



# Google Mail



Gail Weiss

# Google Mail – Setting Up An Account

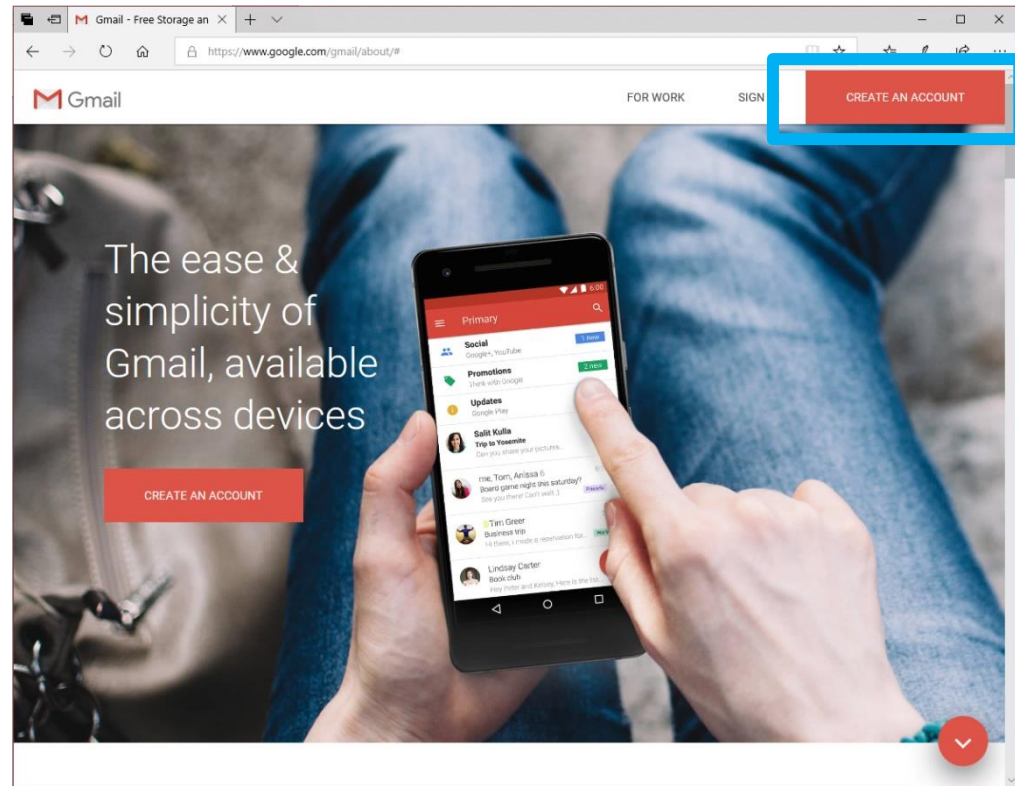
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- ▶ PC or MAC
  - ▶ Use any Web Browser (preferably Google Chrome)
  - ▶ Go To [www.google.com](http://www.google.com)
- ▶ Android or iPhone
  - ▶ Download Gmail – Email by Google






- ▶ At the Google Site, click Gmail in the upper-right corner.
- ▶ Click Create An Account.



