



Gmail User Manual

Email From Start To Finish



Gmail User
Manual for
Email From
Start To
Finish



Lifelong
Learnng
Institute



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Fielden Institute
FOR LIFELONG LEARNING
INDIAN RIVER STATE COLLEGE

Disclaimer

The creation of this manual is the sole responsibility of Don Klein, Peer Leader. The manual was created for use by students in the Beginning Computer Class - Email From Start To Finish, of the Fielden Institute for Lifelong Learning.

The Fielden Institute for Lifelong Learning, is a health club for the brain, and is designed for men and women age 50 and better who are interested in exploring shared topics of interest in a college atmosphere. Programs are peer-led and peer-directed by the membership. Peer leaders volunteer to lead discussion and study groups, hands-on activities, field trips, lectures, book and film groups, all in a welcoming and appropriate environment for the adult learner.

Most of the material for this manual was taken directly from the Gmail web site at www.gmail.com. Also be aware that Google changes the “look” of gmail quite frequently.

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1 Creating Your Own Gmail Account

You have been using a temporary student gmail account during our class and if you would like to set up your own personal “secondary” email account here are the steps. [You may want to print these instructions and write in your information so you are prepared before you start the registration process.]

Open your browser and go to www.gmail.com.

Look for the blue box, usually in the upper right hand corner of the web page, that reads **Create An Account**. Click on this button and a new window will open with a form for you to fill out. Here are the boxes you have to complete:

Click in the first box and type in your first name.

First Name: _____

Click in the second box and type in your last name.

Last Name: _____

Here is where you should have made some preparation. This next box is where you enter the Username you want as part of your email address.

[My gmail address is klein123@gmail.com; therefore my Username [Login Name] is kleind123]

This Username has to be unique. You can't have a Username that someone else on gmail has already chosen. Try to select a Username that is easy for you to remember and also easy for others to remember when they want to send you an email.

Desired Username: _____

After you type in the Username you want to use check to see if anyone else has chosen that name. Press the Enter Key. If someone else has that Username, Gmail will provide you with some similar names that no one else has chosen. If you like one of Gmail's suggestions then click on it. If you don't like their suggestions try typing

in another Username and check the availability of that one. Keep trying until you find a Username that is available.

WRITE DOWN THE USERNAME (LOGIN) THAT GMAIL HAS ACCEPTED FOR YOU.

The next text box you will have to fill in is your password. Have a password ready that is at least 8 characters long. A combination of letters and numbers is considered more secure. Gmail does not care [or know] what your password is. Remember – passwords are case sensitive. I use all lowercase letters. WRITE IT DOWN.

Choose a password: _____

Next, you will have to reenter your password. This is Gmail's method of making sure you know your password. If you make a mistake, you will have to start this whole process again, so be careful.

Re-enter your password: _____

Birth day

Gmail asks for your birthday in the next section. I'm not sure why but perhaps it has something to do with minors trying to set up accounts. Fill in this section using the drop down menus for the month, and text boxes for the day and year.

Birth day: _____

Gender

This is another drop down menu box for you to choose from.

Mobile phone

Gmail uses your phone number to help them with things like keeping your account secure. For example, they can send you a text message to help you access your account if you ever forget your password. (You may leave this blank)

Mobile phone number _____

Your current email address

Gmail uses this address for things like keeping your account secure, helping people find you and sending notifications. You always have control over this functionality through your Account Settings. (You may leave this blank)

Your primary email address

Default homepage

Your default homepage in your browser is the first page that appears when you open your browser. If you want Google to be your default, then don't do anything. If you

do not want to change your default homepage, then UNCHECK this box.

Prove you're not a robot

The purpose of this entry is to determine that you are a human, and not a computer program trying to set up a gmail account. Gmail believes only a human can figure out what letters and/or numbers are shown. Be careful when typing in the characters you see. If you make a mistake you will have to start this registration process all over again. Remember, you can make this window larger, thus making the characters easier to identify, by using the CTR + keys. When you are able to identify the characters in the picture, carefully type them into the text box.

Location

You should not have to do anything here because the default is United States.

Terms of Service

Finally, you will have an opportunity to read the Gmail Terms of Service and click the **I agree** box

Click the *Next step* button.

If you have entered all of the requested information accurately, you should see a new

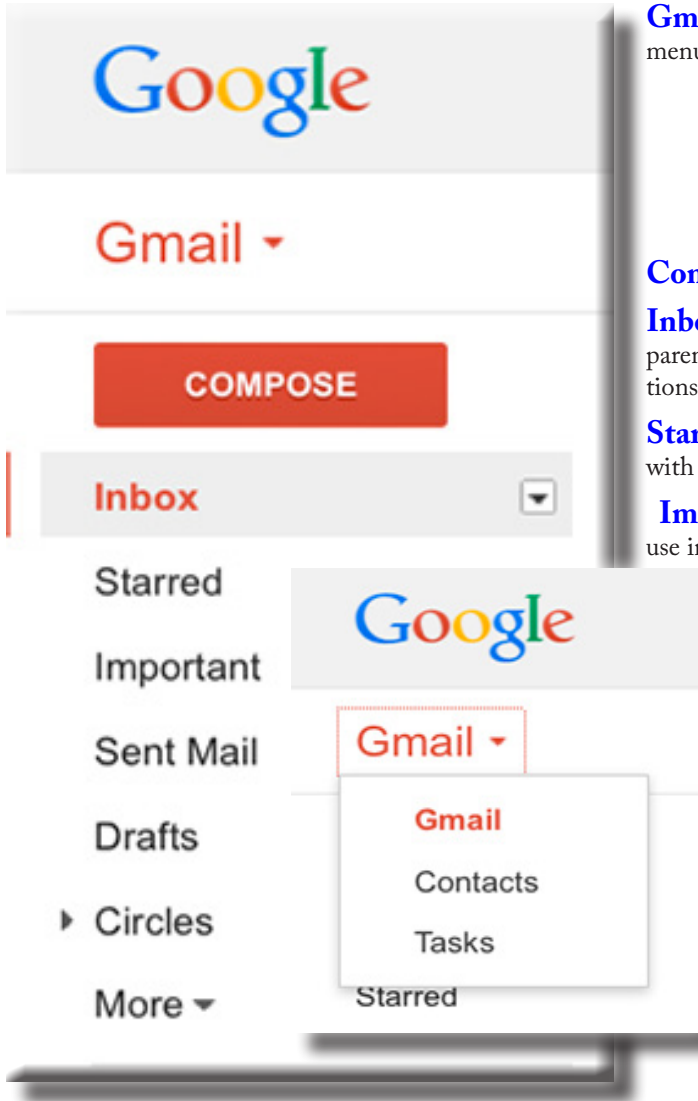
window that shows your Gmail account has been set up. Check to make sure it is the Username you thought it would be. Make sure you write down your new Gmail email account address. As part of their verification process, Gmail may ask you to provide them with a telephone number so they can give you a verification code. Give them your phone number and almost immediately they will call you with a verification number. Be prepared to write this number down. You will need it to complete your gmail account registration.

