

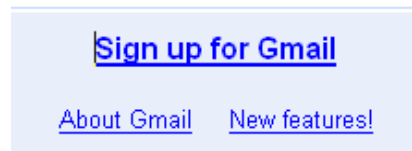
GETTING AN EMAIL ACCOUNT: GMAIL

We are going to set up a free account with Gmail, an email account that is created by Google. The work we are doing today you won't have to remember, because once you set up the account, you won't need to go through these steps again.

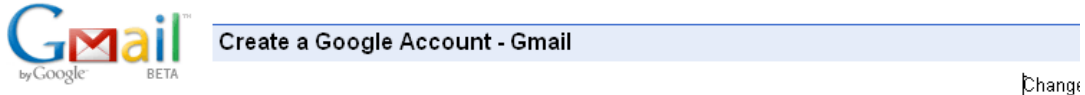
We start by opening the web browser (either Internet Explorer or Firefox) and typing in the address bar.

Login to **www.gmail.com** including the period in the middle, but none at the end. And press the enter key on the keyboard.

When the new page opens up, at the bottom right of the screen you will see this:

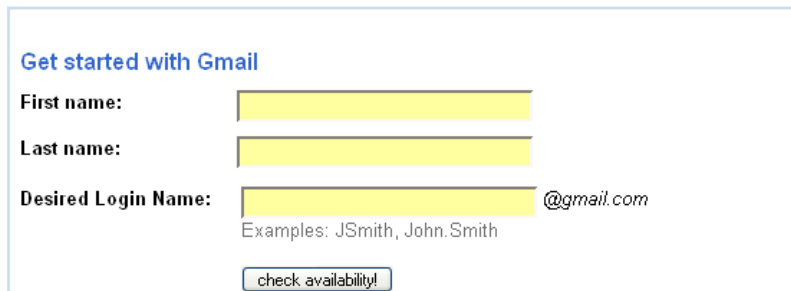


Click on Sign up for Gmail and a new screen will open up. We'll go through the different sections one at a time.



Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

A screenshot of a form titled "Get started with Gmail". It contains three input fields: "First name:", "Last name:", and "Desired Login Name:". The "Desired Login Name:" field is followed by "@gmail.com" and examples: "Examples: JSmith, John.Smith". Below the form is a button labeled "check availability!".

At the top of the page, you are asked to enter your **first** and **last** name. When you type an email, your name will show up in the "From" section of your message exactly as you have typed it above. So, as they say in their example, if you type in John Smith, when you send an email, the return address will say your email address from John Smith.

North Brunswick Library
Computer Classes

Desired login name: Now, you must choose what your email address is going to be. Your email address will automatically end with @gmail.com

The first part of your email address is something that you must pick for yourself. Many people use their names if they can. If your name is somewhat uncommon, you can give it a try. Some people also like to separate their first and last name with a period. *Examples* john.smith john.m.smith

Desired Login Name: myemail
Examples: JSmith, John.Smith

myemail is not available, but the following usernames are:

- brunswick.north
- nrth.brunswick
- brunswick.myemail.north
- north.myemail.brunswick

Once you have decided what you want to try, click **Check Availability**. If your name is not available, Gmail will offer you suggestions for other names to try. If you like one of them, simply click it. Or, you can make up something else. You can try as many times as you like!

Your full email address will be: WhateverYouChose@gmail.com

You will have to remember your user name and your password though, so you should write them down right here:

User name _____ @gmail.com
Password _____ library _____

We are using the same password for everyone during the length of this class. This will help in case anyone forgets their password! At the end of the class I urge you to change it to something else, but be sure it is something that you will remember!

The next step is to choose a password. For the class we will all use the password **library**, in all lowercase letters. Type the password in both boxes.

Below that, make sure the boxes next to “Remember me on this computer” and Enable Web History are **NOT CHECKED**. Since you won’t necessarily be using the same computer next time, we don’t want the machine to remember this information.

North Brunswick Library
Computer Classes

Choose a password: [Password strength:](#)
Minimum of 6 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

NEXT: The security question is there in case you forget your password. It is designed to make sure that no one can access your account but you. You will have to select one of the questions at the right and answer it in the line below.

