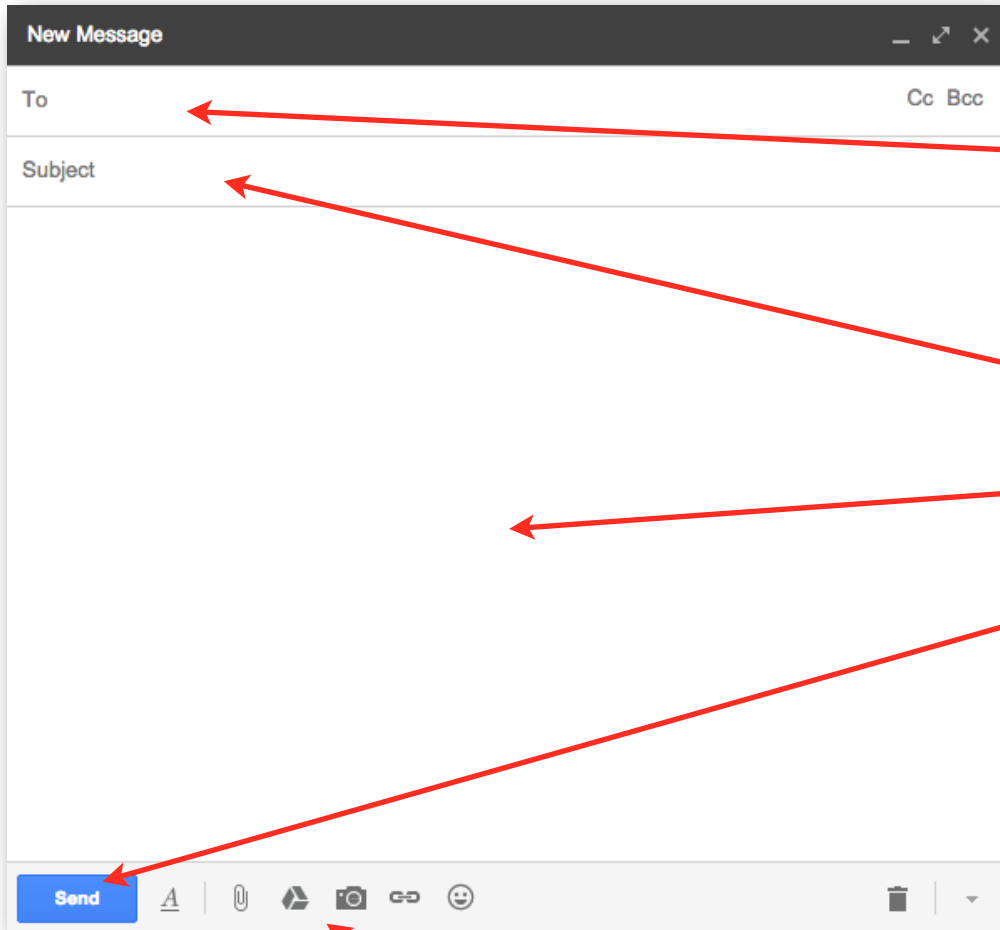
Subject

1. Click the "Compose" button

2. Type in the email address. Addresses you have previously used should appear once you start typing. You can send emails to more than one person

3. Type the subject of your email.

4. Type your message.

5. Once you are happy with your message, click "Send" to send now.

Send   A   📎   ☁   📷   🔗   ☺   🗑   ▾

Say you have a picture you want to send... click on the camera icon and once you find the file, click on it to "insert" it into the email. Other files, such as homework assignments, can be attached the same way using the paperclip icon

