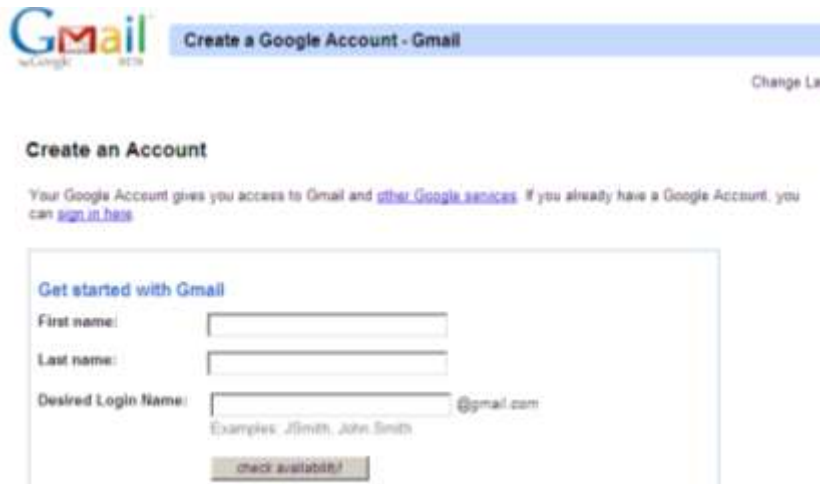


Setting up a Gmail Account

1. Go to the Gmail homepage: www.gmail.com and click the "Sign Up for Gmail" link in the bottom right of the screen.



2. Type "First Name," "Last Name" and "Desired Login Name" in the boxes. Your Login Name is the first part of your email address. Try typing your full name first with no spaces. Then click "Check Availability."

JSmith is not available, but the following usernames are:

- jhnsmith193
- john.jsmith.smith8
- smith.jsmith.john15
- js584468

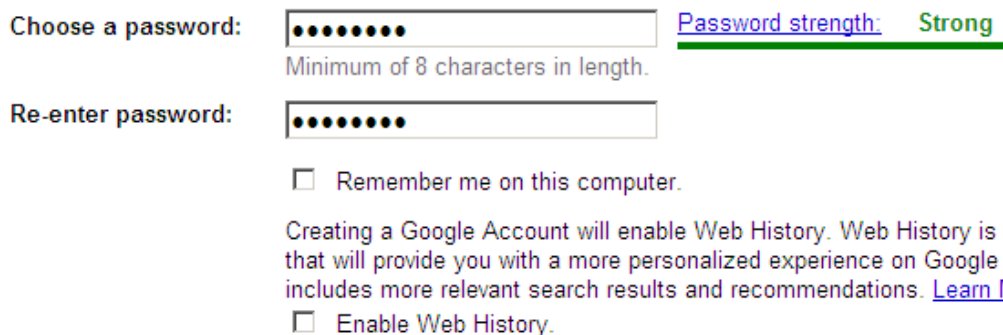


If you get this message, try adding a number to your username or select from the suggested usernames.

Once you have an available login name, write it down! You don't want to forget it.

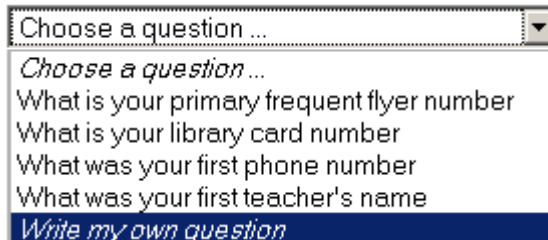
This will be your email address: _____@gmail.com

3. Choose a password. Type it once and then re-type it in the box below. Your password needs to be at least 8 characters long, using only letters and numbers. Remember, passwords are case sensitive, so capital letters matter.



4. Uncheck the boxes “Remember me on this computer” and “Enable Web History.”

5. Select a security question which will help if you forget your password. Enter the answer to your security question.

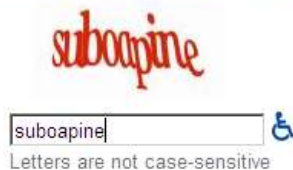


A dropdown menu with the text "Choose a question ..." at the top. Below it are several options: "Choose a question ...", "What is your primary frequent flyer number", "What is your library card number", "What was your first phone number", "What was your first teacher's name", and "Write my own question". The "Write my own question" option is highlighted in blue.

← If you write your own question, make sure it's easy for you to remember but hard for someone else to guess.

6. Fill in a secondary email if you have one (not required) and location.

Word Verification: Type the characters you see in the picture below.



7. Type the letters you see in the image to fill in the word verification (this makes sure you're not a computer).

I accept. Create my account.

