

Get comfortable with Email



Class outline

- Sign up, username and password
- Sign-in page
- Write an email
- Attach a file
- Save, Close or Delete draft, Send
- Your inbox
- Reply to a message
- Print a message
- Drafts folder
- Sent messages
- Trash and Spam
- Sign out

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.

A screenshot of the 'Name' section of the Gmail account creation page. It features two input fields: 'First' and 'Last', both with light gray borders and placeholder text.

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.*

A screenshot of the 'Choose your username' section of the Gmail account creation page. It features a single input field with a light gray border and placeholder text '@gmail.com'.

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!)

Create a password

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

Confirm 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.*

Birthday

Month Day Year

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.*

Gender

I am...

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.*

Mobile phone

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.*

Your current email address

13. Click **Next Step**.



Next step

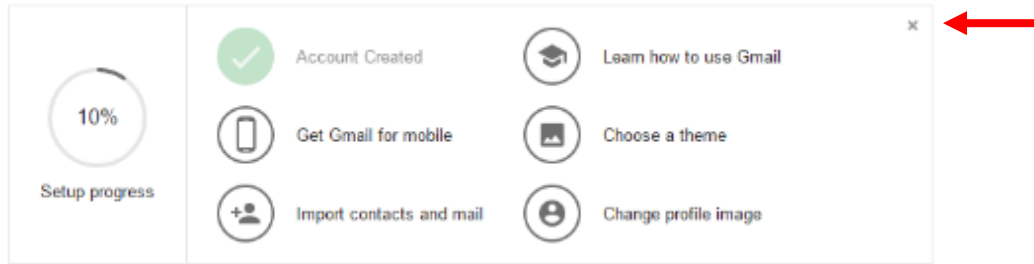
14. In the menu that appears, use your mouse scroll wheel or drag the on-screen scroll bar down (right side), and then click **I agree**.

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!*



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.

A screenshot of a sign-in screen. At the top center is a grey circular placeholder for a profile picture. Below it is a white text input field containing the text "Enter your email". Underneath the input field is a blue button with the word "Next" in white. At the bottom right of the screen is a blue link that says "Find my account".

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.*

A screenshot of a sign-in screen. At the top left is a back arrow. In the center is a blue circular profile picture placeholder. Below it is the email address "elatechnologyinstructors@gmail.com". Underneath is a white password input field with a series of black dots. Below the password field is a blue button with the text "Sign in". At the bottom left is a checkbox labeled "Stay signed in". At the bottom right is a blue link that says "Forgot password?".



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

Don't get locked out of your account



Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](#)

Recovery phone

Add a phone

Recovery email

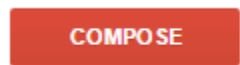
you@example.com

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).

