



Google Mail



Monday, 8/15/22
Gail Weiss

Agenda

- ▶ Setting Up a Google Mail Account
- ▶ Google Settings
- ▶ Additional Icons
- ▶ Managing Your Inbox
- ▶ Managing Your Contacts
- ▶ Sending a Message
- ▶ Replying to A Message
- ▶ Setting Up Google Mail on a Mobile Device

Setting Up A Google Mail Account

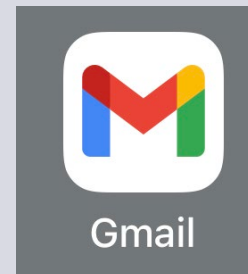
Google Mail – Setting Up An Account

PC or MAC

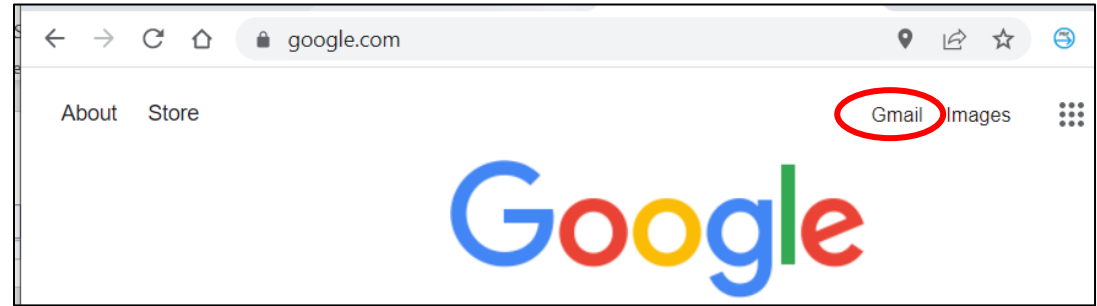
- Use any Web Browser (preferably Google Chrome)
- Go To google.com

Android or iPhone

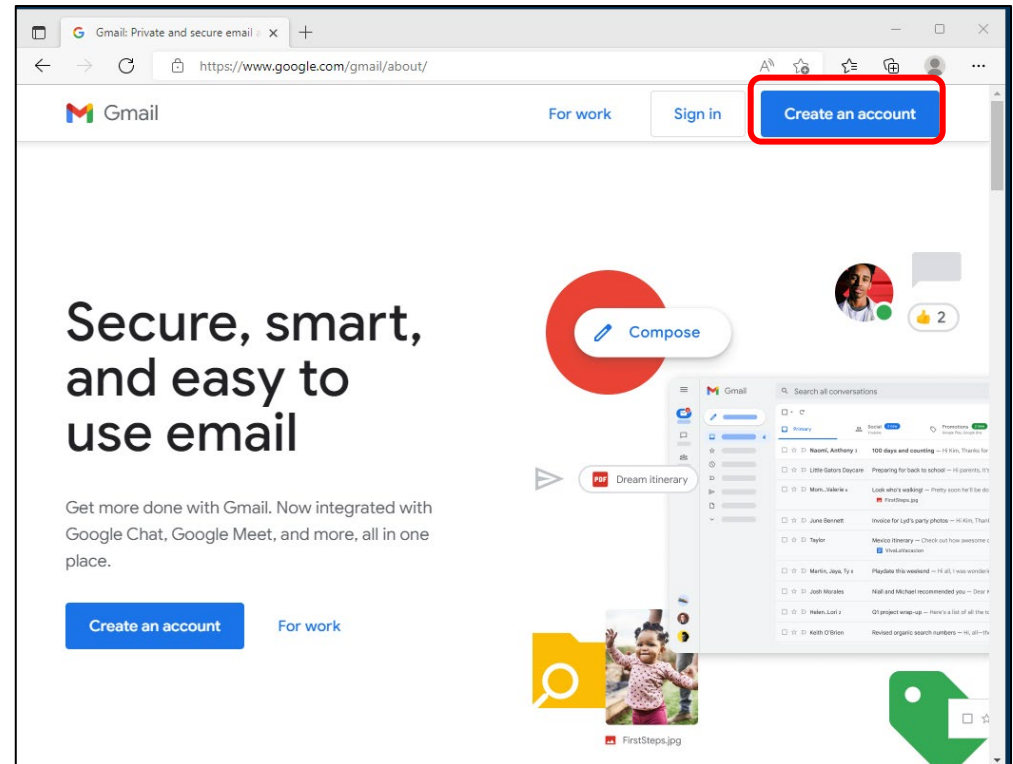
- Download Gmail – Email by Google



▶ At the Google Site, click **Gmail** in the upper-right corner

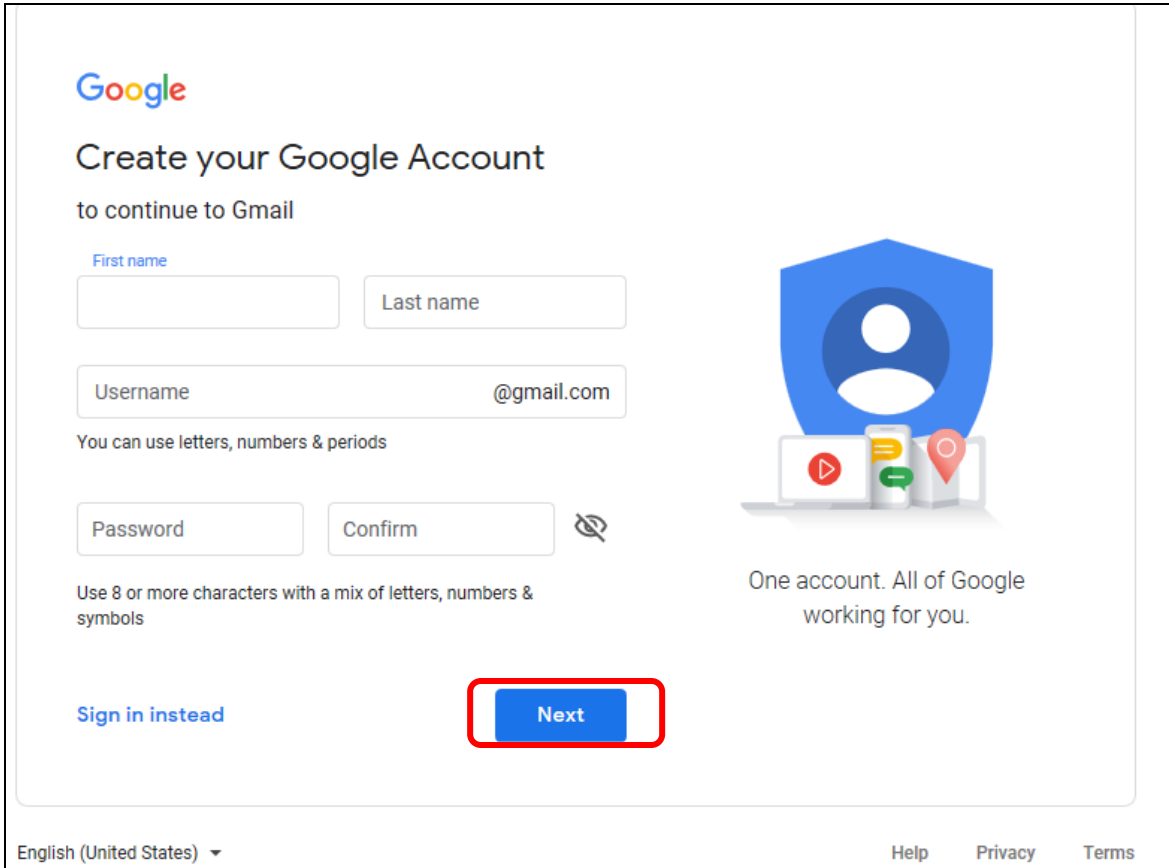


▶ Click **Create an Account**



Create your Google Account

- ▶ Complete the form and click **Next**



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it, the text reads "Create your Google Account" and "to continue to Gmail". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password" and "Confirm" (two separate boxes), and a "Next" button highlighted with a red border. To the right of the form is a blue shield icon with a white person silhouette, and below it, a laptop displaying various Google service icons (YouTube, Gmail, Maps). The text "One account. All of Google working for you." is positioned below the laptop. At the bottom left, there is a "Sign in instead" link. At the bottom right, there are links for "Help", "Privacy", and "Terms". The language is set to "English (United States)".

