Get comfortable with Email

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Sign up, username and password
First, we have to pick which email service we want to use. We recommend Yahoo Mail, Google Gmail, AOL Mail, or Microsoft Hotmail/Outlook. Let’s pick Gmail.

1. Open a web browser such as Chrome, Firefox, or Internet Explorer
2. Single click into the long bar in the middle of the top of the screen.
3. Type mail.google.com and hit the Enter key on your keyboard.
4. Gmail sometimes looks different. Either click Create an Account or Create account. If it goes to a sign-in page, click More options and then Create account.

5. It will take you to the account creation page. Single click into the white box to start filling out the form. Type your First and Last name.

6. Single click into the next box and choose your username. This is your email address. As you type this in, look at what they suggest. The username you want may or may not be available. This is what you have to type in to websites or give to other people to contact you at.

7. Type in your new password. Strong, safe passwords typically have numbers 123, UPPERCASE LETTERS, and lowercase letters. The longer the password,
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the better. But it also has to be memorable. (Go to page 3 to write it down!)

8. Type your password in again. This is so they know you know your password.

9. Enter your month, day, and year of birth. By law, websites are required to make sure that you’re over the age of 13 or have parents’ permission when creating an account. You don’t have to enter your real birthday, but you should probably pick a birth date that makes you over 13 years old at least.

10. Enter in your gender. Single click the ▲/▼ arrows to see the options. You can select Other or Rather not say if you’re not comfortable.

11. Enter your mobile phone number. They ask for this in case you forget your password – they can send a recovery code to your phone so that you can reset your password. This can be left blank if you’re not comfortable giving them your phone number.

12. Enter your current email address. They ask for this in case you forget your password – they can send a recovery code to the alternate email address so that you can reset your password. This can be left blank.

13. Click Next Step.

14. In the menu that appears, use your mouse scroll wheel or drag the on-screen scroll bar down (right side), and then click I agree.
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15. On the next page that appears, click **Continue to Gmail**.
16. Once it loads, it shows you a brief tutorial on Gmail. Read each screen of the tutorial and then click **Next**.
17. After the tutorial, click **Go to Gmail** or click the X in the upper right corner.
18. Click the X in the corner of the **Setup progress** rectangle. *This is something you can ignore – don’t worry about it!*

![Gmail Setup Progress Screen]

Username: ____________________________ @gmail.com

Password: ________________________________

*Do not forget this password! You don’t want to have to reset your password (which is typically quite difficult).*

- Please close the web browser you’re in by single left clicking the X in the upper right corner. We’ll reopen another one to practice.

**Sign-in page**

To log on to your email you have to know the correct website to go to. The sign-in page is different for each service. For Gmail it is **mail.google.com**.

1. Open a web browser such as Chrome, Firefox, or Internet Explorer
2. Single click into the long bar in the middle of the top of the screen.
3. Type **mail.google.com** and hit the **Enter** key on your keyboard.
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4. Sign-in is two steps. First, click into the white box labeled **Enter your email**, and then click **Next** or hit the **Enter** key on your keyboard.

After you click **Next** or hit the **Enter** key on your keyboard, it will load a new page.

5. Single left click into the white box labeled **Password** and then type the password you created a few moments ago. Single left click **Sign in** or hit the **Enter** key on your keyboard. **We recommend single left clicking the check box next to Stay signed in only on your devices at home, not at the library.**

- (If it asks you to add a **Recovery phone** or **recovery email**, you can ignore it by clicking **Done**.)
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Write an email

1. To start typing an email in Gmail, single left click the red and white Compose button in the upper left corner. The New Message composer appears in the lower right corner.

2. Sending an email takes three steps:
   a. Single left click next to To (or sometimes it says Recipients) to type who you want to send the message. Without any spaces, type in elatechnologyinstructors@gmail.com (the @ symbol is Shift+2).

   
   ![New Message](image1)

   b. Single left click next to Subject and type to give the message a title. This can be whatever you like usually, but let’s say First email for now.

   
   ![Subject](image2)

   c. Single left click into the big white area at the bottom to type your message. Type a few brief sentences.

3. Once you’ve finished those three steps, you’re ready to click the white and blue Send button in the lower left. But let’s not do that for now.
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Attach a file

1. Let’s attach a file first. To attach a file, we have to find it on our computer. To start doing that, click the **paper clip** button to the right of send.

2. In the **File Explorer** window that appears, go to **Documents**, single left click on **example-attachment.pdf**, and then single left click **Open**.

3. Once the name of the attached file is light blue, the file was attached.

Save, Close, or Delete draft, Send an email

1. Gmail automatically saves drafts of emails as you type. To check it, look for the word **Saved** in the lower right corner when you’re writing a message.