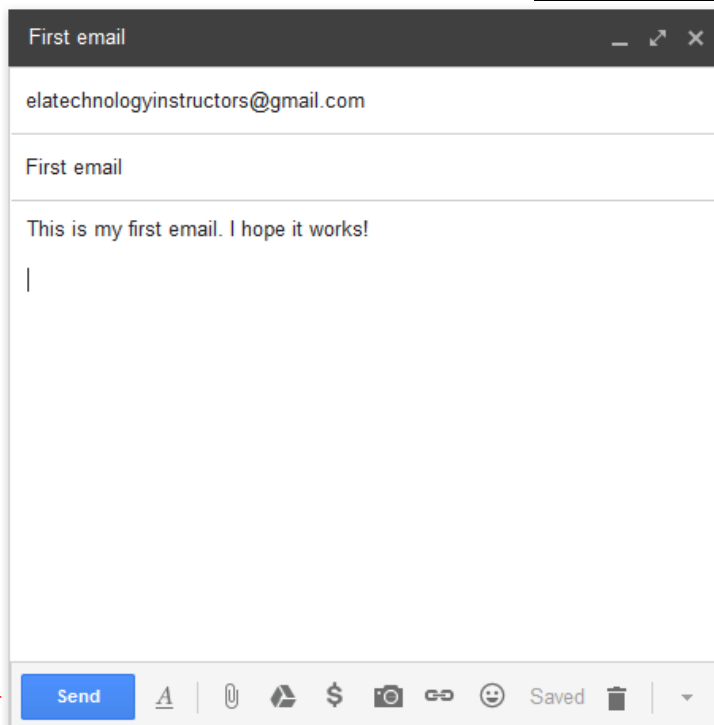


- b. Single left click next to **Subject** and type to give the message a title. This can be whatever you like usually, but let's say **First email** for now.



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

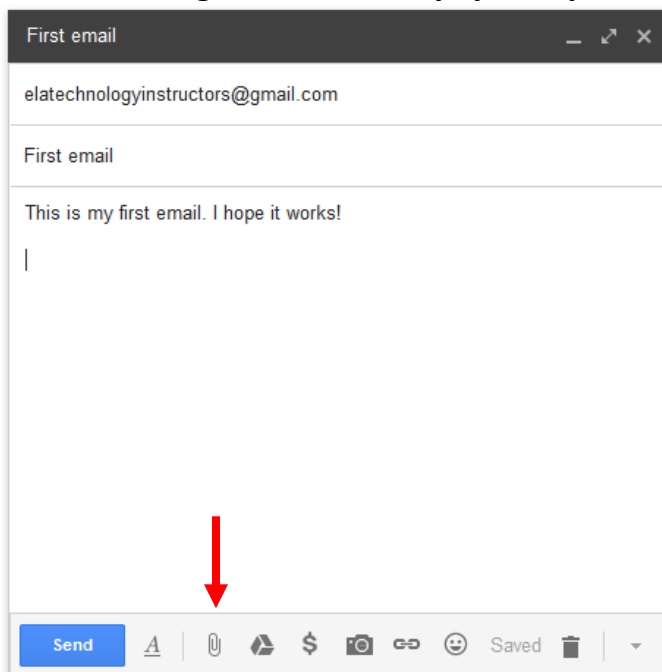
3. Once you've finished those three steps, you're ready to click the white and blue **Send** button in the lower left. **But let's not do that for now.**



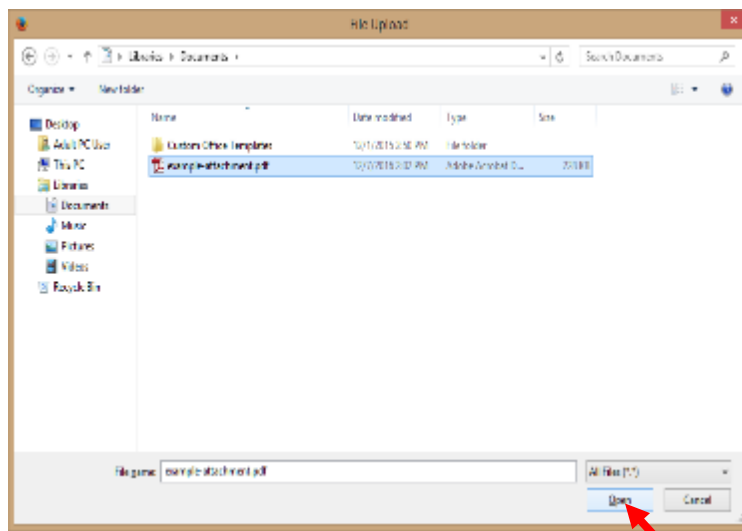
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Attach a file

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.



