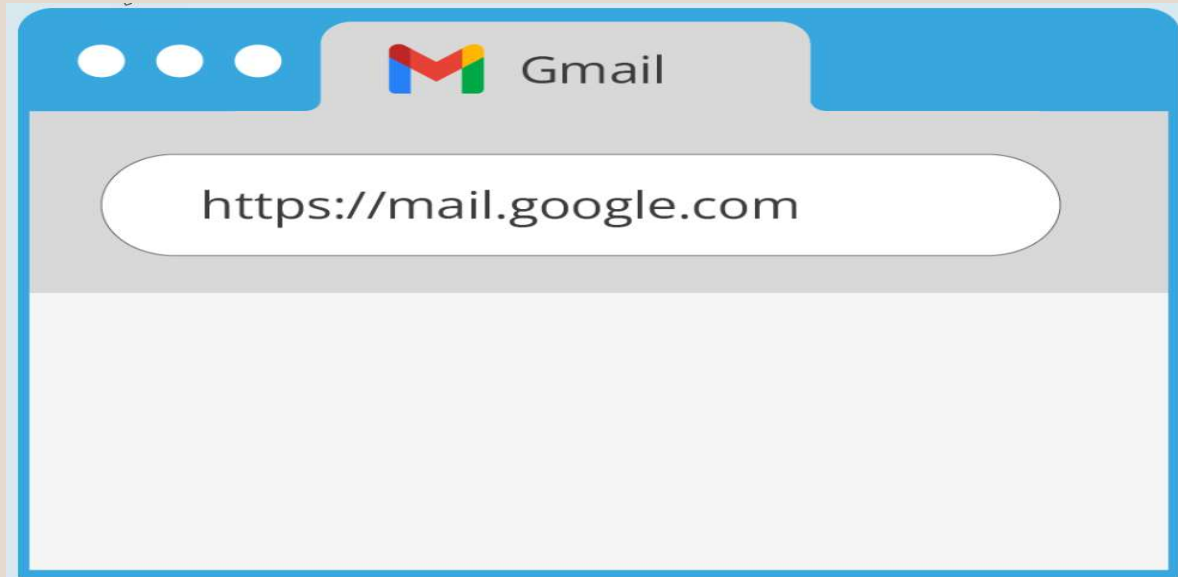# How to set up and use Gmail

Agenda

1. What is Gmail?

In this activity, you'll find out what G
Gmail is, and why you might like to
as your free email provider.

Gmail is Google email

Gmail is the name of Google's email service. Its main web page is at https://mail.google.com, and Gmail email addresses always end in **@gmail.com**.

https://mail.google.com

You might already have Gmail

If you use an Android phone, you might already have a Gmail address. This is because the username of your Google Account, which you use when you first set up your phone, is also a Gmail email address.

If you don't have a Google Account, you can get one for free if you sign up for Gmail.
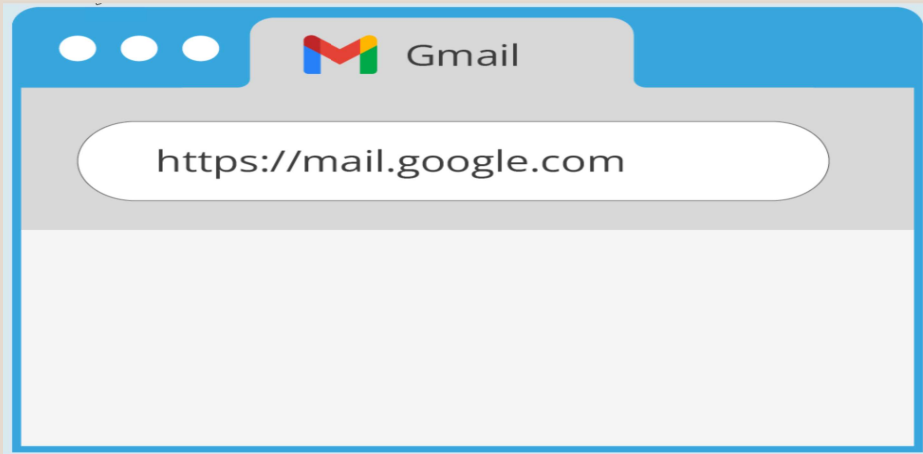
eSafety tip

Your device's app store has lots of different unofficial email apps. It's best to only use the official Gmail app with Gmail, as Google has very strong security, encryption, and the app will get the newest updates and features as Google rolls them out.

If you use a web browser, it's best to access your Gmail through the official site at https://mail.google.com.

Using Gmail on a computer

You can use Gmail on a desktop or laptop computer by opening a web browser and typing https://mail.google.com into the **Address bar**.

You then sign in to your Google Account using your Gmail address and password, and you'll see your Gmail **Inbox**, with new and unread email showing in **bold**.

I will show you how to do this in the **How to create a Gmail**

Sign in with Google

Why choose Gmail for your email?

Because your Gmail address and password also sign in securely to your Google Account, you can use your Gmail as your main online identity.

Many sites offer a **Sign in with Google** option, which means Google handles the security and you don't need to think up a new password or let that site see your Google password either.

Click icon

eSafety tip

When you click **Sign in with Google**, depending on your browser settings, you might be signed in automatically. Otherwise, you might see a secure pop-up box where you can safely enter your Google password in a way that doesn't let the other site see it.

After you use **Sign in with Google**, you will get an email to your Gmail address letting you know that the service was used to sign in to a website.

eSafety tip

When you create your Gmail password, make sure to use a combination of letters, numbers, and symbols that is meaningful to you but difficult for others to guess. Keep a copy of the password somewhere safe and consider changing the password regularly.

Using Gmail with your Android phone

Click i[mage to ...]ture

If you use an Android phone, you can use your Gmail address and passw[ord] set up your profile and complete the initial sign in to the phone.

This will also sync email between your computer and your phone's includ[ed] Gmail app, let you purchase apps from the **Play Store**, and turn on many Google features.

Using Gmail with your Apple device

If you use an iPhone or iPad, you can download the official **Gmail app** fr[om] Apple **App Store** and sign in to the app securely with your Gmail address password. This will sync your email to your Apple device, so you can rea[d] your phone or tablet, as well as on your computer.

The Gmail app has been designed specifically for the smaller screens on [mobile] devices. It will be much easier to use than trying to use the web browser [version] on your iPhone or iPad.
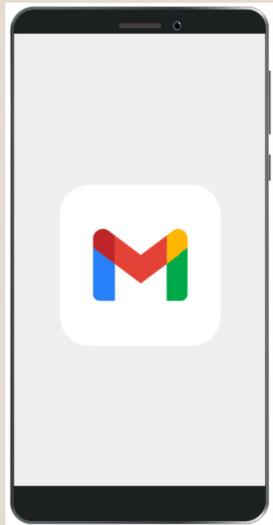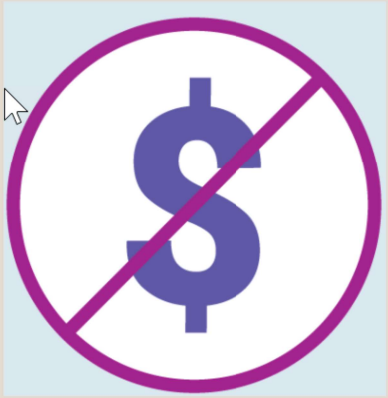
2. How to create a Gr

account

In this activity, you'll learn how to crea
Gmail address. You'll find out what you
and what else your Gmail address can
for.

Gmail is free

Gmail is a free service from Google, and it costs nothing to set up and use the basic features. You can set up and use as many Gmail accounts as you'd like.

