



CHARLOTTE MECKLENBURG

LIBRARY

Getting Started with Gmail



Class Handout

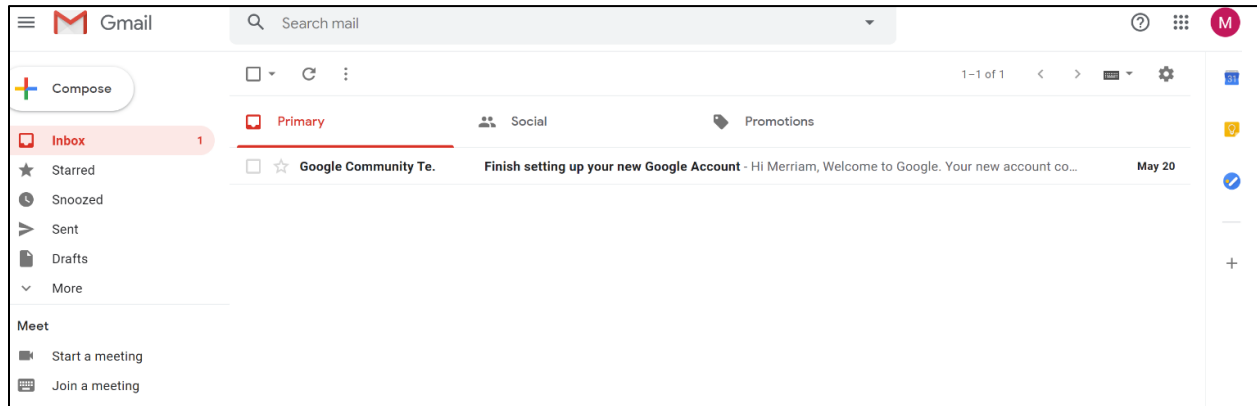
What is email?



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 two webmail providers are Gmail and Microsoft Outlook.

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 left-hand corner of the interface.



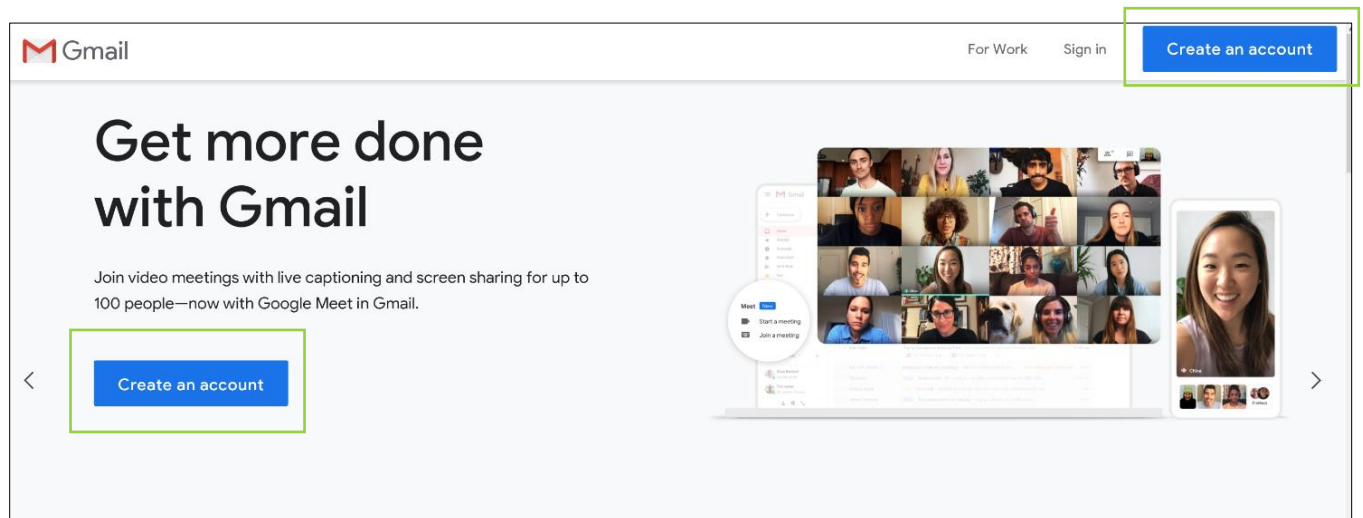
1. **Inbox:** The inbox is where you will view all of your received email messages. The emails are listed with the name of the sender, subject line, and time they were received. They are typically arranged in order of most recently received (at the top of inbox).
2. **Message Pane:** The message pane 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.'