If you manage to set up your own Gmail account, send me a message so I can add you to my Contacts list. Thanks,
Kleind123@gmail.com

PS.

If you take the LLI Intermediate Computer Class, they will expect you to have your own email account. It does not have to be a Gmail account although all of the teachers are familiar with Gmail.

2 The Gmail Menu



Gmail click on this item to view the drop down menu. (see below)

Gmail - Closes the drop down menu

Contacts - Click here to add/edit Contacts

Tasks - is used as a To Do list. We will not cover it in this class.

Compose opens a blank new message window.

Inbox shows your conversations (the number in parentheses indicates how many unread conversations you have).

Starred shows you only messages you've marked with a star (use stars to mean whatever you'd like).

Important this is an advanced label we will not use in this class.

Sent Mail shows messages you've sent.

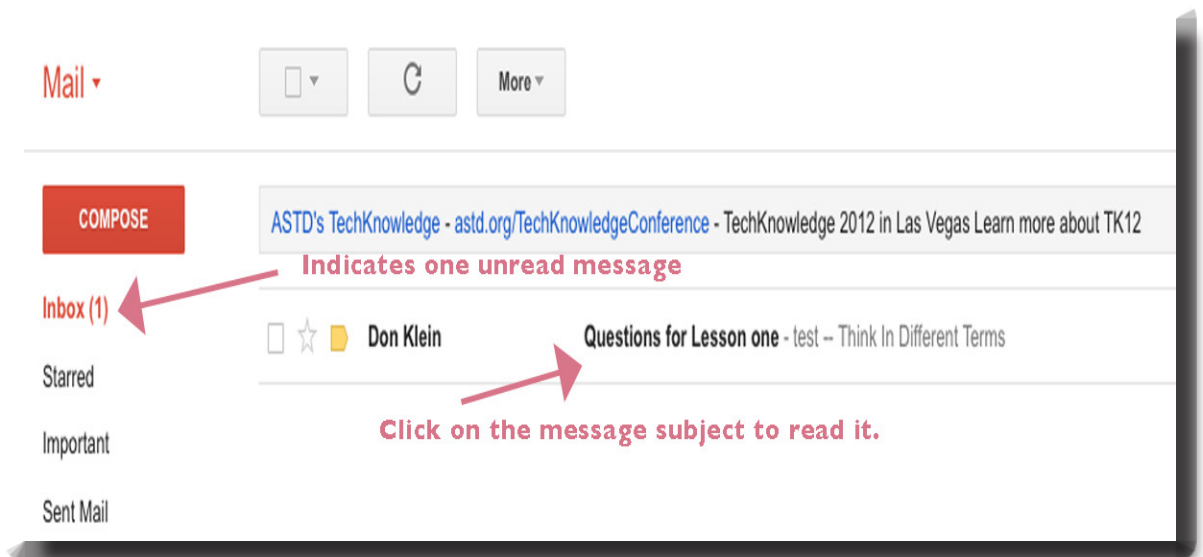
Drafts messages you've started and saved to work on later.

Circle Like labels, circles can help you organize your messages and easily find messages from people who are important to you. Scan all the emails from your book club members or quickly get to messages from your very best friends. And unlike with labels, messages from people in your circles are automatically grouped together, so you don't have to manually create a label and filters in order to see a set of messages from one of your social groups.

3 Opening and Reading Messages

To open a message:

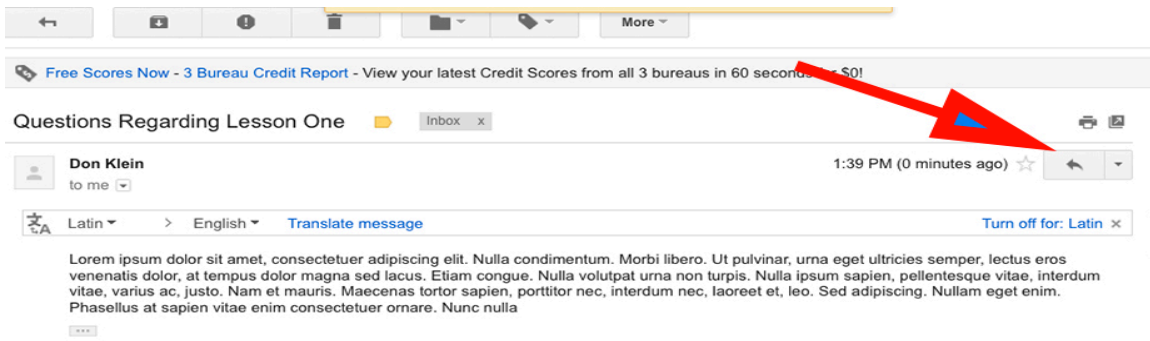
1. In the Inbox, move the cursor to the subject line link.
2. Click the link to open the message.
3. The page will refresh with the opened messages. Click the Expand all link to view all the messages in the conversation.



4

Replying To A Message

After you have opened the message you can Reply by left clicking the Reply button in the upper right hand corner of the message.



When you click the **Reply** button a new window opens as shown on the next page. You can start typing your message in the text box above the original message. After you have completed typing your message, click on the **Send** button in the upper left corner of the window.



Conversations

Gmail groups all replies with their original message, creating a single conversation or thread. In other email systems, responses appear as separate messages in your inbox, forcing you to wade through all your mail to follow the conversation. In Gmail, replies to replies (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message -- or to follow the conversation.

When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other, like a deck of cards. We call this Conversation View. In Conversation View, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.

