## TECH TUTOR

# Gmail

LEVEL 1

kcls.org/techtutor







### **Gmail – Level 1**

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to kcls.org/techtutor for upcoming Tech Tutor sessions, learning online and class manuals. This manual is for *Gmail – Level 1* class held on KCLS computers running Windows 7.

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#### **Signing In to Library Computers**

For personal use of library computers, sign in with your library card number and Personal ID number. For a computer class, sign in with these codes:

627837

1212

**Note**: Be careful not to type the letter "O" for a zero (0) or the letter "I" for a one (1).

#### In this class, you will...

Learn about the Gmail email service, including how to:

- Create a free Gmail account
- Write and send an email message
- Read, reply or forward an email message
- Log into and out of your account
- Explore other Google Services with a Gmail account

#### What is Gmail?

**Gmail** is a free email service. **Email** stands for electronic mail. It is a popular service on the Internet people use to communicate with family and friends, businesses, employers and more.

Email is like regular mail because you write a message and send it to an address. Email is *not* like regular mail because it is written on a computer and sent through the Internet instead of writing on paper and sending through the post office.



Gmail "envelope" icon

Gmail is one service from the Google Company. You can use a Gmail account for more Google services.

#### Free email

You can have a Gmail account even if you don't have a computer or Internet at home. Use any computer connected to the Internet, like library computers, to access your free email account.

#### **ISP** email

ISP stands for **Internet Service Provider**. You pay an ISP—like CenturyLink, Comcast, Verizon or NetZero—for connection to the Internet. They provide email accounts to paying customers only.

One advantage of ISP email is more storage space than free email accounts. A disadvantage of ISP email is you lose your email if you change ISP. For this reason, it's a good idea to also have a free email account apart from an ISP email. Gmail is a good complement or alternative to ISP email.

#### **Email Address**

Do not confuse email address with web address. An email address always has an "at" symbol. A website address never has an "at" symbol.

**Example email address**: fakeemail@gmail.com **Example website address**: www.gmail.com



Did you notice both types of address have "gmail.com" in it? Think of the website address as the address to a big apartment complex. Think of the email address as the apartment number for a specific mailbox in that complex. In a few minutes you can create your own Gmail "mailbox," but first you will learn some important basic email vocabulary.

#### **Basic Email Vocabulary**

Here are some important words to know to help you better understand and use email.

**Email address:** Identifies the mailbox where messages are delivered, like fakeemail@gmail.com.

**Password:** A secret combination of letters and numbers to access your account.

**Sign in:** to access your account using correct email address and password on the correct website.

**Sign out:** to sign *out* of your account. Prevents unauthorized access to your account and its contents.

**Inbox:** A virtual mailbox where your incoming mail is received.

**Compose:** To write a new message.

**Draft:** A saved version of an email message you can edit and send later. Saves in a "Drafts" folder.

**Forward:** Send an existing message (usually from someone else) to another person.

**Reply:** An email response to an email message from someone else. Goes to original sender only.

**Reply All:** When a reply goes to *all* original recipients of the message, including the sender.

**Internet Service Provider (ISP):** The company you pay for Internet service at home.

**Spam:** Unwanted mail, or junk mail.

**Trash:** Deleted messages are sent to the Trash folder. Get rid of them by emptying the trash.

#### **Create a Gmail Account**

Gmail is the email service the Google Company offers for free.

#### Here's how to create Gmail account:

- 1. Open a web browser like Internet Explorer
  - a. Double-click left-mouse button on Internet Explorer icon

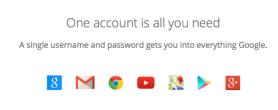


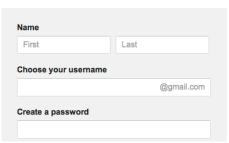
- 2. Go to www.gmail.com
  - a. Left-click once in web address bar
  - b. Type www.gmail.com
  - c. press "Enter" key on keyboard
- 3. Click on **Create an account** button



You will see the form page shown below. Notice it reads, "Create your Google Account" and not "Gmail Account" at the top? You are technically creating a Google account that will give you access to many services Google offers for free, including Gmail. Take a look at the list of icons to the left of the form. The focus of this class is Gmail, but you can explore more with your Google account later.

#### Create your Google Account





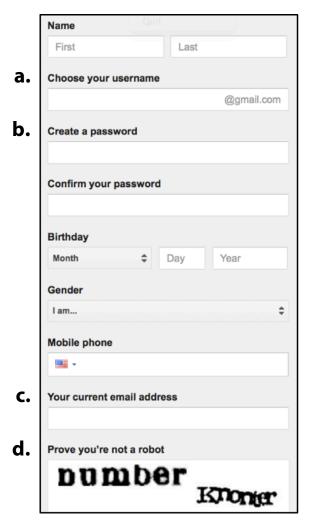
Google account page

- 4. Fill out the form (see letter item explanations below).
- **a.** This will become your email address. Make it easy to remember; you can use letters, numbers and periods.
- **b.** Use at least 8 characters; do not make it something easy to guess. Gmail will show how strong your password is.
- **c.** Leave this space blank if you don't have another email.
- **d.** Gmail wants to prevent malicious computers known as botnets from shutting down the website. Type text in box below.

