

Gmail Basics

How to Create & Use Your New Account



**TECHNOLOGY
& COMPUTER
TUTORIALS**

Course Learning Objectives

By the end of this class students will:

- Have created their own Gmail account
- Know how to navigate their inbox, send messages etc.
- Learn about some of the other features that come with Gmail

Creating Your Account

You'll Need:

- First, Last Name
- Email address
- Password
- Cell Phone



Create your Google Account

You can use letters, numbers & periods

[Use my current email address instead](#)

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

~~password~~

Password1!

[Sign in instead](#)

Next



One account. All of Google working for you.



Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*



Phone number

[Back](#)

[Next](#)

Check Your Text Messages!

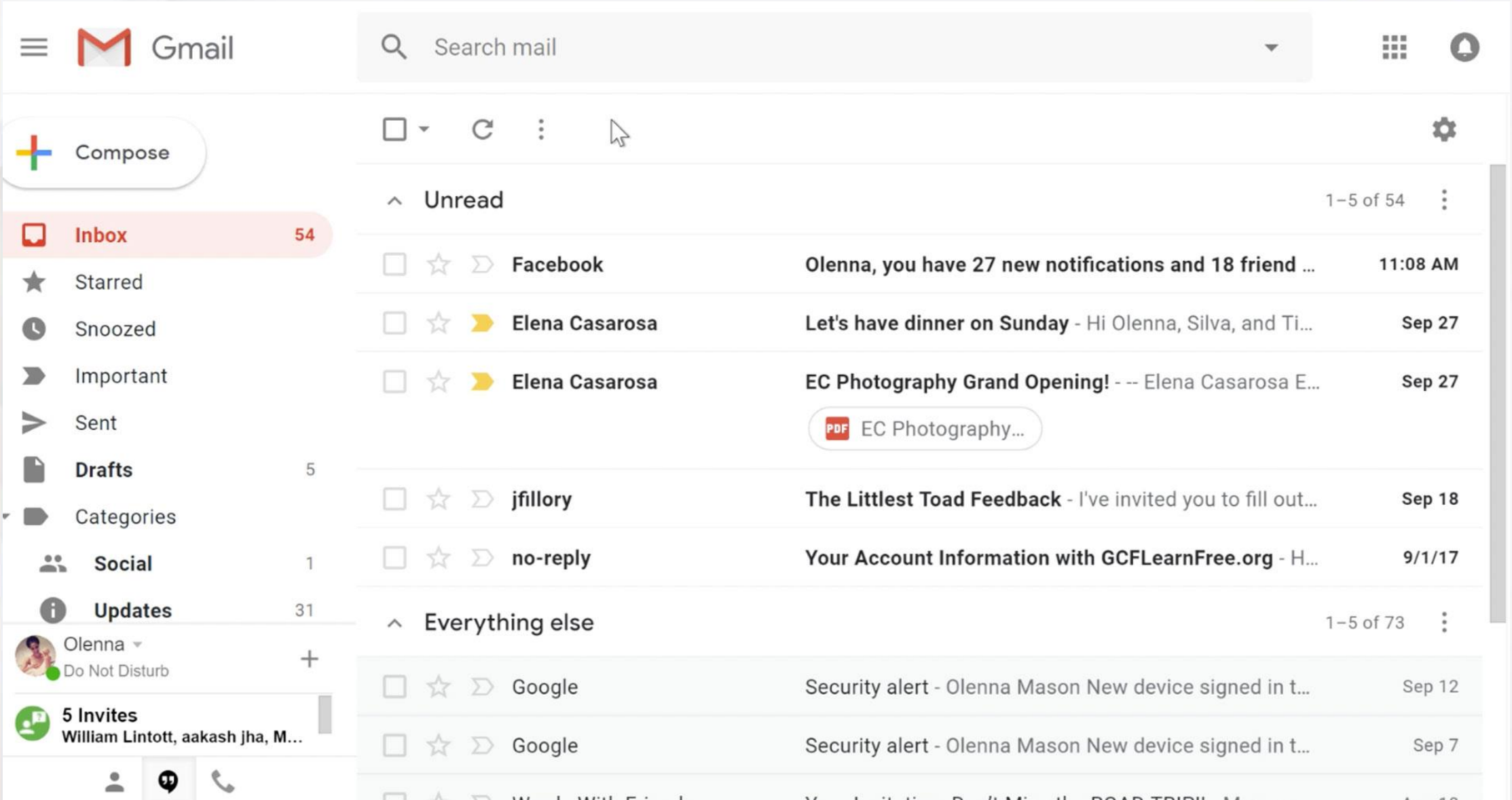


Your personal info is private & safe


Using Your Inbox

- Sending Emails
- Replying to Emails
- Attaching Files
- Spam

Inbox Example



The screenshot shows a Gmail inbox interface. At the top left is the Gmail logo and a search bar labeled "Search mail". Below the search bar are icons for a checkbox, refresh, and a mouse cursor. The left sidebar