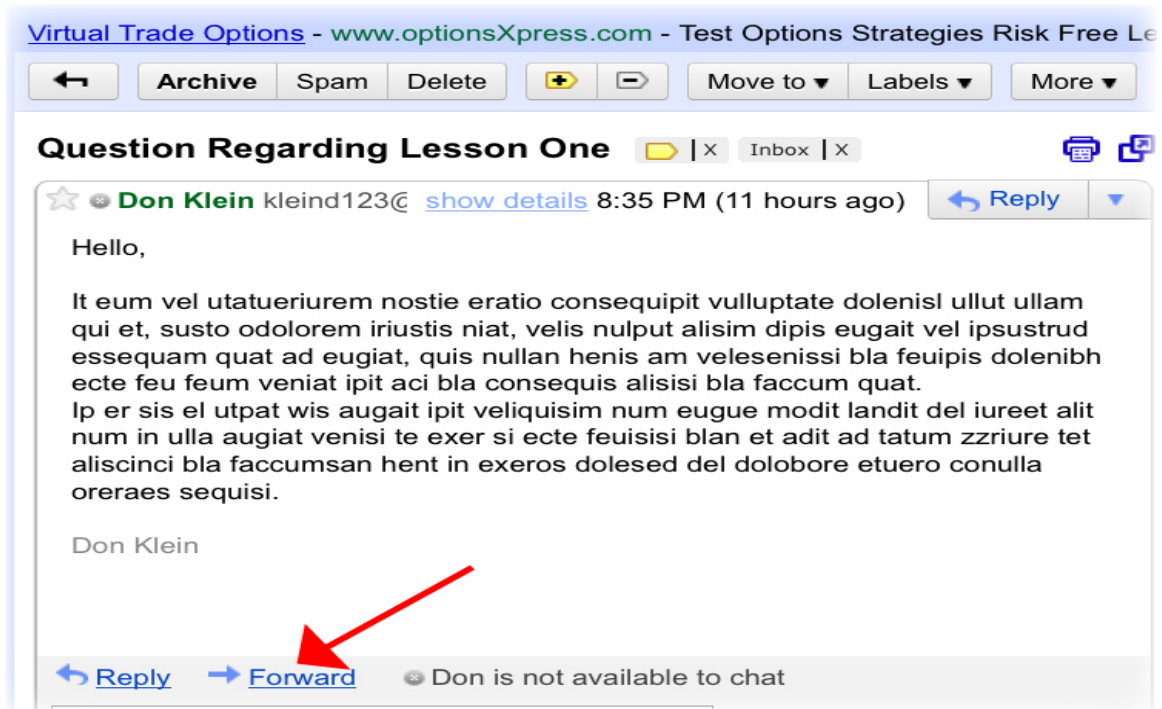
To see all the messages in a conversation, just click the Expand icon.



5 Forwarding A Message

To forward an individual message:

1. Open the appropriate conversation and select the message to forward.
2. Click Forward from the bottom of the message card.
3. Enter the email address(es) to which the email should be forwarded, and add any notes in the message field. If the message has attachments, you can choose not to forward them by deselecting the checkbox next to the filename below the Subject field.
4. Click Send





This is the Forward window where you enter the email address of the person you are forwarding the original message and where you enter your message. The **Send** button is in the upper left of the window.

6 Creating Contacts

To create a Contact [add name to address book]

1. Click on **Contacts** in the main menu on the left side of the page. [Fig 1]
2. A new button will appear in the menu. **New Contact**. Click on this button
3. A new window will open. [Fig 2]
4. Left Click the New Contacts button in the top-left corner of the Contact Manager.
5. Enter your contacts information in the appropriate text box.
In the **Add name** box, notice it is blue. Therefore just start typing
Click in the Email text box and carefully enter the email address of your new contact.
6. Your contact information will be automatically added as you type.

You do not have to enter additional contact info! Only the email address is required.

Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send messages to addresses not previously stored in your Contacts list. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in. "Also, each time you mark a message as 'Not Spam,' your Contacts list is automatically updated so that future messages from that sender are received in your inbox.

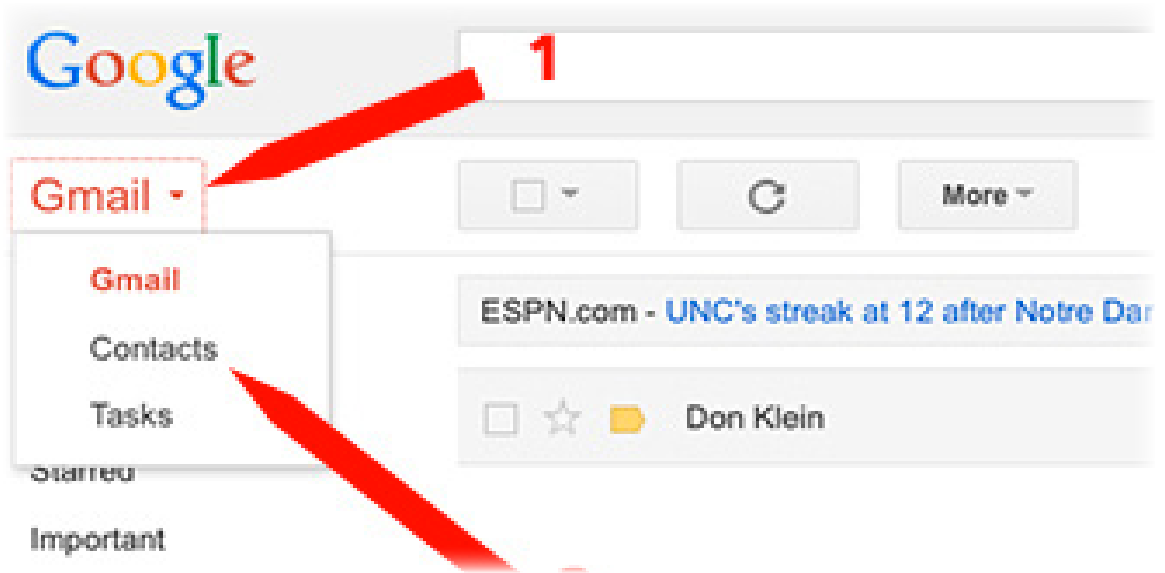


Figure 1

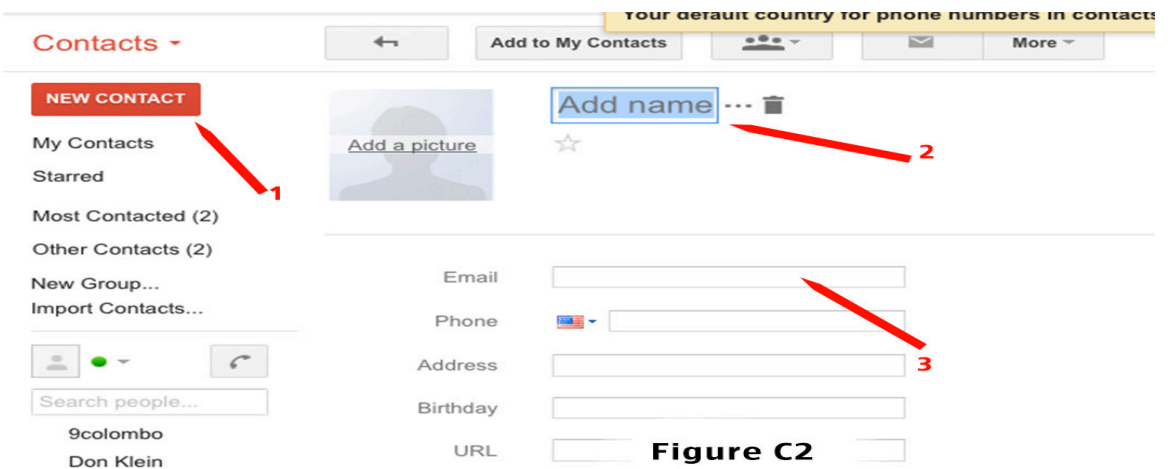


Figure C2

Figure 2

Editing contacts

To edit or delete a contact, open your Contacts list by clicking Contacts on the side of any page. Then

To edit a contact:

1. Find and click the name of the contact in the Contacts list.
2. Make any changes you'd like to make. Exit the editing field to save automatically or click Save now in the upper right hand corner.