Gmail is really a Google Account

A Gmail account is actually a **Google Account**, which you sign into securely using your Gmail email address and a strong password. Your Gmail address ends in **@gmail.com**.

Getting started with Gmail

To set up a new Gmail address, visit **https://mail.google.com**.

If you have never used Gmail before, you will see a **Sign In** screen. At the bottom of this screen, click the **Create Account** link and begin following the steps to set up.
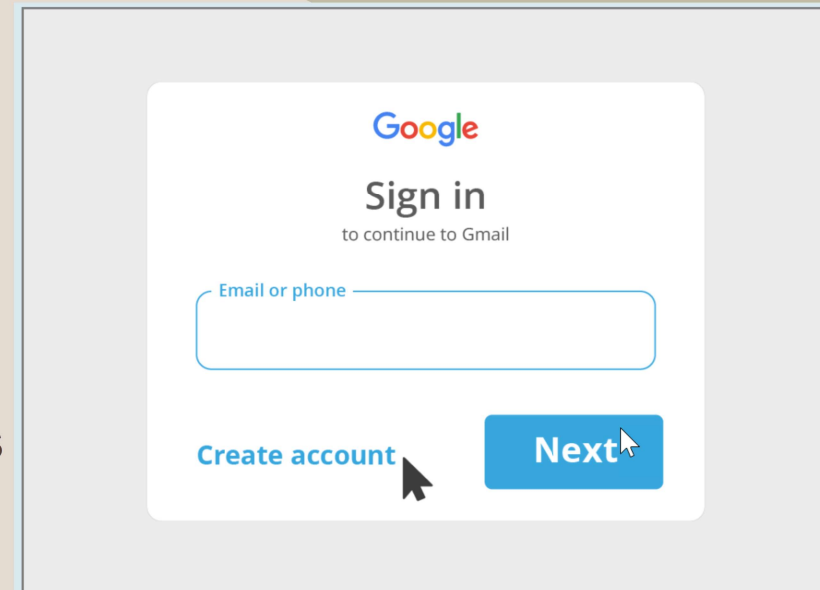
Choosing your Gmail username

During the set-up process, you will be asked to create a name for your new email address. This is the part that will go in front of the **@gmail.com**. The name or word you choose here needs to be unique, so that nobody else will accidentally receive your email.

If you choose a name that already exists, Gmail will offer some similar suggestions, or you can try something different.

Create your
Google Account

Username

johnkansas08   @gmail.com

Next

From   Xu Tran • xutran3011@gmail.com

To   VSCAASH • vscaash@googlegroups.com
        MyDung Dang • mydung54@hotmail.com
        phuong khanh dinh • pkdinh@live.com
        baguette65@hotmail.com
        Manh Doan • mdengineers@hotmail.com
        lizle2011@y7mail.com
        alb_lui@yahoo.com.au
        Van Luong • luongdvan@yahoo.com.au
        Mary Nguyen • pcnguyen2004@yahoo.com.au
        Vinh Nguyen • vinhalms@hotmail.com
        loinguyen33@yahoo.com.au
        thytamvuhuy@hotmail.com

Cc   luciephant9@yahoo.com
        thanh.phung@live.com.au
        KieuAnh Tran • donganhtran@hotmail.com
        Tieu Tran • vinny.tran@hotmail.com
        Quyen Truong • quyen@itruong.com
        Hoa Truong • hoa@itruong.com
        Yahoo! • dinhlvu@yahoo.com.au
        Anh Vu • anhvu61@icloud.com
        thientuanb@yahoo.com.au
        Kim-Thanh Pham • kimthanhpham@hotmail.com

eSafety tip

It's safe to use your own name or your first and last name separated by a dot, but unless you have an unusual name, it's likely this email address will already have been taken.

For example, **johnkansas@gmail.com** is already taken, so an alternative might be **johnkansas08@gmail.com**, with **08** referencing something significant to him.

Your email address is a big part of your online identity, so avoid using joke names or words that might be offensive or inappropriate.

Why you need a unique email address

Email addresses need to be unique so email can be delivered properly and to improve security. Because your email address is unique, nobody else can read your email without your password. This is why it's so important to choose a very strong password for your Gmail and Google Account.

Enter password

****

Password Strength

Next

eSafety tip

When choosing a password, use a combination of uppercase and lowercase letters, numbers, and special symbols. Try to think of something that is meaningful to you but difficult for others to guess.

Keep a written copy of the password somewhere safe and consider changing the password regularly.
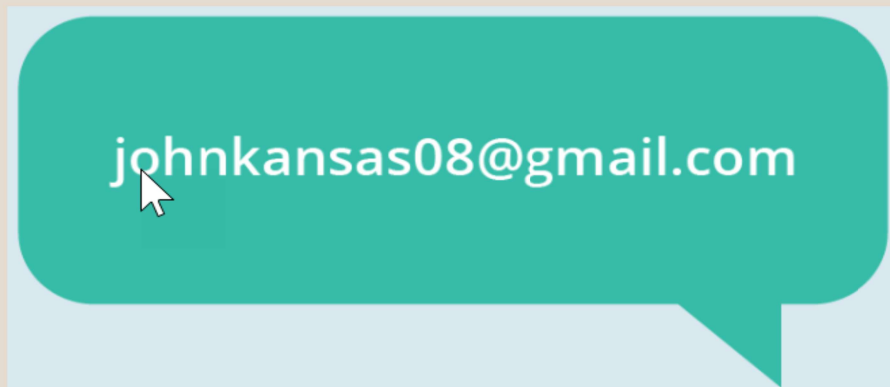
Eg.

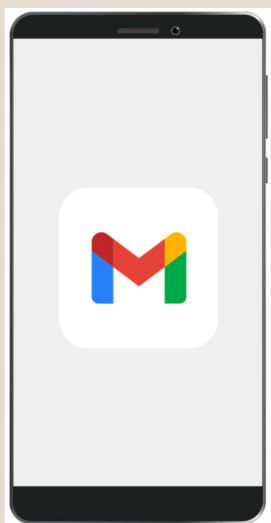Gmail Account: tethien@gmail.com

Gmail Password: D@1Th@nh!

Your email address is how people contact you

When someone wants to send you an email, you can tell them your full email address, which will be similar to our **johnkansas08@gmail.com** example.

You will receive emails to your **@gmail.com** address in your **Gmail Inbox**.

johnkansas08@gmail.com

Using Gmail with a mobile device

If you use an **Android** phone or get a new one, you can use your **@gmail.com** address and password to set up the new phone and sync Gmail.

If you switch to, or have, an **Apple** mobile device, you can download the **Gmail** app and sign in to the app with your Gmail address and password to see all your Gmail emails on that device.

