

# GMAIL + CREATING A GOOGLE ACCOUNT



Foster communication among teacher and learners via mail

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## STEPS

### 01 Creating a Google Account

In order to use Gmail, you need to create a Google Account first:

- Go to <https://accounts.google.com/SignUp>
- The 'Sign up form' will appear. Follow the directions by entering the required information; fill in your first and last name, choose a username and password. Finally click 'Next', to go to the next step.

First name      Last name

Username      @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password      Confirm     

Next

- Fill in your phone number and click 'Next' again.

Phone number

- A verification code is now sent to your phone number. Type the code in the box and click 'Verify'.

Enter verification code

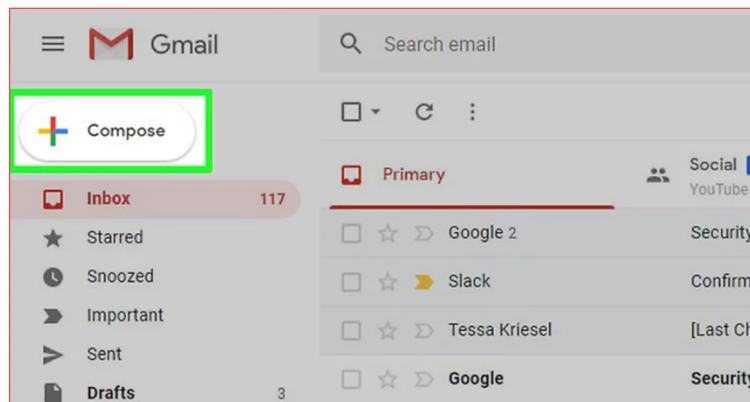
- Now, follow the final instructions to activate your Google Account.

## 02 Opening Gmail

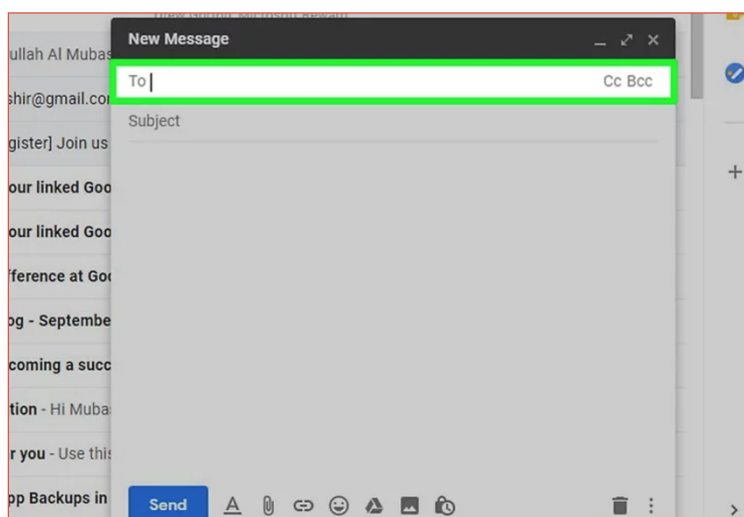
- Go to <https://www.gmail.com/> in your web browser. This will open your Gmail box when you are logged in. If you are not logged in, enter your mail address and password (the mail address and password of your Google Account) when prompted.

## 03 Sending a new mail

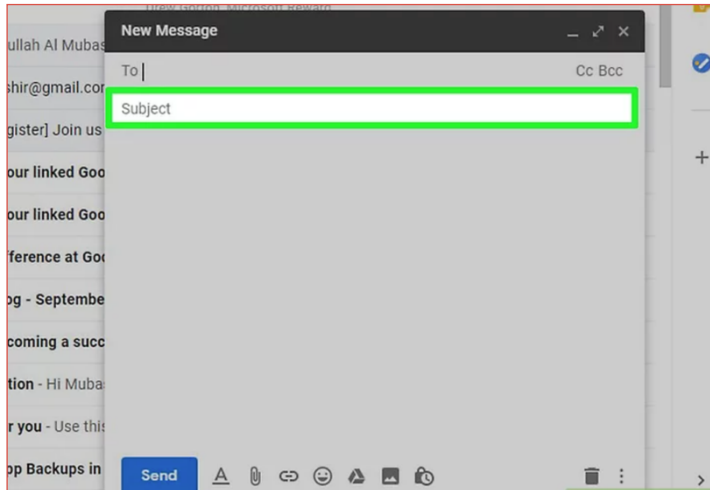
- Click **'Compose'**. It is in the top-left corner of the page. Doing so prompts a new message window in the lower-right side of the page.