To delete a contact:

1. Select the contact in the Contacts list.
2. Under the More actions drop-down menu, click Delete Contact.
3. If you change your mind or mistakenly delete a contact, you'll be able to recover deleted contacts for 30 days. But 30 days after you delete a contact, it will be removed permanently.

7 Composing A Message

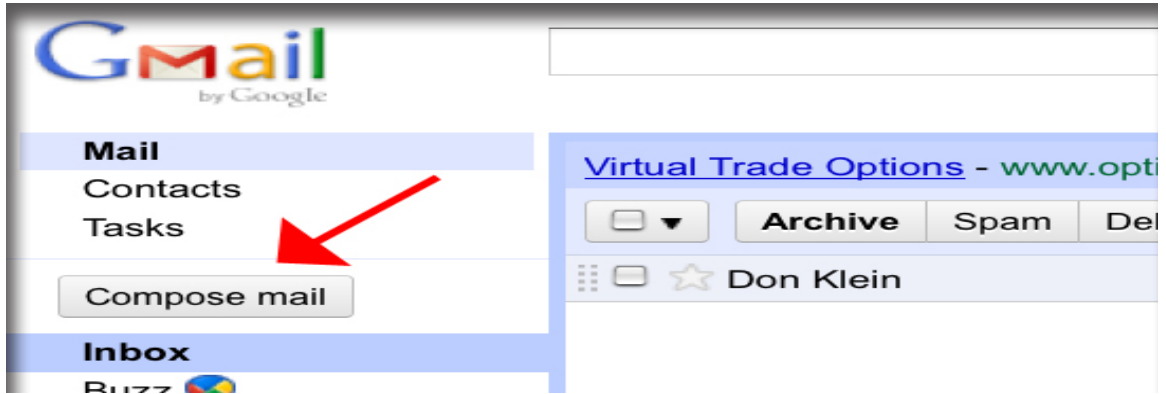


Figure 1

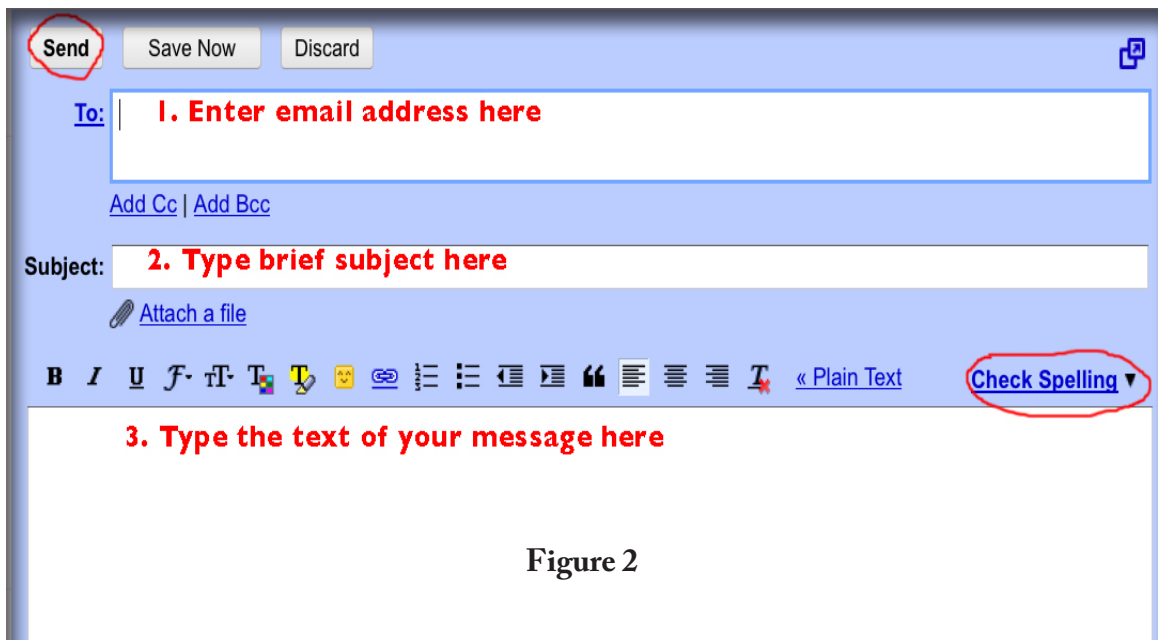


Figure 2

To Compose a Message

{See Figure 1}

1. Left Click on the Compose Mail link along the left side of any page.
2. A new window will open.

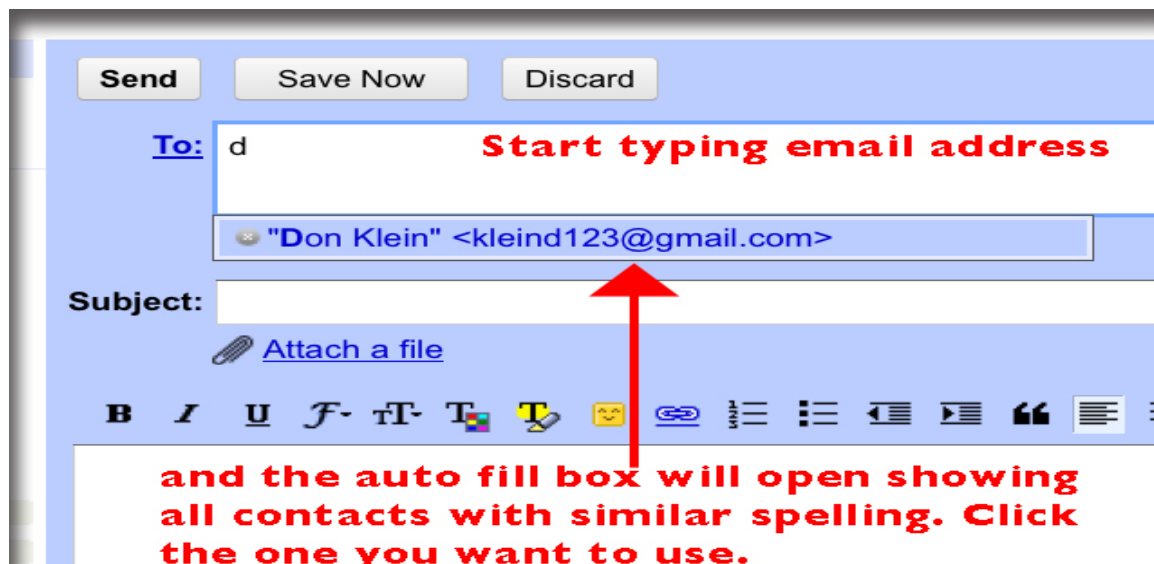
[See Figure 2]

3. Fill in the TO: box, the SUBJECT: box, and enter the TEXT of your message.
4. Check your spelling by left clicking on the CHECK SPELLING link on the right side of page.
5. Click SEND and your message is on its way.