3. Manage your Gm
inbox

In this activity, you'll learn how to sig
existing Gmail account, where to fir
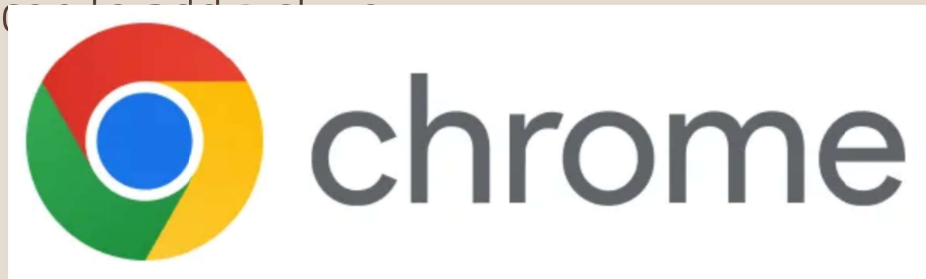new and unread emails, and how to
them safely.

https://mail.google.com
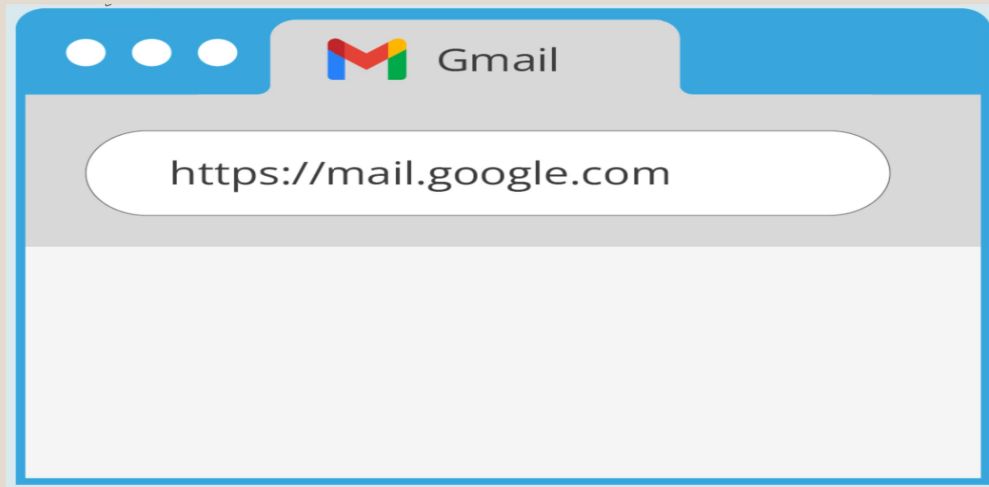
M Gmail

How to see new emails

To check if you have any new or unread email, visit
https://mail.google.com using your computer's web browser.

When the **Sign In** screen appears, enter your Gmail address
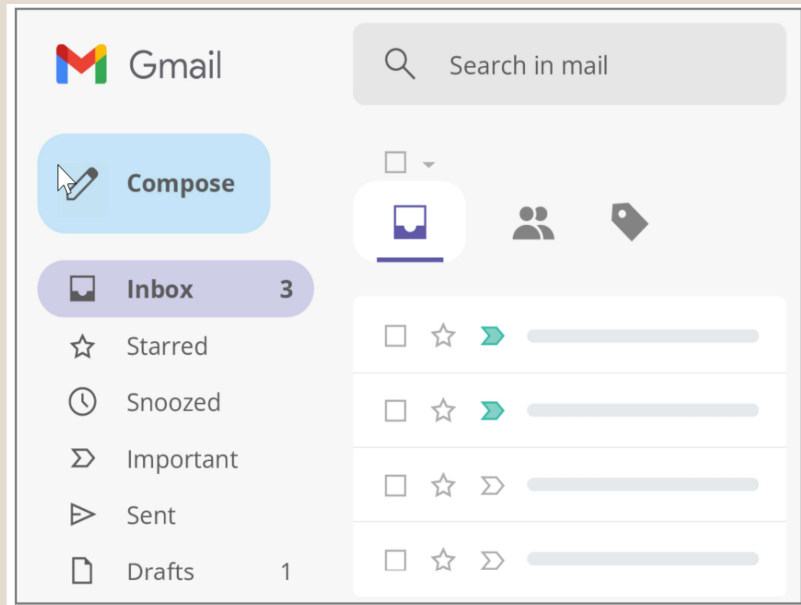(including the **@gmail.com part**) and your Gmail password.

eSafety tip

If you use the Chrome browser, you might find that Gmail signs in automatically. This is safe because Chrome keeps your password hidden using its **password manager**.
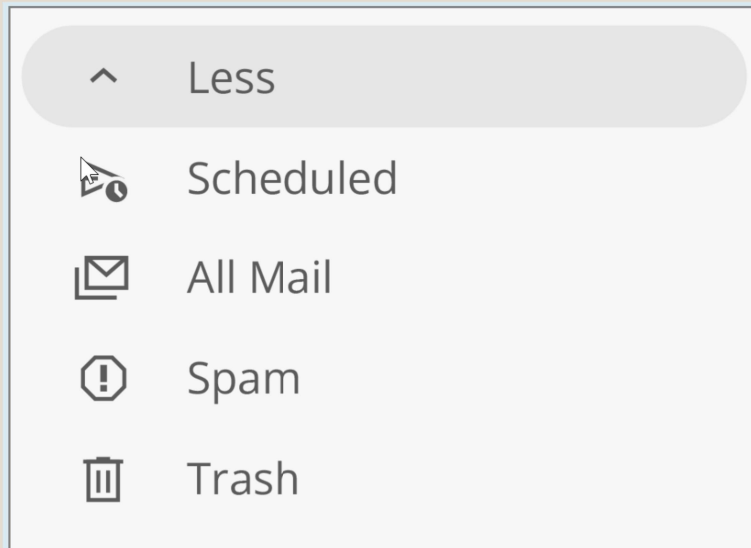
The Gmail Inbox screen

When you first sign in to Gmail, you'll see the **Inbox screen** with a list of emails and a menu on the left.

At the top of the menu, a large **Compose** button lets you create a new email. You can find out more about this in the **Sending and replying to emails in Gmail** activity in this activity.

Below the Compose button, **Inbox** is highlighted and sh emails you've received on the right. You can click **Sent** t emails you've sent, and **Drafts** for emails you've started write, but haven't yet sent.
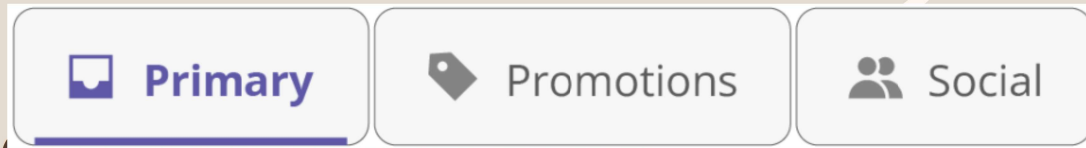
∧	Less
	Scheduled
	All Mail
!	Spam
🗑	Trash

The Gmail Inbox screen (cont'd)

You can click on **More** on the left menu to see other options, such as **All Mail**, **Spam** and **Trash**. Under **Labels**, you'll see a list of folders that help organise your email.

You'll learn more about all these options in later activities.

Gmail Inbox tabs

The Gmail Inbox shows three tabs at the top. Gmail automatically filters, or sorts, your email into these categories, and you click on a tab to view emails in that category.

They are:

- The **Primary** tab – containing emails from you people you know and messages that don't appear in other tabs. The Inbox will show emails in the Primary tab by default

- The **Promotions** tab – containing deals, offers, and other promotional emails

- The **Social** tab – containing emails from social networks.
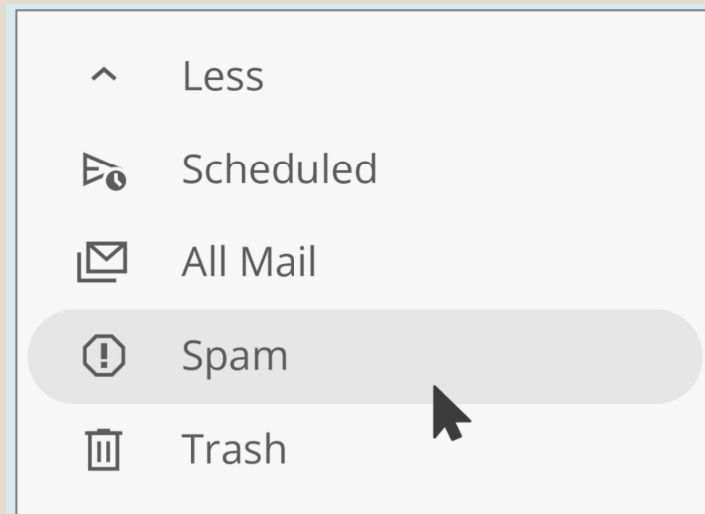
Other Gmail filters

Your Inbox will contain any new emails that Gmail hasn't filtered into **Promotions** or **Social**, but it also filters out known junk or spam emails as well. These sorts of emails it puts into the **Spam** folder.