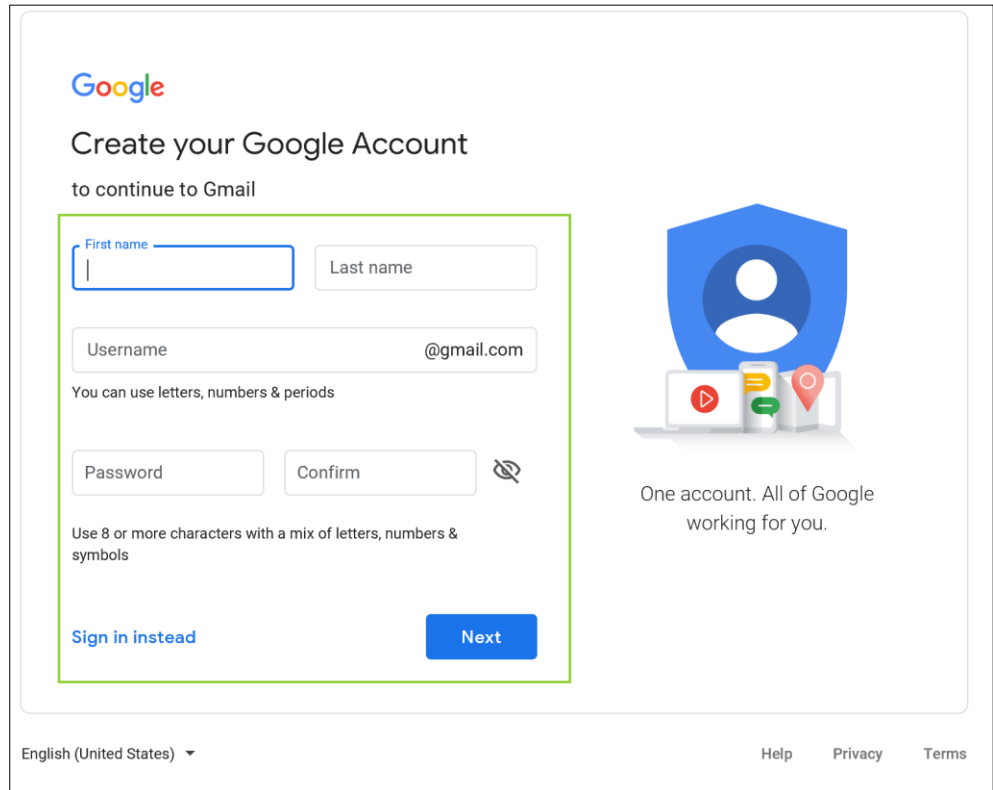
- 3. Compose Pane:** The 'compose pane' is where you will create your own email message. It is usually identified by a 'compose' or 'new message' button. From the compose pane you can enter the email address, subject, and body of the email you are sending.
- 4. Account Login/out:** Where you sign in/out 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 right-hand and middle left side of the screen. Click either button to create your account.