You can ATTACH a file or photo by clicking the ATTACT A FILE link

The Auto Complete Feature

Gmail has an auto-complete feature that you can use when entering an email address into the TO, CC, or BCC box. If you have the intended recipient in your Contacts List, as you start typing, Gmail will bring up similar names from your Contact list as shown in the figure below.



8 Printing A Message

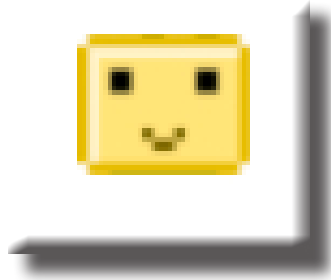
To Print a Message

1. From your INBOX, open the message you want to print by clicking the Subject.
2. A new window will open showing the message you want to print.
3. On the upper right side of this message window you will see the Print icon.



4. Make sure your printer is on and then click of the Printer icon. The message you have selected will print. WAIT

9 Emoticons



What is an Emoticon?

An emoticon is a pictorial representation of a facial expression using punctuation marks and letters, usually written to express a person's mood. -Wikipedia

How do you insert an Emoticon into a Gmail message?

1. Open a Compose window
See Figure 1
2. Enter an email address
3. Type a subject.
4. Type your message.
5. Place the insertion point where you want to insert the emoticon.
6. Open the Emoticon panel
7. Click on the Emoticon you want to use.
See Figure 2
8. The Emoticon will appear at the insertion point in your message
See Figure 3
9. Close the Emoticon panel.

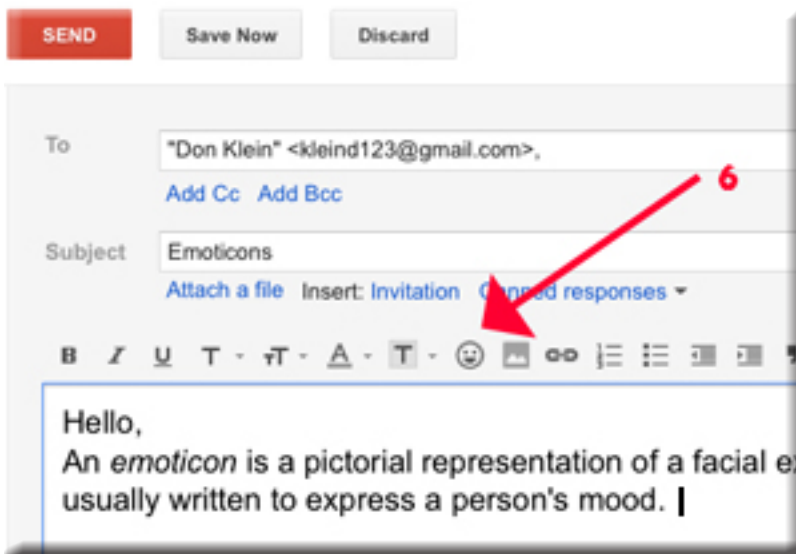


Figure 1

Figure 2

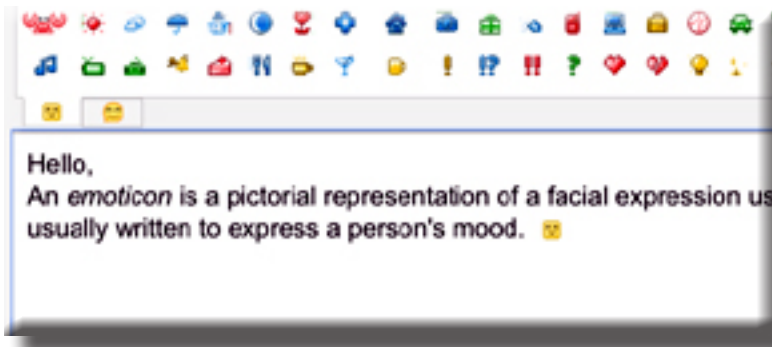
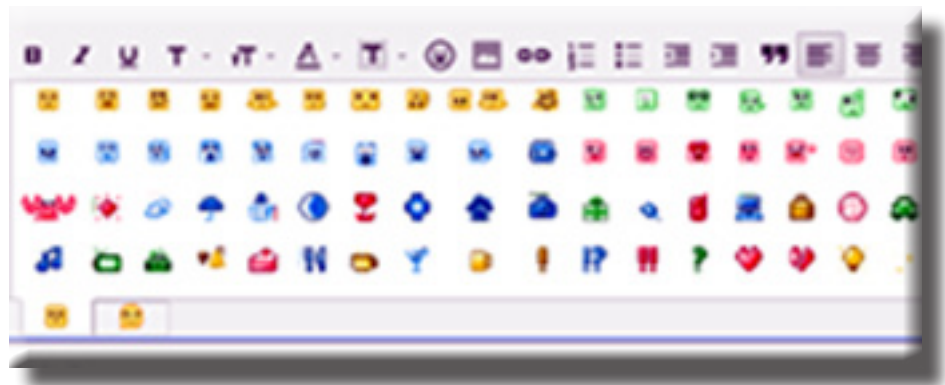


Figure 3

10 Attachments

What is An Attachment?

From Wikipedia, the free encyclopedia

An email attachment is a computer file sent along with an email message. One or more files can be attached to any email message, and be sent along with it to the recipient. This is typically used as a simple method to share documents and images. A paper clip image is the standard image for an attachment in an email client.

Size limits

Over the Internet a message will often pass through several mail transfer agents to reach the recipient. Each of these has to store the message before forwarding it on, and may therefore need to impose size limits. The result is that while large attachments may succeed internally within a company or organization, they are unreliable when sending across the Internet – and for that reason sending systems often arbitrarily limit the size their users are allowed to submit.^[1] [As an example, when Google's gmail service increased its arbitrary limit to 25MB it warned that: "you may not be able to send larger attachments to contacts who use other email services with smaller attachment limits"](#)^{[2][3]} [In general, 10MB is considered safe for the maximum size of an email.](#)^[4]

Dangerous file types

Email users are typically warned that unexpected email with attachments should always be considered suspicious and dangerous, particularly if the email message is not sent by a trusted source.

However, in practice this advice is not enough – “known trusted sources” were the senders of executable programs creating mischief and mayhem as early as 1987 (with the mainframe-based Christmas Tree EXEC), so since the ILOVEYOU and Anna Kournikova worms of 2000 and 2001 email systems have increasingly added layers of protection to prevent potential malware – and now many block certain types of attachments.

It is a good idea to install your own anti-virus software - and make sure it is set up to scan emails that you receive. These safeguards are not foolproof, however, so remember to be cautious about opening any attachment that you are unsure of.

It is also a good idea to save an attachment to your hard disk if you want to keep it. You can then delete it from your inbox as attachments take up a lot of space.