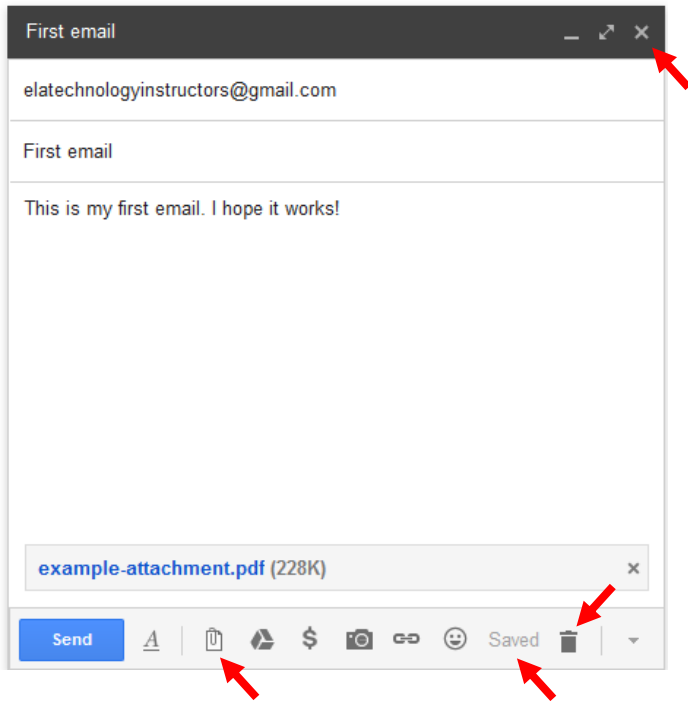
Save, Close, or Delete draft, Send an email

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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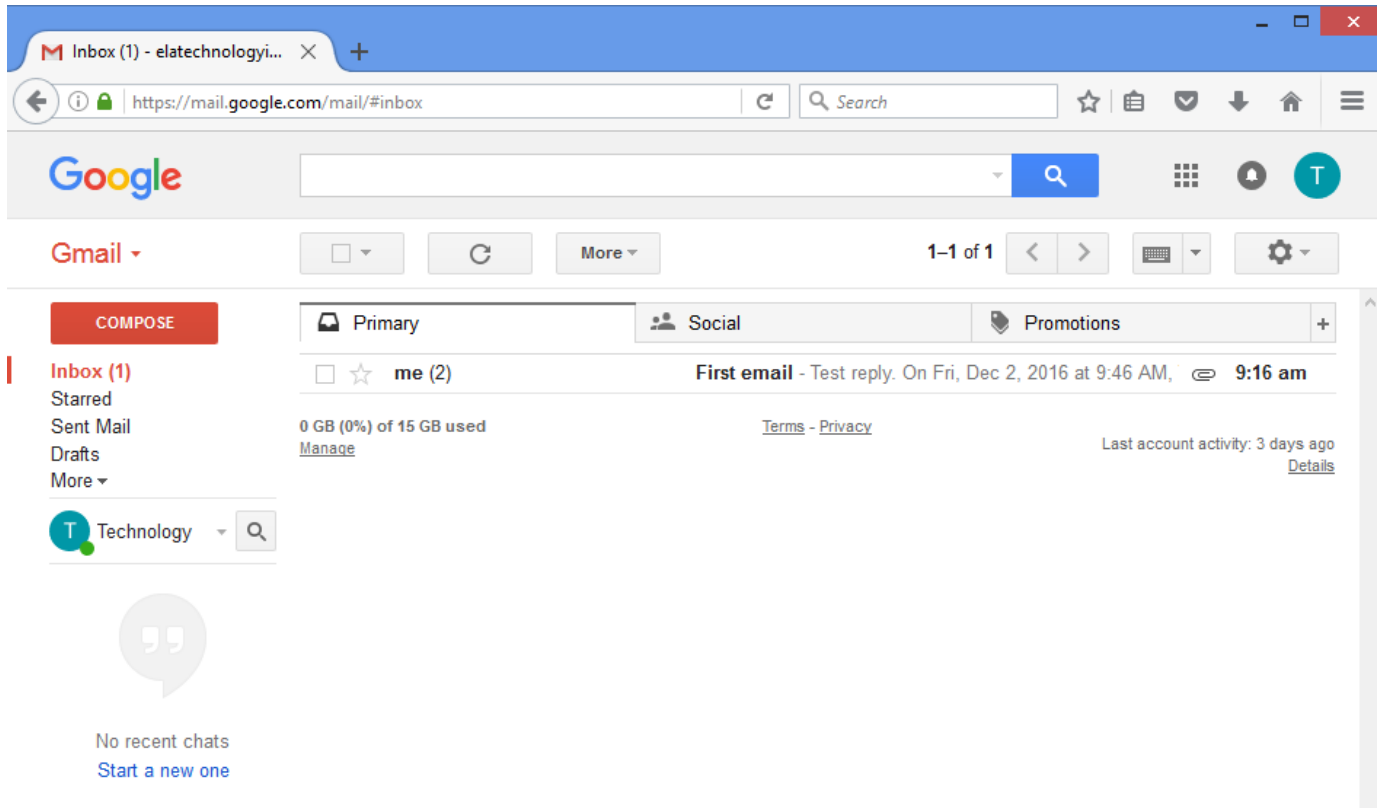