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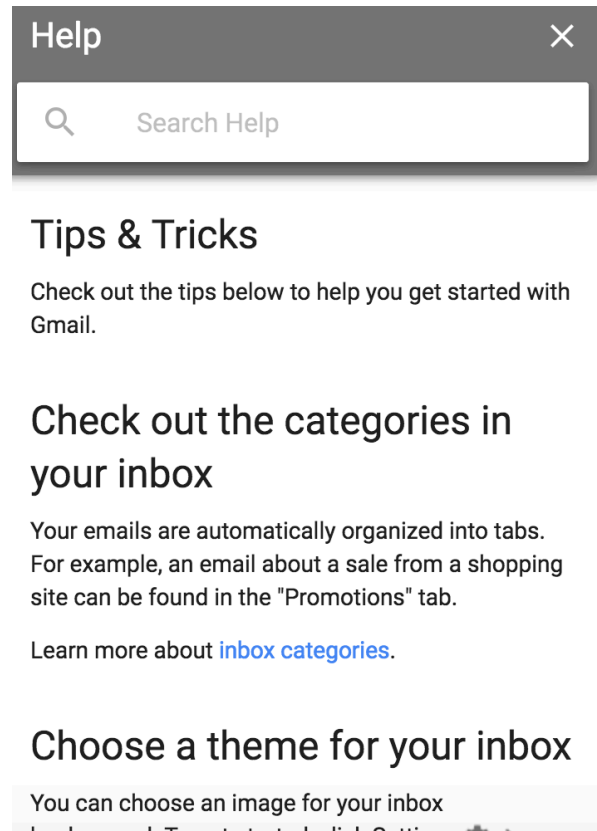
Send   A   📎   ☁   📷   🔗   ☺
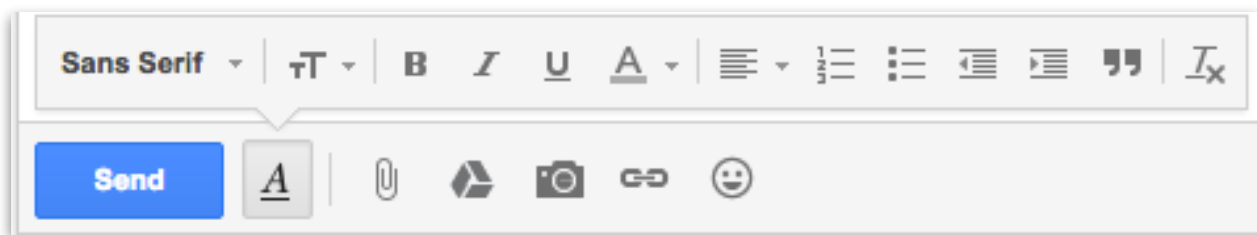
Just like in any other word processing program, you can change the fonts, add colors, and even put in cute smily faces. Simply click on the A icon and use the tools in the editing toolbar.

Nicely done, you now know the basics of Gmail!

Primary	Social	Promotions	+
☐ ☆ **Gmail Team**	**Stay more organized with Gmail's inbox** - Hi Ramie Gmail's inbox puts you in control Inbox video Mee|		
☐ ☆ **Gmail Team**	**Three tips to get the most out of Gmail** - Hi Ramie Tips to get the most out of Gmail Bring your contac|		
☐ ☆ **Gmail Team**	**The best of Gmail, wherever you are** - Hi Ramie Get the official Gmail app The best features of Gmail a|		

10%

Setup progress

✓ Account Created

🎓 Learn how to use Gmail

📱 Get Gmail for mobile

🖼 Choose a theme

👤 Import contacts and mail

👤 Change profile image

If you want more help go to your inbox and click "Learn how to use Gmail"

The Gmail Help box will pop up on the right to give you tips & tricks to become a Gmail master!

Help ✕

🔍 Search Help

Tips & Tricks

Check out the tips below to help you get started with Gmail.

Check out the categories in your inbox

Your emails are automatically organized into tabs. For example, an email about a sale from a shopping site can be found in the "Promotions" tab.

Learn more about inbox categories.

Choose a theme for your inbox

You can choose an image for your inbox background. To get started, click Settings ⚙ >

7

Gmail 2.0 - Formatting

If you'd like to become more savvy in writing emails, this section is for you!

To begin we're going to go through the toolbar.

Sans Serif | T | **B** *I* U A | ≡ ▾ | ▤ ▤ ▤ ▤ | 99 | Tₓ

Send | A | 📎 △ $ 📷 🔗 ☺ | 🗑 ▾
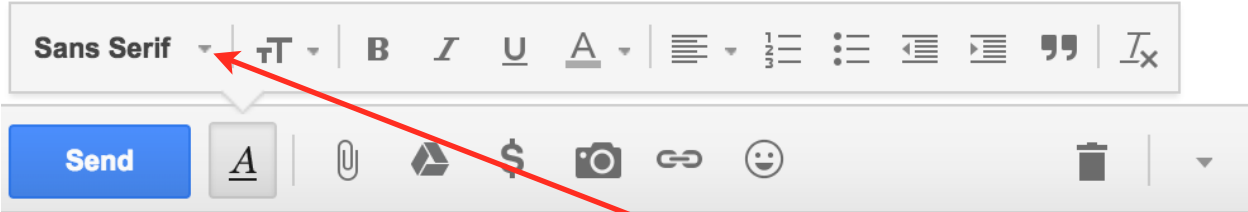
If you want to change the style font you'd like to use you click here.

And then this list will come up for you to choose from.
Then click on the one you'd like to use.