You can also sort your emails into other folders, known as **Labels** in Gmail, and you can **Archive** emails too. We'll show you more about Spam, Labels and Archive later in this course.

Click icon to add picture

How to read email

Your email is listed by **date**, with the most recent at t[...]
and unread emails highlighted in **bold**. They show th[...]
person or company who sent the email (this informati[...]
appears in the **From** field) and a short **Subject** of the[...]
Click any email to open it in the **Read screen**, which [...]
show you the text and images in the email.

You can use the **Reply** or **Forward** buttons at the bo[...]
the email to respond to it.

Click icon
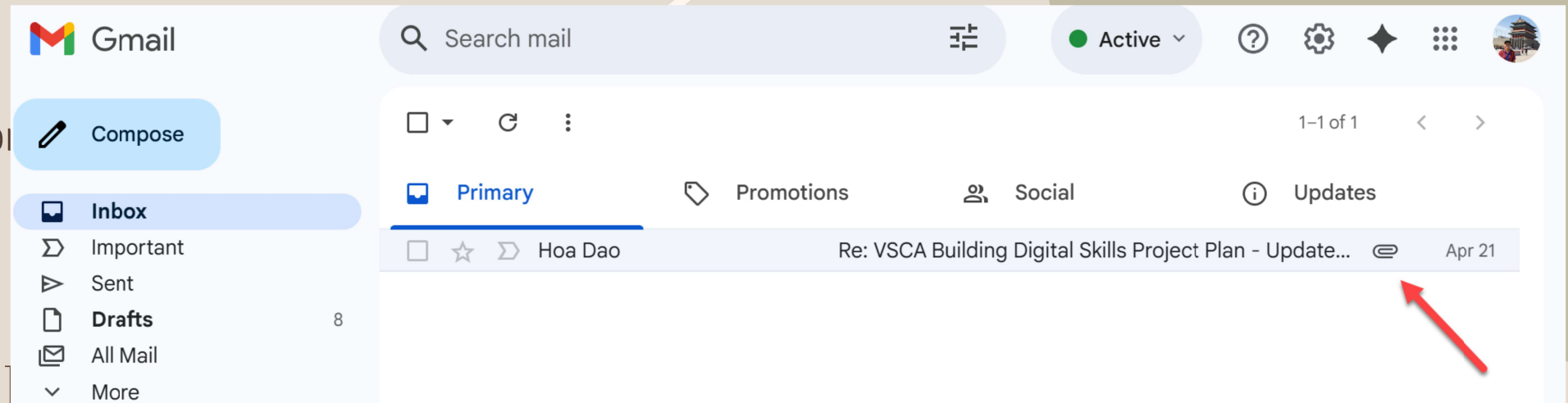
When you receive an email that includes an attachment, you'll see either a **paper clip** icon to the right of the subject of the email, or a filename in a small box underneath it.

When you read the email, you'll see the attachment at the bottom in a little box. It's safe to click on **photo** attachments, as Gmail will open these in a preview window that protects your computer from viruses and unwanted software.

Other documents may need to be downloaded first.

eSafety tip

It is safe to open and read the body of an email in a web browser, because the browser protects your computer. But it's important not to click on links in emails you are unsure about, or download attachments from untrusted sources. If you do download an attachment, be sure to scan it with your antivirus software before opening.

Junk or spam emails

While Gmail does a pretty good job of automatically removing known junk mail or spam from your Inbox, you might still see unwanted emails there. If you consider an email in your Inbox to be junk or spam, you can **report it** and send it to your **Spam** folder. To do this, select the email in the Inbox, then:

- click the icon that looks like a **stop sign with an exclamation mark in it** at the top of the email

- depending on the email, a pop-up message may show two options that you can select from to complete the process: **Report spam & unsubscribe** or **Report spam**
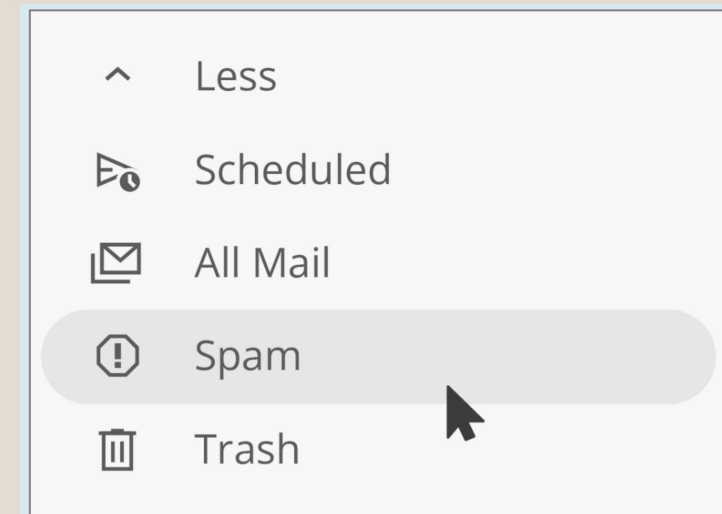
eSafety tip

If you click **Report spam & unsubscribe**, Gmail will move that email to your Spam folder, unsubscribe you from that email's service, and block future emails from them.

If you select **Report spam**, Gmail will move that email to your Spam folder, and keep an eye out for future email from the same address, which it will put directly into your Spam folder automatically.

Some spammers use more than one address, however, so you might have to report a familiar spammer a few times.
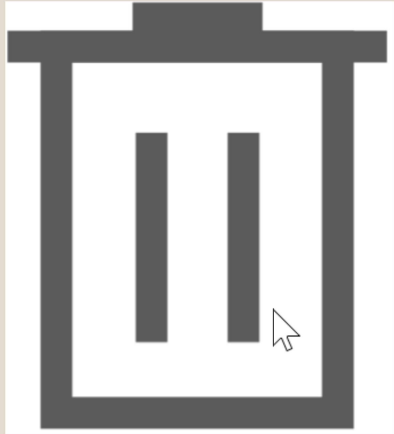
How to delete an email

If you are unsure or suspicious about an email, or just don't want it any more, you can delete it. To do this:

- select the email in your Inbox

- then either click the **garbage bin** icon at the top of the screen, or press the **Delete** key on your keyboard.

Deleted emails go to the **Bin** (also called the **Trash** in some browsers).

