



USING GMAIL FOR BEGINNERS

CREATED AT WAVERLEY C@P

WAVERLEYCOMMUNITY.CA

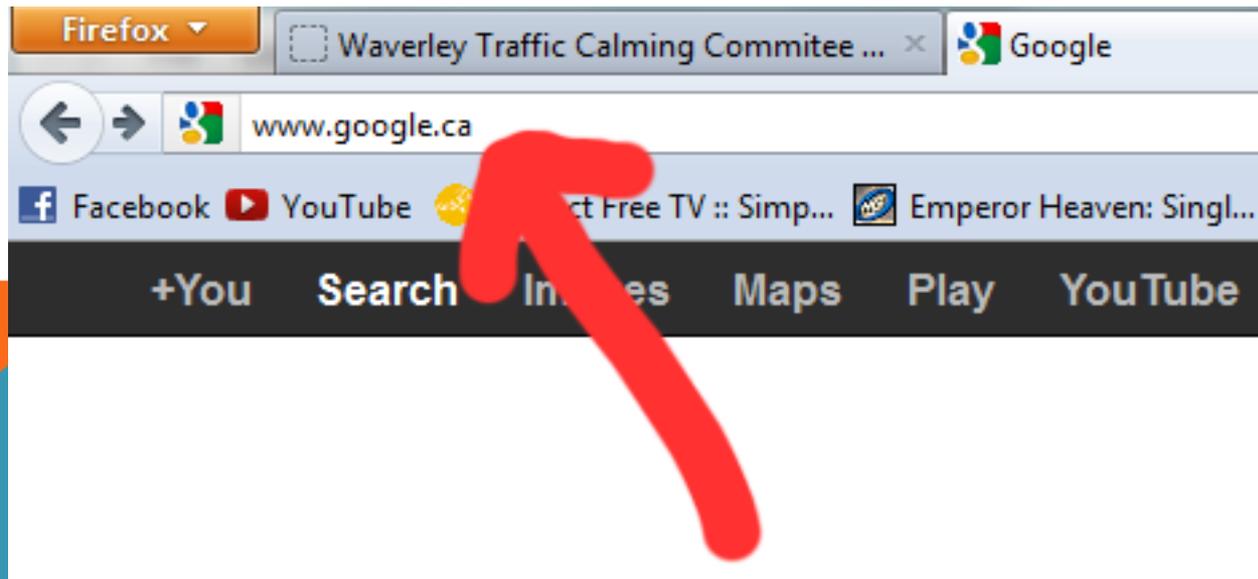
INTRODUCTION

In this tutorial I am going to show you the basics of using and signing up for Gmail by Google.



START

The first thing I need you to do is to open up your internet browser (Firefox, Chrome, Safari, Internet Explorer), then I want you to type in the address bar “google.ca”.



At the top of Google you need to go across until you find “Gmail” and then click on that link.

In the top right corner click the box that says “Create An Account”

lay YouTube News **Gmail** Documents Calendar More -



Google

New to Gmail? **CREATE AN ACCOUNT**



Sign in Google

Username

Password

Stay signed in

[Can't access your account?](#)

Google Search

I'm Feeling

On this page it will have a few fields for you to fill out with your information. After you finish that make sure you have the “I agree” box checked and then hit “Next Step”.

