Email Basics

This document will walk you through setting up an email account and checking and sending email. It focuses on Gmail but the steps are similar for any email service you would use. (Yahoo, AOL, etc.)

Signing up

The first thing you will need to do is sign up for an account.
- Go to http://www.google.com.
- Look at the top right side of the page. You should see links for Gmail, images, and signing in.

Gmail   Images   :::   Sign in

- Click on the "Sign in" one.
- You will be taken to a page with a box like this:

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.
Learn more

Create account   Next

Create account

Click on the link to "Create Account".

- The account creation page will open. You will be asked to give your name, location, and birthday. Next, you will need to choose a username and create a password. Lastly, you will need to enter an alternate email address if you have one. (That can be left blank if you don't.)

Google

Create your Google Account

First name   Last name

Username   @gmail.com
You can use letters, numbers & periods
Use my current email address instead

Password   Confirm
Use 8 or more characters with a mix of letters, numbers & symbols
☐ Show password

Sign in instead   Next

Google

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.

Phone number
Standard rates apply

Back   Next

Seal, welcome to Google
Sealcouncil2@gmail.com

Phone number (optional)
Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)
We'll use it to keep your account secure

Month   Day   Year
Your birthday

Gender

Why we ask for this information

Back   Next

- Scroll down and look at the terms of service and click on the button to accept and create your account.

Get more from your number

If you like, you can add your phone number to your account for use across Google services. Learn more

For example, your number will be used to

▢◄   Receive video calls & messages

G   Make Google services, including ads, more relevant to you

More options

Back

Skip   Yes, I'm in

Once you have done this, your email address will be ready to use.

Checking mail

- Go to http://www.google.com
- There is a sign in box on the upper right side of the page. You can also click on the Gmail link and

Gmail   Images   ⦂⦂⦂   Sign in

you will be prompted to sign in from there.
Click on the blue box and it will take you to this page:

Sign in

Use your Google Account

Email or phone

Forgot email?

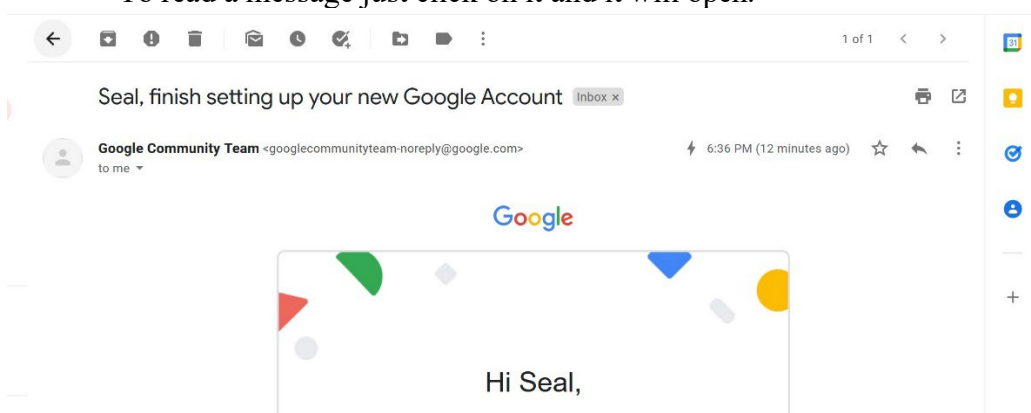Not your computer? Use a Private Window to sign in.
Learn more

Create account   Next

- Enter your email address and click "Next".
- Enter your password.
- Do not check the stay signed in box. (On your own computer that is fine. It is not a good idea on a shared computer though.)
- Click sign in.

- You will be taken to your inbox.
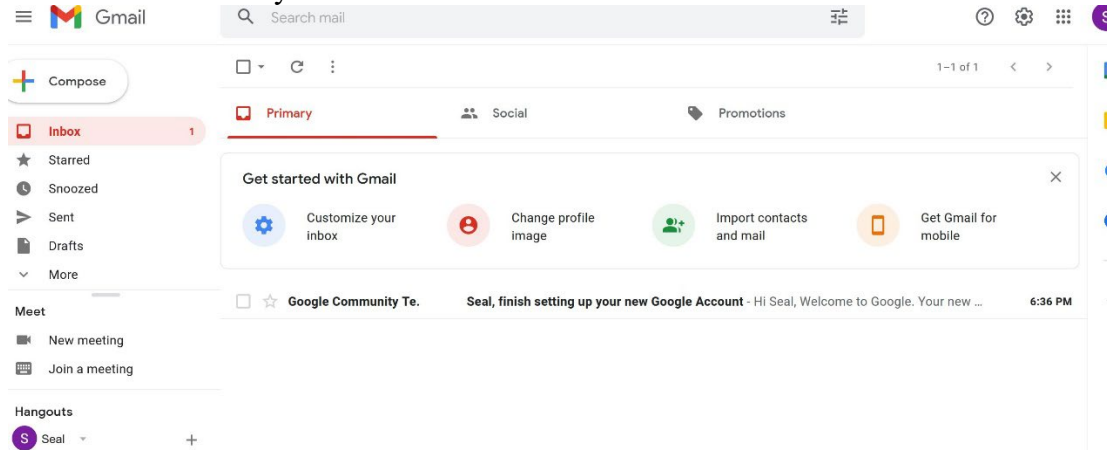
- To read a message just click on it and it will open.