When you have chosen a login name and password, write them here so you remember:

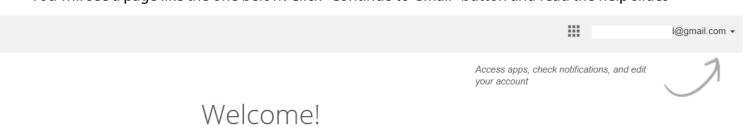


- 5. Click "I agree to the Google Terms of Service and Privacy Policy." You may click on the blue text to read terms of service and privacy policy.
- ☑ **TIP:** Change your password often. Never share it with anyone you don't personally know and trust.
  - 6. Click "Next Step" button



Google account form

You will see a page like the one below. Click "Continue to Gmail" button and read the help slides



Your new email address is nature

@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.















Google account Welcome Page

#### **How to Use Gmail**

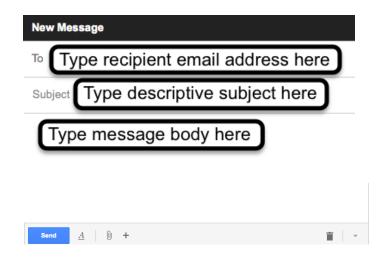
#### Write and Send an Email Message

To write and send email you must be signed into your email account. You must have a valid recipient email address, a descriptive subject line, and a message.

- 1. Click Compose button
- 2. Type recipient address in the To: box
- 3. Give the message a descriptive subject
- 4. Type a message in the large white box
- 5. Click **Send** when finished

Try emailing a friend or family member now.

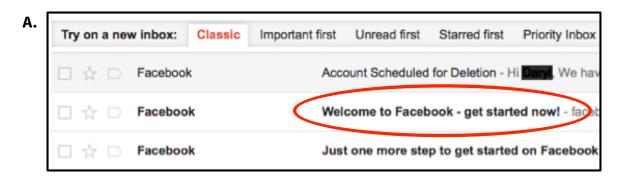
✓ **TIP:** Google, like other free email companies, often change the look and feel of the service, but the basic functionality is the same. Learn more about <u>Gmail's compose and reply</u> experience.

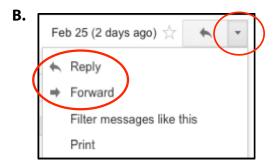


#### Read, Reply, Forward

The email inbox is where all incoming mail is received. Messages stay in the inbox unless they are deleted or moved to a folder (covered in Gmail Level 2). Here you'll learn to *read* an email message, *reply* to an email message (original sender) and *forward* an email message to another email address.

- **A.** To **read** a message from the Gmail inbox, click on the subject line and it will open.
- **B.** To **reply** or **forward**, click the arrow toward the top-right of the email and select accordingly.

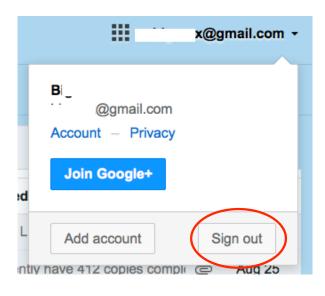




#### **Sign Out of Gmail**

Sign out of your email account to prevent unauthorized access to your account and its contents by strangers:

- Look toward the upper-right corner
- 2. Click black arrow next to account name
- 3. Click Sign out



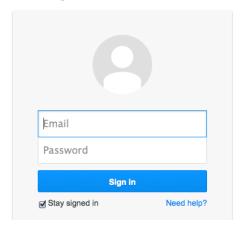
#### **Sign in with Your Google Account**

Each time you wish to view your email you must do the following:

- 1. Use a computer with Internet access
- 2. Go to www.gmail.com
- 3. Type in your email address
- 4. Type in your password
- 5. Click "Sign In"

#### One account. All of Google.

Sign in to continue to Gmail



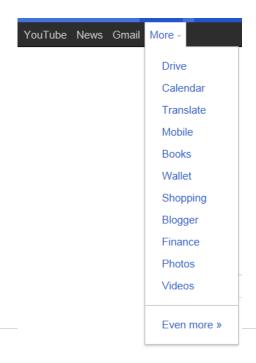
#### **Explore More from Google**

To see and explore more Google services you can access with your Google account:

- 1. Go to www.google.com
- 2. Click black arrow next to "More"

The drop-down list shows some of the additional services you can use.

3. Click "Even more" at the bottom to see more



#### **Internet and Email Security**

Using email and the Internet exposes you and your computer to scams and computer viruses. Do not respond to unsolicited requests for personal identification or financial information in emails. In Email Level 2 you will learn about attachments and links in emails—do not open attachments or click links unless you know and trust the sender and the message makes sense coming from the sender, be that your family member, friend or financial institution.

A computer virus is a destructive program that can damage your computer's operation and information. Computer viruses most commonly arrive from downloaded software or from email attachments. Downloading means transferring a program from another computer to your own. It's a good idea for anyone using the Internet at home to obtain and install anti-virus software for his or her computer. Here are some excellent options including the free Microsoft Security Essentials:

- Microsoft Security Essentials: http://windows.microsoft.com/en-US/windows/products/security-essentials
- McAfee: www.mcafee.com
- Norton Antivirus: www.symantec.com
- AVG Software: www.grisoft.com
- Zone Alarm Free Basic Firewall: www.zonelabs.com

#### More Computer Learning from KCLS

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to kcls.org/techtutor for upcoming Tech Tutor sessions, computer learning online courses through premium databases and class manuals. This manual has been for *Gmail – Level 1* class held on library computers running Windows 7.

Please visit kcls.org/usingthelibrary/computers/ to learn more about using KCLS library computers.

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