Google


Create your Google Account
to continue to Gmail

First name

Last name

Username @gmail.com


You can use letters, numbers & periods

Password Confirm 

Use 8 or more characters with a mix of letters, numbers & symbols

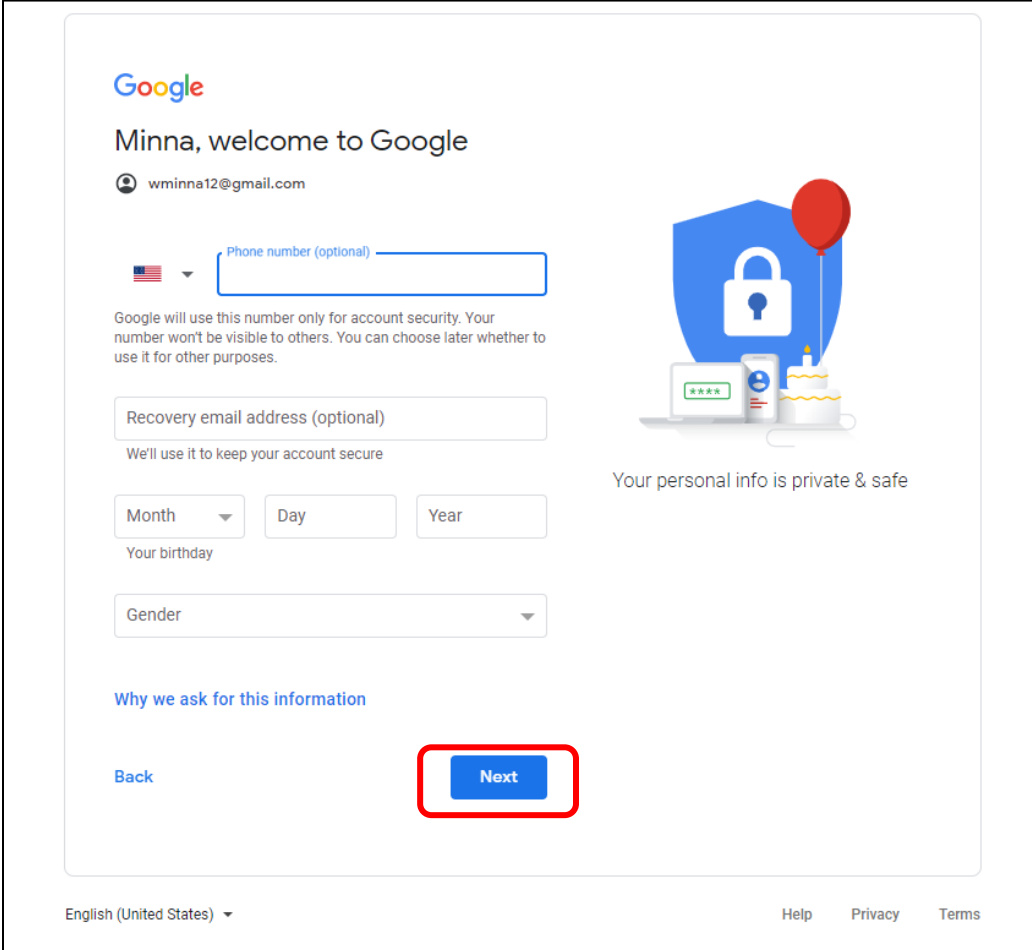
[Sign in instead](#)

One account. All of Google working for you.

English (United States)  [Help](#) [Privacy](#) [Terms](#)

Personal Info

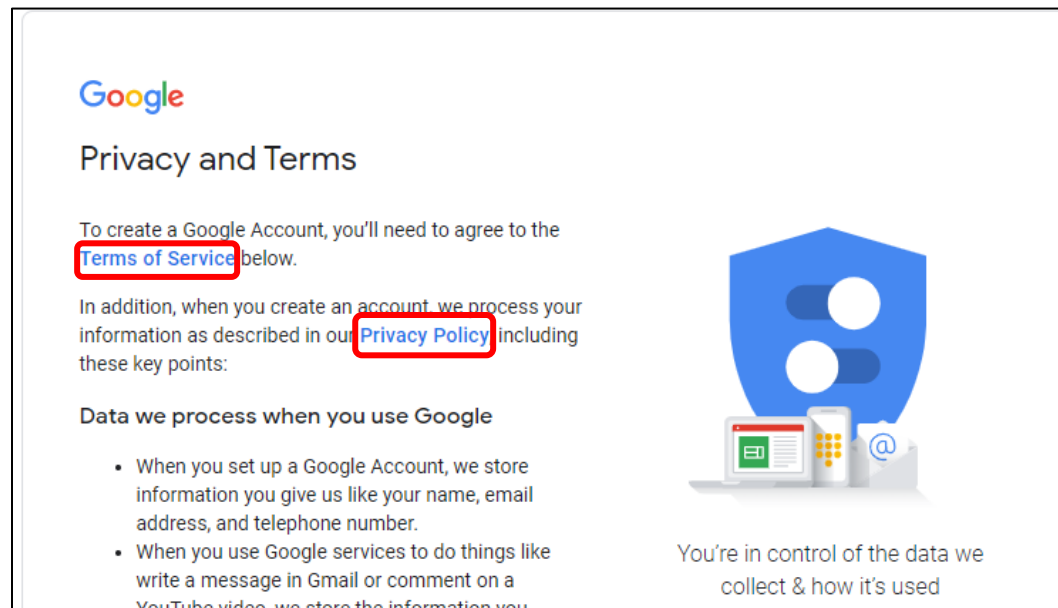
- ▶ Enter your personal info and click **Next**



The screenshot shows the Google account creation interface. At the top, the Google logo is followed by the text "Minna, welcome to Google" and the email address "wminna12@gmail.com". Below this is a dropdown menu for the country (set to the United States) and a text input field for a "Phone number (optional)". A note explains that the phone number is for account security and is not visible to others. Further down are fields for a "Recovery email address (optional)", a birthday selector (Month, Day, Year), and a "Gender" dropdown. A link "Why we ask for this information" is provided. At the bottom left is a "Back" link, and at the bottom right is a blue "Next" button, which is highlighted with a red rectangular border. On the right side of the form, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration, the text reads "Your personal info is private & safe". At the very bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

Privacy & Terms

- ▶ To read about ***Terms of Service and Privacy Policy*** click on the blue links
- ▶ Then click ***I agree***



The screenshot shows the Google account creation flow. At the top is the Google logo, followed by the heading "Privacy and Terms". Below this, a paragraph states: "To create a Google Account, you'll need to agree to the [Terms of Service](#) below." The "Terms of Service" link is highlighted with a red box. The next paragraph says: "In addition, when you create an account, we process your information as described in our [Privacy Policy](#) including these key points:" The "Privacy Policy" link is also highlighted with a red box. Under the heading "Data we process when you use Google", there is a bulleted list: "• When you set up a Google Account, we store information you give us like your name, email address, and telephone number." and "• 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". To the right of the text is an illustration of a blue shield with two white toggle switches, a laptop, a smartphone, and an email icon. Below the illustration is the text: "You're in control of the data we collect & how it's used".