The top of the message screen has icons for various actions you can take with the message.

- ✓ The arrow will take you back to the main inbox screen.
- ✓ The next icon will archive the message for you.
- ✓ The trashcan icon is for deleting messages.
- ✓ The next icon is to mark a message as unread.
- ✓ The clock icon will snooze a message until a later time that you set.
- ✓ The icon with an arrow in it will add the message contents to your tasks list.
- ✓ The folder icon will move the message to a folder you specify.
- ✓ The last icon will let you categorize the message with different labels.
- ✓ The three dots opens a menu with additional options such as marking a message as important, filtering messages, starring messages.

The top right of the message window has helpful icons as well.

🖨 This icon is for printing the message.

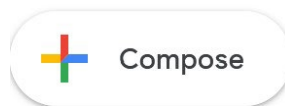⬈ This icon opens the message in a new window.

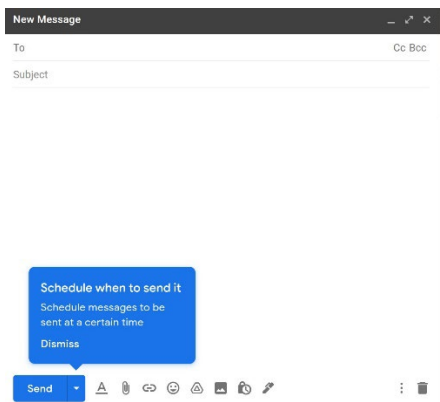↩ Clicking on this icon gives you the reply and reply all options.

⋮ This icon opens a menu with additional options including forwarding the message and translating it.

Sending an email

- At the left side of the window you will see a button labeled compos.
- This is available from the main inbox or any message screen.

- Click on that button and a new message window will open.

- Enter the email address of the recipient in the to box.
- Enter the subject in the box below it.
- Type your message in the provided space.
- There are also links for attachments and for adding addresses to CC or BCC lists.
    - Once your message is ready click the send button at the bottom of the window.

The icons at the bottom of the new message window give you a number of options:

A 🔗 🙂 △ 🖼 🕐 ✏️

- ✓ The first icon is for formatting options such as italics and boldface type.
- ✓ The second icon is for attaching files to the message.
- ✓ The next icon is for inserting a web link into the message.
- ✓ The icon that looks like a smiley face will insert an emoji.
- ✓ The triangle icon attaches a file from Google Drive.
- ✓ The icon with mountains on it inserts a picture into the message.
- ✓ The clock icon lets you turn on confidential mode.
- ✓ The pen icon lets you insert a signature into the message.

Attaching a file

- To attach a file to an email click on the attach a file link below the subject box. A box will pop up.
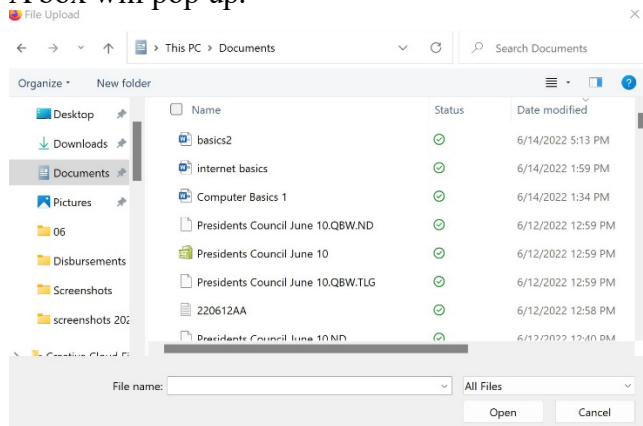
- Use the drop down menu at the top to choose the location and then choose the file you want to attach to the email.

- Click on it and then click open.
- The file will be uploaded and attached to your message.

- Click on the attach another file link if you have more files to add.