✓ Sans Serif
Serif
Fixed Width
Wide
Narrow
Comic Sans MS
Garamond
Georgia
Tahoma
Trebuchet MS
Verdana

Sans Serif ▾ | T ▾ | **B** *I* U A ▾

If you want to change the size font you're using you will click here. And this list will come up for you to choose from. Click on the one you want to use.

Small
✓ Normal
Large
Huge

Next on the toolbar are these buttons.

Sans Serif ▾ | ˅T ▾ | **B** *I* <u>U</u> A ▾

Normal text looks like this: Normal
If you click these buttons, this is what your text will look like:

B → **Bold**

I → *Italic*

<u>U</u> → <u>Underlined</u>
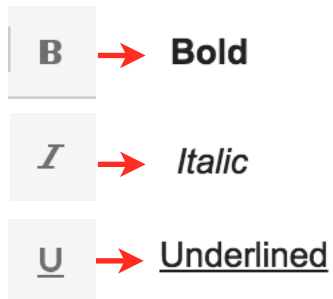
Next on the toolbar we're going to learn how to change the color of your font or the background of your font. You will do so by click here.

A ▾ | ≣ ▾ | ⅓☰ ☰
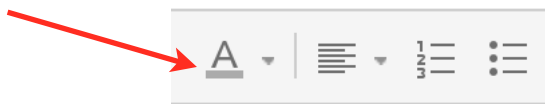
These 2 drop downs will appear. And by clicking on the desired color you will get these results.

Change Background Color

Background color   Text color

Change Text Color
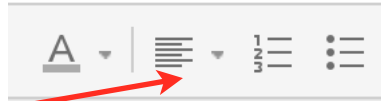
This button will give you 3 choices to align your text. And each button does the following.

Aligned to the Left
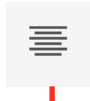
Aligned to the Center

Aligned to the Right

These buttons will give you choices to organize lists.
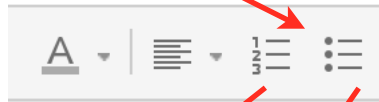
1. Having
2. A
3. List
4. Numbered

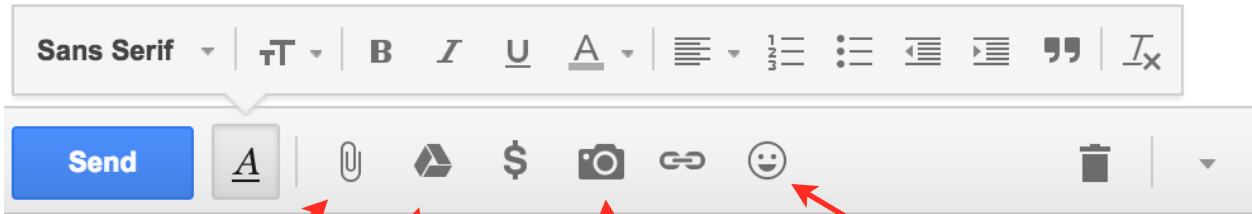- Having
- A
- List
- Bulleted

These buttons will help you to:

-------------->Indented More

<-------Indented Less

This buttons will be for:

If you want to show that something is quoted
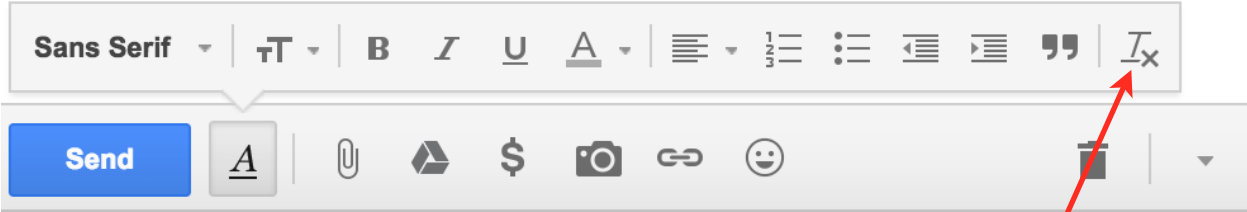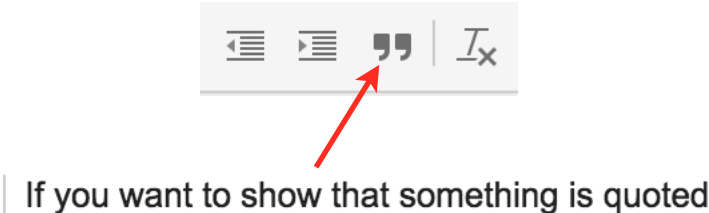
And if you'd like to clear all formatting, you just click here.

Gmail 2.0 - Attaching

Now let's look at the rest of the toolbar!