[More options](#) ▾

[Cancel](#)

[I agree](#)


More Options

- ▶ Read about all your options and then click ***I agree***

[More options](#) ^

Customize your Google experience by confirming your personalization settings and the data stored with your account.

You can always learn more about these options, adjust them, and review your activity in your Google Account ([account.google.com](#)).

 **Web & App Activity**

Saves your activity on Google sites and apps, including searches and associated info like location. Also saves activity from sites, apps, and devices that use Google services, including Chrome history. This helps Google provide better search results, suggestions, and personalization across Google services. Activity older than 18 months will be automatically deleted. You can change your auto-delete option, stop saving activity, or delete it manually at [account.google.com](#).

Save my Web & App Activity in my Google Account

Don't save my Web & App Activity in my Google Account

[Learn more about Web & App Activity](#)

Ad personalization


Google can show you ads based on your activity on Google services (such as Search or YouTube), and on websites and apps that partner with Google.

Show me personalized ads

Show me ads that aren't personalized

[Learn more about Ad personalization](#)

[Learn more about Ad personalization](#)

 **YouTube History**

Saves the YouTube videos you watch and the things you search for on YouTube. This helps Google give you better recommendations, remember where you left off, and more. Activity older than 36 months will be automatically deleted. You can change your auto-delete option, stop saving activity, or delete it manually at [account.google.com](#).

Save my YouTube History in my Google Account

Don't save my YouTube History in my Google Account

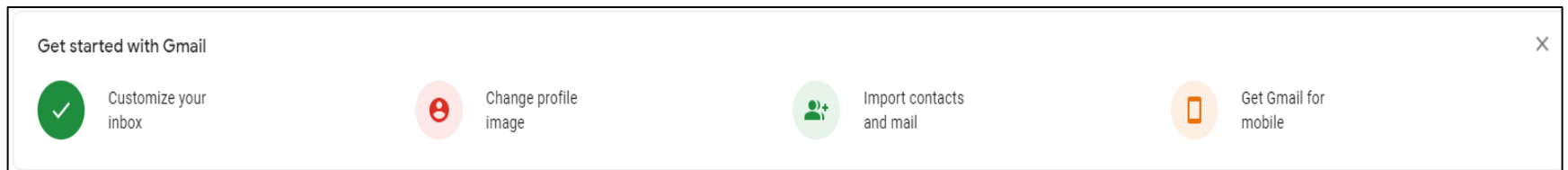
These settings apply wherever you are signed in to your new Google Account.

Send me occasional reminders about these settings

[Cancel](#) [I agree](#)

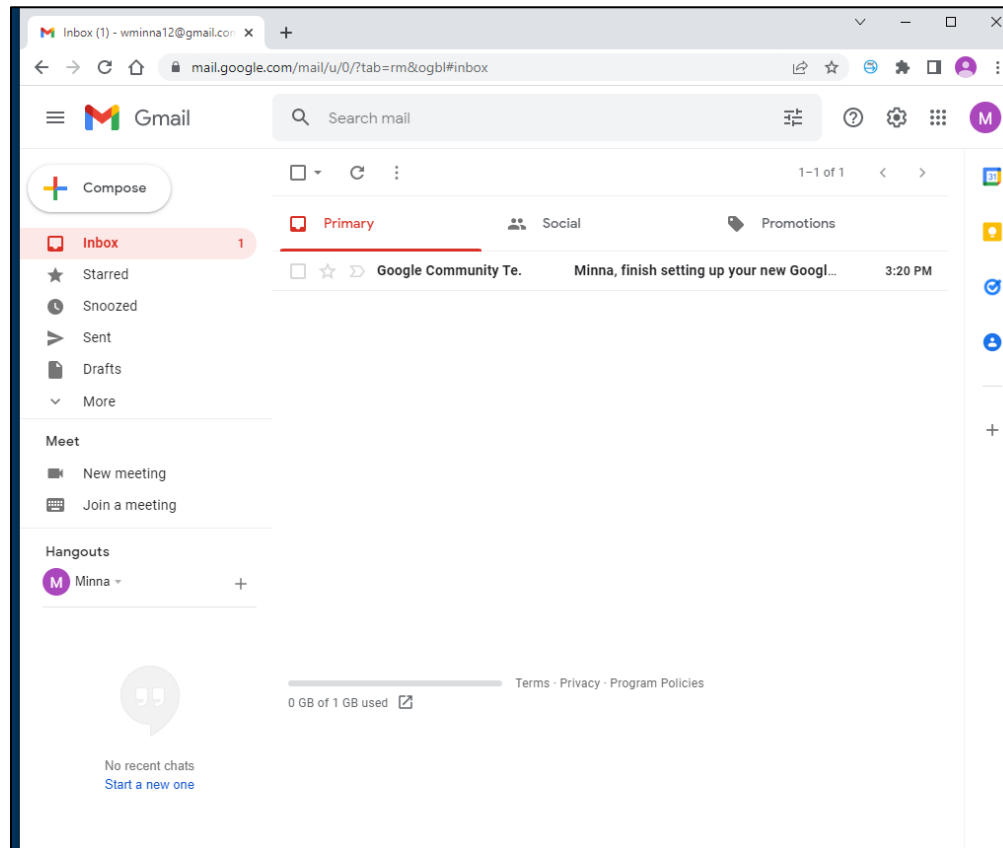
Getting Started with Gmail

- ▶ You have the option to Customize your Inbox
- ▶ Change your Profile Image
- ▶ Import contacts and mail
- ▶ Options for getting Gmail on your mobile device