# Create your Google Account

## ► Complete the form:



### 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.

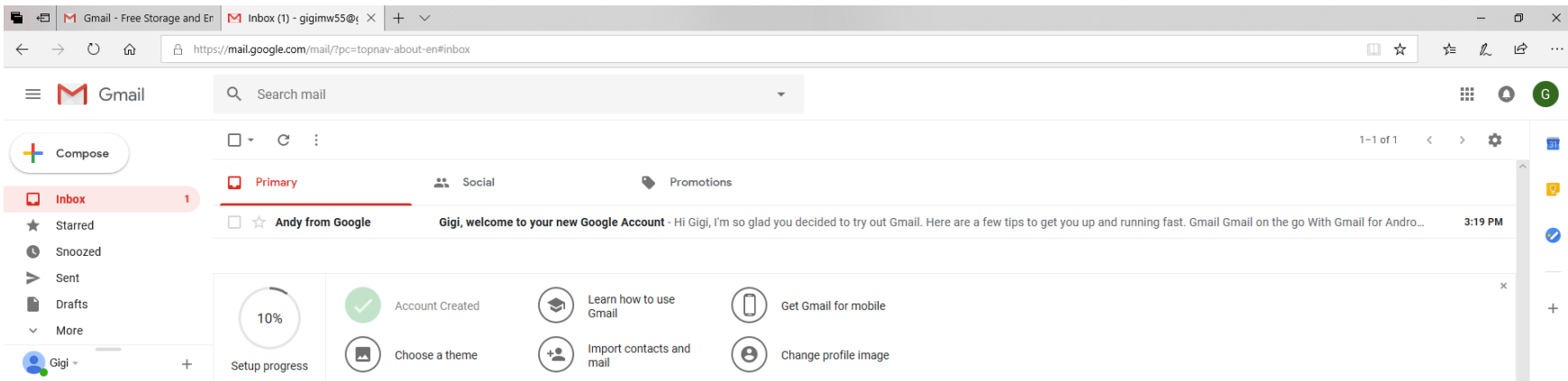
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)



# Gmail – Your First Message

- ▶ First Message
  - ▶ Double-click on message to read
    - ▶ Help
    - ▶ Gmail for Mobile Devices
    - ▶ Import Contacts



# Getting Help



Learn how to use  
Gmail

## 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  > **Themes**.

Learn more about [inbox themes](#).

#### Find your emails

Use the Search box to quickly find your emails. Inside the search box, click the Down arrow to filter your results .

# Gmail for Mobile Devices


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Get Gmail for mobile

## 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	Scan this QR code	Visit on your mobile device
<input type="text" value="🇺🇸"/>		<a href="https://gmail.com/app">gmail.com/app</a>
<input type="button" value="Send link by SMS"/>		

# Importing Contacts

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Import contacts and mail

## Step 1: Sign into your other email account

What account do you want to import from?

For example: `name@example.com`

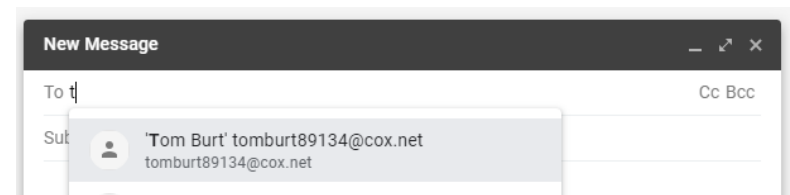
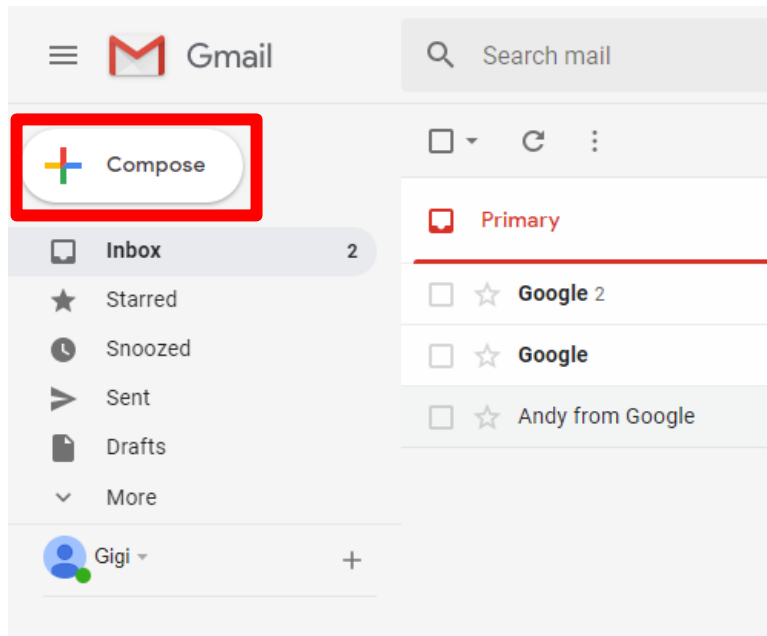
**Continue**

