

Email Basics *Tip Sheet* for Gmail

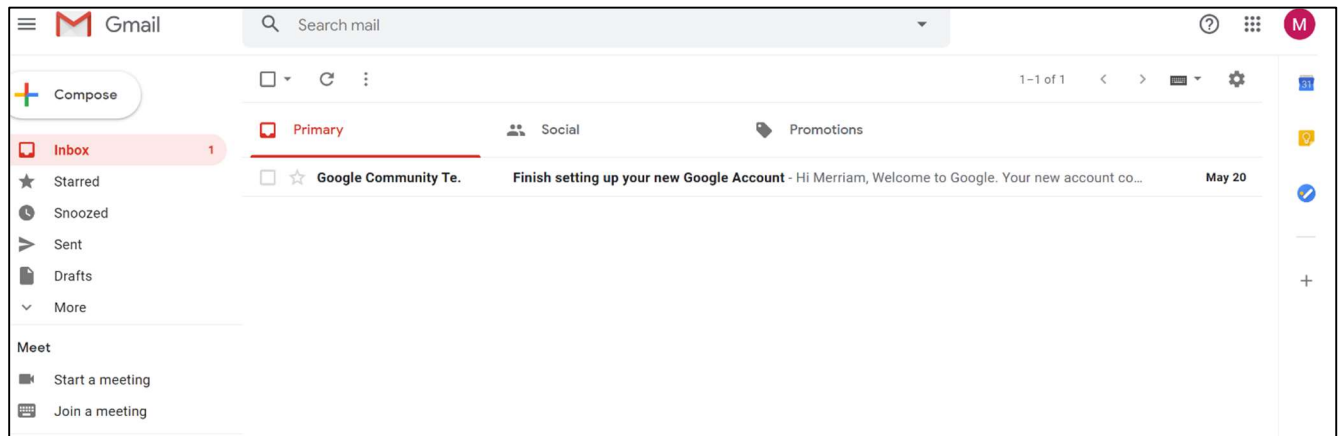


What is Email?

Email (Electronic mail) is a way to send and receive messages across the Internet. Free internet-based email services, known as webmail, are the most popular form of email. The top three webmail providers are Gmail, Microsoft Outlook, and Yahoo Mail.

Navigating the Gmail Interface

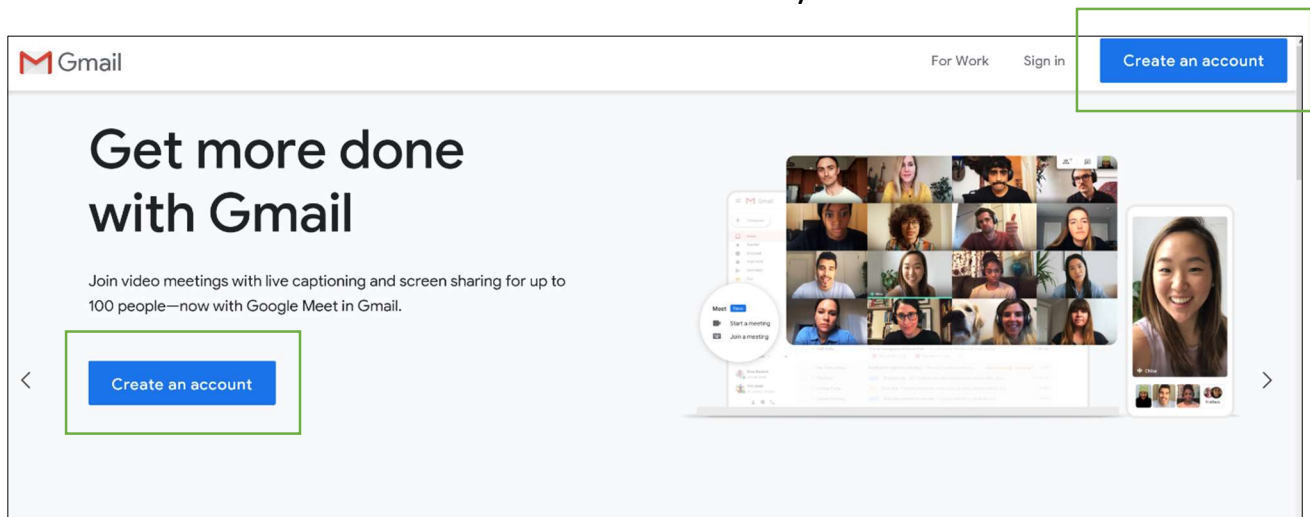
Gmail is the free webmail service offered by Google. The Gmail layout is like many other webmail services. The inbox menu is on the left-hand side of the screen and the message pane is in the center. You send email messages by using the 'compose' button in the righthand corner of the interface.