Choose a question ...
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
Write my own question

Now, here's the important part about these questions. **YOU DO NOT HAVE TO ANSWER TRUTHFULLY.** They are not testing your knowledge about yourself. However, you **MUST REMEMBER EXACTLY WHAT YOU TYPED AS YOUR ANSWER.** For, if you forget your password, they will ask

you the question you picked, and they will expect you to type your answer exactly as you did.

So, if I pick What was your first phone number? I can answer _____12345____
And then if I forget my password, they will ask me this question, and I will have to answer 12345 just like I typed the first time.

You may also choose your own question if you like, by selecting Write my own question.

Whatever you put as your answer you **MUST** type exactly the same when you go to retrieve the information later.

Security question: [Learn more](#)

Answer:

The next section you can ignore. I assume you don't have any other email accounts.

Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

North Brunswick Library
Computer Classes

The next section is your location. Simply select United States, and you're done.

Location:

The last item is the most unusual. You will see a very hard to read series of letters, and you must type them into the available box. The good news is that you'll never have to do this again. And, of course, we can help you decipher them. This is all done for security purposes. In my example, the code is herfe

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


Letters are not case-sensitive

You're almost done! The last step is to simply click I accept. Create my Account. If you are inclined to read the "contract" in the terms of service section, you are more than welcome to, but it is pretty full of jargon. And I admit that I never read it either.

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

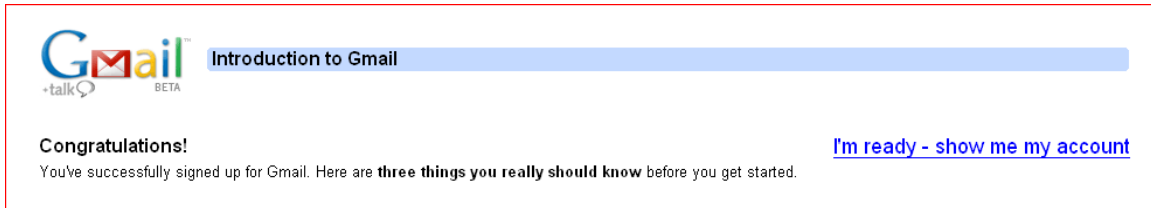
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

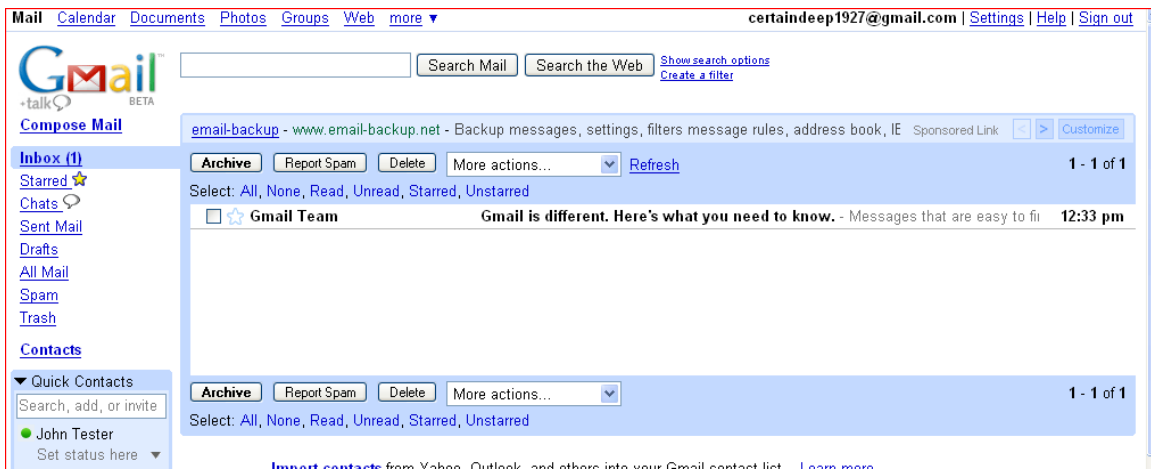
I accept. Create my account.