from
: free with

Location

Canada

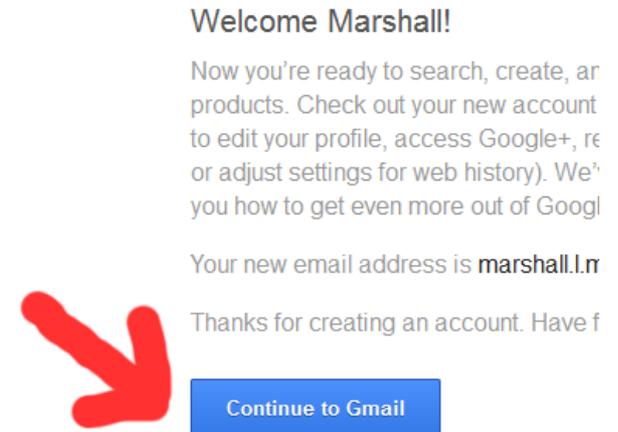
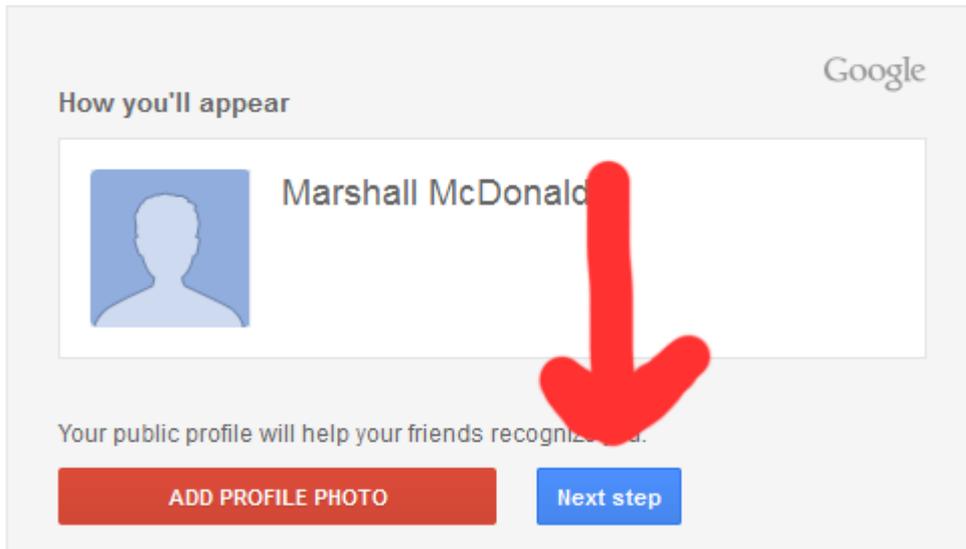
I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

[Next step](#)

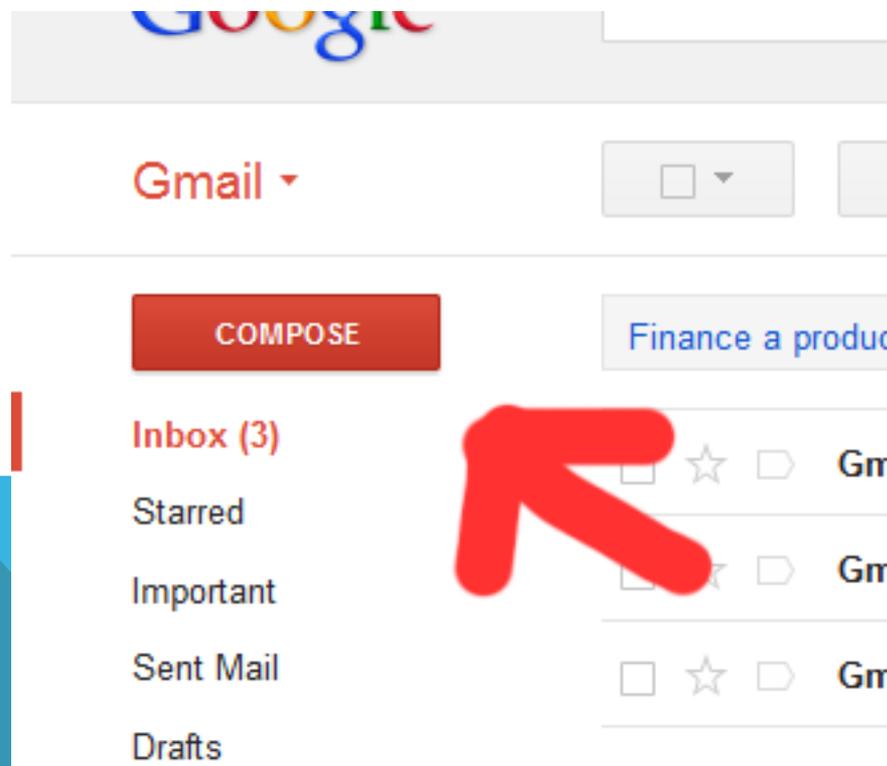
[Learn more](#) about why we ask for this information.

