

Google Mail (GMAIL)

By Howard Verne
Revised 10/17/2014

Stupid computer keeps saying "you got mail"



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Before we start

- I am from New York and sometimes talk too fast.
 - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows
- If you are having problems, raise your hand and a coach will help you
- Gmail Keyboard Shortcuts
 - <http://mail.google.com/support/bin/answer.py?ctx=gmail&hl=en&answer=6594>.

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Ground Rules -1

- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- **Right** Click – means single **RIGHT** click
- **Select** means move mouse over item and single LEFT Click
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
 - Windows screens will be different on different computers
 - Yours may have more or less items than these screen shots
- The name of the button/item to select/click appears in *italics*

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Ground Rules -2

1. I will go thru the presentation explaining what we are going to do
2. I will close the presentation, and go thru the process so you can watch (using the projector)
3. I will go back to the presentation and leave the instructions on the screen
4. NOW it is your turn!

- If you need help, Raise your hand and one of our coaches will be happy to assist you

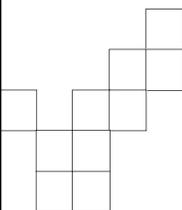
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Why Gmail?

- No software need be installed, No more fighting Hotmail/LiveMail/AOL/Outlook Express/etc.
- Send and read mail from ANY computer/tablet/SmartPhone ANY operating system, ANYWHERE in the world (that there is internet access)
- Web Based – Email is not stored on your computer
- Email Accounts are FREE
- Over 15 Gigabytes of Free Storage
- You can open and view MS Office files (word, excel, etc) even if you do not have office installed on your computer
- You never have to change your email address
 - Even if you change your Internet Provider

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Setting Up Your Account

Please turn off your monitor

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Setting Up Your Account - 1

- Open Internet Explorer
- Type gmail.com in the address bar, Hit Enter

- Click on Create an Account

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Setting Up Your Account - 2

- Check to see if your desired Username is available
- If name not available, consider using desired name followed by your home address number
 - E.g. hverne9229

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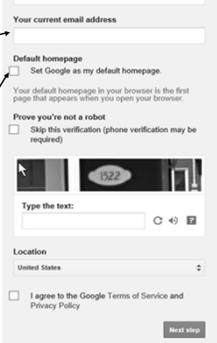
Setting Up Your Account - 3

- The system will not let you generate an account with a weak password.
 - Consider 2 words with an "!" or a "!" or a number in between, For instance:
 - golf*nut, love2dance, luv!tennis
 - Passwords ARE CaSe sensitive
- I use the year from my wife's birthdate

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Setting Up Your Account - 4

- In case you forget your password
- You probably want to leave this unchecked



The screenshot shows a form with the following fields and options: 'Your current email address' (input field), 'Default homepage' (checkbox 'Set Google as my default homepage'), 'Prove you're not a robot' (checkbox 'Skip this verification'), 'Type the text:' (input field with a CAPTCHA image showing '1522'), 'Location' (dropdown menu set to 'United States'), and 'I agree to the Google Terms of Service and Privacy Policy' (checkbox). A 'Next step' button is at the bottom right.

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Setting Up Your Account - 5

- Note that you need BOTH numbers
- With a space between



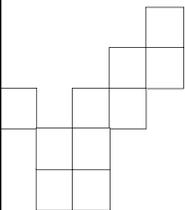
The screenshot shows a CAPTCHA verification step with the text 'Prove you're not a robot' and a checkbox 'Skip this verification'. Below is a CAPTCHA image with two pieces of text: '49' and '92382988'. A text input field below says 'Type the two pieces of text:'. Arrows point from the notes to the two pieces of text in the CAPTCHA.

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Setting Up Your Account - 6

**Write down
your
Username &
Password**

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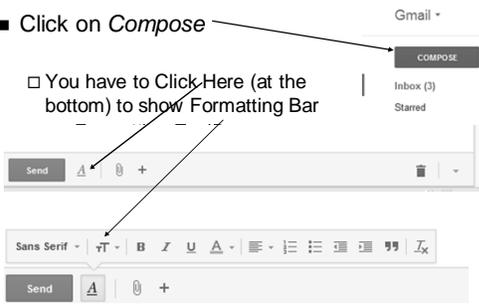


Sending Messages

Please turn off your monitor

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Sending Messages -1

Google

- Click on *Compose*
- You have to Click Here (at the bottom) to show Formatting Bar

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Sending Messages - 2

- Font (Char Shape) Size of Letters
- **Bold** *Italic* Underline
- Color
- Double Click – Select Word
- Triple Click – Select Paragraph

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Sending Messages - 3

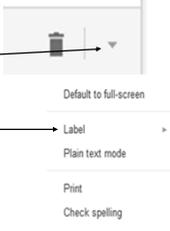


- **Attach Files**
 - From Google Drive
- **Send Request Money**
 - Using Google Wallet
- **Insert Photo(s)**
- **Insert A Hyperlink**
- **Insert a "Smiley"**