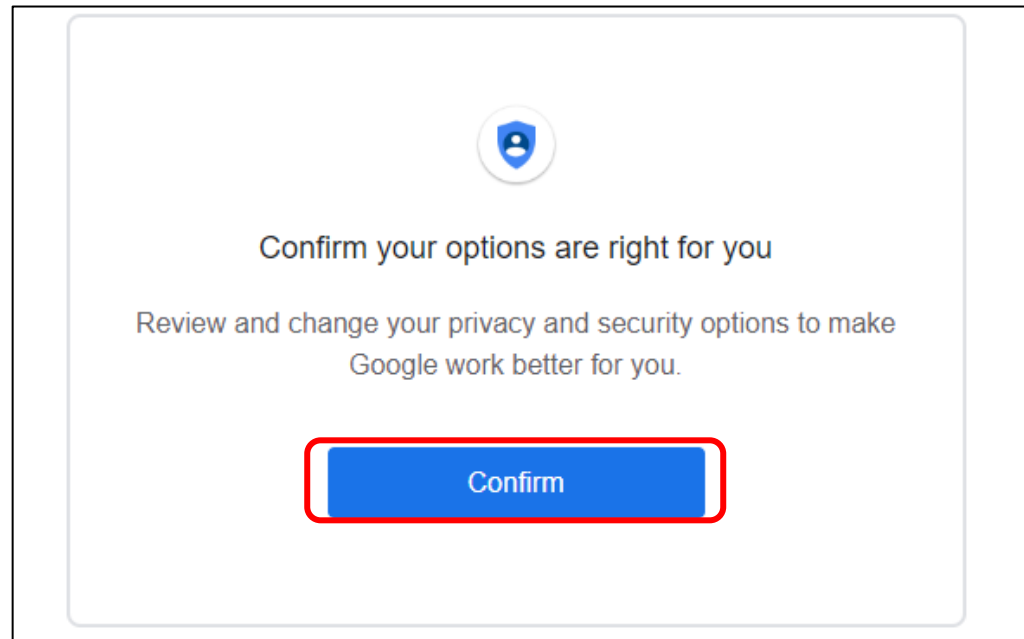
First message

- ▶ Double click to open the first email message that Google will send you



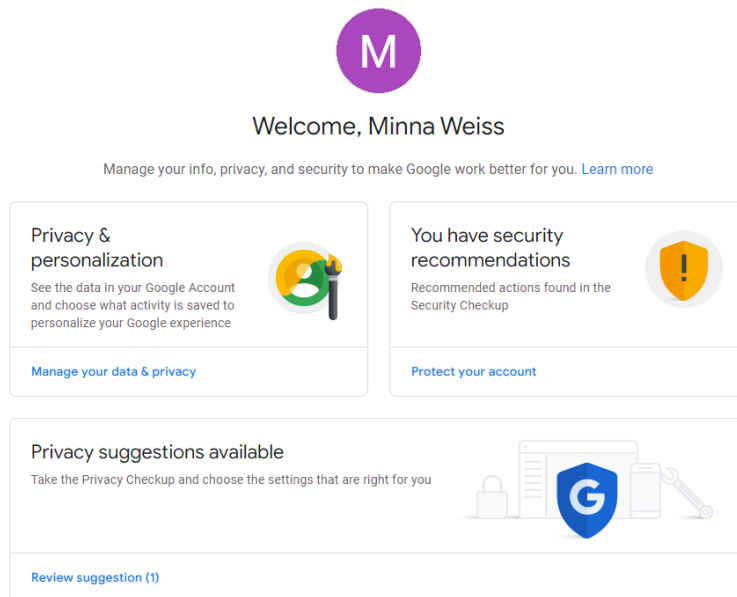
Confirm Privacy Options

- ▶ Scroll down in the email message and click **Confirm** to review and change any options you set while creating your account

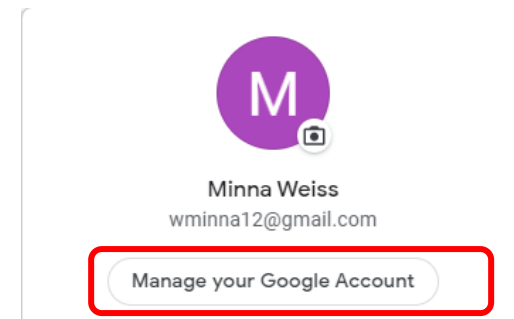


Privacy & Security Options

- ▶ On this page you can manage all your privacy and security options
- ▶ To access the page again, click the account icon in the upper right and click **Manage your Google Account**



A screenshot of the Google Account management page for Minna Weiss. At the top, there is a purple circular profile icon with the letter 'M'. Below it, the text reads "Welcome, Minna Weiss" and "Manage your info, privacy, and security to make Google work better for you. [Learn more](#)". The page features three main sections: 1. "Privacy & personalization" with a colorful person icon, a description "See the data in your Google Account and choose what activity is saved to personalize your Google experience", and a button "Manage your data & privacy". 2. "You have security recommendations" with a yellow shield icon containing an exclamation mark, a description "Recommended actions found in the Security Checkup", and a button "Protect your account". 3. "Privacy suggestions available" with a blue shield icon containing a 'G', a description "Take the Privacy Checkup and choose the settings that are right for you", and a button "Review suggestion (1)".

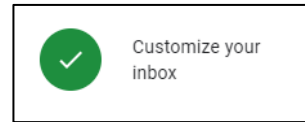


A screenshot of the Google Account profile card for Minna Weiss. It features a purple circular profile icon with the letter 'M' and a camera icon. Below the icon, the name "Minna Weiss" and email address "wminna12@gmail.com" are displayed. A red rectangular box highlights a button labeled "Manage your Google Account".