3. To delete a draft, click the **trash bin** icon in the lower right corner.
4. Single left click **Send** to send your message. **We'll send a brief reply back.**



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.

Inbox (1)

Starred

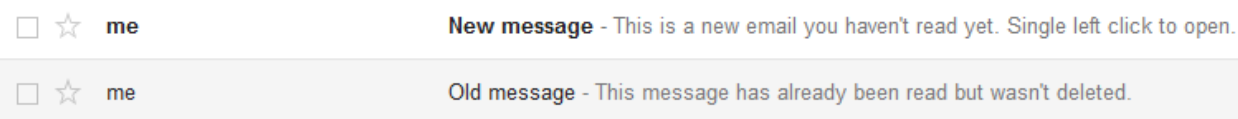
Sent Mail

Drafts

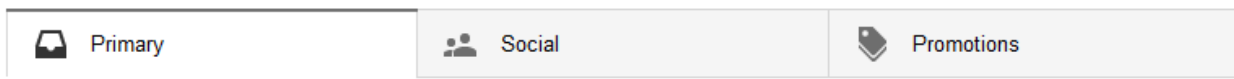
More ▾

The section of the inbox you're currently in (Inbox) is **colored red**.

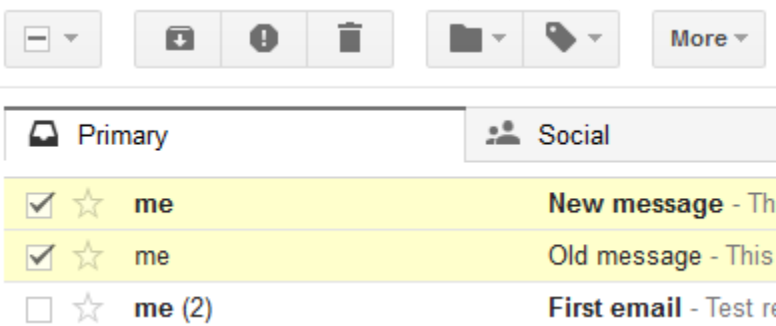
- Messages in one of these parts of Gmail are on the right. **Bold text means a new message.** Single click a message to view it. Click **Inbox** to exit a message.



- 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.