Less

Scheduled

All Mail

Spam

Trash
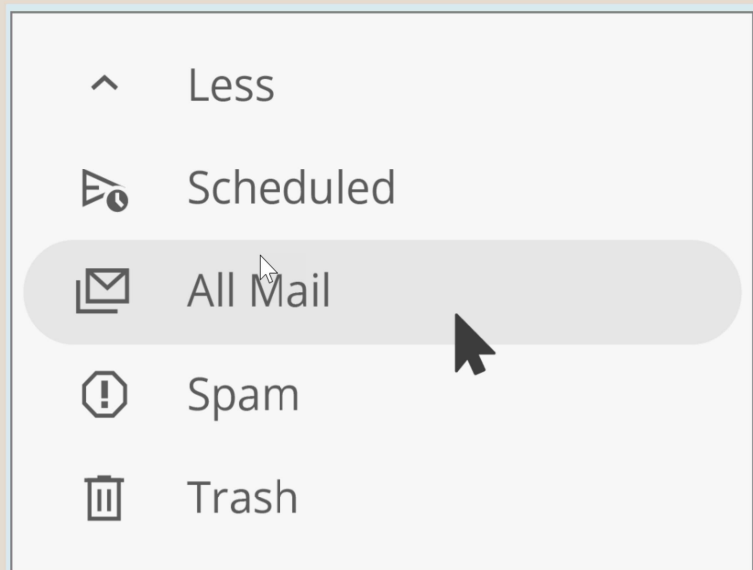
Using the Gmail Archive

To keep your Inbox manageable, you can move emails to the Gmail **Archive**. The emails that have been archived are then hidden from the Inbox, but you can still view them by selecting **All Mail** from the menu on the left.

The **All Mail** view looks like the regular Inbox view, but includes any emails that have been archived or put into labels too, and we'll talk about how to add Labels to Gmail in the **How to use Gmail Labels and Search** activity in this course.

For now, let's look at how to archive emails.

Click icon to add picture
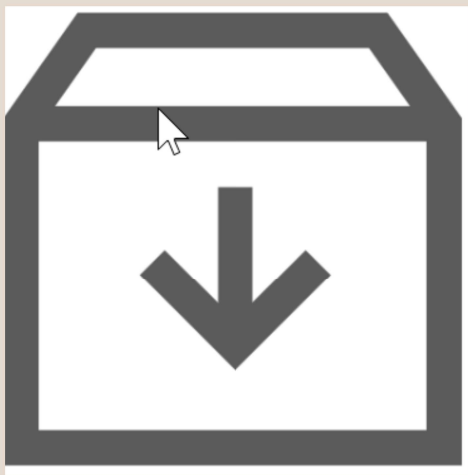
Archiving emails

You can move emails to the **Archive** either one at a time, or sever[al] once. To do this:

- for a single email, click on an email and then click the **Archive** ic[on] at the top of the screen

- for multiple emails, click each email's **selection tick-box** on the [left] of the sender's **Display Name**. When you have all the emails you want selected, click the **Archive** icon and they will all be archived [at] once.
.

4. Sending and repl[y...]
emails in Gmail

This activity will show you how to w[rite...]
send a new email, and how to reply [...]
forward an email you have received[...]

You'll also learn how to add email
attachments.
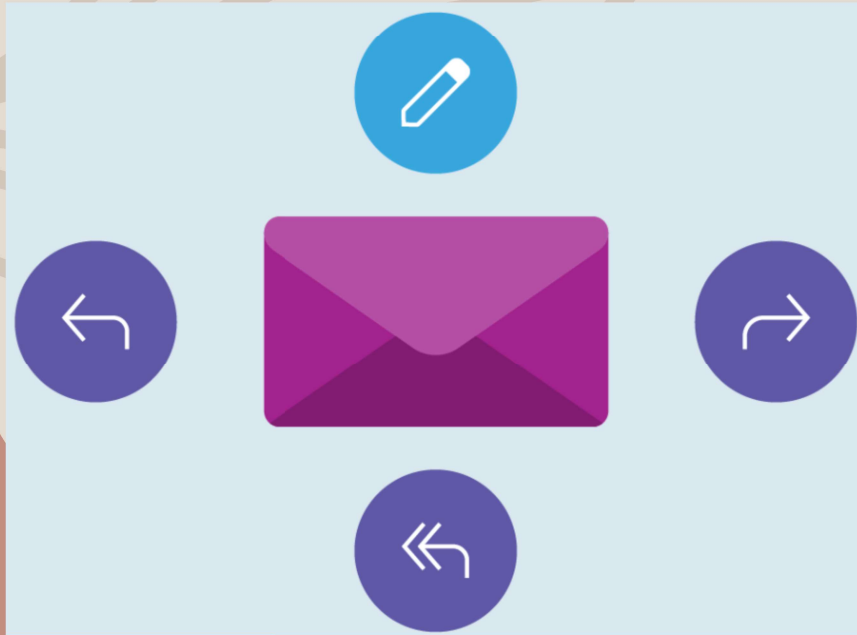
The basics of email

Email is all about sending and receiving everything fr
notes to long letters, catalogues, newsletters, and mu
Using an email service like Gmail, you can:

- **Compose** a new email
- **Reply** to an email you've received, and if that
  was sent to more than one person, you can **R
  all**
- **Forward** an email to somebody else
- send an email to more than one person at on
- attach photos, files, documents and even vide
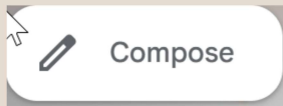
How to Compose and Send a new em

To create and send an email:

1. click the **Compose** button at the top of the left menu
a **New Message** pop up will appear
2. click the **To** field and enter the email address of the rec
3. click the **Subject** field and enter a short title
4. click in the **white space** below the Subject field and typ
message
5. when you are happy with the message, click **Send** and
delivered to the recipient.

Compose

New Message   − ⤢ ✕

Recipients

Subject

|

Send
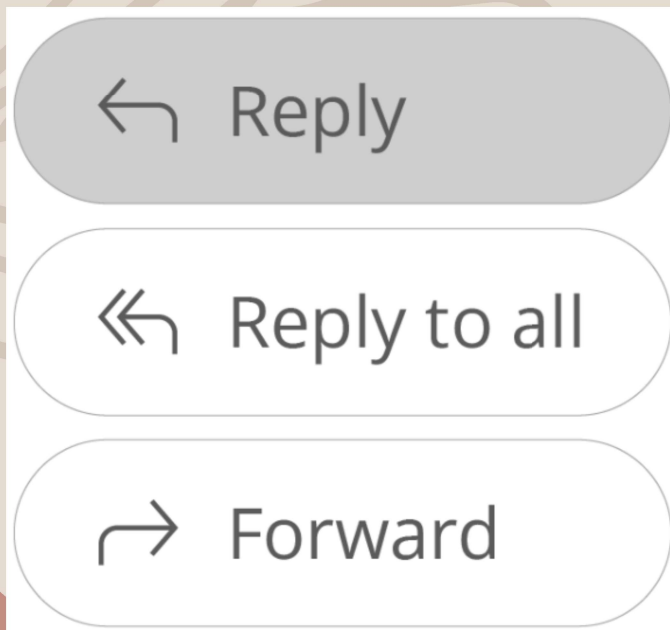
How to Reply to an email

To reply to an email, open the email in the **Read screen**, then:

1. scroll to the bottom of the email and click on the **Reply** button
2. A panel will appear at the bottom of the screen a the **Display Name** of the person to whom you ar replying appears in the **To** field
3. You can type your reply in the white space, and click the **Send** button at the bottom of the screen

← Reply

« Reply to all

→ Forward

The Subject of a reply email

Re: Family Reunion

↩ ▾ John Kansas
      (johnkansas08@gmail.com)