Cancel



# Sending a Message

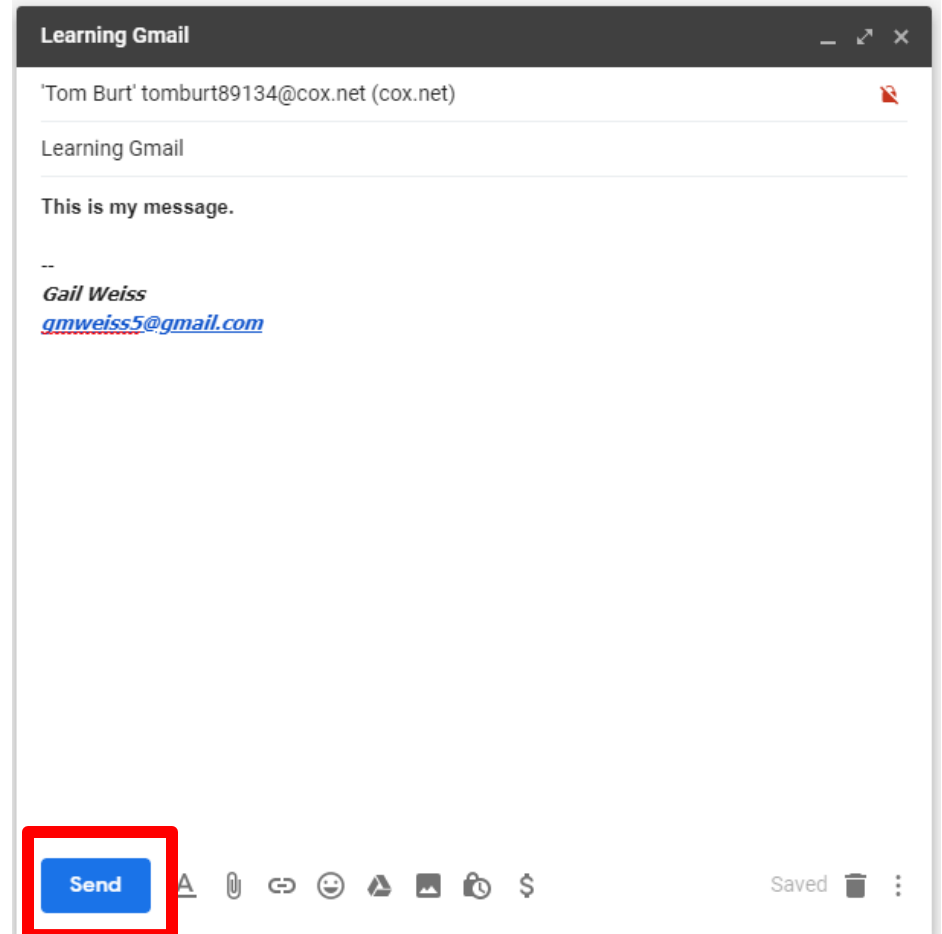
- ▶ Click Compose Button
- ▶ Start typing email address and a list of your contacts will appear that begin with that prefix.