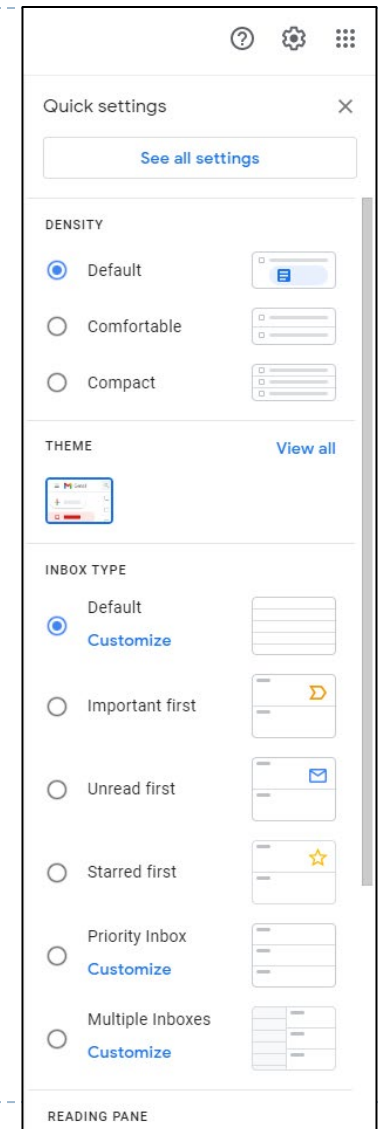
Google Settings

Customizing your Inbox – Quick Settings

- ▶ Click Customize your Inbox to access Quick Settings or

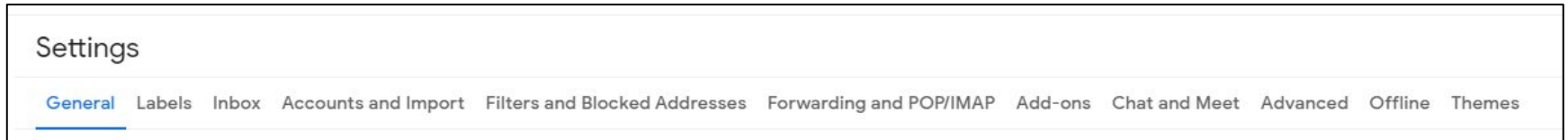


- ▶ Click the Settings Icon in the Upper Right Corner



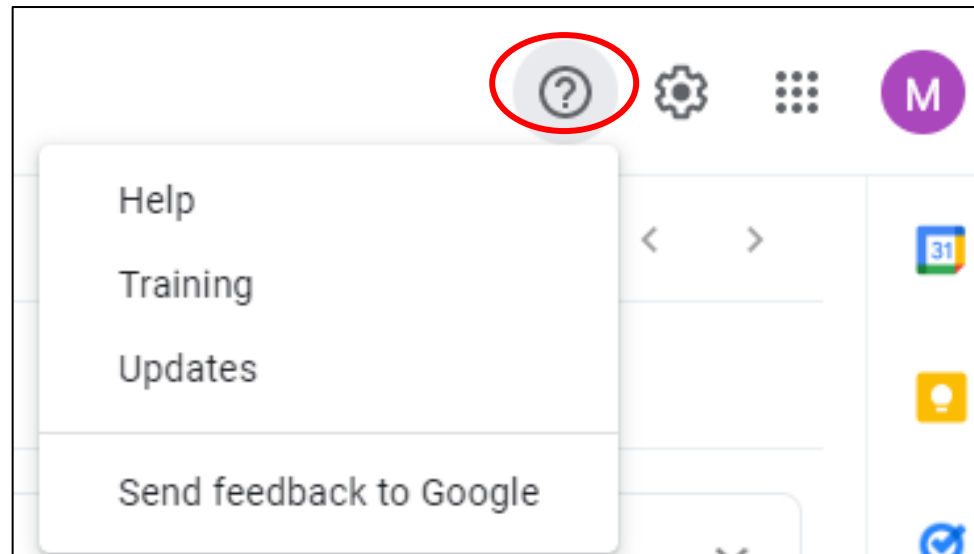
All Settings

- ▶ In Quick Settings, click 
- ▶ Click on each item to manage each setting



Getting Help

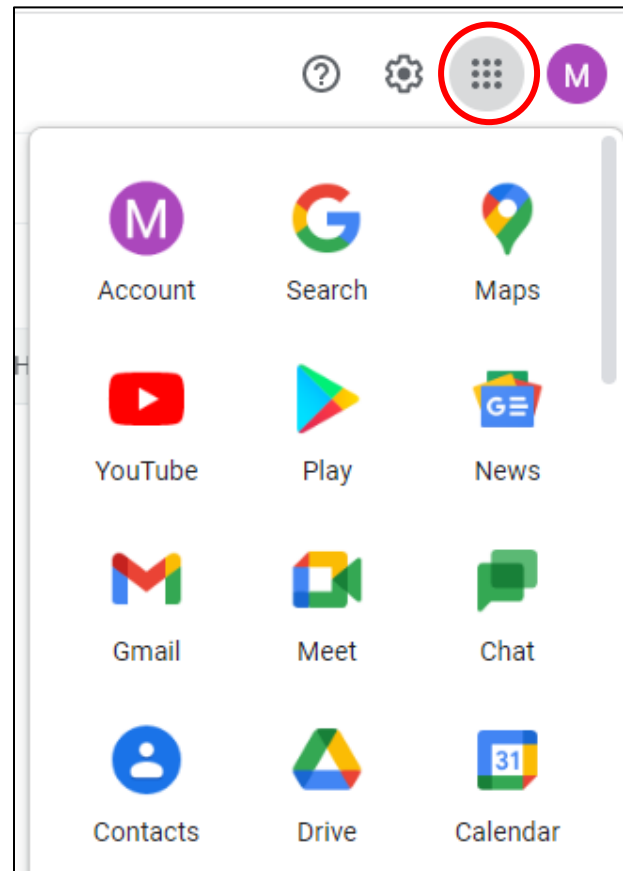
- ▶ Click the Question Mark icon in the Upper Right corner to access **Help**



Additional Icons

Other Google Applications

- ▶ Click the Menu Icon (Top Right) to view all of Google's other applications

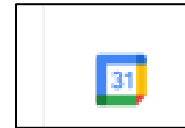


Icons on the Right

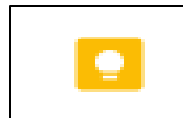
- ▶ To access your Google Account, click the circle with the first letter of your email address.



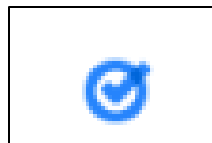
- ▶ To access your Google Calendar



- ▶ To take Notes



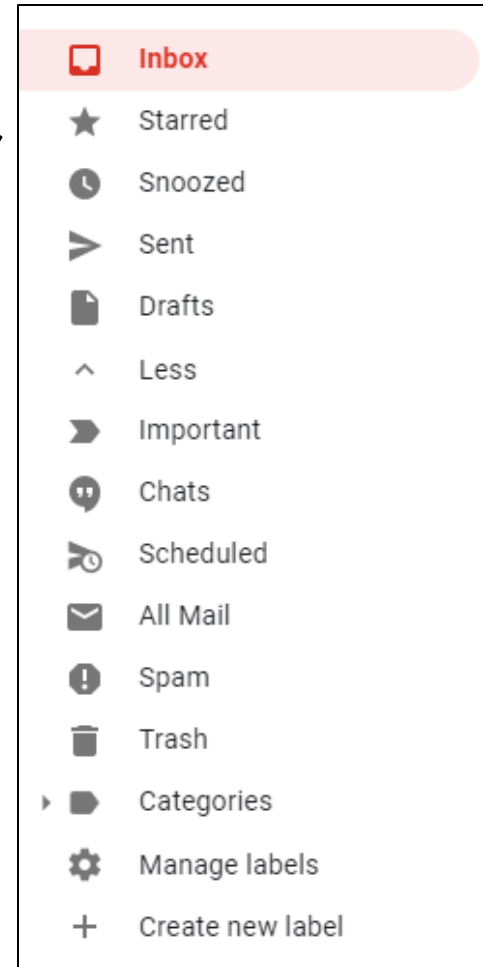
- ▶ To access Tasks
(To Do List)



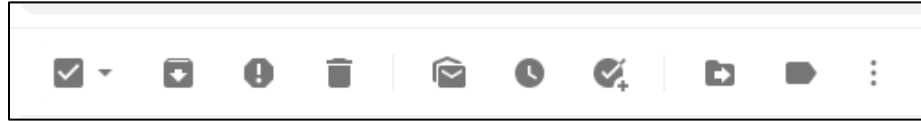
Managing your Inbox

Inbox

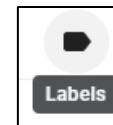
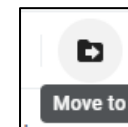
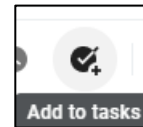
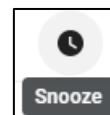
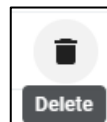
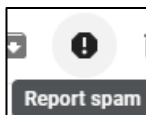
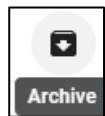
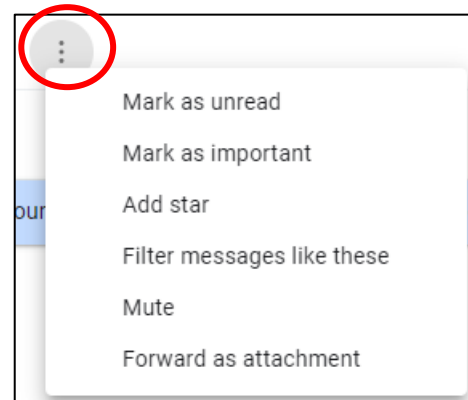
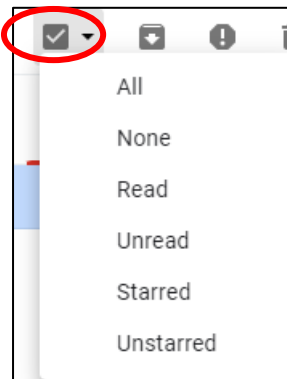
- ▶ The Inbox is divided into **labels**
- ▶ You can “**create**” and “**manage**” your own **labels**
- ▶ You can “**star**” emails that are important
- ▶ You can save emails in “**draft**” and then send them later - “**snoozed**” and “**scheduled**”



Icons at Top



- ▶ Hover over each icon to view their function



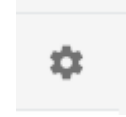
Categories in Your Inbox




- ▶ Your emails are automatically organized into three tabs:
 - ▶ Primary
 - ▶ Social
 - ▶ Promotions (i.e. Sales from Stores)