You will notice that no **Subject** field is shown when you **Reply** to an email. The reply will be sent using the same subject as the original email, with **Re:** put at the For example, **Family reunion** will become **Re: Family reunion**.
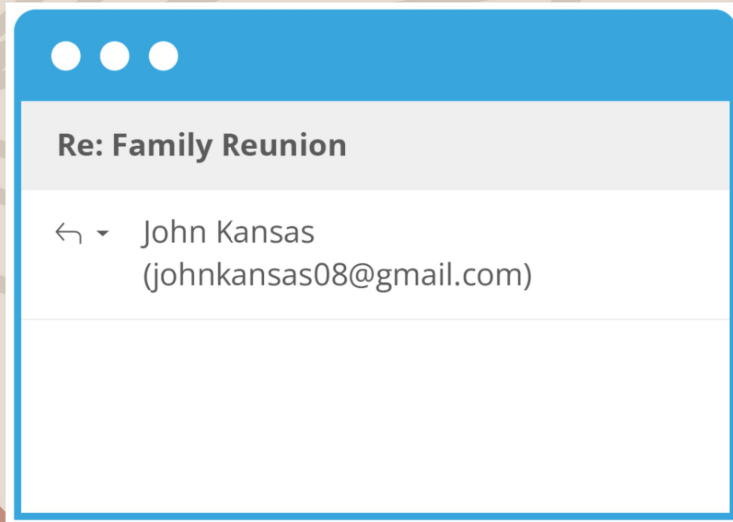
Using Reply to all

To send a reply to all recipients of an email, not just the sender:

· click the **Reply to all** button at the bottom of the email your reply, and click **Send**. Gmail will automatically incl all recipients of the original email, including you.

To delete individual names from the **Reply to all** list:

· click **Reply to all**, then click the list. Click the small **cross** next to each name you want to remove

· type your reply and click **Send**.

Reply

Reply to all
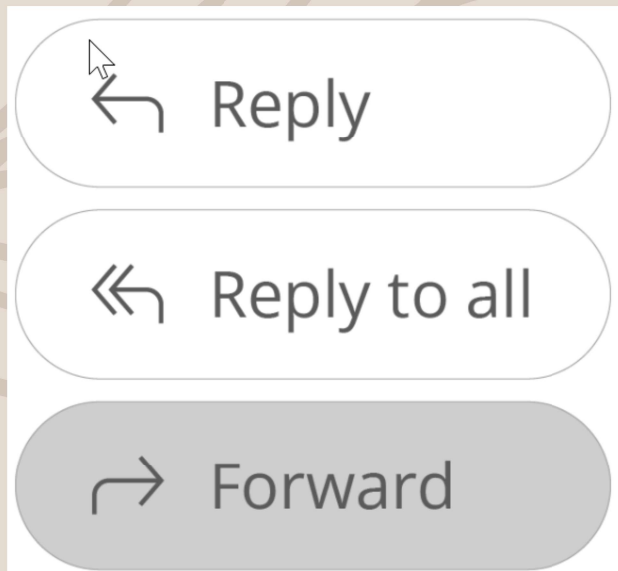
Forward

How to Forward an email

Forwarding an email is like replying:

1. scroll to the bottom of the email and click the **Forward** button

2. a panel appears below the email, with a blank **To** field

3. type an email address into the **To** field

4. type your email message and click the **Send** button

5. the **Subject** of the forwarded email will be the same as the original email, with **Fwd:** added to the front (for example, **Fwd: Family reunion**).
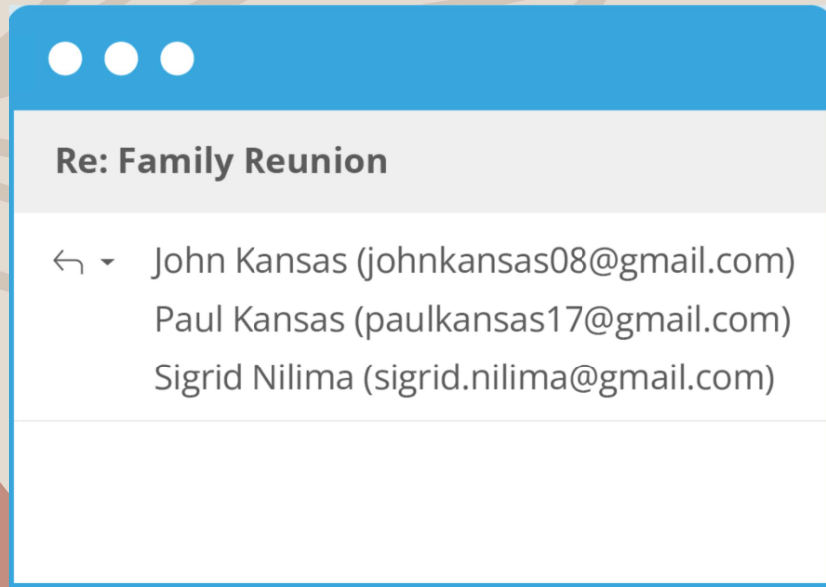
How to send an email to multiple people

Re: Family Reunion

↩ ▾ John Kansas (johnkansas08@gmail.com)
Paul Kansas (paulkansas17@gmail.com)
Sigrid Nilima (sigrid.nilima@gmail.com)

To send an email to more than one person:

- click the email's **To** field and type an email address, followed by a comma

- type in the next email address, followed by a comma so on.

Gmail can usually separate email address automaticall if you put a comma between each address, Gmail will b sure to send them to the right recipients.

How to add an attachment

To attach a file or picture to your email:

1. after you've written your email, click the **paper clip** icon at the b[ottom] of the screen

2. a **File Explorer** panel (in **Windows**) or a **Finder** panel (in **MacO[S]**) will appear

3. find the file or document you want to attach, and click it

4. the file will appear at the bottom of your email. For large files, a coloured bar will fill to show the file is uploading to Gmail

5. when the coloured bar disappears, the file is ready to send.

5. How to use Gmai
Labels and Search

In this activity, you will learn how t
Gmail's control buttons, labels and
organise your emails and find ther
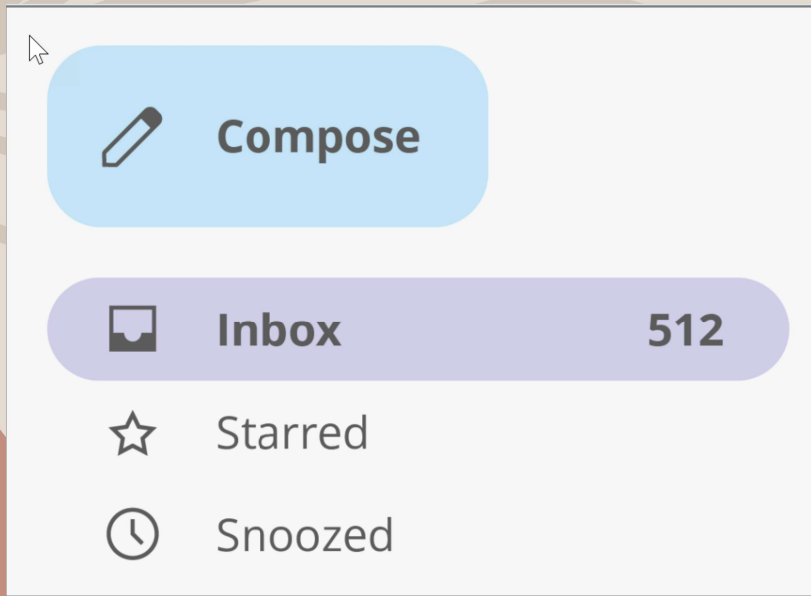
Finding email in your Inbox

When you first start out with email, your **Inbox** will be
manage, since it will only have a few emails in it. But a
while, you will have lots of emails and it may be hard t
what you're looking for.

To make this easier, Gmail has some tools to help you
your Inbox in check.