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Sending Messages - 4

- **For Other Options**
 - Click Here
- **"Label" is Gmail's way of organizing mail**



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Adding Attachments

- **Click on Paper Clip**
- **Double Click on Libraries**
 - Double Click on Documents
 - OR -
 - Double Click on Pictures



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Send Me a message

- Send a message to hverne@gmail.com
 - Have fun with formatting
 - You may add an attachment if you wish
 - Gmail will **automatically** add me to your contact list
- I will reply to your message
 - When you get a reply
 - Open it

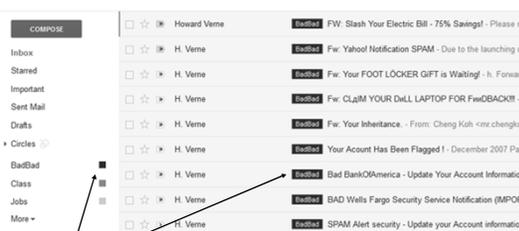
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Working with Received Mail

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Your Inbox -1

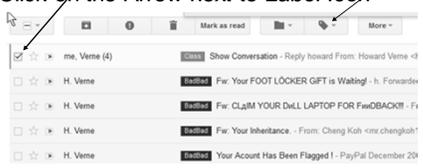


Labels are a nice way of grouping mail

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Your Inbox -2

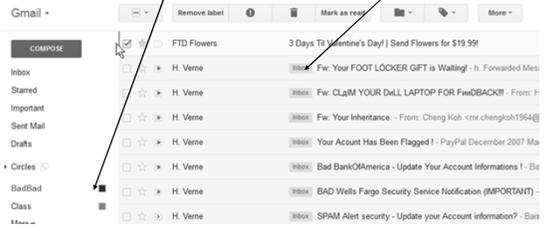
- Adding a label to a Message
 - Check the boxes next to the message(s) to be labeled
 - Click on the Arrow next to *Label Icon*



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Your Inbox -3

- Click on the label, to see only messages flagged with that label (Regardless of where they are located)



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Your Inbox -4

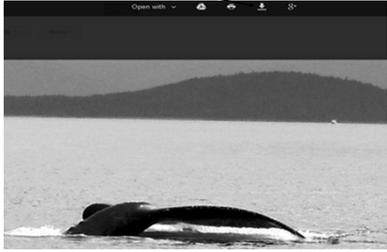
- To change color of the label,
 - Move Mouse over label color and click on arrow



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Viewing Messages - 2

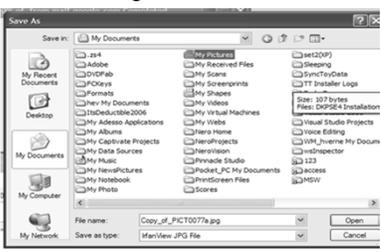
- Click on the Picture
- Click on Download



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Viewing Messages - 3

- You will get your browsers standard download dialogs



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Viewing Messages - 4

- Some messages have imbedded *Web Pages* (what is called HTML) – You can control what is displayed
- To help protect yourself from Viruses, Display of Images is disabled.
 - Enable it only for senders you know
 - Display Images below will only display it once.



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Viewing Messages - 5

- There are many options available
- Click on the *Reply* drop down
 - Print, Delete, etc
 - I'll let you figure those out
 - Add ... to Contacts is an easy way to build up your contact list



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Viewing Messages - 6

- Filter Messages
 - Allow you to take special actions on mail from this sender
- Report SPAM/Phishing:
 - allows Google to better recognize such email
- Show Original:
 - shows the message with all fields that are normally hidden.
 - Only for Geeks (but may help you decide if it's valid)

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Conversations -1

- Gmail arranges Conversations using the Subject line



- Single Click expands to:
 - Conversations Inbox x
 - Howard Verne
This message is the start of a conversation
 - Howard Verne
to me
This is a reply to the original message

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Add a label

- To add a label to a message:
 - Click on *Label Icon* 
 - On Drop Down Menu
 - Click on an existing label – OR –
 - Click on *New Label*
 - If you get a yellow bar on the top of your browser. Click *allow*
 - Enter New Label Name
 - Click *Create*

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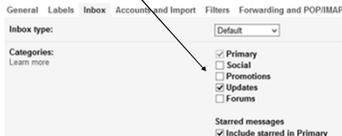
Categories - 1

- In addition to Primary Mail, Gmail has 4 built in Categories
 - **Social** – Messages from Social Sites
 - **Updates** – confirmations, receipts bills and statements
 - **Promotions** – Deals, Offers, etc
 - **Travel** – Travel related email, Tickets, etc
 - **Forums** – Mailing lists and discussion forums

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Categories - 2

- You can Show Each category in a tab
- Click on *Settings* 
- Select *Inbox* 



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Categories - 3

- Even if you do not select Category Tabs,
 - Categories show in the Left Hand Panel