contains navigation options: Compose, Inbox (54), Starred, Snoozed, Important, Sent, Drafts (5), Categories, Social (1), Updates (31), and a contact card for Olenna (Do Not Disturb) with 5 invites. The main inbox area is divided into sections: "Unread" (1-5 of 54) and "Everything else" (1-5 of 73). The "Unread" section contains five email entries:

Sender	Subject	Time
Facebook	Olenna, you have 27 new notifications and 18 friend ...	11:08 AM
Elena Casarosa	Let's have dinner on Sunday - Hi Olenna, Silva, and Ti...	Sep 27
Elena Casarosa	EC Photography Grand Opening! - -- Elena Casarosa E...  EC Photography...	Sep 27
jfillory	The Littlest Toad Feedback - I've invited you to fill out...	Sep 18
no-reply	Your Account Information with GCFLearnFree.org - H...	9/1/17

The "Everything else" section contains three email entries:

Sender	Subject	Time
Google	Security alert - Olenna Mason New device signed in t...	Sep 12
Google	Security alert - Olenna Mason New device signed in t...	Sep 7
World With Friends	Your Invitation To... (M...)	Sep 10


Composing an Email









New Message — ↗ ✕

Recipients

Subject

|

 Sans Serif ↕ **B** *I* U A ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰