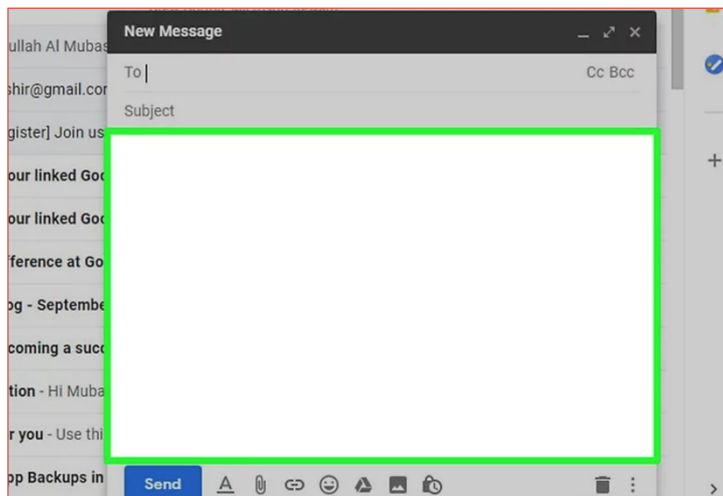
- Enter your recipient's email address. In the "To" text box, type in the email address of the person you want to contact.



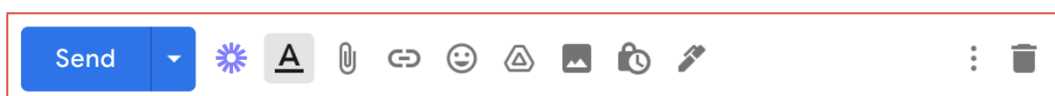
- Add a subject. Click the "**Subject**" text box, then type in anything you want to use for the email's subject. In general, it is best to keep your subjects limited to a few words.



- Enter your email's body text. In the large text box below the subject field, type in any message you want to send to your recipient(s).



- **Add formatting or attachments to your email.** While optional, you can easily change the appearance of your message's text, attach a file, or upload a picture.



**Formatting** - Select the text you want to format by clicking and dragging across it, then click one of the formatting options at the bottom of the email.

**Files** - Click the paperclip-shaped attachments icon at the bottom of the email, then select files to upload from your personal device.



**Photos** - Click the picture icon at the bottom of the email, then select a location and select photos to upload.

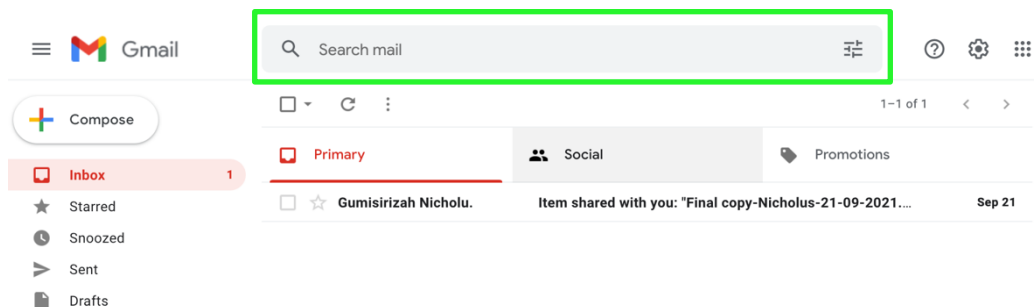


- Click **“Send”** at the bottom of the new message window. Doing so will send your email to the specified recipient(s).



## 04 Managing your mailbox

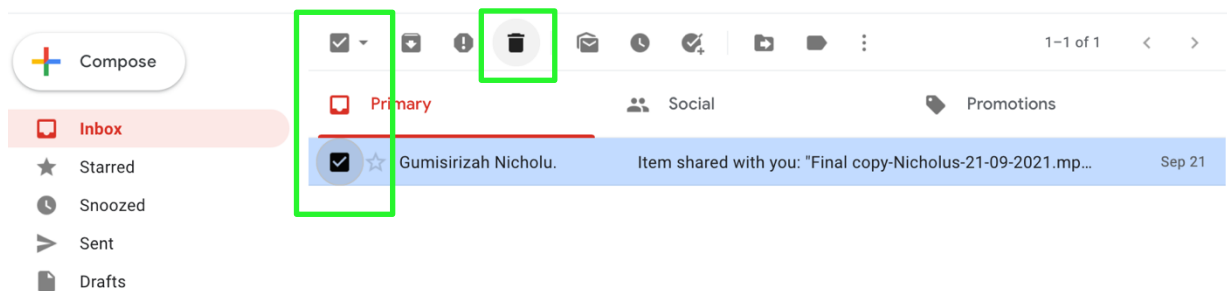
- Search through your emails. You can scroll through your inbox to view emails there, or you can click the search bar at the top of the page and then type in anything you are searching for (e.g. a subject or a sender).



- To open an email, click an email's subject to open the email in the inbox.
- To reply to an email, click the **“Reply”** button in the lower left corner of the message window. To forward an email to more recipients, click the **“Forward”** button.



- If you want to select a group of emails, click the checkbox to the left of each email you want to select. This is useful when moving or deleting large groups of emails all at once. To select an entire page of emails, click the checkbox above the top-left side of the top email.



- To delete emails from your inbox, select the emails you want to delete, then click the "Trash" icon at the top of the window. Deleting emails from your inbox does not permanently delete them immediately, they move to the trash folder where they remain for 30 days before being deleted automatically.