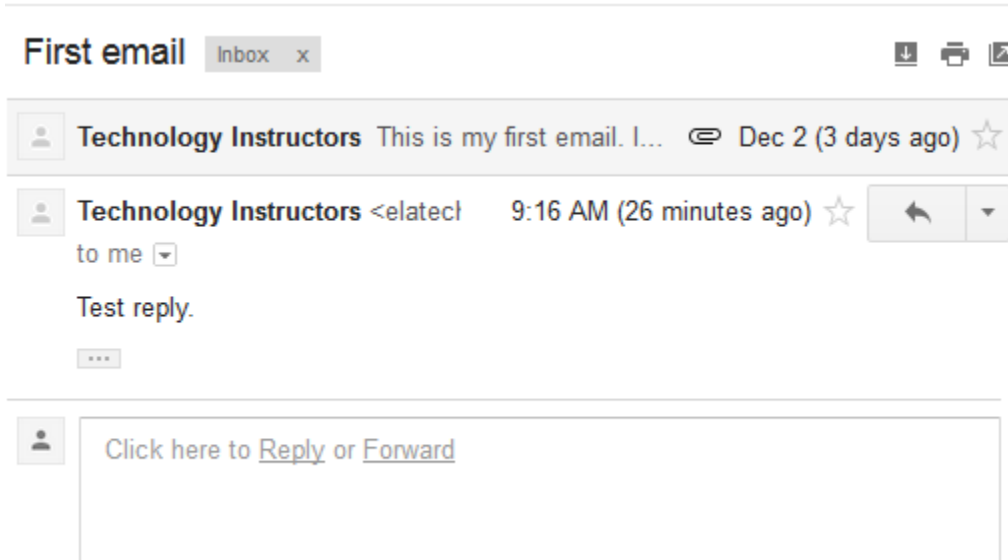


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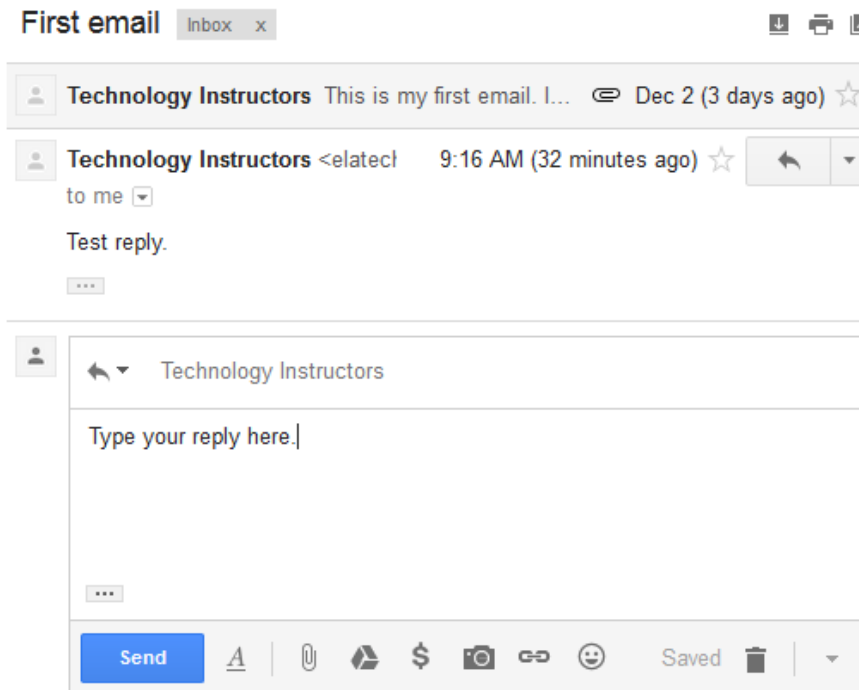


Reply to a message

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



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**.