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Contacts - 1

- Easiest way of adding email addresses
 - Just as happened with the email that I sent you
 - Have the person send you an email
 - Right Click on the Dropdown next to Reply
 - Select Add to Contacts
 - Simply reply to their message

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Contacts - 2

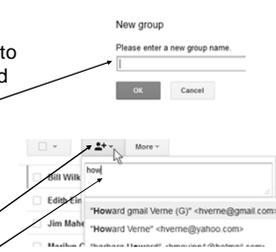
- Another Way of Editing a Contact
 - Click on Gmail Dropdown
 - Click on *Contacts*
 - Click on *New Contact*
 - Fill out Information
- To Edit an Existing Contact
 - Double Click on Contact
 - Fill out Information



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Contacts -2

- Contact Groups
 - Scroll all the way down to "New Group" in left hand pane.
 - Left Click
 - Fill out Name
- To Add Members to Contact Group
 - Click on Add Members
 - Start to type name to be added
 - Highlight name, tap enter



The image shows two screenshots. The top one is a 'New group' dialog box with a text input field 'Please enter a new group name' and 'OK' and 'Cancel' buttons. The bottom one is a contact list with a 'More' menu open, showing options like 'Add', 'Edit', and 'Remove'. A contact named 'Howard Verne' is highlighted, and an arrow points from the 'Add Members' button in the text to this contact.

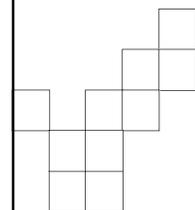
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Archiving

- Unless you *archive* mail, your *Inbox* will contain every message you have ever received
 - By adding a label to the email and then archiving it, it moves out of your *Inbox*.
 - You can view the archived email by clicking on the label.
 - All email, flagged with that label, will appear.
 - If it is in the *Inbox*, the message will be flagged *Inbox*.
 - You can view/print/reply/forward/etc any such email
 - If you labeled a message incorrectly, you can add to, or remove the label

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Spam and Phishing



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Phishing -1

- Phishing emails look like they came from a known source

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Phishing -2

- Check Links to see if they are what they are what they say
 - Place Cursor over link, look at status bar

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Phishing -3

- Good Practice is never click on links on suspicious mails - but key the correct address into the address bar
- If there are places in the email which ask you to key in personal info (SSN, Passwords, Account Numbers, etc)
 - DO NOT FILL THESE OUT!!
- It is very easy to fake the *From* address – do NOT depend upon this to tell you who the sender is!

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SPAM

- Misspellings and poor grammar are signs of SPAM and PHISHING (and this handout)
 - Do not enable display of HTML
 - Click *Report SPAM*



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Filters -1

- Click Filter ...
 - Select Filter Criteria
 - Spammers are aware of filtering SW.
 - They change their address
 - They spell words funny, eg pen1s



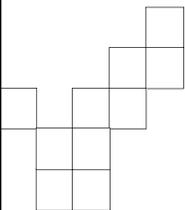
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Filters -2

- Here are your action choices:



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Advanced Topics

These will NOT be discussed in Class

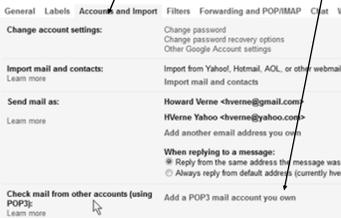
Please turn off your monitor

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Getting Mail from Another System -1

- Click on *Settings*
- Click on the *Accounts* Tab
 - Click on Add a Pop3 mail account you own



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Getting Mail from Another System -2

- Enter Email Address and POP Info



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Exporting Outlook Express Contacts

- Open Outlook Express
- Click on *File* on the menu bar and select *Export Address Book*
- Select *Text File (Comma Separated Variables)*
- Click Browse
- Select Desktop in Left Hand Pane
 - Enter "OutlookAddressBook" as file name
- Click Save

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Exporting Windows Live Mail Contacts

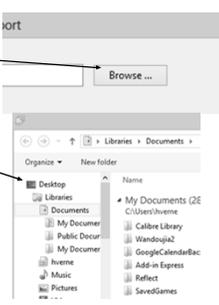
- Open Live Mail
- Click on Contacts on Left Hand Side
- Click on arrow head under the Export Icon
 - Select "CSV"



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Exporting Windows Live Mail Contacts

- Click on Browse
- Select Desktop in Left Hand Pane
 - Enter "MailAddressBook" as file name
- Click Save



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Importing Address Book -1

- While in Contacts
 - Click on More
 - Select Import
 - Use *Browse* to select CSV on Desktop
 - Click *Import*

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Importing Address Book -3

- Click on *All Contacts* tab
 - Check import
 - Correct as needed
 - Delete unwanted contacts

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Shut Down

- Tap Windows Start Menu Icon
- Click on *Shut down*
- Select *Shut down*
- Tap Enter
- Turn off Monitor
- Give the coaches a big hand!

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