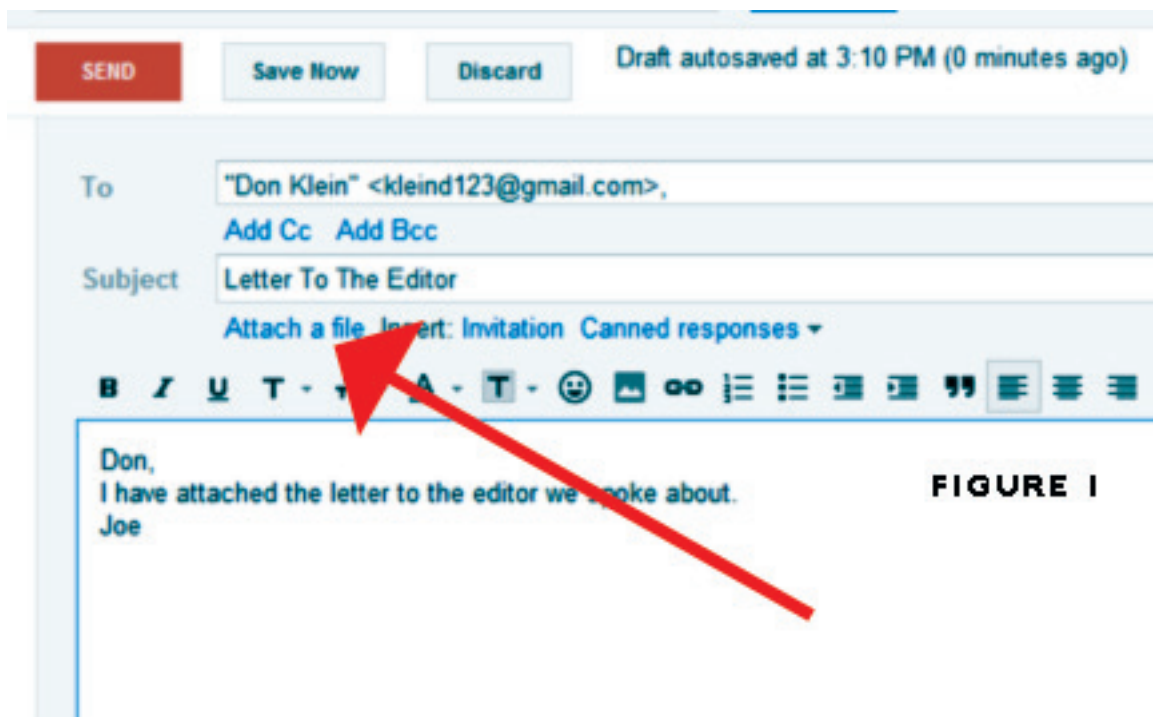
Adding attachments

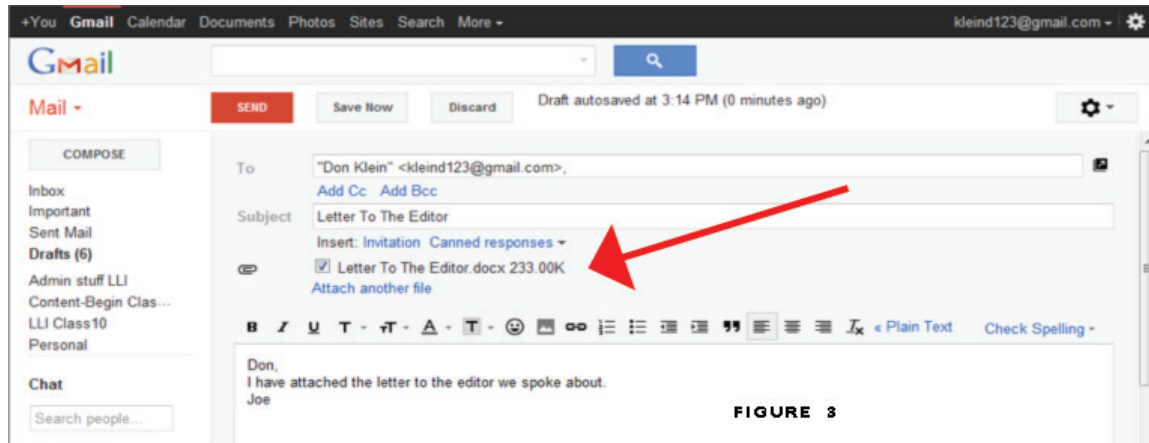
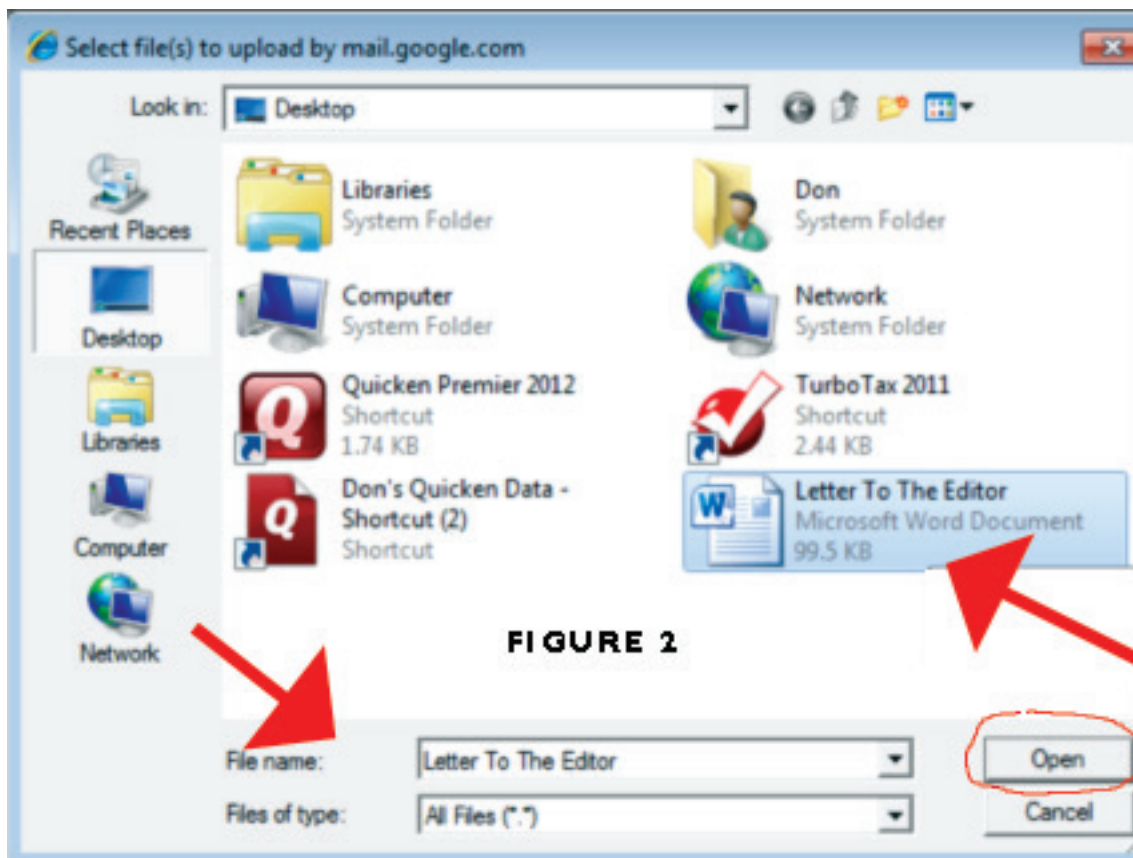
To attach a file to a message you're composing, follow these steps:

1. In the Compose window, click [Attach a file](#) (found under under the subject field. (See **Figure 1**)
2. A new window will open. (See **Figure 2**) Browse through your files and click the name of the file you'd like to attach..Click Open.
3. Your message is ready to Sent. (See **Figure 3**)

To attach another file, click Attach another file.