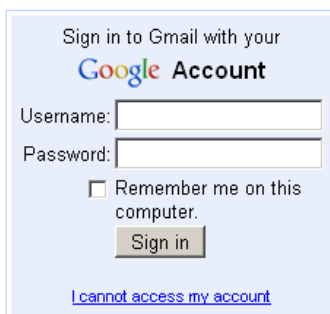
8. Click on the “I accept. Create my account” button to accept the Gmail terms of service. (Note: If that didn't

work you may need to retype your password or do a new word verification.)

9. You've got an email account! Write down your information somewhere.

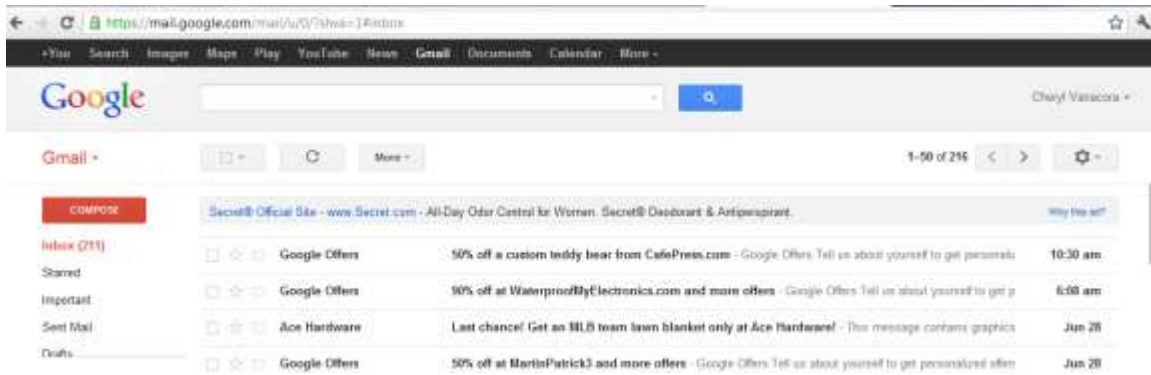
Email address: _____@gmail.com

Password: _____



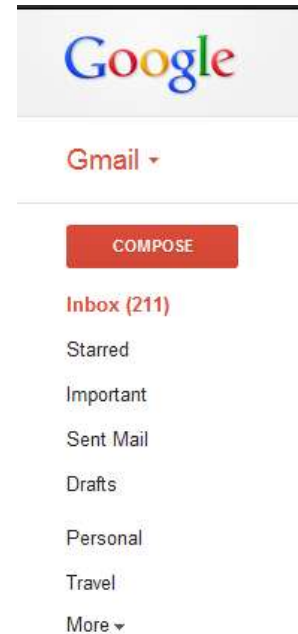
The sign-in page for Gmail. It says "Sign in to Gmail with your Google Account". There are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember me on this computer." and a "Sign in" button. At the bottom, there is a link that says "I cannot access my account".

To check your email, go to www.gmail.com and enter your username and password



10. This is what your Gmail Inbox looks like. Once you log in, you will see your inbox. To read an email, click the subject line. To delete, check the box next to the email and press the “Delete” button.

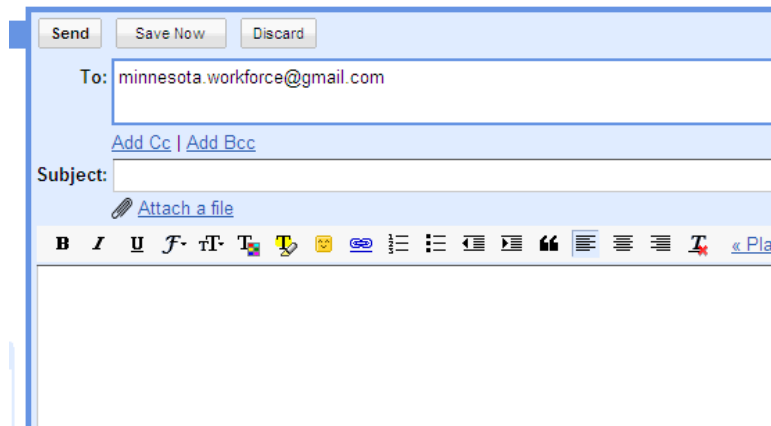
11. The menu bar on the left of the inbox gives you options and folders for your email. To write a new email, click the “Compose Mail” link. To go to your inbox, click “Inbox.” The “Starred” folder holds important messages you select. You can also see your message drafts, sent mail, and trash.