Send ▾        ⋮ 









I made a Gmail account! — ↗ ✕

emailaddress@gmail.com

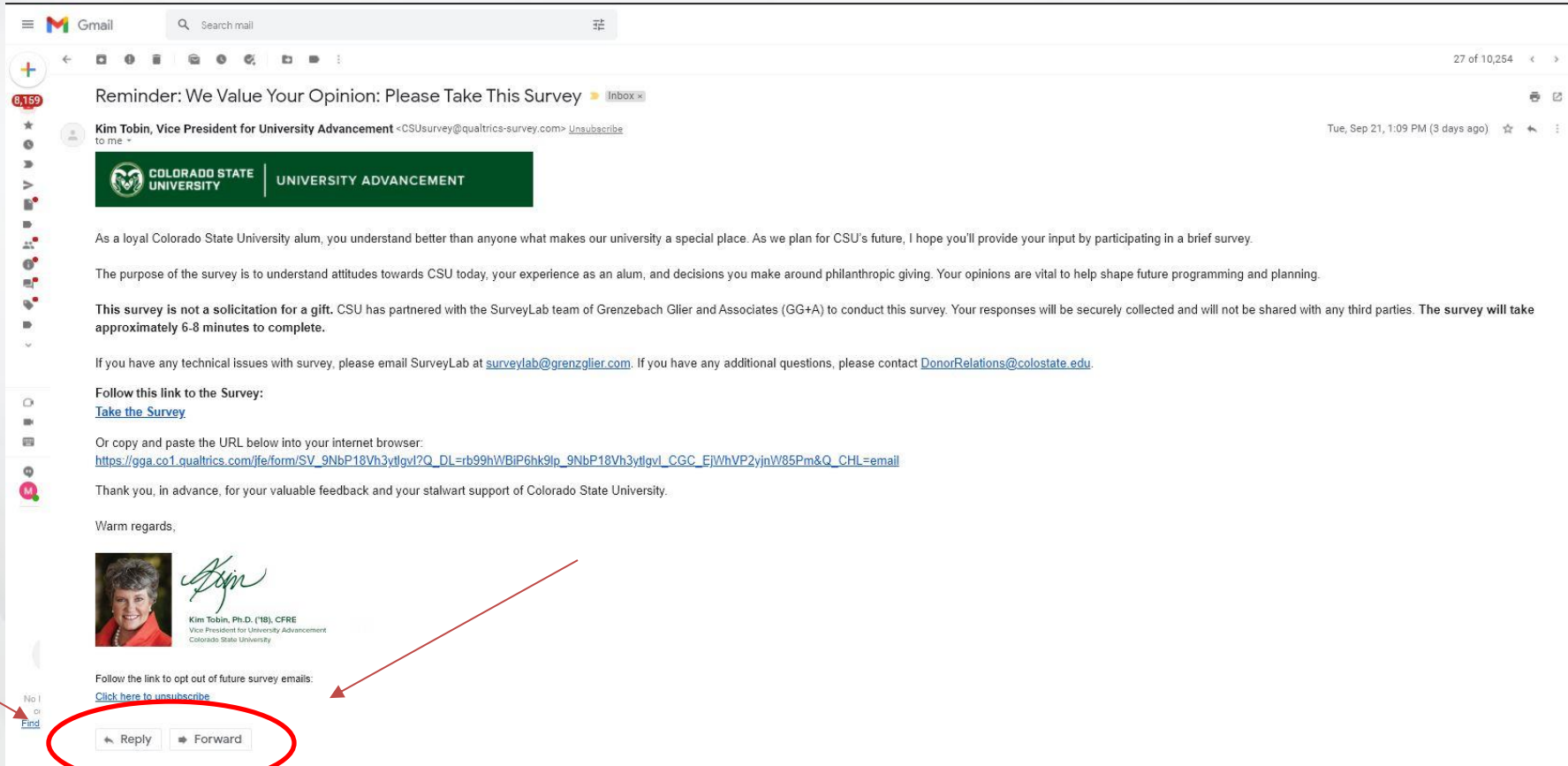
I made a Gmail account!

Aren't you proud of me|

 Sans Serif ↕ **B** *I* U A ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Send ▾        ⋮ 

Replying to an Email



Reminder: We Value Your Opinion: Please Take This Survey Inbox

Kim Tobin, Vice President for University Advancement <CSUsurvey@qualtrics-survey.com> [Unsubscribe](#)
to me

COLORADO STATE UNIVERSITY | UNIVERSITY ADVANCEMENT

As a loyal Colorado State University alum, you understand better than anyone what makes our university a special place. As we plan for CSU's future, I hope you'll provide your input by participating in a brief survey.

The purpose of the survey is to understand attitudes towards CSU today, your experience as an alum, and decisions you make around philanthropic giving. Your opinions are vital to help shape future programming and planning.

This survey is not a solicitation for a gift. CSU has partnered with the SurveyLab team of Grenzbach Glier and Associates (GG+A) to conduct this survey. Your responses will be securely collected and will not be shared with any third parties. **The survey will take approximately 6-8 minutes to complete.**


If you have any technical issues with survey, please email SurveyLab at surveylab@grenzglier.com. If you have any additional questions, please contact DonorRelations@colostate.edu.

Follow this link to the Survey:
[Take the Survey](#)

Or copy and paste the URL below into your internet browser:
https://gga.co1.qualtrics.com/jfe/form/SV_9NbP18Vh3ytlgvl?Q_DL=rb99hWBIP6hk9lp_9NbP18Vh3ytlgvl_CGC_EjWhVP2yjnW85Pm&Q_CHL=email

Thank you, in advance, for your valuable feedback and your stalwart support of Colorado State University.

Warm regards,


Kim Tobin
Kim Tobin, Ph.D. ('18), CFRE
Vice President for University Advancement
Colorado State University


Follow the link to opt out of future survey emails:
[Click here to unsubscribe](#)


[Reply](#) [Forward](#)

Replying to an Email

Thank you, in advance, for your valuable feedback and your stalwart support of Colorado State University.

