



# Using Gmail

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*Created by the Columbia Basin Alliance for Literacy*



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# Using Gmail

How do you create a Gmail account?

## Create a Gmail Account

1. Open your web browser and type **www.google.ca** in the address bar.



2. Click on **Gmail**.
3. Click on CREATE AN ACCOUNT.



**Get started with Gmail**

First name:

Last name:

Desired Login Name:  @gmail.com  
Examples: JSmith, John.Smith

Choose a password:  Password strength: Good  
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

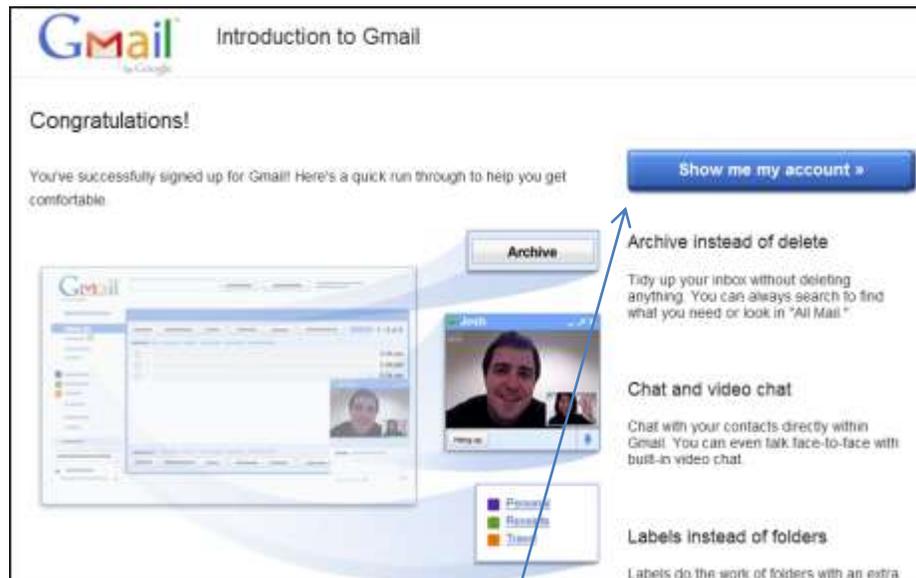
# Using Gmail

## How do you create a Gmail account?

1. Fill in your information in the boxes provided.
2. Choose a Gmail login. Be sure to create a login you can remember easily!
3. Check availability to see if the login you have chosen is taken. If it is, add a number or letter to the end, or choose a whole different login.
4. Choose a password and then retype your password.
5. Write your login and password here:

Login \_\_\_\_\_ Password \_\_\_\_\_

6. Choose a security question.
7. Provide an alternate email in case you forget your login or password.
8. Type in the security code shown.
9. Click 



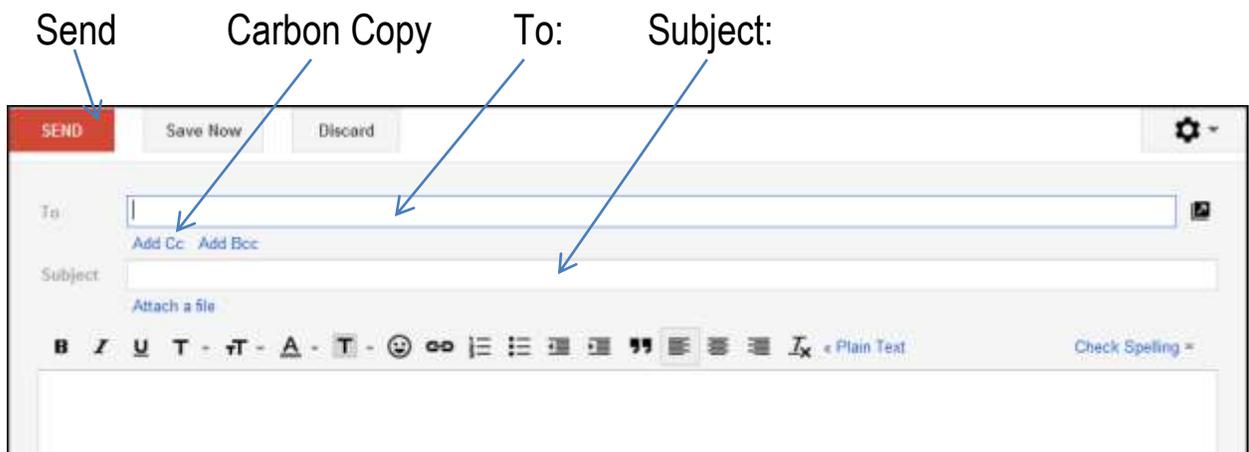
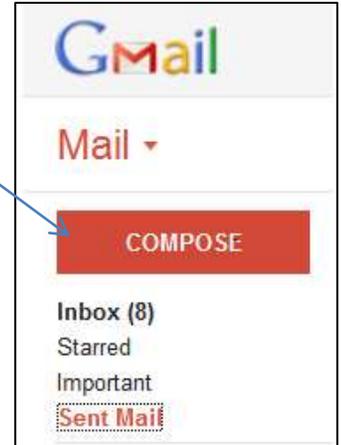
10. Click 