On the next page you can select a profile picture, but I choose to leave mine as default and hit “Next Step”.



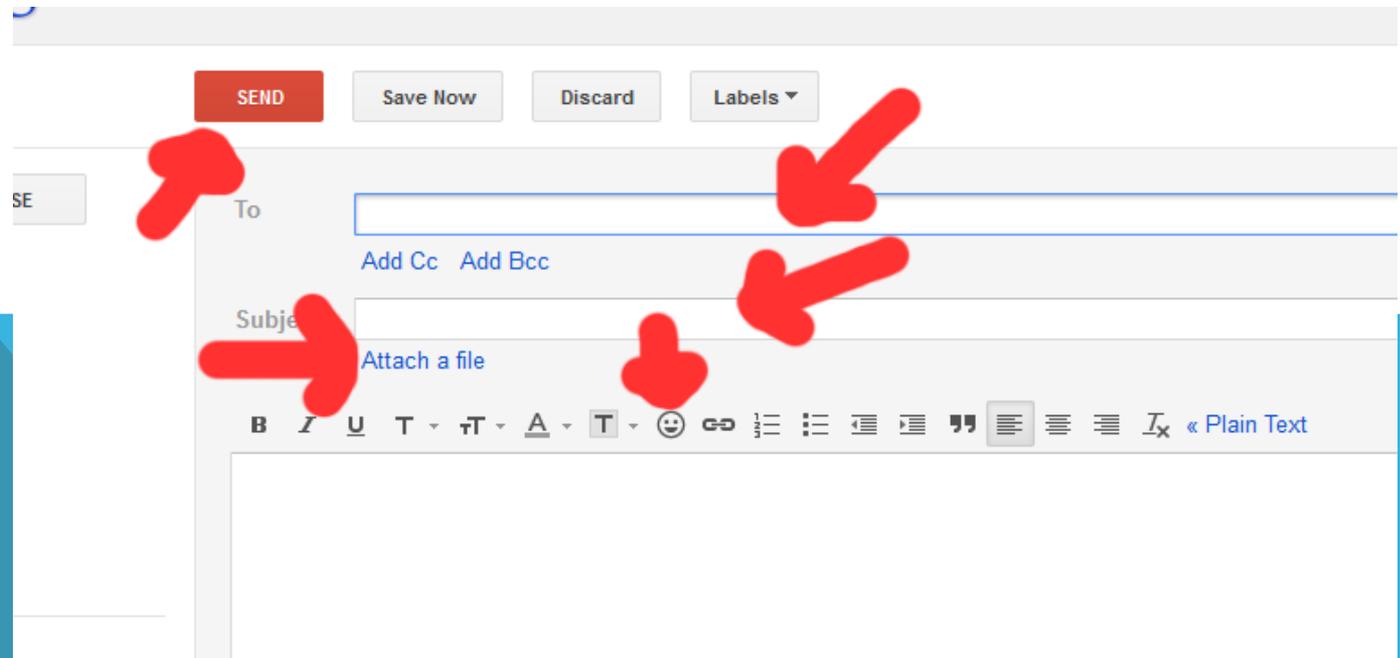
Then on the next page hit “Continue to Gmail”

You will now be looking at your inbox and to send an email you hit the “Compose” button on the left.