Adding or Removing Category Tabs

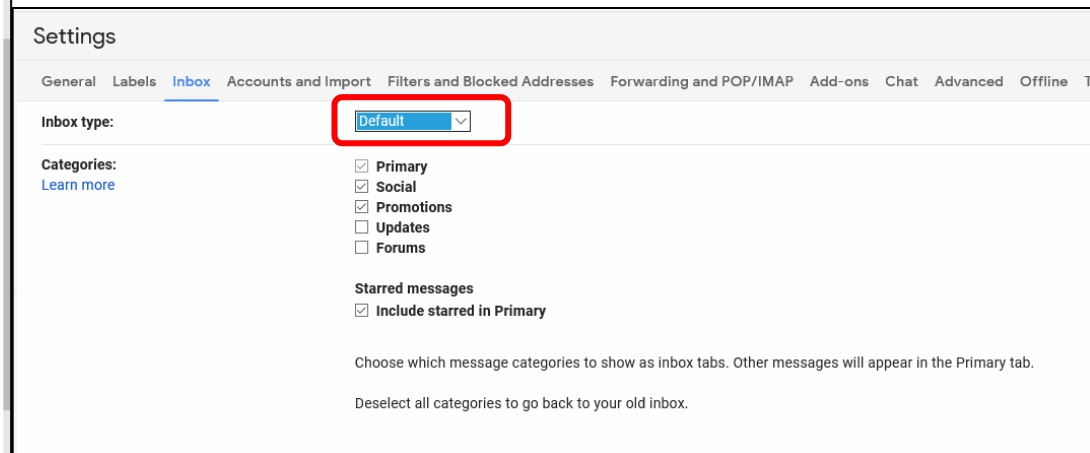
Settings Icon



Add or remove category tabs

1. On your computer, open [Gmail](#).
2. In the top right, click Settings  > **Settings**.
3. Click the **Inbox** tab.
4. In the "Inbox type" section, select **Default**.
Note: To hide all tabs, select another inbox type.
5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
6. Scroll to the bottom, then click **Save Changes**.

Note: If you've [turned on notifications](#), you'll only get notifications about emails in your Primary category.



Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline T

Inbox type: Default

Categories:
[Learn more](#)

- Primary
- Social
- Promotions
- Updates
- Forums

Starred messages

- Include starred in Primary

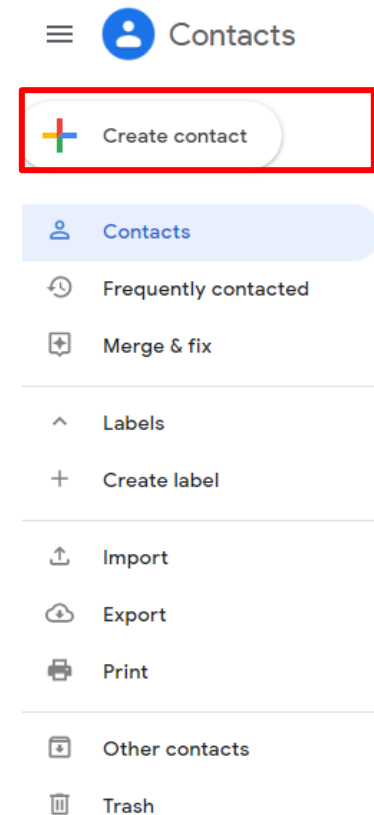
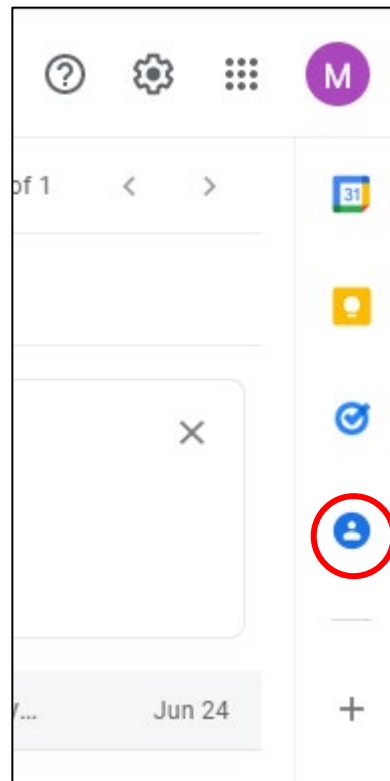
Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

Managing your Contacts

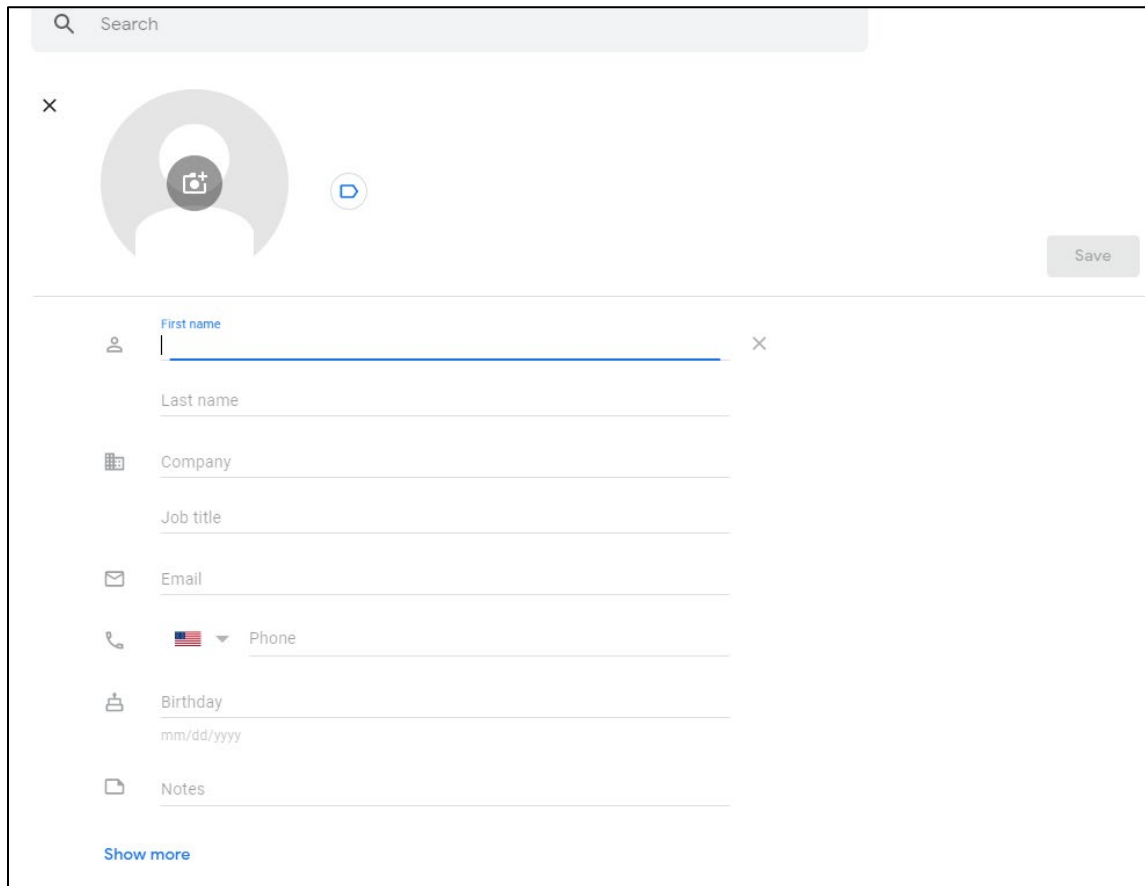
Adding and Managing Your Contacts

- ▶ Click the Contacts Icons to the right to add your contacts
- ▶ Click Create Contact



Adding and Managing Your Contacts

▶ Complete the Contacts Form



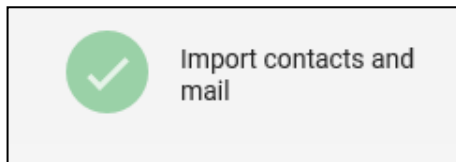
The image shows a contact form interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a close button (X) and a profile picture placeholder with a camera icon and a plus sign. To the right of the profile picture is a blue circular button with a white "D" icon. A "Save" button is located in the top right corner. The form fields are as follows:

- First name:** A text input field with a person icon on the left and a close button (X) on the right.
- Last name:** A text input field.
- Company:** A text input field with a calendar icon on the left.
- Job title:** A text input field.
- Email:** A text input field with an envelope icon on the left.
- Phone:** A text input field with a phone icon on the left, a dropdown menu showing a US flag, and the text "Phone" to the right.
- Birthday:** A text input field with a calendar icon on the left and the text "mm/dd/yyyy" below it.
- Notes:** A text input field with a document icon on the left.