# Using Gmail

## How do you send a message in Gmail?

### Send Email Messages

1. Click the **Compose** link on any Gmail screen (it's on the left, under the Gmail logo).
2. Type your recipient's email address in the *To:* field. To copy your message to additional recipients click **Add Cc** and type the email addresses in the *Cc* field that appears.
3. Enter a subject for your message in the *Subject:* field.
4. Write your message! Just click in the large field and type away.
5. Click **Send** when you're done composing. You'll see a confirmation at the top of the window that your message was sent.



To **Reply** to a message you have received click . Write your message in the large field and click **Send**.

To **Forward** a message you have received click . Enter the recipient's email address in the *To:* field and click **Send**.

# Using Gmail

## How do you create contacts in Gmail?

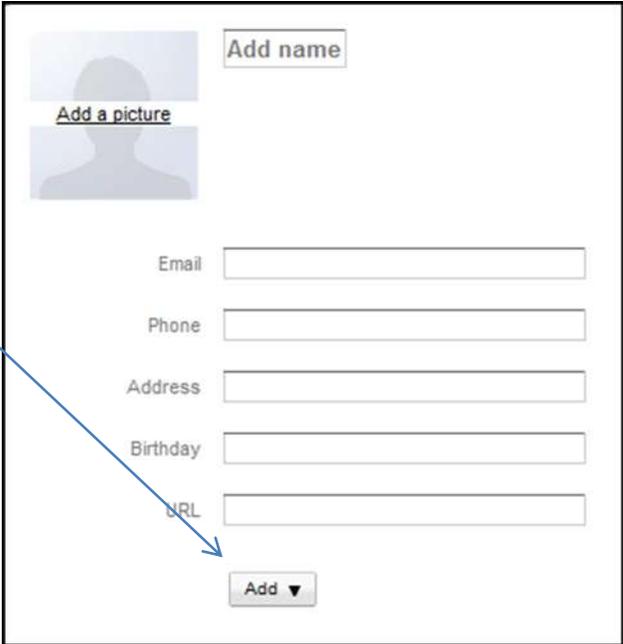
Contacts are people whose contact information you would like to save for future use.

### Create a Contact

1. Open your Gmail account.
2. Click on the **Mail** drop down arrow.
3. Click **Contacts**.
4. Click the **NEW CONTACT** button in the top-left corner of the Contact Manager.
5. Enter your contact's information in the appropriate fields. Any information you add will save automatically.



You can enter additional contact information by clicking **Add**.

A screenshot of the Gmail contact creation form. At the top left, there is a placeholder for a profile picture with the text 'Add a picture' below it. To the right of the profile picture is a text input field labeled 'Add name'. Below the profile picture placeholder are several text input fields labeled 'Email', 'Phone', 'Address', 'Birthday', and 'URL'. At the bottom of the form is a button labeled 'Add' with a small downward arrow to its right. A blue arrow points from the 'Add' button in the screenshot to the text 'You can enter additional contact information by clicking Add.'

# Using Gmail

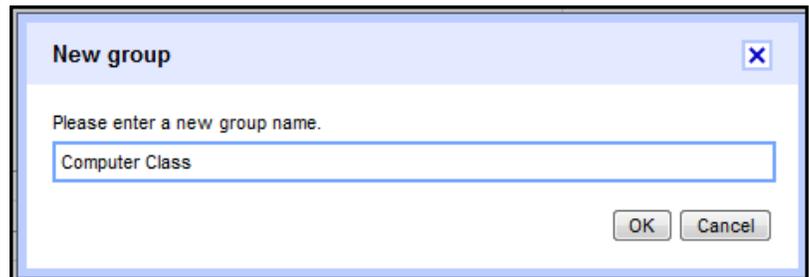
## How do you create contacts in Gmail?

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.

### Create Contact Groups

At times you may want to create a contact group so you don't have to enter each person's email address separately when you are sending a group email. For example, you might wish to create a contact group for an organization you volunteer with.