# Sending a Message

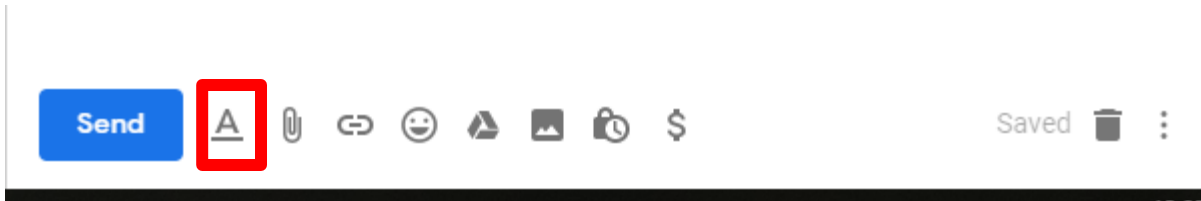
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- ▶ Enter a Subject
- ▶ Type your message below
- ▶ Click the Send button



# Formatting Options for Text

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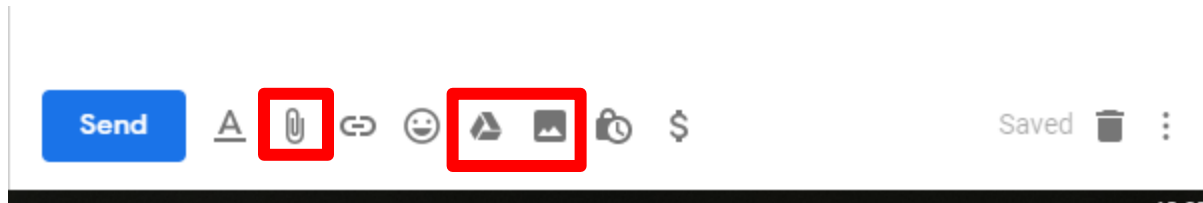


- ▶ Click A for Formatting Options:



# Adding Attachments to Message

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

# Reading a Message

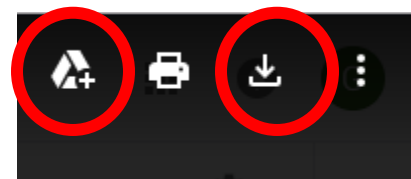
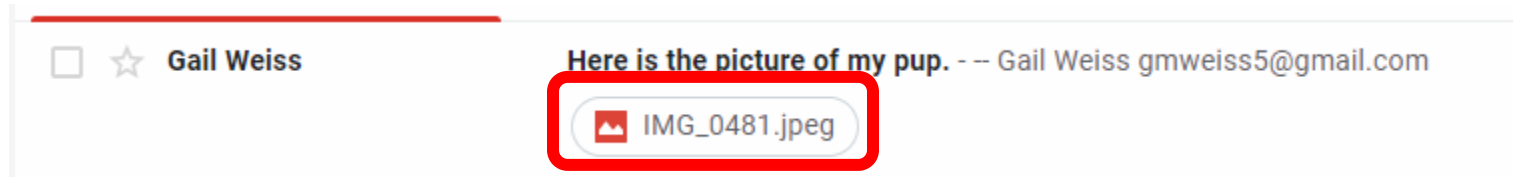
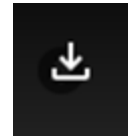
▶ Double-click to open the message:

The screenshot shows an email client interface. At the top, there are tabs for 'Primary' (selected), 'Social', and 'Promotions'. Below the tabs, the email header shows 'me, tomburt89134 2' and 'Google Mail Class - 2/23/19 - Thanks, Gail! I'll have the handout posted by mid-day tomorrow! Tom Tomburt89134@cox.net' with a date of 'Jan 25'. Two PDF attachments are visible: 'Google Mail Ou...' and 'My Abstract\_Go...'. The main content of the email is from 'Gail Weiss' to 'tomburt89134@cox.net', dated 'Fri, Jan 25, 2:41 PM'. The message text says: 'Hi Tom, Attached is my outline and abstract for my Google Mail Class scheduled for Saturday, 2/23/19. I hope to have the documentation finished by the end of ne'. Below this is a reply from 'tomburt89134@cox.net' dated 'Fri, Jan 25, 2:48 PM' with the text: 'Thanks, Gail! I'll have the handout posted by mid-day tomorrow!'. At the bottom of the email, there are three quick reply buttons: 'Great, thanks!', 'Thank you!', and 'Great!'. Below these are 'Reply' and 'Forward' buttons.