Once you have clicked the button, a new page will open that looks like this: Click on I'm ready-show me my account, and your email window will open!

North Brunswick Library Computer Classes



Congratulations! You've made an email account. This is what your email "home page" will look like every time you sign into your account.



Your email "home page" is shown above. From left to right you will see:

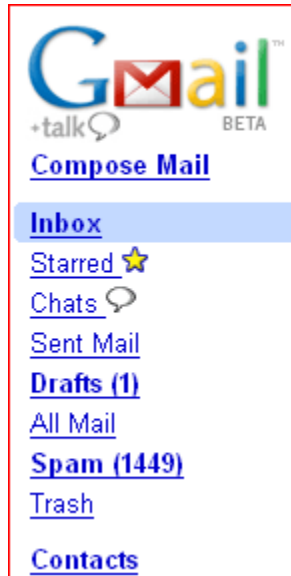
- **A square box.** You click in this box to check it if you want to delete or move the email.
- **A star.** You click on the star to "mark" the item with a star, this makes it easier to find later.
- **The Sender of the email.** Usually, it is very easy to see who it is from. If it is a person, the person's name will appear there. In this case it is from Gmail.
- **A space**
- **The subject.** Darker text. The subject of the email is a short summary of what you want to say.
- **The first line of the email.** If the subject is short enough, in a grayed text you will see the start of the email message.
- **At the far right; the time you received the email.** If it was today, it will be listed as the time of day, any older messages will show the date.

Here are some details. We'll talk about these more shortly.

To send an email, click on **Compose Mail**. We'll talk about this a little further later.

To read your new emails, click on the word **Inbox**. The number in parentheses indicates the number of new emails that you have.

Starred emails are ones that you deem important enough to leave a star next to. It allows you to see these easily when you scan through your email.



Chats are a way to talk to certain people through what is called Instant Messaging. We'll talk about this briefly later.

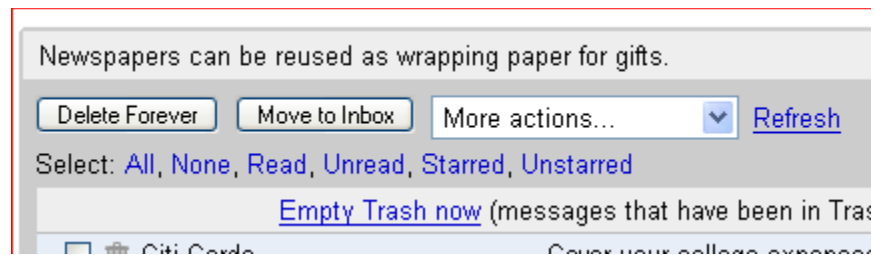
Sent Mail is the mail that you have sent to others. Gmail automatically saves a copy of any mail you send in your Sent folder.

Drafts are the emails that you have started and not finished. Gmail saves a draft of your email every five minutes. So if you forget to click send, it will save it for you.

Spam. Gmail automatically filters junk mail. As you can see, I have over 1400 Spam messages in my account, but I have never looked at any of them. They just go right to the trash.

All mail shows all of the mail you presently have, including Spam. I never use this.

Trash. Shows you emails that you have deleted. If you want to permanently delete emails, you have to empty the trash. Click on Trash. In the new window, click Delete Forever.



Note, Gmail will automatically delete your trash and your spam after 30 days.

Reading an Email.

Your email automatically opens to your Inbox. Your messages will appear on the right side of the screen.

Click anywhere in the line of the email: On the name of the sender or the subject or even the blank space.

Your message will open on the page. At the top will be the Sender and the people the mail was sent to. Usually it will say "Me" but if there are more people addressed it will

North Brunswick Library
Computer Classes

show them, too. If there are many recipients, you can click on Show Details to see the entire list.

On the far right of the screen you may see Sponsored Links. This is the “price” of Gmail. Gmail finds “related” links to whatever your email is about,

Click on Inbox again to return to the list of messages.