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

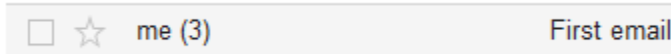
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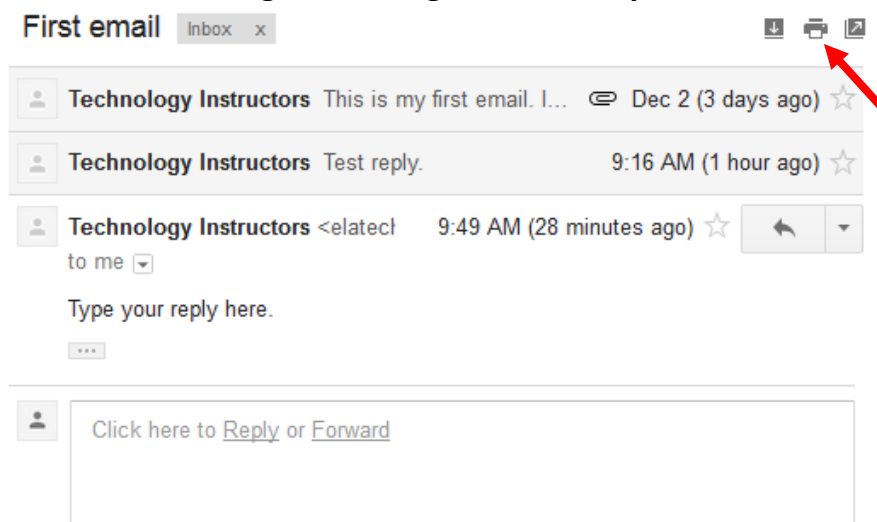
Print a message

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.*

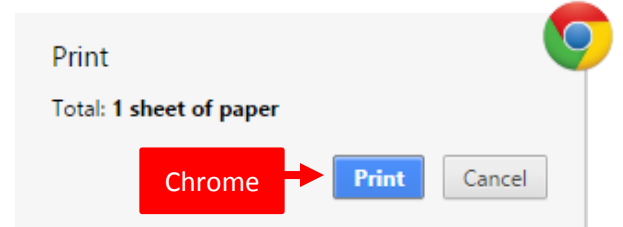
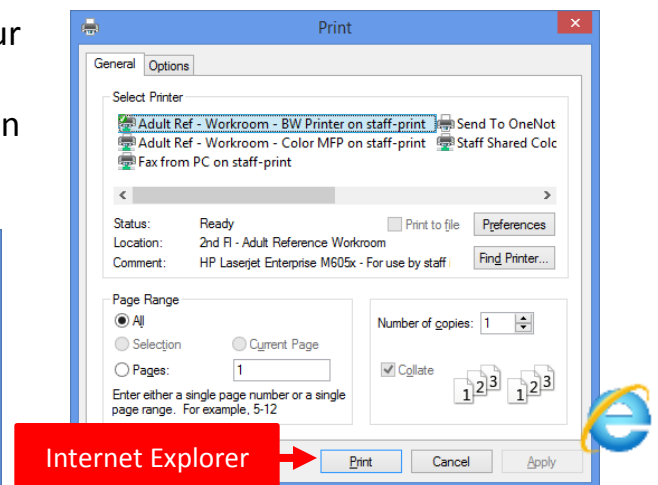
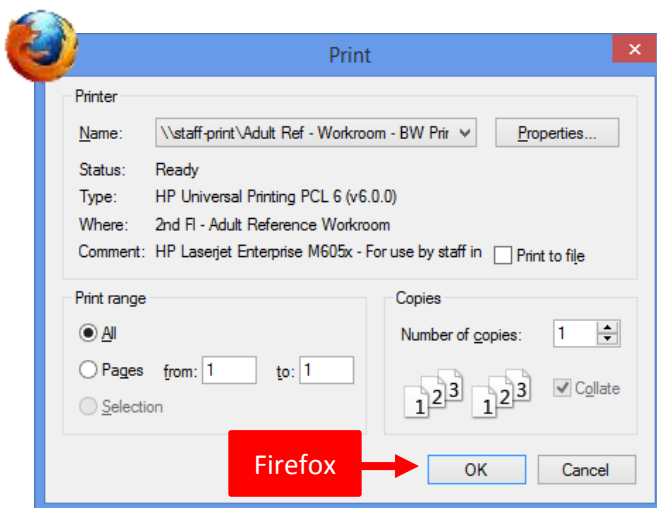
1. In your **Inbox**, click on **First email**.