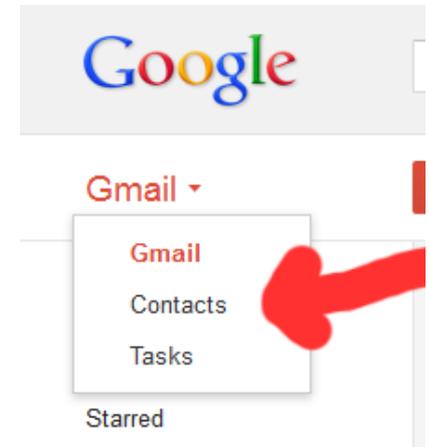
This is where you type up your email.

Enter your receivers email address in the “To” field. The subject of the email in the subject field. Use the “Attach a file” link to upload a file to your email, and the little smile is for the use of emoticons. When you are all done, hit send!

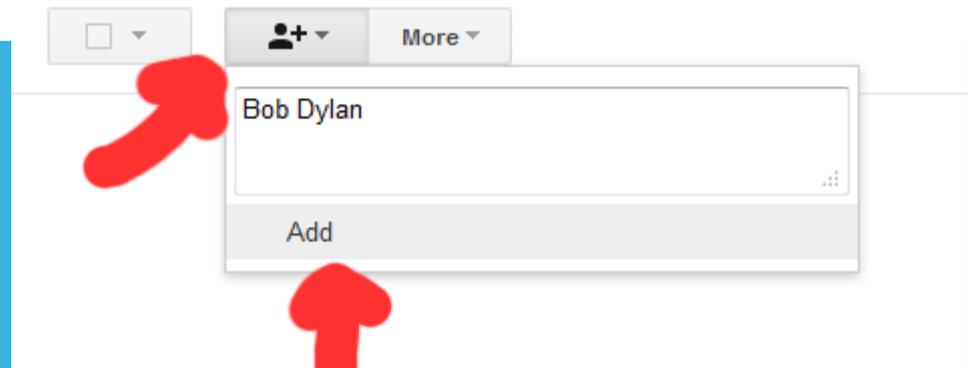


The screenshot shows an email composition window. At the top, there are buttons for 'SEND' (highlighted in red), 'Save Now', 'Discard', and 'Labels'. Below these are fields for 'To', 'Subject', and 'Attach a file'. The 'To' field has a red arrow pointing to it. The 'Subject' field has a red arrow pointing to it. The 'Attach a file' link has a red arrow pointing to it. The text area below has a red arrow pointing to the smiley face icon in the toolbar. The toolbar also includes icons for bold, italic, underline, text color, background color, link, unlink, list, and quote.

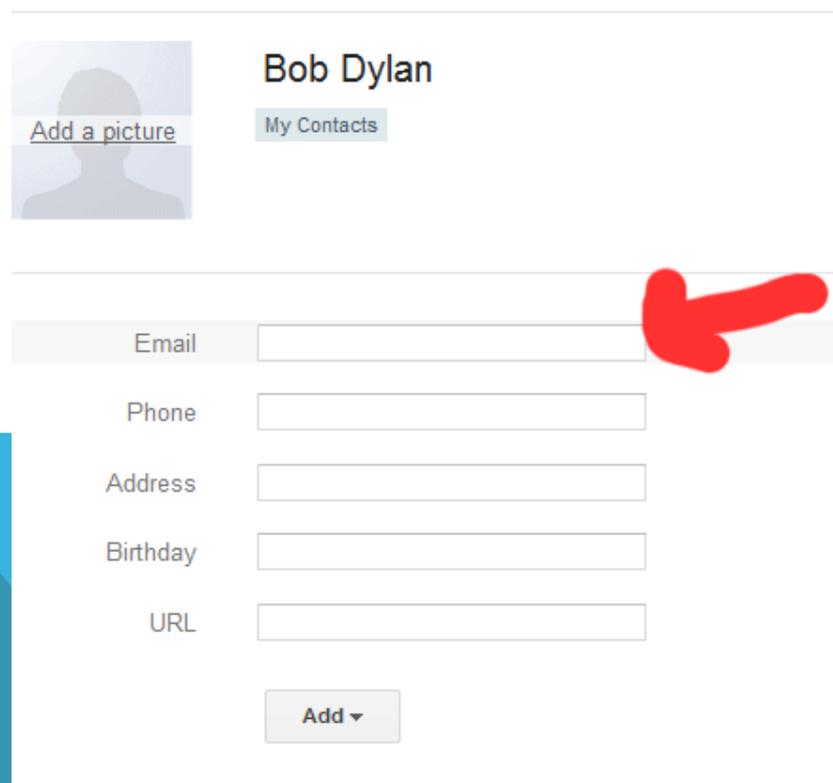
On the left side at the top of the column hit Gmail and then hit “Contacts” on the drop down menu.