2. To close a draft to work on it later, single left click the **X** in the upper right corner. DON’T DO THIS NOW.
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3. To delete a draft, click the trash bin icon in the lower right corner.
4. Single left click Send to send your message. We’ll send a brief reply back.

After you’ve uploaded your first file, the paperclip button changes to a clipboard button. Single left click the clipboard button to add more attachments. You can attach as many files as you want, as long as their file size adds up to 25 MB or less.

Your inbox
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- **Inbox, Sent Mail, Drafts**, and other parts of your Gmail are on the left. The section of the inbox you’re currently in (Inbox) is **colored red**.

  - Inbox (1)
  - Starred
  - Sent Mail
  - Drafts

- Messages in one of these parts of Gmail are on the right. **Bold text means a new message.** Single click a message to view it. Click **Inbox** to exit a message.

- Inbox subsections including **Primary, Social**, and **Promotions** are across the top. Gmail automatically puts messages from senders like Facebook in **Social**. Businesses that send you ads or coupons go in **Promotions**. Your current subsection is the one that is white (**Primary** in the picture below.)

- Select messages by clicking the checkboxes to their left. Selected messages turn yellow. Controls appear above your message: delete messages using the **trash bin** and mark messages as spam using the ! **stop sign**.

- Search your inbox for a message you can’t find by single clicking in the white bar, typing in your search, and click the white magnifying glass.
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Reply to a message

1. Click on the message **First email** to see our reply.

   ![First email](image)

   **First email**

   **Technology Instructors**

   This is my first email. I...

   Dec 2 (3 days ago)

   **Technology Instructors**

   9:16 AM (26 minutes ago)

   to me

   Test reply.

   ... 

   Click here to Reply or Forward

2. Below the message, single left click **Reply**.
3. A composer appears below the message, not in the lower right corner like before because this isn’t a new email. Type your reply and then click **Send**.

   ![Composer](image)

4. Click **Inbox** on the left to go back out of your reply.
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Print a message

Printing tends to be very tricky. You click print and then it doesn’t print what you wanted it to. Gmail has an extra print button that makes sure you print only the actual email and not anything extra. Note: print buttons don’t automatically print attachments. Printing attachments usually requires downloading and opening them.

1. In your Inbox, click on First email.

2. Above the message to the right is a small printer button. Single left click it.

3. This takes you to a special version of your email that is perfect for printing. In Chrome, click Print. In Firefox, click Ok. In Internet Explorer click, Print.
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Drafts folder
If you’re typing an email but don’t finish it, Gmail automatically saves it to your Drafts folder.

1. Like before, single left click the red and white Compose button in the upper left corner. The New Message composer appears in the lower right corner.

2. Start working on the message – maybe type in who it’s To, what the Subject is, or start typing the main message.

3. But DON’T CLICK SEND. Single left click the X in the upper right corner.

4. In the upper left of your window, find the parts of your inbox. Notice that Drafts has a (1) next to it, letting you know you have one unsent draft in there. Single left click on Drafts.

5. The draft you started typing appears. Click on your draft to work on it more.

6. If you finish your draft, you can click Send, or single left click the X to close.
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Sent messages
View your sent messages to make sure your message actually went through or to see old messages you need to review.

1. Single left click Sent Mail from the upper left of your inbox.
2. Like your main inbox, these are organized from most recent at the top to least recent at the bottom. Single left click First email to see that message.
3. Any attachments you’ve sent or pictures should be there if you need to find them again.

Trash and Spam
Trash stores messages you’ve deleted before they’re permanently deleted and Spam stores messages you’ve been sent by scammy advertisers.

1. Single left click on Inbox.
2. Single left click the checkbox next to a message like First email.
3. Single left click the trash bin icon to delete it.
4. Now, single left click on More labels button to see more parts of your inbox.
5. Single left click on Trash.
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6. **Trash** works like our main **Inbox**, except there’s an **Empty Trash now** button that automatically deletes everything. Let’s click that button.

7. Click **More labels▼** again then single left click **Spam**. *(It might be empty since your account is new.)*

8. Just like **Trash**, **Spam** automatically deletes messages automatically after 30 days. Every once in a while a message gets put in **Spam** that isn’t actually spam, that’s a message you actually want to see, so you may want to check **Spam** occasionally to make sure. Below is a typical Gmail spam folder:

![Typical Gmail spam folder](image)

**Sign out**
When you use a computer in a public place like the library, you should make sure to sign out. At home, you don’t have to sign out as long as others aren’t using your computer.

1. In the upper right corner there is a letter in a colored circle. This is the first letter of the first name you gave them. Single left click the circle.
2. A pop-up account menu appears. Single left click **Sign out**.