Compose

Inbox   512

Starred

Snoozed

Using the top controls

When a new email arrives and you open it to read it, some c[...]
appear the top of the screen. You can click on these controls
things with the email, including:

· **Archive**: to move it to the archive
· **Report spam**: to tell Gmail the email is spam
· **Delete**: to move the email to the **Bin/Trash** folder
· **Mark as unread**: to make the email appear new again
· **Labels**: to label the email.

🗑	Delete
✉	Mark as unread
🕐	Snooze
☑₊	Add to tasks
🗁→	Move to ▶
🏷	Label as ▶
🔇	Mute
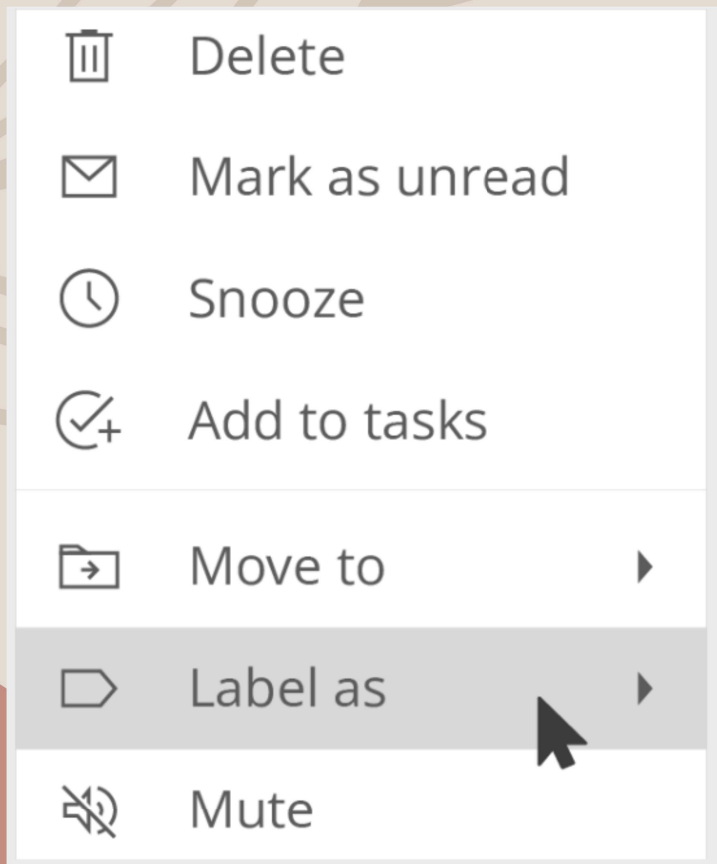
Labelling email in Gmail

Most email services let you organise emails into differ[ent] folders, but Gmail uses a system of **Labels** instead. Y[ou] label an email to organise it with others.

For example, let's make a label called **Family Reuni[on]** add an email to it. There are a few steps involved, so [get] started:

1. first, with the list of emails in your Inbox screen disp[layed,] right click on the email you'd like to label

2. from the special right-click menu that appears, poin[t the] cursor at **Label as**, and another panel will open

Label as:

🔍

☐ Bills

☐ Receipts

Create new ▶

Manage labels ▶
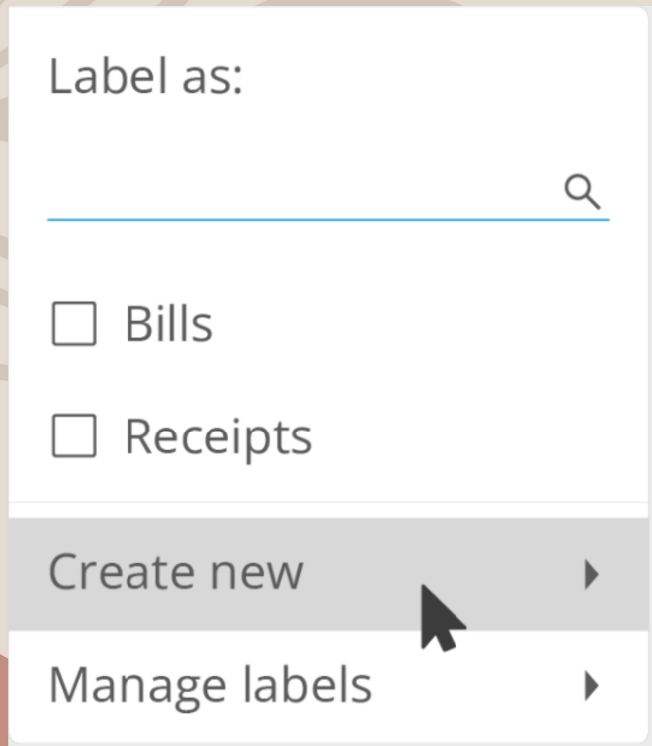
Labelling email in Gmail (cont'd)

3. move your cursor over to the new panel carefully. I[f] new panel disappears, point the cursor back to **Lab[el] as** and try again

4. the **Label as** menu has some existing labels, and y[ou] click any of these to add that label to the email

5. to make a new label, click on the coloured line nex[t] the **magnifying glass** icon, and type a label name [in] this example, we'll type **Family Reunion**

Labelling email in Gmail (cont'd)

Label as:

Family reunion   🔍

"Family reunion" (create new)

6. this new label name will appear under the coloured quotes and in bold as you type it, next to **(create n**

7. when you are finished typing the label name, click the **bold text** to add the label to your email.

Following these steps, you can add as many labels to email as you like. For example, you might want to add **Family Reunion** and **Venue Research** to the sa email.
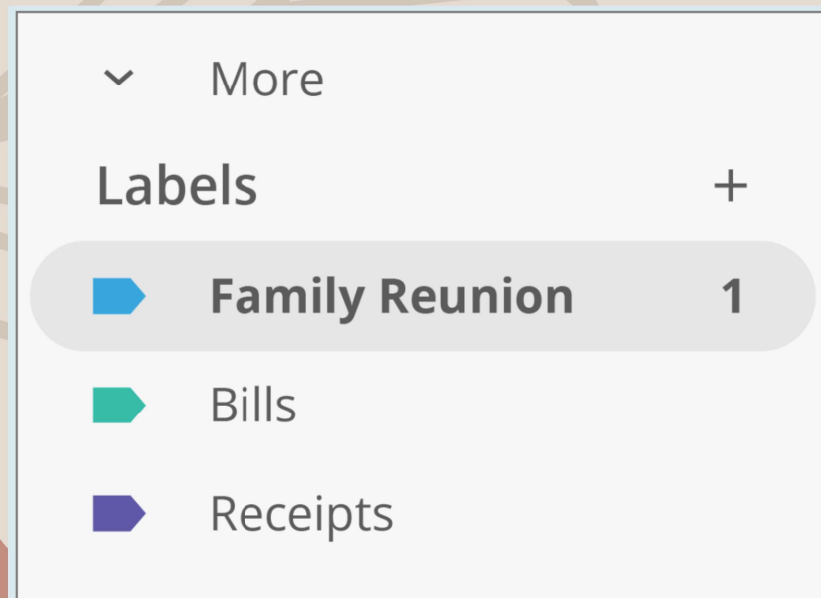
How to view Labelled email

When an email is labelled, it gets hidden from your default **Inbox** view. To view a labelled email:

· look at the list of all your different labels in the left-h
  menu

· click on a label name to see all the emails with that

· click on the email you want to view.
When you're ready to return to your Inbox again, you
click the **Inbox** button at the top of the left-hand men

Reporting Spam in Gmail

Gmail automatically detects and diverts known spam email, bu
spam can still get through.
To report unwanted email in your Inbox:

1. click **Inbox** in the left menu to see all your emails listed in
   the **Primary** tab