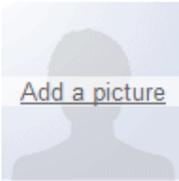
Now hit the new contact button and then enter the name of your new contact in the box that appeared under it. Then hit “Add”. Click on your new contacts name.



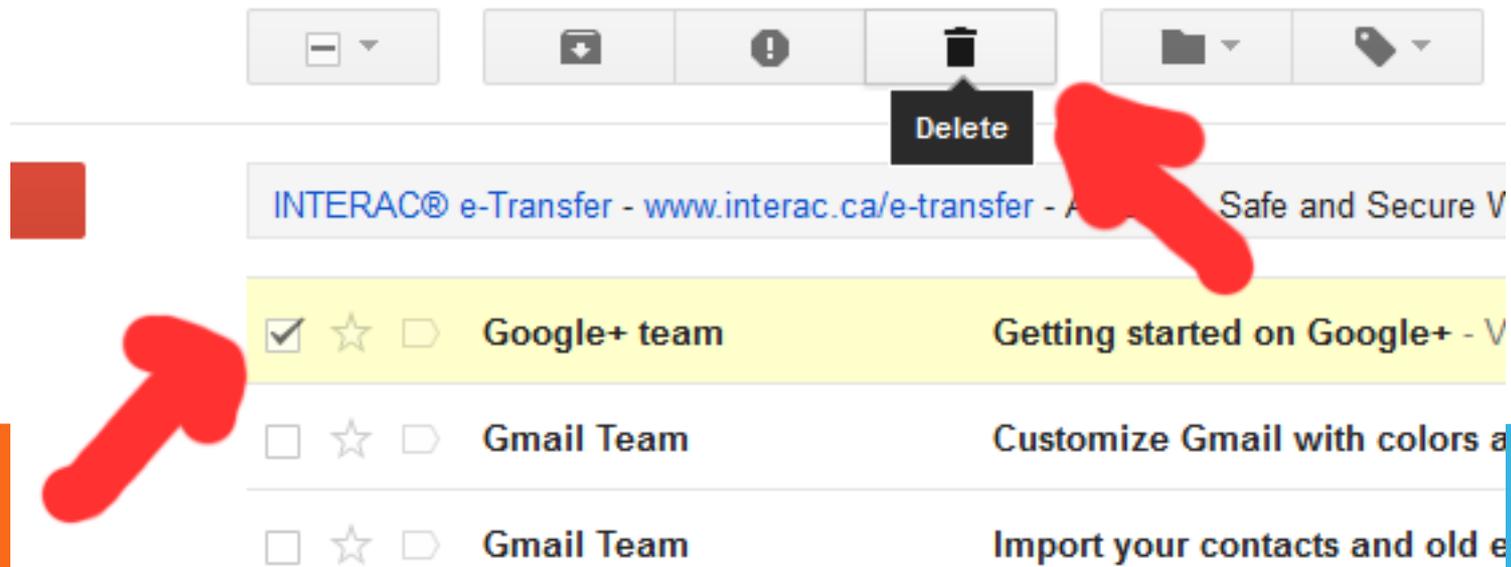
Enter all of the information you would like to add to your contact and then hit the enter button on your keyboard after you have finished typing it in the field. This automatically saves it.