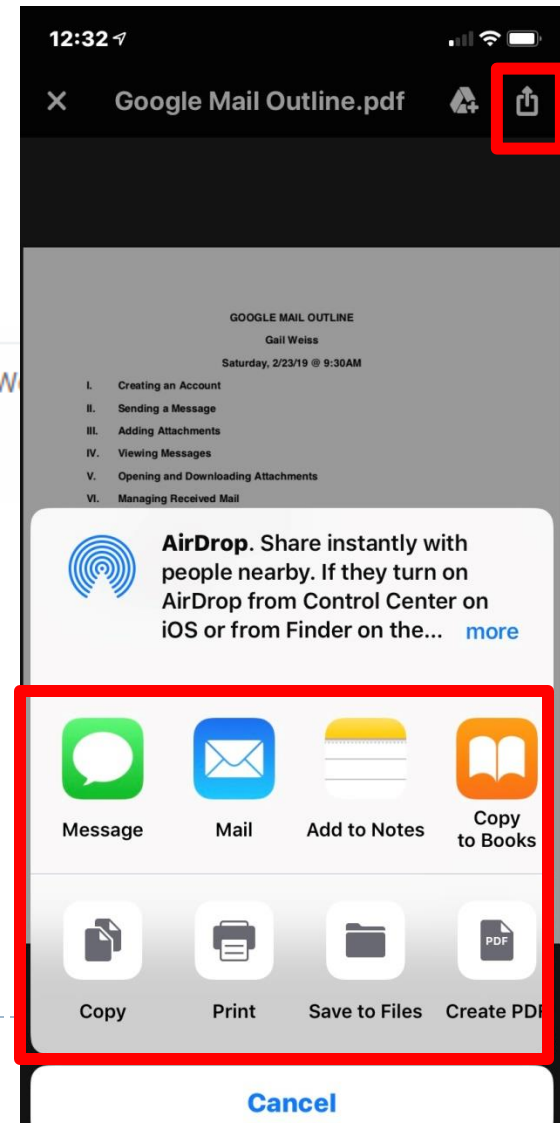
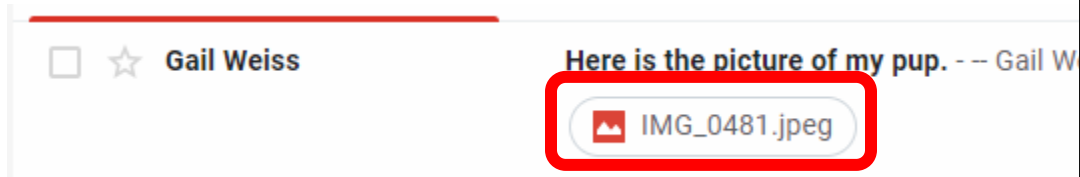
# Opening & Saving Attachments

- ▶ Double-click on attachment
- ▶ Can save attachment to Google Drive
- ▶ Can download file to Computer