If you want to attach a file from your computer you will click here on this paperclip.

To attach an emoji you simply click here.

To attach a file from your Google Drive you will click here.

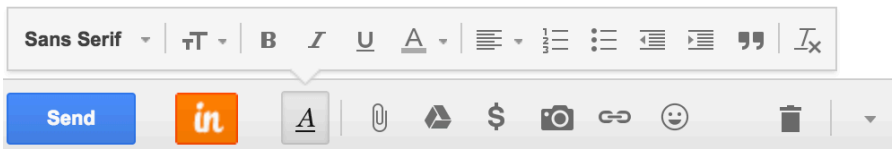To attach a photo either from the internet or your computer you click here.
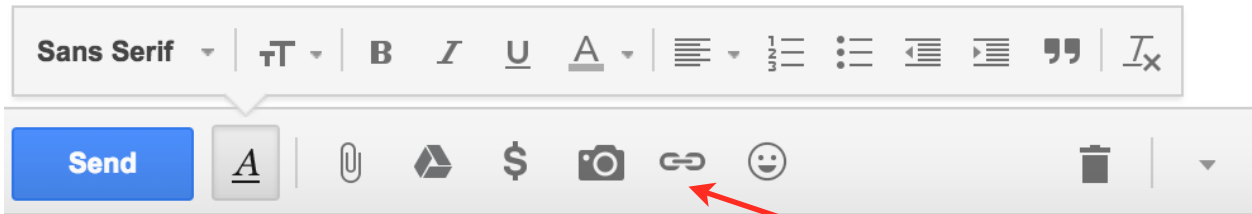
The last feature on the toolbar we're going to look at is the linking function, here.

New Message

Recipients

Subject

Visit this website here!

--

TGH
tech goes home

Cam Audia
**Tech Goes Home**
www.techgoeshome.org
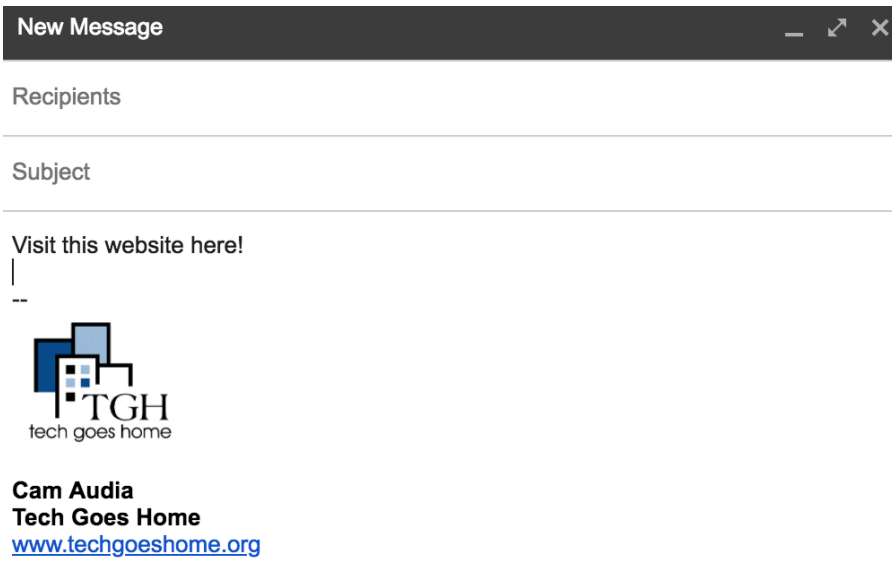
When writing an email you may want your recipient to visit a website. Instead of just copy and pasting the website, because sometimes they're very long and can make your email look messy, you can link the site to your text.

New Message

Recipients

Subject

Visit this website here!

--

TGH
tech goes home

Cam Audia
Tech Goes Home
www.techgoeshome.org
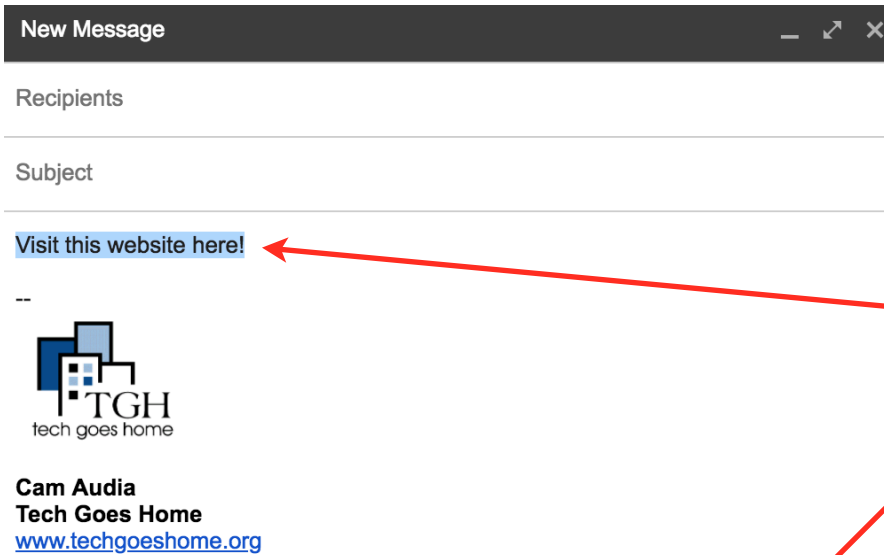
Once you decide what you want the text to say "visit this site" "check this out" "please view", etc. You simply highlight the text here.