Safety reminders

- Be wary of opening any spam emails.
- If you do look at messages from people you don't know do not open any attachments or click on any links. (They may be fine. They may also be infected with a virus or worm.)
- Be careful with unexpected attachments from people you do know. Some viruses and Trojan horses replicate themselves by sending emails to everyone in the address book on the infected computer. It's a good idea to contact the sender and ask if they meant to send you that file. (This

is only for people you know, not for spam emails.)
- You should never give out password or account information in an email. Banks, credit card companies, and legitimate websites will not ask for that kind of thing in an email.
- If you do get a legitimate looking email from your bank or a site like Paypal saying your account needs updating or there is a problem you should go to the site directly (not through a link from the email) and check it out. In the case of companies like banks you can also call and ask about it.
- These emails are often part of what is called a phishing scam.
- Scammers will create a copy of a site like Paypal and then send emails saying your account information needs updating or there is a problem with something. When you log into the fake site your account information (login and anything you enter) is collected and can be used to steal your identity.
- Beware of .exe files received attached to emails. They are a common way to spread viruses. (Most email providers won't allow them to be sent because of that. You can usually upload them but you will get an error message when you go to send the email.)
- No one is giving out free money. Emails claiming to be from foreign royalty who need to get money out of their country or saying you won a sweepstakes or prize are almost always scams. (Publishers Clearing House is an exception to this. The chances of winning are about as good as the lottery but it is legitimate.)
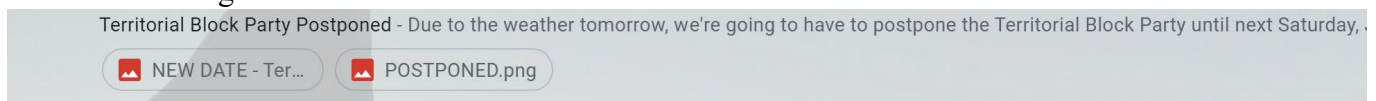
Opening Attachments:

It is very likely you will receive emails with files attached. The most common types are PDF files, Office documents (.doc, .xls, .ppt, .docx, .xlsx), and photo files (.jpg, .gif, .png, .tiff, .bmp)

You also might receive music and video files. (mp3, mp4, mpeg4, wmv, wma, rmv)

Be careful opening any attachment you weren't expecting to receive. This is especially true for office files and .exe files. Both of these can contain hidden viruses or malware. If you have any question about a file you receive the best thing to do is email the sender back and ask if they meant to send the file. (Some viruses can take control of the email program on an infected computer and send emails without the owner's knowledge.)

You can tell an email has an attachment because you will see an icon with the name of the attached file below the message title line.
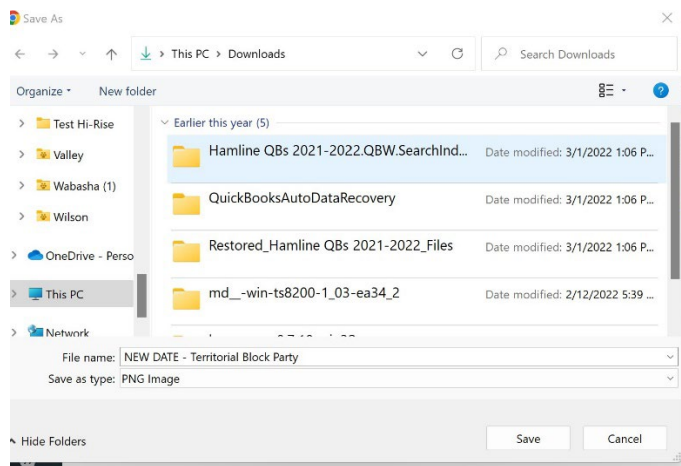

If you open that message and scroll to the bottom you will see icons for the files.


These icons have a preview of the file contents.

If you hover your mouse pointer over the icons you will get options to download the file or save it to Google Drive. Clicking on the download icon opens a box like this:

Choose a location to save the file or leave it in the default location. (Usually the Downloads folder.)

Click "Save".

The file will then download to your computer. In Google Chrome you will see an icon for it at the bottom of the screen. (Firefox and Edge have the download icon at the top right.)
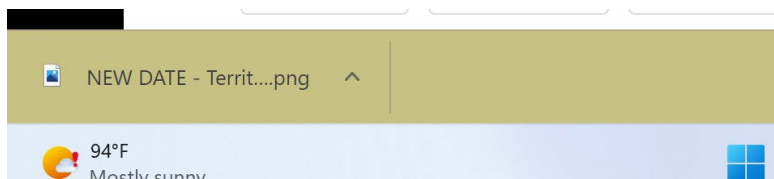
You can click on the box to open the file.