Keep in mind that you can't send executable files or messages larger than 25 MB.





Reading Attachments

Did your cousin just send you a picture of his new puppy? You may want to download the photo or share it with your friends! See how you can access and share attachments with Gmail.

To download an attachment in its original format

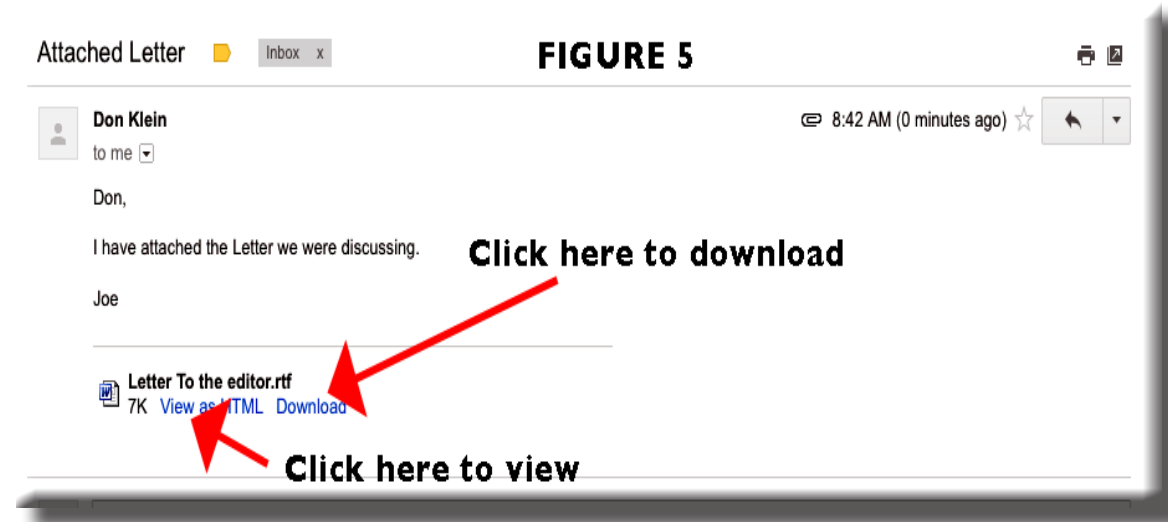
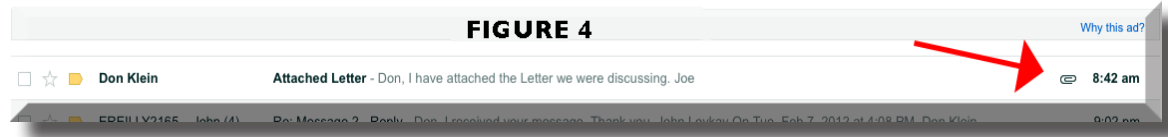
1. Open the message containing an attachment.
2. Click Download at the bottom of the message. This will save the attachment to your computer.

To view the attachment without downloading it

1. Open the message containing an attachment.
 - Figure 4 shows the Inbox with a message containing an attachment
 - Figure 5 shows an open message that contains an attachment. You can view the attachment on your monitor or download the attachment to your computer
2. Click the View link at the bottom of the message.

This works with the following file types: .pdf, .doc, .xls, .ppt, .rtf, .sxw, .sxc, .sxi, .sdw, .sdc, .sdd, and .wml.

3. When you're finished viewing the attached file, just close the new browser window to return to Gmail.



11 Spell Check

Using spell check

It's easy to check your spelling while composing Gmail messages. Here's how:

1. Click '**Check spelling**' along the top (Right) of the message you're composing.
2. Click the misspelled word (highlighted in yellow) to see Gmail's suggestions for similar words.
3. Select a suggested word from the list to replace the misspelled word.
4. Click 'Done' along the top of the message to continue composing, or click 'Send' to send your message.