# Saving Attachments to Mobile Devices

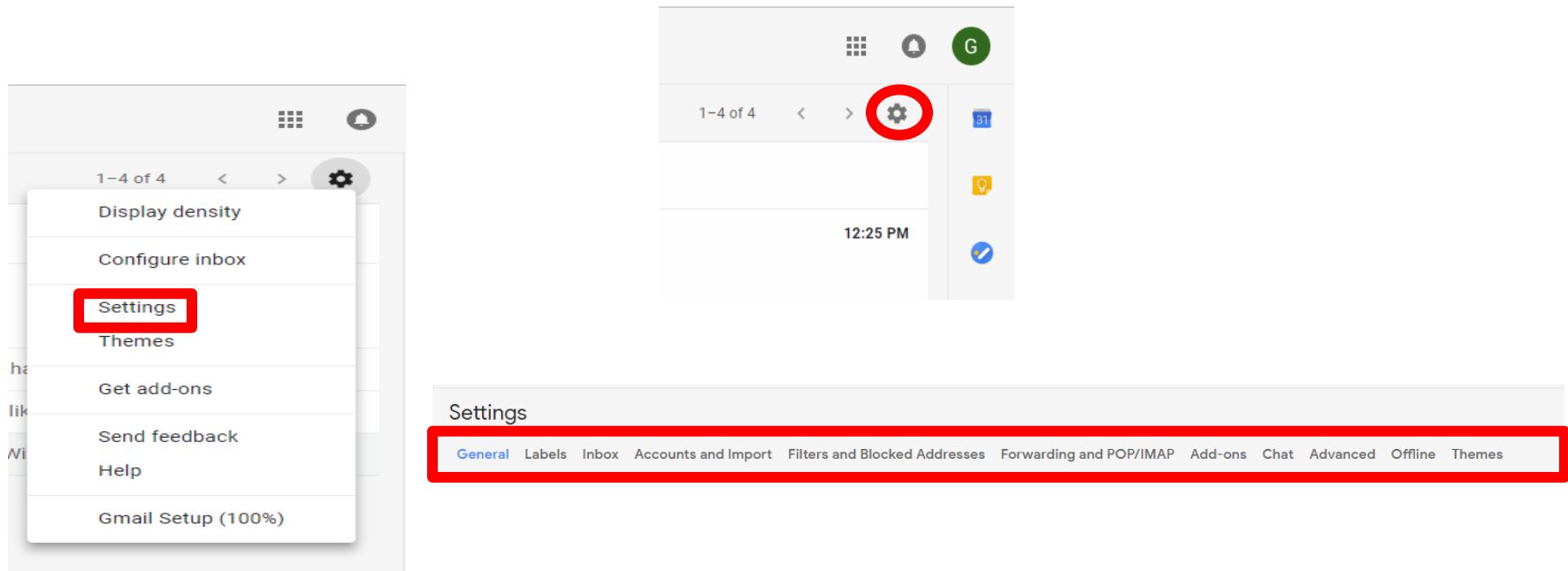
- ▶ Click attachment
- ▶ To Save to Mobile Device 
- ▶ Other Options





# Settings & Other Options

- ▶ Click on the Setting Icon in the upper-right corner
- ▶ Select Settings from the Menu
- ▶ Click on each of the links to change settings



# Other Icons

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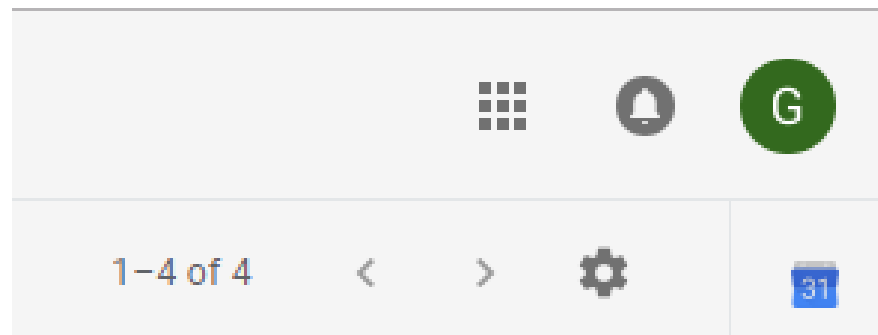
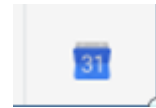
▶ To access other Google Applications



▶ To access your Google Account



▶ To access your Google Calendar



# Categories in Your Inbox

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 Primary

 Social


 Promotions

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

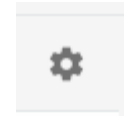
# Adding or Removing Category Tabs

## 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 Icon



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.