And then click the link icon.
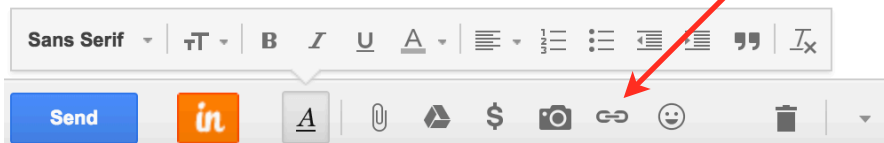
Edit Link

Text to display: Visit this website here!

Link to:
○ Web address
○ Email address

To what URL should this link go?
https://www.techgoeshome.org/
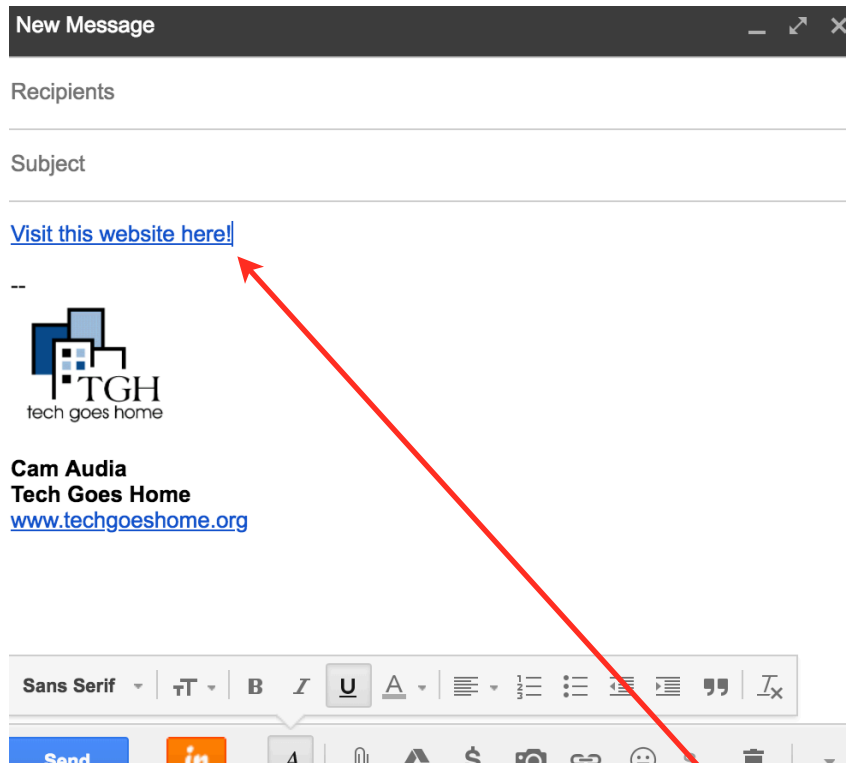
Test this link

Not sure what to put in the box? First, find the page on the web that you want to link to. (A search engine might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above.
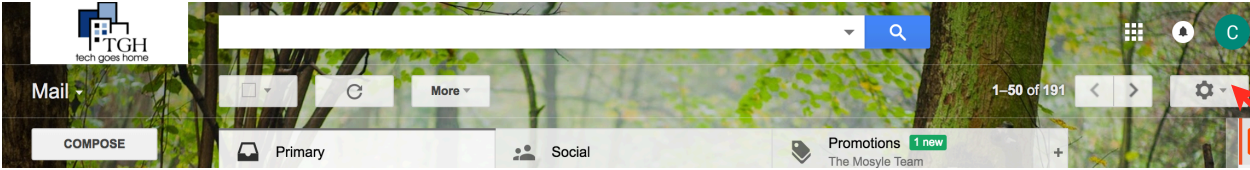
OK   Cancel