Warm regards,





Kim Tobin, Ph.D. ('18), CFRE
Vice President for University Advancement
Colorado State University

Follow the link to opt out of future survey emails:
[Click here to unsubscribe](#)

← Kim Tobin, Vice President for University Advancement (surveylab@grenzglier.com) [Close]

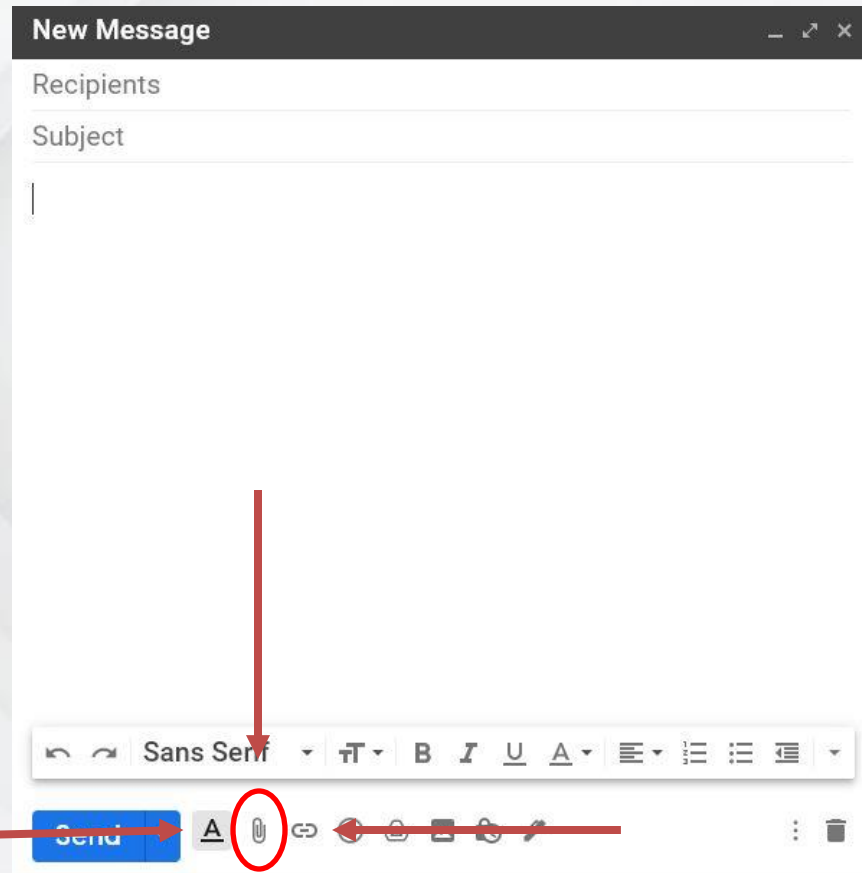
Type Here

[Rich text editor toolbar with options: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Undo, Redo]

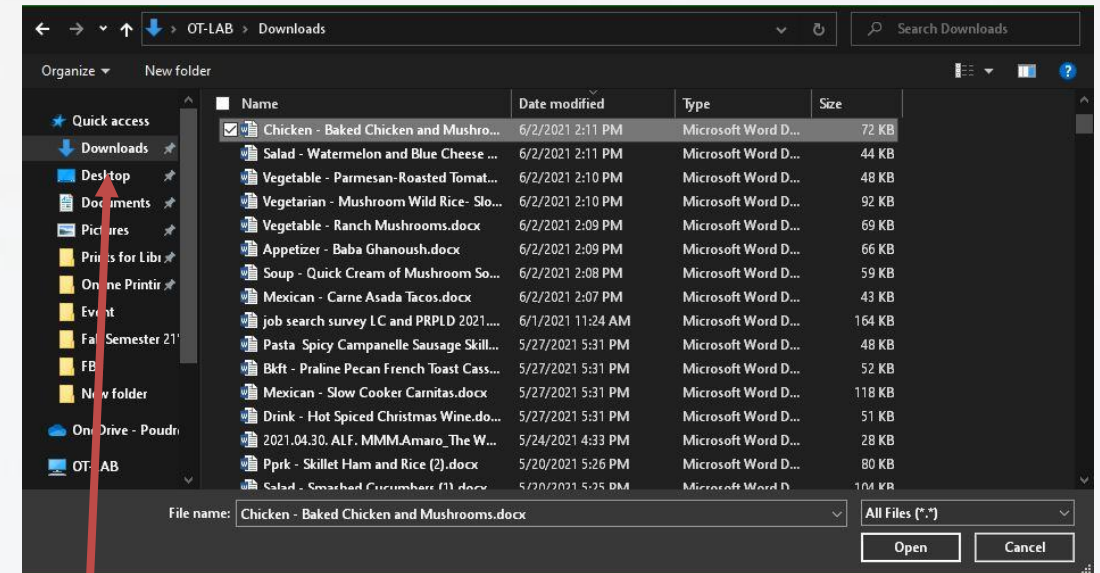
Send [Attachments] [Insert] [Link] [Image] [Video] [GIF] [Emoji] [More options]