Writing an Email

Writing an email is a lot like writing a letter. The difference is that it's on the computer, and the person you're writing to receives the email almost immediately. And with email, you can attach files from your computer to the messages you send to other people (such as resumes and cover letters).

1. To compose a new email, click the "Compose Mail" link on the top left.



2. This is a new email message. In the "To" box, type the email of the person you're sending your message to (remember to include the @ sign by pushing Shift and 2).

3. In the "Subject" box, type a two to three word description of what you'll

be writing about in your email.

4. Now you can start writing your email in the main box under the subject line. When you've finished, click the "Send" button to send the email.

Attaching Files to an Email with Gmail

1. Compose a new email by clicking the "Compose Mail" link in the top left corner.

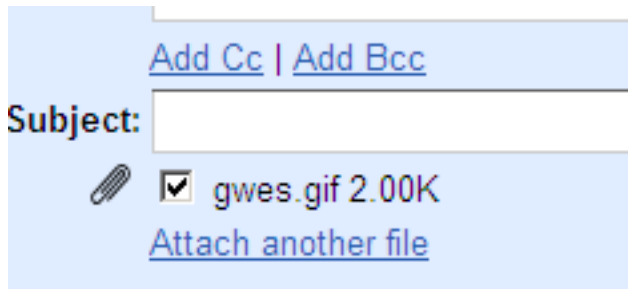
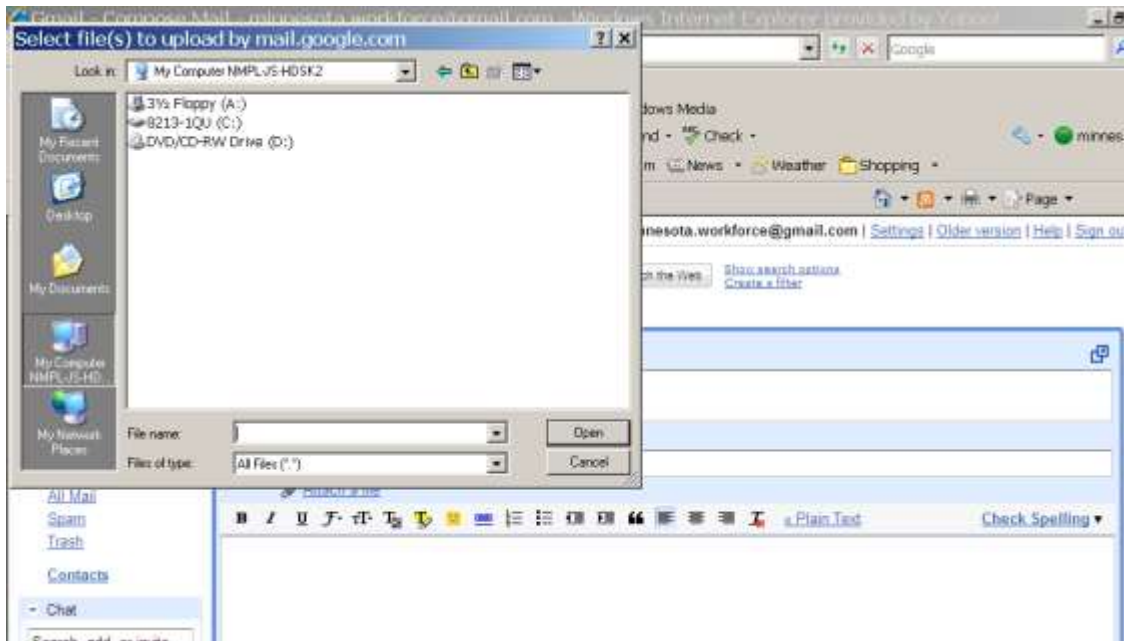
2. In the "To" Box, type the email of the person you'd like to send the attachment to.

3. In the subject box, type an appropriate one to three word summary of your email's contents, such as "My Resume."

4. Look for the paper clip, and click the "Attach a File" link.



5. A window will pop up allowing you to select a file from your computer. Find your file and click the "Open" button.

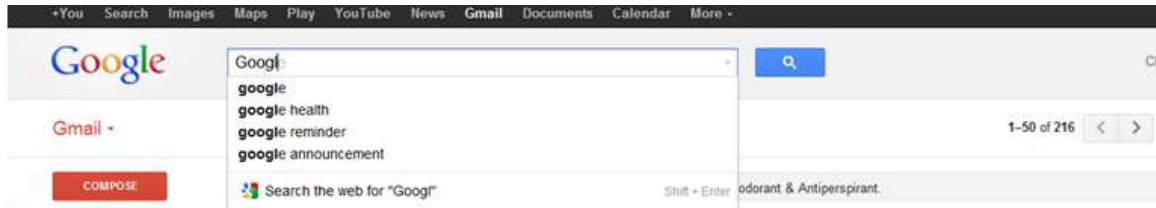


← You'll see the file attach to the email under the "Subject" box. It will have a paper clip next to it.