You'll then be asked to provide the URL you want linked.
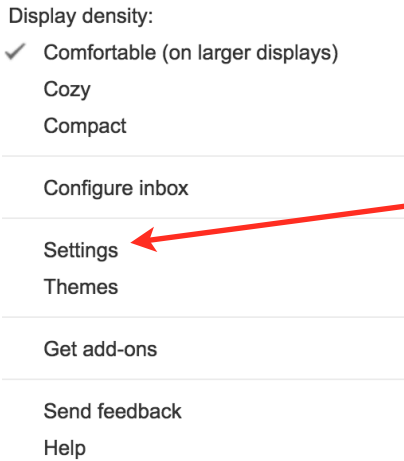
You then click OK.

New Message

Recipients

Subject

Visit this website here!

--

TGH
tech goes home

Cam Audia
Tech Goes Home
www.techgoeshome.org

Sans Serif

Send

You've successfully linked a URL to your email message!
Hint: You can tell that you've linked properly when the text turns blue and is underlined.

14

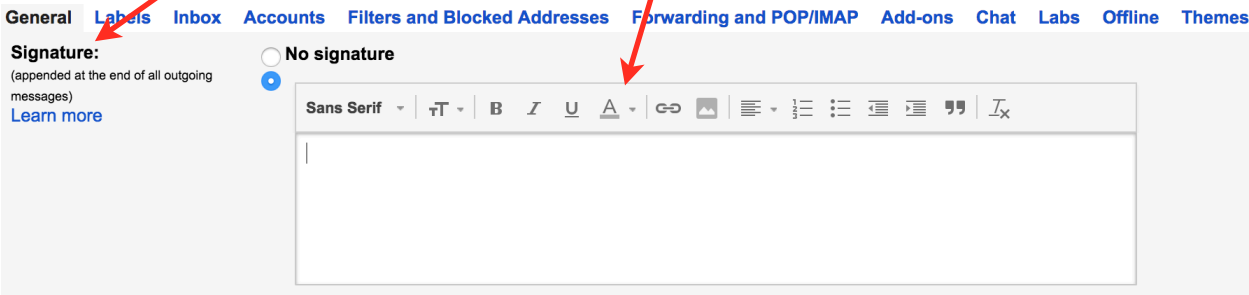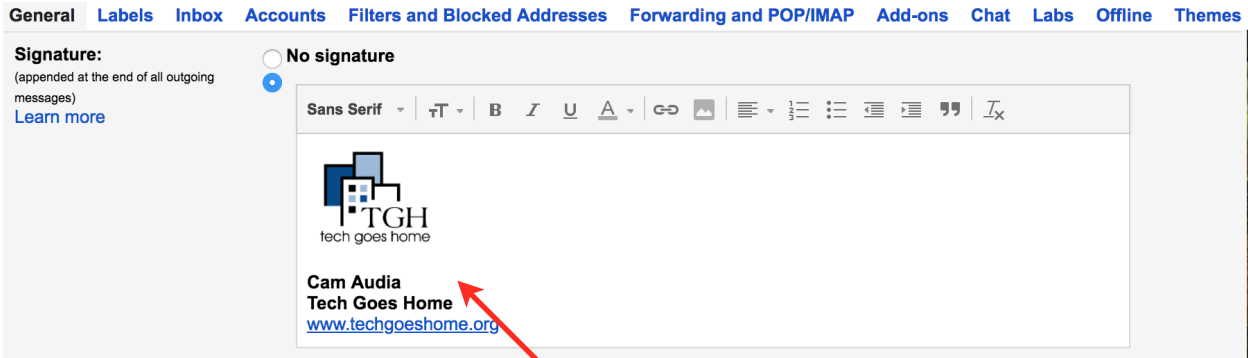Next we're going to learn how make a signature for your email. You're going to click the gear button here.

Display density:

✓ Comfortable (on larger displays)
  Cozy
  Compact

Configure inbox

Settings
Themes

Get add-ons

Send feedback
Help

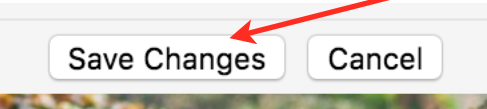Then click on Settings.

This is where you can put your signature. Typically a signature consists of your
Name
Title, Business Name
Phone Number
Email Address
Website of Business
and a logo if you have one. (remember to use the toolbar!)

Make sure you're under the General Settings.

And scroll down to Signature.