1. Click on **Contacts**.
2. Click on **New Group**.
3. Give your group a name.



### Add Contacts to Contact Groups

1. Click on the name of your group on the left hand side of the page.
2. Click on  to add contacts to your group.
3. Type in the names of the contacts you wish to include in your group, separated by commas. Click **Add**.

To send a message to a group, type the group name in the *To:* section. Your message will be sent to all the members of your group.

# Using Gmail

## How do you work with attachments in Gmail?

An attachment is a file that is attached to an email message.

### View Attachments

1. Click **View** at the bottom of the attached file.

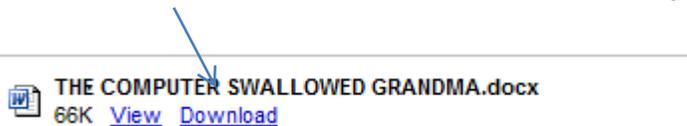


The attachment will open in a new window.

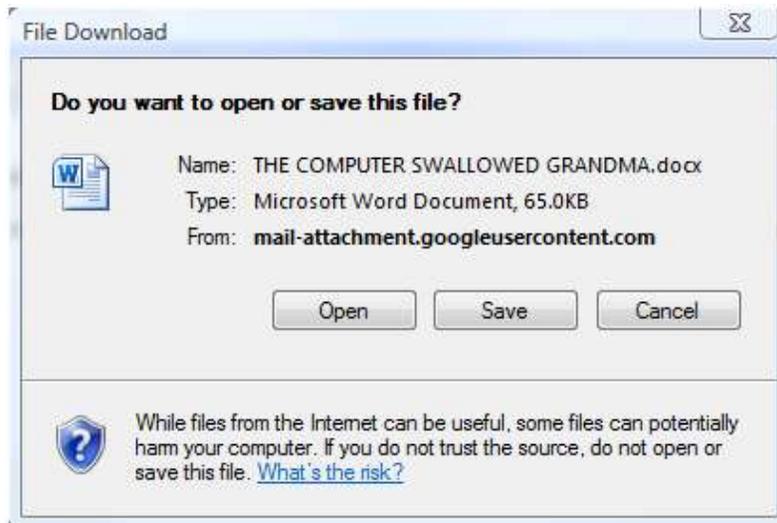
2. Close the window to return to Gmail.

### Download Attachments

1. Click **Download** at the bottom of the message.



2. Choose to **Open** or **Save** the file. Opening the file displays the attachment in a new window. Saving the file saves a copy of the file on your computer.



# Using Gmail

## How do you work with attachments in Gmail?

### Send Attachments

1. Click on **Compose**.
2. Enter information in the *To:* and *Subject:* fields.
3. Click on  .
4. Find the file you wish to attach.
5. Double click on the file. The file will attach to your message.



6. Write your message in the large field and click **Send**.

Attachments may be any type of file, including pictures. To **View**, **Download** or **Send** a picture follow the same steps you would for any other type of file.



Dunedin Botanical Gardens.jpg  
61K [View](#) [Download](#)

Be sure to logout of Gmail when you are finished your email session, especially if you are using a public computer! Just click the drop down arrow next to your login on the top right of the screen and click **Sign out**.

# Using Gmail

## What is web etiquette?

The following is a list of some of the more common rules associated with on-line etiquette to help you effectively communicate with others electronically.

**Do not type in all caps:** Writing in all caps denotes YELLING or SCREAMING online. It's difficult to read, and those who succumb to all caps are considered lazy.

**Do not leave the subject of an email blank:** Use a concise description of the content of your email. Terms such as Hi, Help, or Please may be construed as spam and the recipient may delete your email before opening it.

**List recipients' email addresses in the BCC field when sending a group email:** As a courtesy, put email addresses in the Blind Carbon Copy (BCC) field to hide and protect them from the view of others. Long lists of email addresses at the beginning of an email are not only irritating, but convey the message that the sender doesn't respect the privacy of others.

**Resist the temptation to forward chain letters, virus warnings, or dumb jokes:** Not everyone may enjoy your sense of humour or, indeed, have the time to read jokes. And no one wants to receive a chain letter!

**Remember all private email is considered to be copyrighted by the original author:** It is considered bad taste to post an email that someone may have sent, unless you have explicit permission to do so. Respect other people's privacy and ask before you post.

**Remember the human:** When you're having a conversation online, via email or responding to a discussion group posting, it is possible to misinterpret your correspondent's meaning. It's easy to forget there is a person with feelings on the other side of the screen. Remember to think before you post and ask yourself: Would I say this to the person's face? – then respond accordingly.