6. If you'd like to add a message, enter text in the main box below the subject line.
7. Make sure everything's done. Check the attachment to make sure it's what you want to attach, and press the "Send" button.
8. You've sent your email! You can now find it and download the attachment you sent from your "Sent Mail" folder on the left. If you'd like to send your file to someone else, you can select "Forward" and type in their email address.

Searching your Email Inbox

Searching your Email inbox is handy for when you lose an important message or you need to find information quickly. You can search for a person's name or email address, the subject of an email, or any text in the email you're looking for. (For example, if you're looking for a resume you sent yourself, type in "Resume." Or if you're looking for a message from someone named Mary, type in "Mary.")



1. At the top of your Gmail account page, you should see a magnifying glass that is highlighted blue. This will allow you to search your email.

2. When you begin to type, Google will start to fill in missing details. At the bottom of the list, you will see a symbol that states “Search the web” – this will allow you to search the Internet instead of just your inbox.

Cleaning up your Inbox

There are many ways to organize and personalize your email account.

1. A check mark will appear when you click on the clear box next to the name of the email sender. This will bring up a set of menu options - archive, spam, trash, move to, and labels.

Archive lets you move messages from your inbox to your "All Mail" label. This lets you keep important emails without having to view them all of the time on your screen.

Google allows for a lot of free storage. Because of this, it is usually helpful to archive instead of deleting email – this way you can always access the information later if needed.

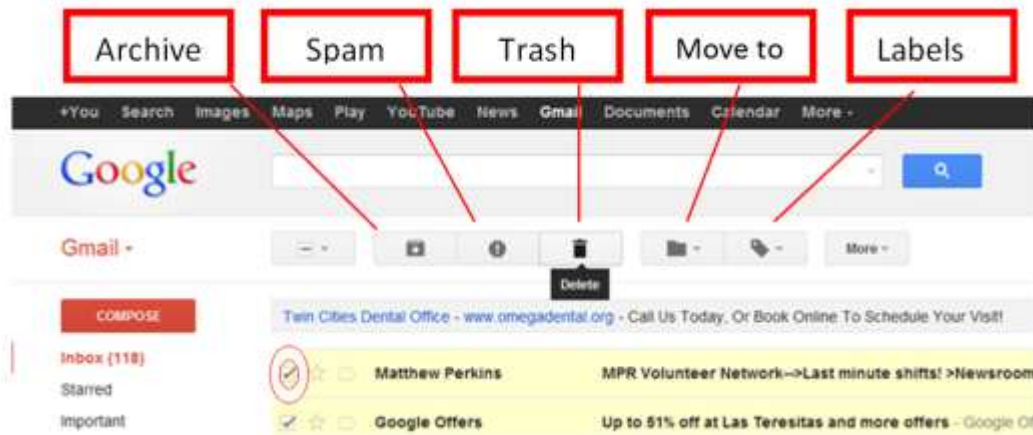
You can always check how much storage you have left by scrolling down to the bottom left of the screen. In this example, you can see that the Inbox is 0% full.

0% full
Using 3 MB of your 10,262 MB

2. Spam lets you select what comes into your inbox. If you mark an item as "Spam" it will go into the Spam folder before ever appearing in your inbox.

3. Trash lets you permanently remove messages from your gmail account. If you mark something as "trash" by mistake you have about thirty days to correct this before the message is gone forever.

4. Gmail uses a label system instead of folders - labels are a way to organize emails by topic. You can create new labels by clicking on "labels". "Move to" allows you to move selected messages into selected labels.





5. You can organize items quickly by selecting different types of messages in bulk - all, read, unread, starred, or unstarred. When you "star" a message by clicking on the star next to the text, it is meant as a reminder that the email is important and needs to be followed-up on.

Creating a Professional Signature

Signatures

A signature is a bit of personalized text (usually your contact information) that is automatically inserted at the bottom of every message you send. If you are applying for jobs, it is important that your signature be simple and professional. Be careful of using quotes or including unnecessary information.

How to create a signature

1. Click the **gear icon**  in the upper right, then select **Settings**.
2. Enter your new signature text in the box at the bottom of the page next to the **Signature** option.
3. Click **Save Changes**.
4. Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the **Show trimmed content** button  at the bottom of the message.



Signature:
(appended at the end of all outgoing messages)
[Learn more](#)

No signature

B *I* U T · *IT* · **A** · T · **CC**            **Ix**

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