Sending an Email.

To send an email click Compose.

A new window will open.

In the **To:** box, type in the person’s email address that you wish to send to.

Note: Email addresses look like this:

name@yahoo.com or name@hotmail.com or name@library.org

Most of the time email addresses end with .com or .net or .org

Website addresses look like this:

<http://www.name.com>

You cannot mail to a web site. The email address **MUST** contain the “@” symbol.

Special Gmail Feature: Each time you send an email to a new person, Gmail will remember that person’s name and their email address. So, the next time you want to send them an email, once you type the first letter, Gmail will list all of the people whose email addresses begin with that letter in a blue box below the To: window. If you click on any of those names, it will automatically be placed in the To: window, so you don’t need to type the whole thing.

In the **Subject:** box type a summary of what you want to say, or a greeting.

In the **large box** at the bottom, you type in your message.

To **Send** your email click the Send button.

Reply to an Email.

Once you have opened a message, you may reply to the sender in two ways.

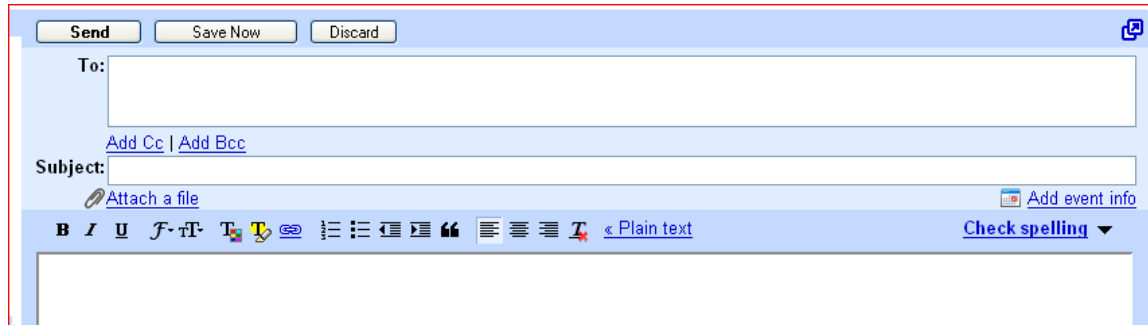
At the bottom of the email you can click **Reply**. If there are a number of people who the email was sent to, you can reply to all of the people by clicking **Reply to All**. If you click that and there is only one person, it will include just that person.

Or, at the top, it says **Reply** in light blue. If you click that, it will open a new window. If you click the little arrow next to Reply, you have more options, like Reply to All, Forward, etc.

Other buttons:

Gmail will save a copy of your mail every 5 minutes or so. If you want to save it until next time, click the **Save Now** button. Your mail will be saved in the Drafts folder.

If you want to delete the message permanently, click Discard.



“Logging in” to your account.

You can access your Gmail account from any computer. To access your account, type in the web address bar: **www.gmail.com**

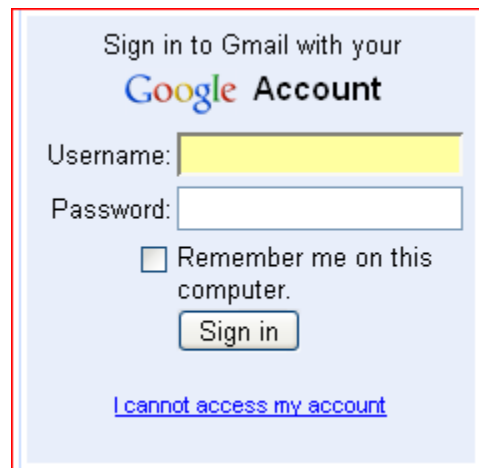
On screen will appear this opening page.

In the right side boxes type in your user name (you don't need to include @gmail.com) and your password.

Tip: After you type in your username, you can press the Tab button the keyboard to jump to the password box.

“Logging out” of your account

When you are done with your email, at the top right of the screen, it says Sign Out. Click that and your account will be closed, and the screen will return to the log in window.



[Settings](#) | [Help](#) | [Sign out](#)