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline Themes

Signature:
(appended at the end of all outgoing messages)
Learn more

○ No signature
●

Sans Serif ▾ | ⊤T ▾ | B I U A ▾ | ⊝ 🖼 | ≡ ▾ ≟ ≔ ⬛ ⬛ ❞ | ⫟ₓ

15

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Labs Offline Themes

Signature:
(appended at the end of all outgoing messages)
Learn more

○ No signature
●

Sans Serif ▾ | ᴛT ▾ | **B** *I* U̲ | A̲ ▾ | ᴄ⊃ 🖼 | ≡ ▾ | ☰ | ☰ | ☶ | ☵ | " | Iₓ

TGH
tech goes home

Cam Audia
Tech Goes Home
www.techgoeshome.org

Once your signature is the way you want it, scroll down and click Save Changes!

Save Changes   Cancel

Gmail 2.0 - Labels and Archiving

Mail ▾

COMPOSE

Inbox
Starred
Sent Mail
Drafts (6)
More ▾
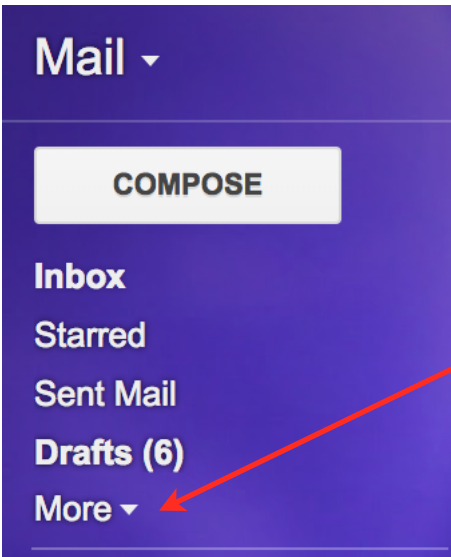
There are a few ways to keep you Inbox from getting disorganized and overwhelming. The first is Labels. On the left side of your Inbox you'll click More.

Inbox
Starred
Sent Mail
Drafts (6)
Less ▲

Important
Chats
All Mail
Spam (5)
Trash
▸ Categories
Manage labels
Create new label
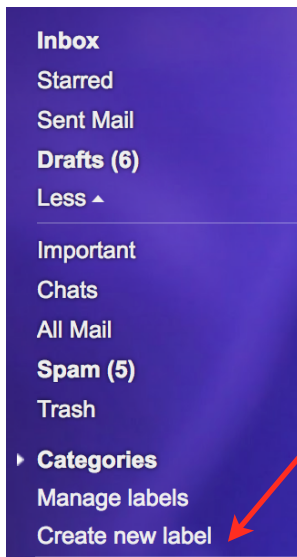
then you'll click Create New Label.
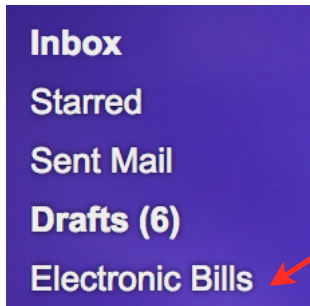
New Label

Please enter a new label name:

Electronic Bills

☐ Nest label under:

Create   Cancel

And name your label. A label might be a category for emails you get. Maybe, you receive a lot of bills electronically and you want to keep them in one place. So you'll make a label named Electronic Bills. And the click create.

Inbox
Starred
Sent Mail
Drafts (6)
Electronic Bills

On the left side of your Inbox you'll see your label.

Now to put your mail in that Labeled Folder. You simple click next to the email and give it a check mark.