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**.

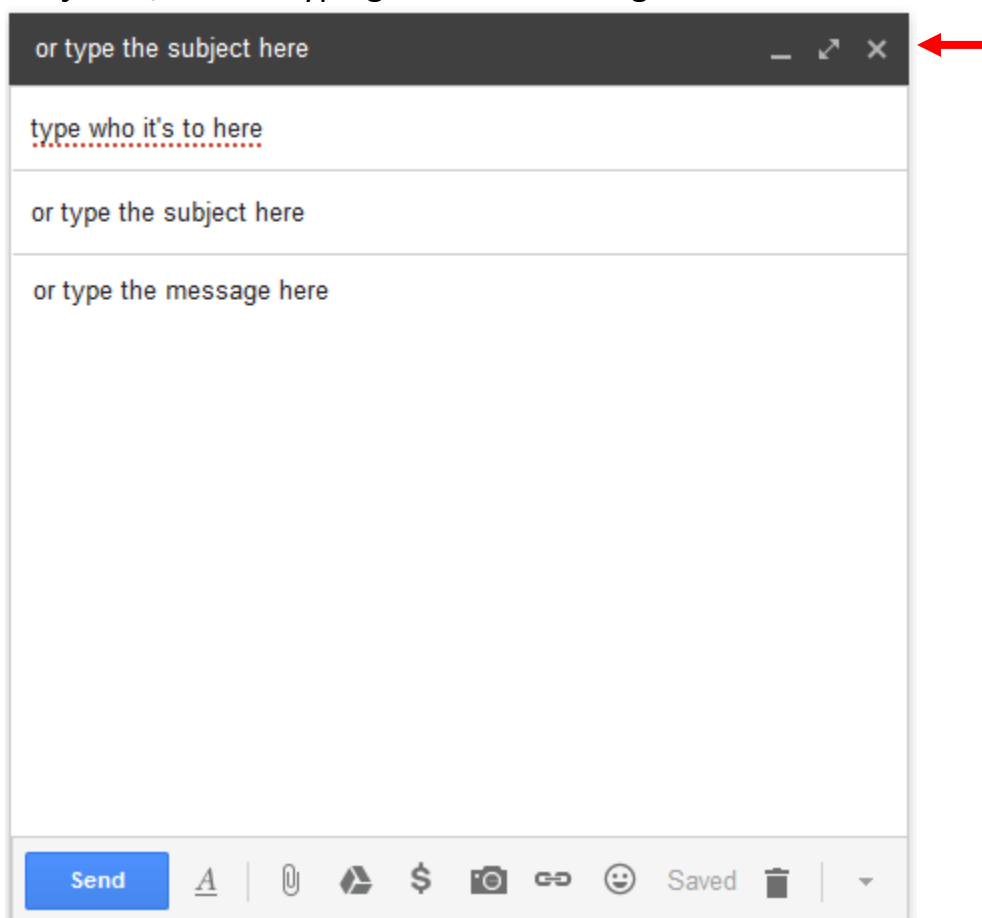


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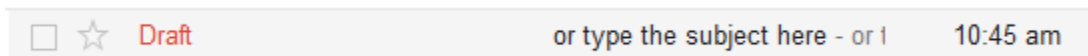
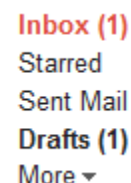
Drafts folder