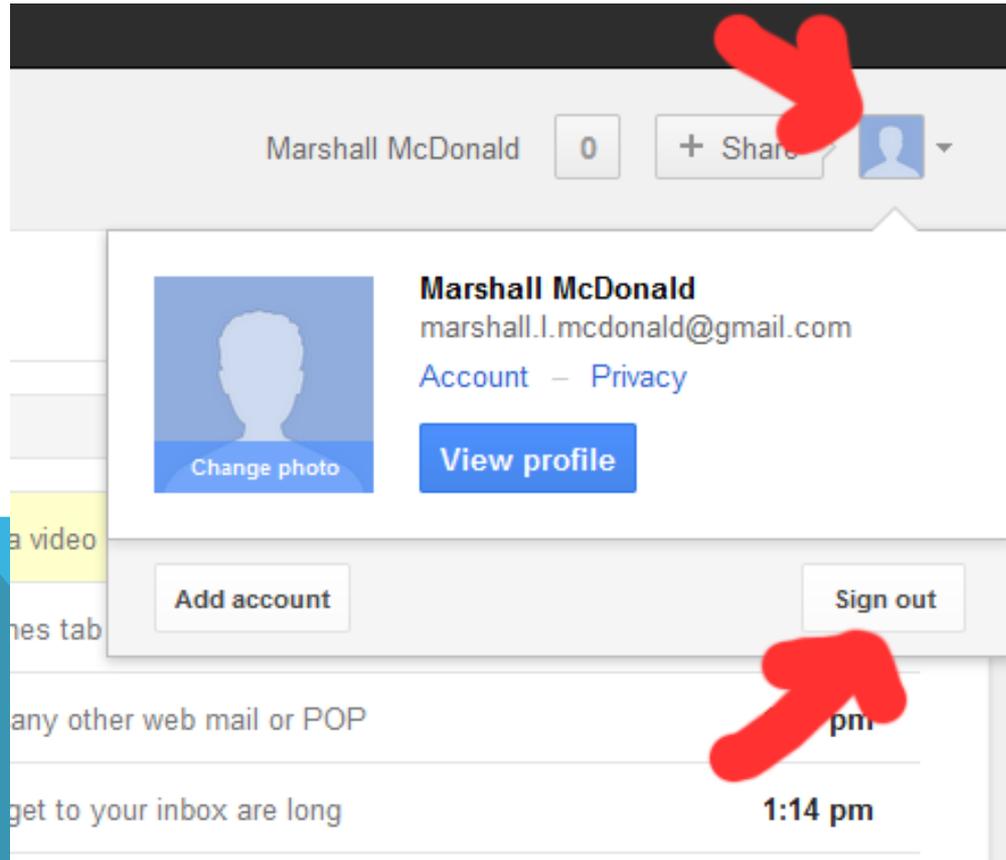
The screenshot shows a contact form for "Bob Dylan". At the top left is a placeholder for a profile picture with the text "Add a picture" below it. To the right of the picture is the name "Bob Dylan" and a "My Contacts" button. Below this is a list of input fields: "Email", "Phone", "Address", "Birthday", and "URL". A red arrow points to the "Email" field. At the bottom of the form is an "Add" button with a downward arrow.

 Add a picture	Bob Dylan My Contacts
Email	<input type="text"/>
Phone	<input type="text"/>
Address	<input type="text"/>
Birthday	<input type="text"/>
URL	<input type="text"/>
<input type="button" value="Add ▼"/>	

To delete emails in your Inbox you select the boxes next to the email and then hit “Delete”. There are other options like, Junk and Archive as well.



To sign out when you are finished you click the profile picture in the top right corner and then hit sign out on the box that drops down.



CONCLUSION

You now know how to manage your new Gmail account with basic skills and knowledge. Enjoy your new connection to the electronic neighborhood.