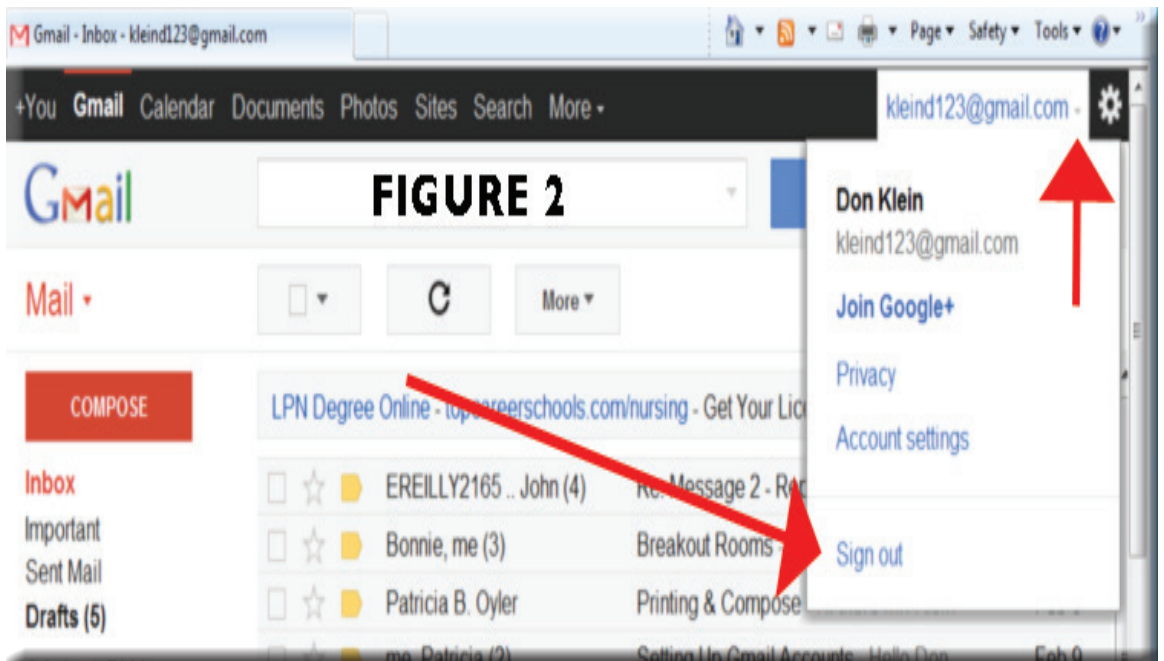
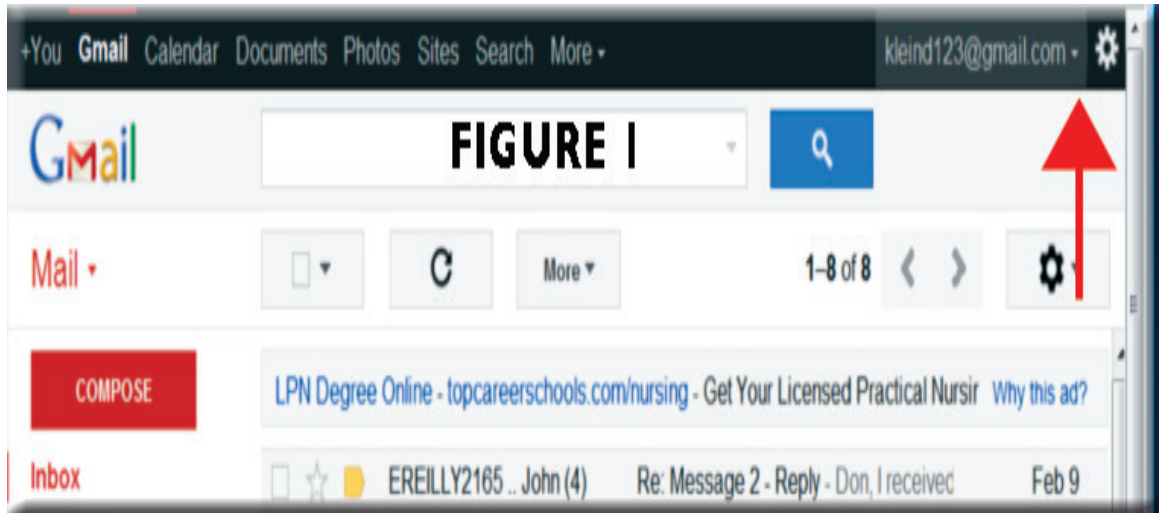
12 Sign Out

Signing out

To end your Gmail session, click your account photo or email address in the top right corner, [see **Figure 1**] and select Sign out. [see **Figure 2**]

We encourage you to log out of Gmail after each session to protect the security of your email information. Logging out of Gmail is especially important if you check your email on a public computer.

If you've forgotten to sign out of another computer, you can sign out of your other session by going to the bottom of your Gmail, clicking Details, then Sign out all other sessions.



13 Change Your Password

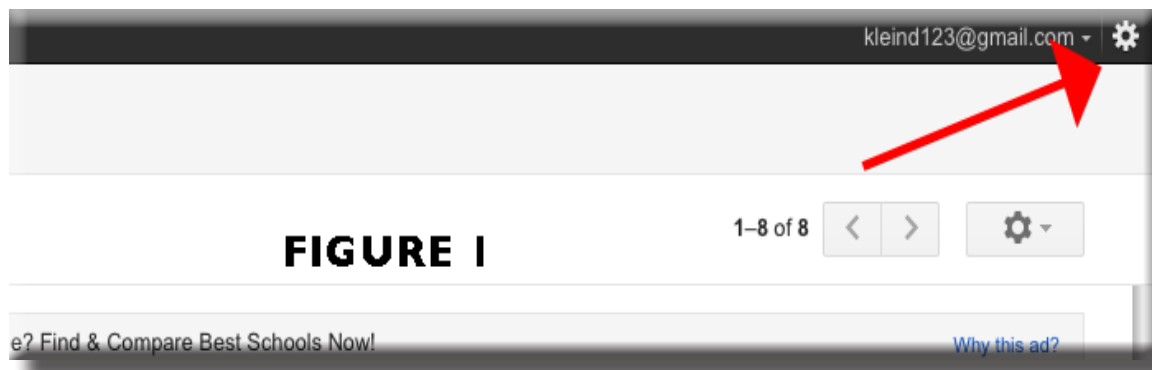
Here's how to change your Gmail password:

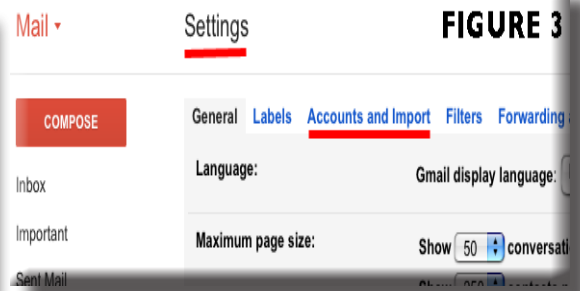
1. Click the gear icon at the top of any Gmail page, [See Figure 1]
2. Then Mail settings. [See Figure 2]
3. Open the Accounts and Import tab. [See Figure 3]
4. In the 'Change account settings' section, click Change password. [See Figure 4]
5. In the new window, enter your current password and your new password. [See Figure 5]

Make sure you create a unique password to help keep someone from breaking in to your account. Here are a few tips for creating your password, and keeping it safe:

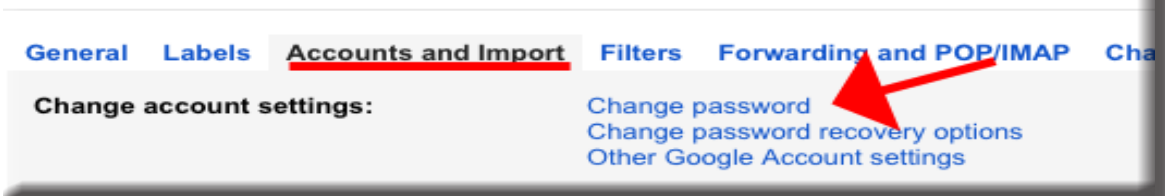
- * Your password should be easy for you to remember without being obvious for someone else to guess.
- * Don't choose a dictionary word as your password.
- * Include a variety of characters, such as punctuation marks, numbers, and mix capital and lowercase letters.
- * Never tell anyone your password.
- * Never write down your password. Even if you don't think that somebody would know that it was your Gmail password if they saw it, think of a way to remember it so that you don't have to write it down.
- * Periodically change your password.

If your password isn't working, you'll need to go through the password recovery process.





Settings



Google accounts

Change password

FIGURE 5

To reset your password, provide your current password OR the answer to your security question.
 Note: you can't reuse your old password once you change it!

Current password: **1 -**
 OR
 What is the name of your best friend from childhood??
 New password: **2 -** [Password strength:](#)
 Confirm new password: **3 -**

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