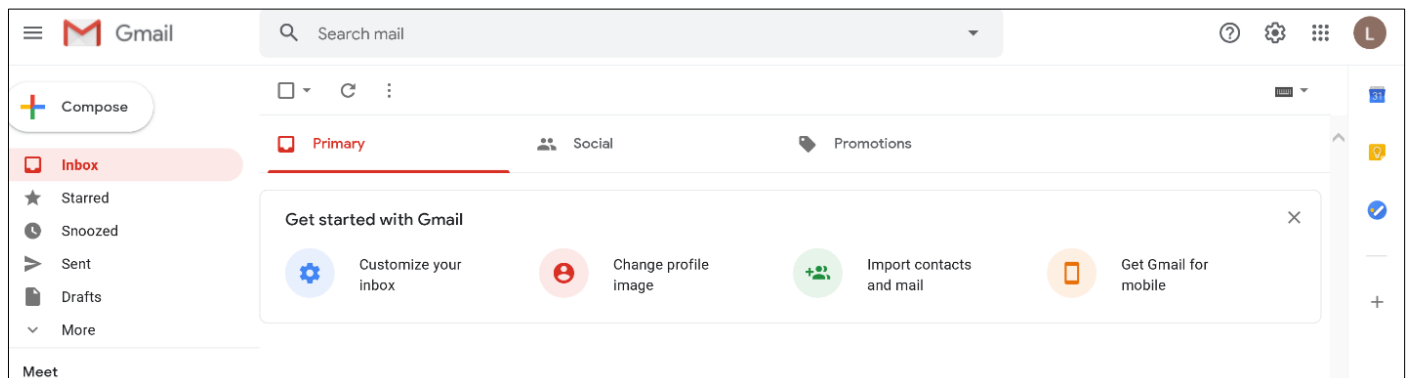


Fill out the required information and click 'next.' You will then be asked to enter a phone number for account security and your date of birth.



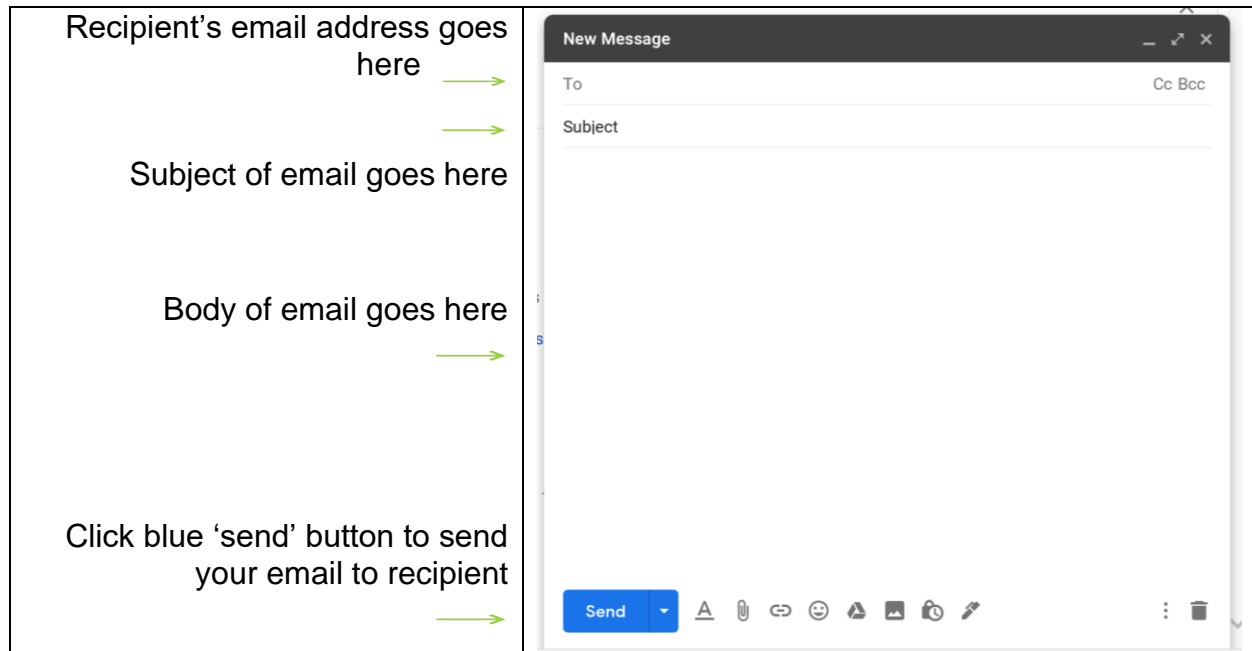
Getting Started with Gmail

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.



Resources

The following resources can be accessed from the library's resource page:

<https://www.cmlibrary.org/resources>

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.



DigiLit

DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit: www.cmlibrary.org/digilit