At the bottom left of the form, there is a "Show more" link.

Importing Contacts

- ▶ You can import your contacts from any other email account, **including your AOL account**



Step 1: Sign into your other email account

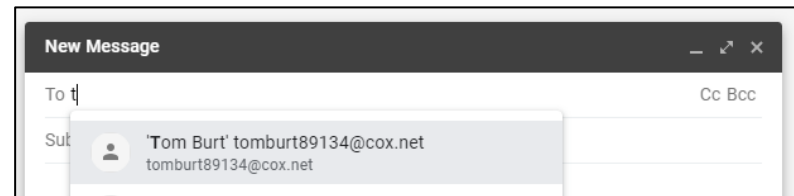
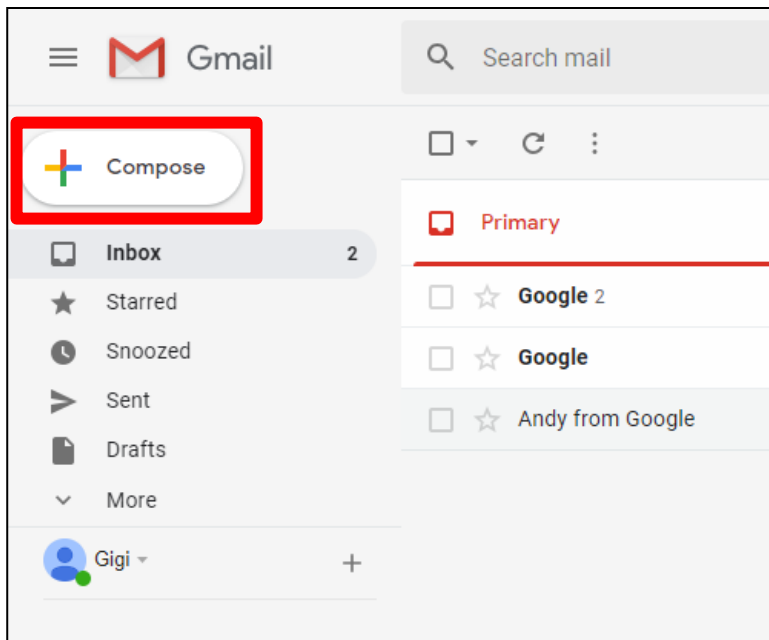
What account do you want to import from?

For example: `name@example.com`

Sending a Message

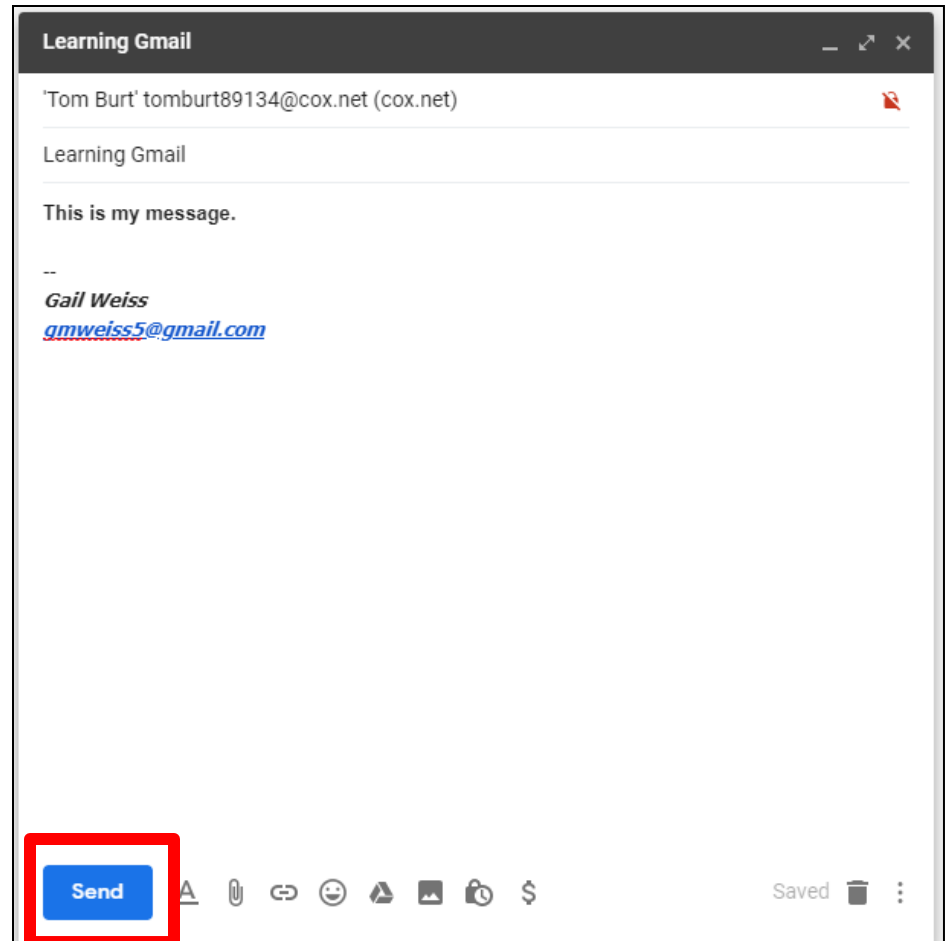
Sending a Message

- ▶ Click Compose Button
- ▶ Start typing the email address and a list of your contacts will appear that begin with that prefix

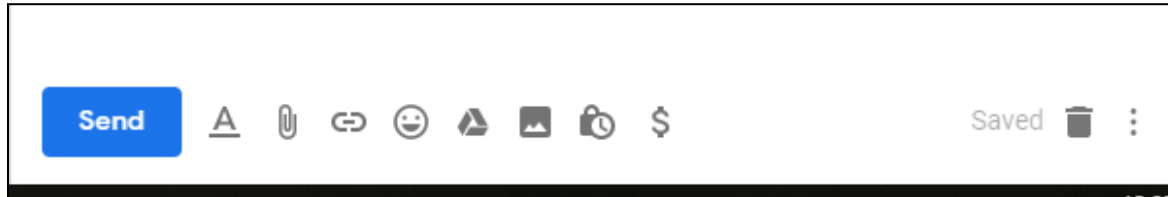


Sending a Message

- ▶ Enter a Subject
- ▶ Type your message below
- ▶ Click the Send button



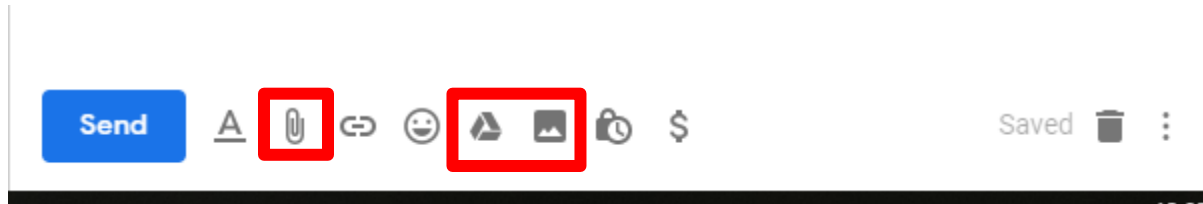
Formatting Options for Text



- ▶ Click **A** for Formatting Options:



Adding Attachments to Message

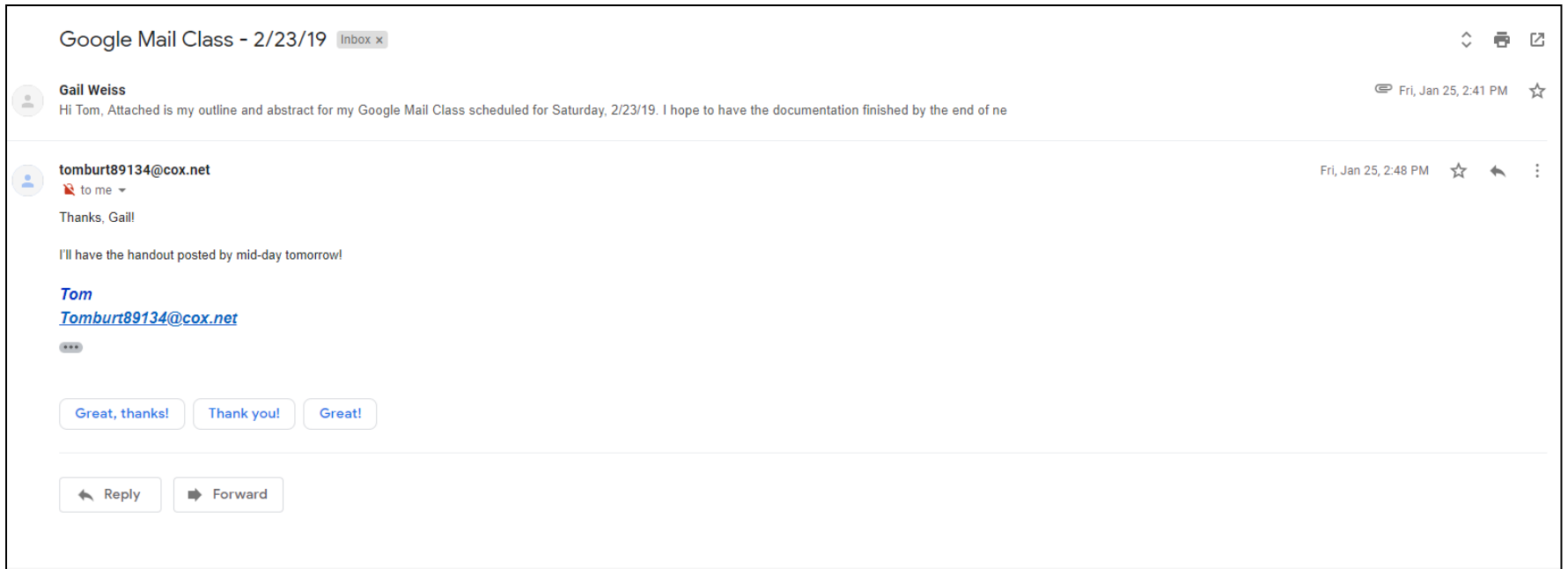
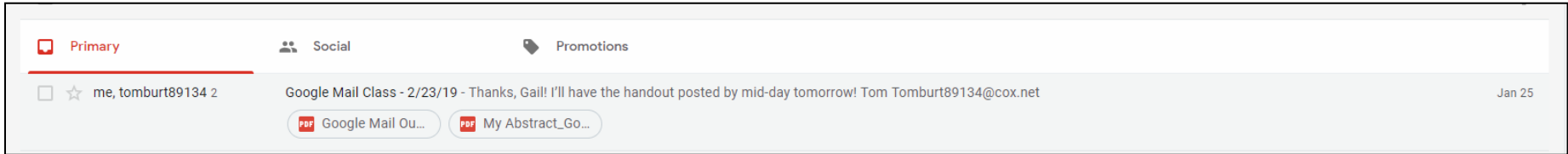


- ▶ Click  to Attach Files
- ▶ Click  to Attach Files Saved on Google Drive
- ▶ Click  to Attach Pictures

Replying to a Message

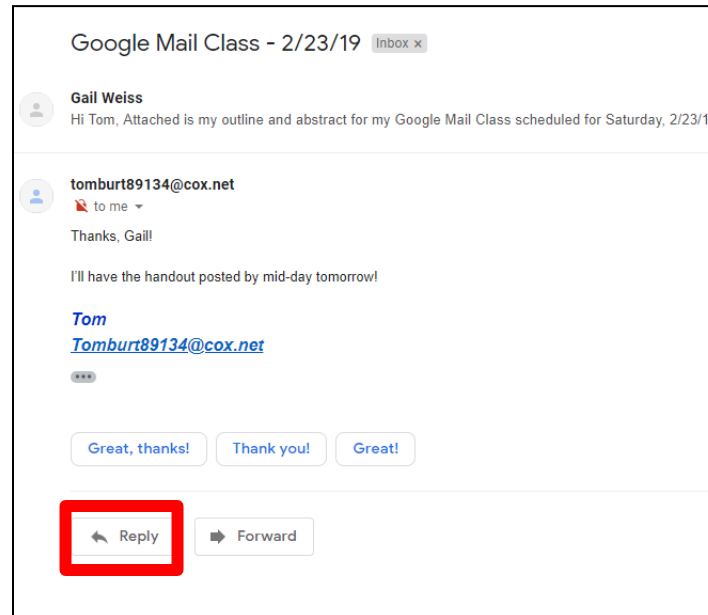
Reading a Message

▶ Double-click to open the message:



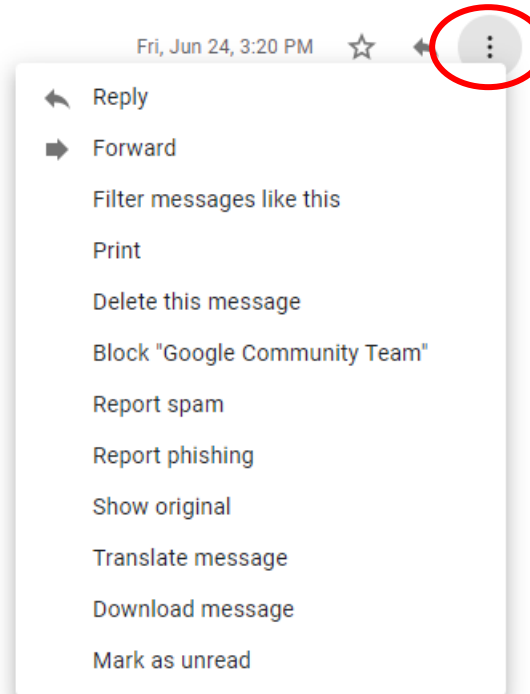
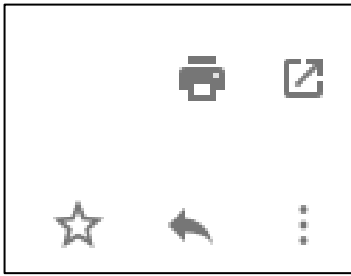
Replying to a Message

- ▶ Click Reply
- ▶ Type your message
- ▶ Click Send



Icons within a Message


- ▶ Hover over each icon for a description of each



Setting Up Google Mail on your Mobile Device


Gmail for Mobile Devices

- ▶ To download the Gmail Mobile App to you iPhone or Andriod



Get the official Gmail mobile app ×

Choose any of the following options to get the right Gmail app for your device.

Enter your mobile number	OR	Scan this QR code	OR	Visit on your mobile device
<input data-bbox="736 991 1045 1036" type="text"/>				gmail.com/app
<input data-bbox="749 1058 1039 1125" type="button" value="Send link by SMS"/>				