- 1. Inbox:** The inbox is where you will view all of your received email messages. The emails are listed with the name of the sender, subject line, and time they were received. They are typically arranged in order of most recently received (at the top of inbox).
- 2. Message Pane:** The message pane is where you will read the body of the email. From the message pane you can also select from a few options to respond to the email including 'reply', 'reply all', and 'forward'.
- 3. Compose Pane:** The 'compose pane is where you will create your own email message. It is usually identified by a 'compose' or 'new message' button. From the compose pane you can enter the email address subject and body of the email you are sending.
- 4. Account Login/out:** Where you sign in/out of your email. Usually in the right-hand corner and identified by your initials or image if you have uploaded one.

Setting up your free account

Before setting up your account, make sure you have all the necessary information. You will need: a phone number for account security, a username, and a password. To set up a free account with Gmail just type gmail.com in your web browser. On this page you will see a blue button at the top righthand and middle left side of the screen. Click either to create your account.

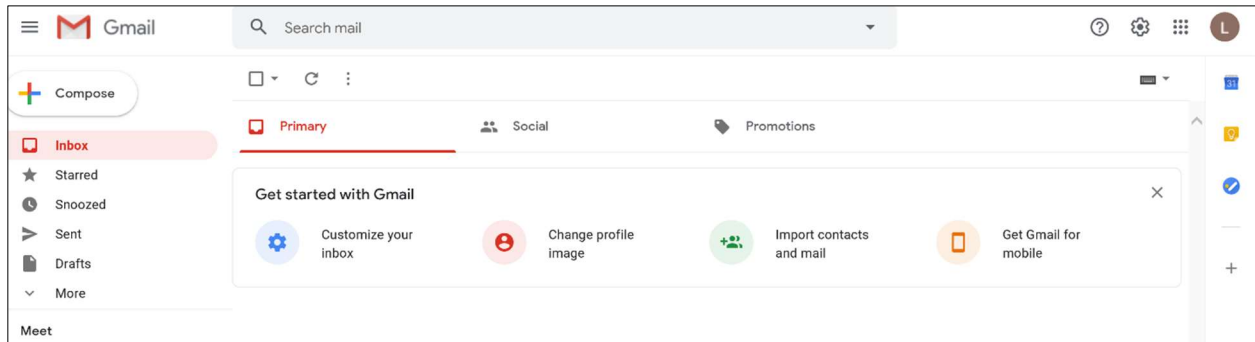


Fill out the required information and click next. You will then be asked to enter a phone number for account security and your date of birth.

A screenshot of the Google Account creation page. The page title is 'Create your Google Account to continue to Gmail'. The form fields are: 'First name' (with a blue border), 'Last name', 'Username' (with '@gmail.com' as a placeholder), 'Password', and 'Confirm' (with an eye icon). Below the password fields is a note: 'Use 8 or more characters with a mix of letters, numbers & symbols'. There is a 'Sign in instead' link and a blue 'Next' button. To the right of the form is a graphic of a blue shield with a white person icon, and a laptop displaying various Google services icons. Below the graphic is the text 'One account. All of Google working for you.' At the bottom of the page, there is a language selector 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

Getting Started with Gmail

Once your account is created you will be taken to your new email interface. Gmail has a few options for customizing your account including adding a profile picture. You can explore these options by clicking on the icons at the center of your **message pane**.



Composing & Sending an email

When you click the 'Compose button' in the left-hand corner of your interface, a pop-up box will appear-this is the **Compose Pane**. The 'compose pane is where you will create your own email message. It is usually identified by a 'compose' or 'new message' button. From the compose pane you can enter the email address subject and body of the email you are sending.