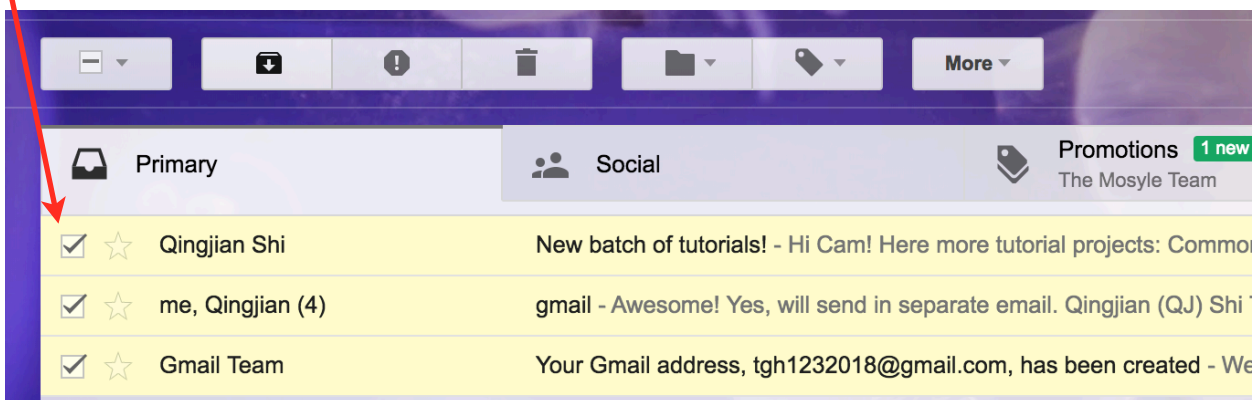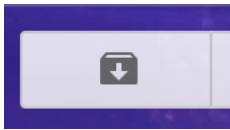And the you click here, and click on the Labeled Folder you'd like that email to go.
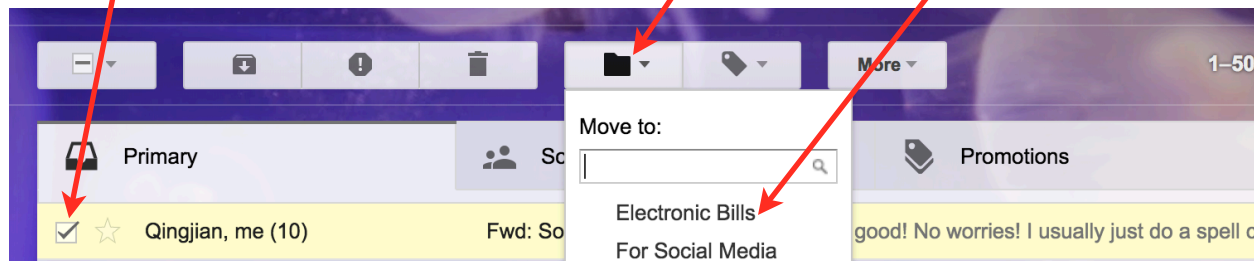
And you're all set!!

Another way to stay organized is to archive emails that you may not need that are cluttering up your Inbox.
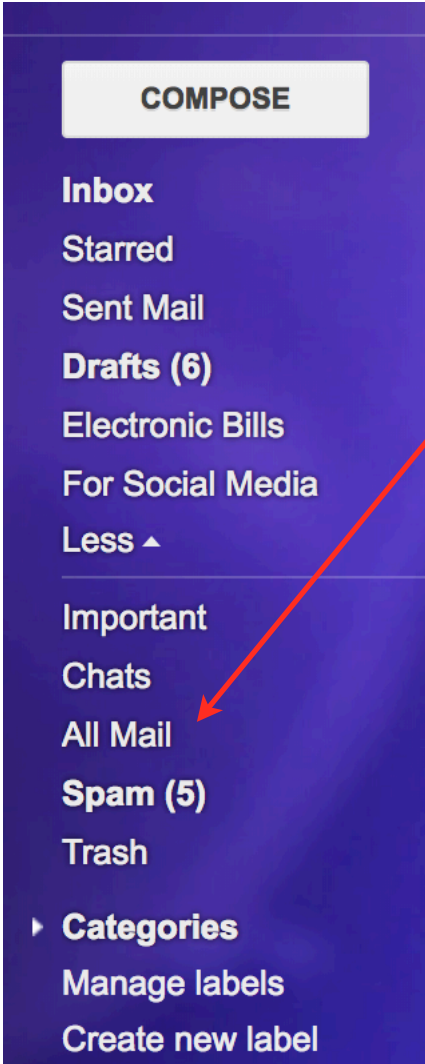
To do so you will click (all the emails you want archived) and give them that check mark.
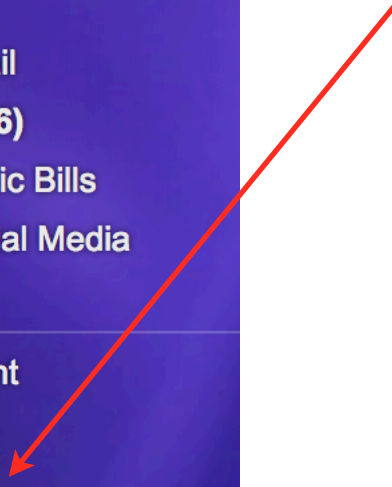
Then you'll click this box.

And immediately the emails will be gone from your Inbox.

COMPOSE

Inbox
Starred
Sent Mail
Drafts (6)
Electronic Bills
For Social Media
Less ▲

Important
Chats
All Mail
Spam (5)
Trash
▸ **Categories**
Manage labels
Create new label

If you realize you DO need those emails, don't panic. You can find them here.

By clicking on All Mail.

Congratulations! You just learned Gmail 101 as well as Gmail 2.0. You are ready to start emailing away!