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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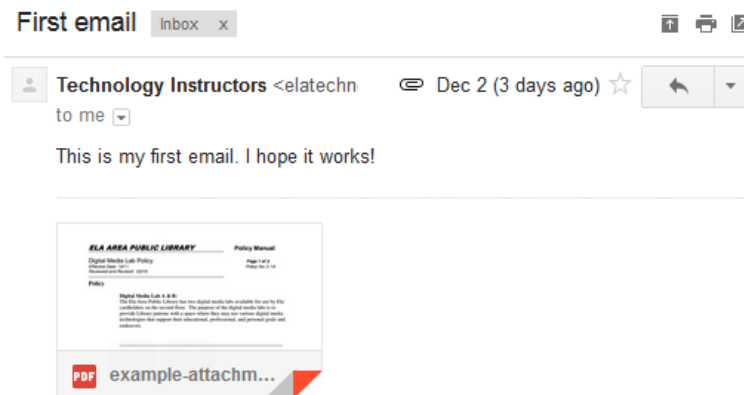
Sent messages

View your sent messages to make sure your message actually went through or to see old messages you need to review.

Inbox (1)

- Starred
- Sent Mail
- Drafts (1)
- More ▾

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.



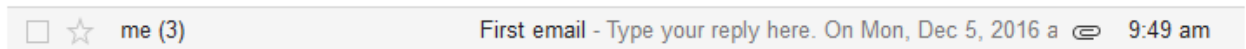
Inbox (1)

- Starred
- Sent Mail
- Drafts (1)
- More ▾

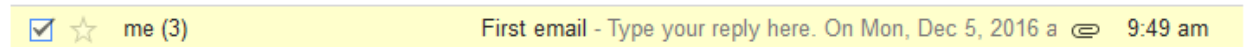
Trash and Spam

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

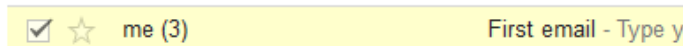
1. Single left click on Inbox.



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**.

Inbox (1)

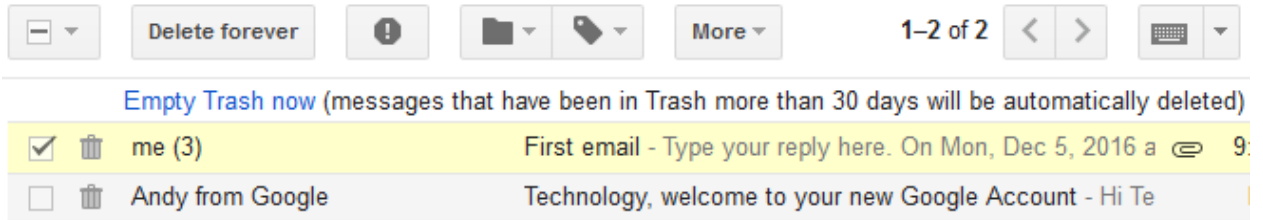
- Starred
- Sent Mail
- Drafts (1)
- Less ▲

- Important
- Chats
- All Mail
- Spam
- Trash

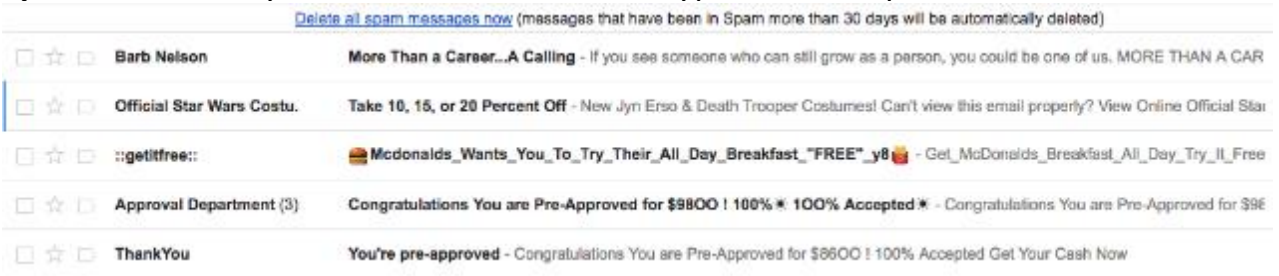
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6. **Trash** works like our main **Inbox**, except there's an **Empty Trash now** button that automatically deletes everything. Let's click that button.



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:



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**.