↑
Click Send!

Attaching a Document/Picture

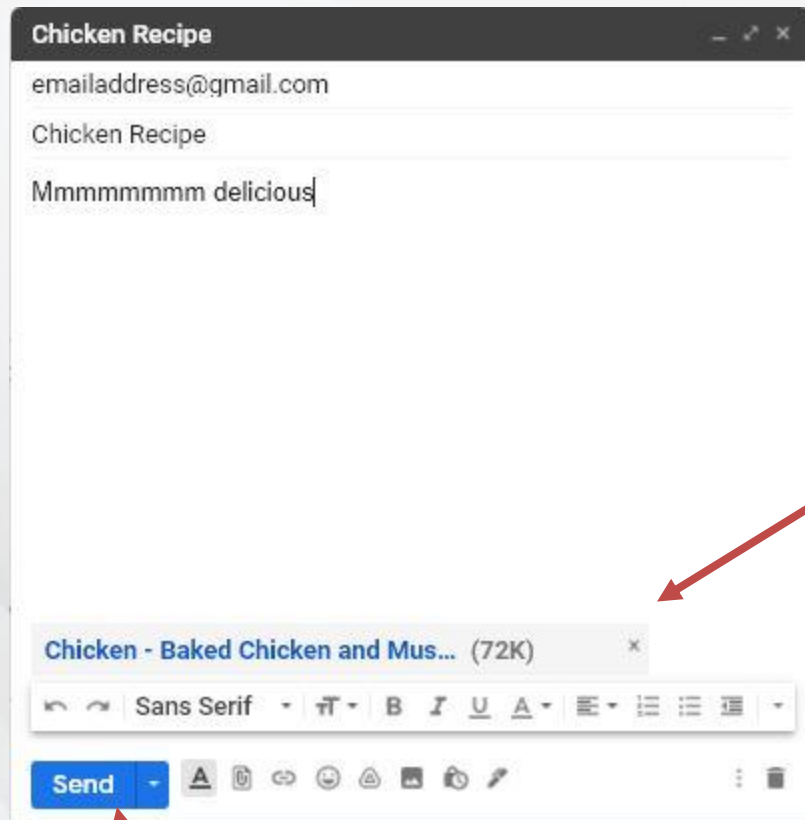


Look for the paper clip!



Anything you've saved from the internet will be under "downloads" on the left side, but files on your computer at home may be under Documents, Pictures, or Desktop

Attaching a Document/Picture



You'll know your file is attached to the email when you see the title here

Click Send!

Additional Resources



CONNECT
TO CURIOSITY

www.poudrelibraries.org

[NorthStar](#)

[Goodwill Community Foundation](#)

[Google Website Official Guide](#)

[Youtube Video Tutorial](#)

Come Say Hi at the Library Computer Lab!

Questions? Comments?



Did we meet your needs?



CONNECT
TO CURIOSITY

www.poudrelibraries.org



Computer/Technology Class Evaluation 2021

Thank you for taking a Computer/Technology class from Poudre River Public Library District.

Please help us by answering this 7 question survey.

* 1. Name of today's class:

* 2. How did you hear about today's class?

Next

- <https://www.surveymonkey.com/r/2021PRPLD>

Thank-you for using



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DISTRICT