2. click the tick box to the left of the unwanted email sender's **D**
   Name to select it

3. click the **Report spam** icon at the top of the Inbox screen. It
   like a stop sign with an exclamation mark in it

4. the unwanted email is moved to the **Spam** folder.
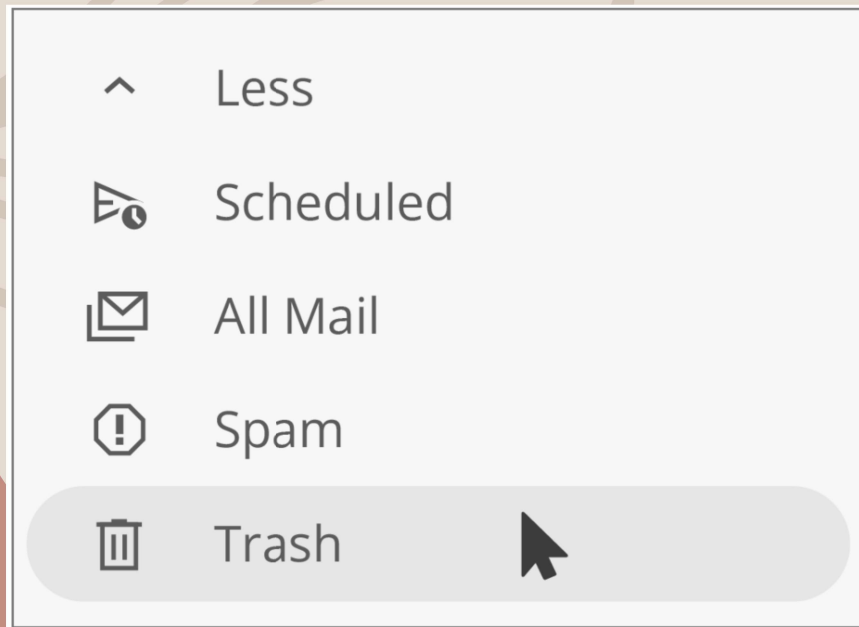
How to find missing emails

You might discover that an email you wanted to keep
gone missing. You may have accidentally deleted it, s
see how you can view your deleted emails:

1. click **More** in the left menu, then **Bin** (called **Trash**
   some browsers) so you can see the list of your dele
   emails

2. if your email is here, right click on the email and
   choose **Move to inbox** from the menu that appear

3. your email will return to your **Inbox**.

But what if it's not there?

Less

Scheduled

All Mail

Spam

Trash

Using the Gmail Search bar

If you can't find your email in the **Bin**, you can use the Gmail **Search** feature, which is lo
at the top of the Gmail page in the web browser. Click inside the box where it says **Sear
emails** and:

1. type the name of the sender, the subject, or any other words related to it

2. search results will be displayed under the Search bar

3. these search results will exclude any emails in **Spam** or the **Bin**

4. If you find the email you're looking for, you can right click it and choose **Move to inb

Your email will be returned to your Inbox once more.

6. Using Gmail safe

In this activity, you will learn
tips on checking an email se
information in the email **hea**
to block nuisance emails.

You'll also learn how to chan
Gmail password, and how to
your Gmail account if you ne

Be aware of scammers while usin Gmail

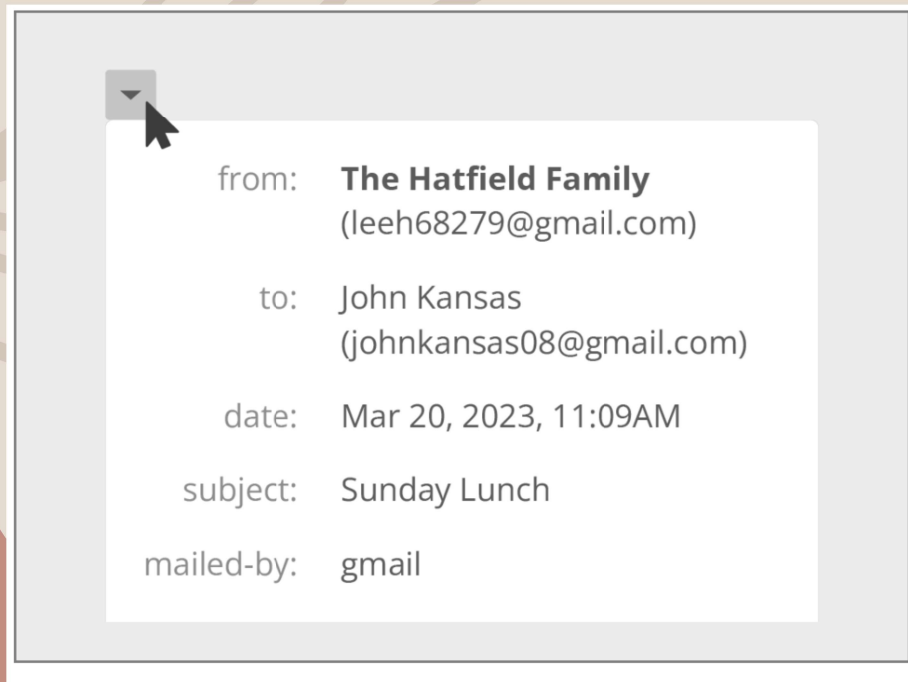Like all email addresses, Gmail addresses can be ta by scammers. If you receive an email that seems too be true, or is in some way strange or suspicious, you delete it.

Even if the email is from someone you know, if it doe sound right, don't trust it, as the **From** information m been faked by a scammer.
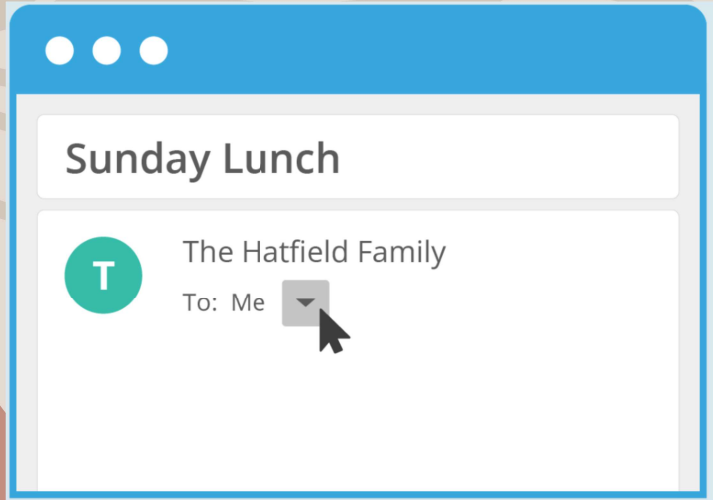
Checking the email header

When you receive an email, your Inbox usually just sho[ws]
the sender's **Display Name**. Scammers can fake this, [so to]
check the email is really from a legitimate source, you c[an]
check the **header**.

Sunday Lunch

The Hatfield Family
To: Me

from: **The Hatfield Family**
(leeh68279@gmail.com)

to: John Kansas
(johnkansas08@gmail.com)

date: Mar 20, 2023, 11:09AM

subject: Sunday Lunch

mailed-by: gmail

How to check the email header

To check the email header, open the email you want
This is safe to do. At the top of the screen, look unde
sender name for a **small, black down-arrow**. Click
and a box opens showing some information. This is
the email **header**.

In the box, look for a detail called **mailed-by**. If this
match the email address above, or looks strange to y
click the **Delete** icon (it looks like a garbage bin) at t
of the screen to delete the email as it may be spam.

eSafety tip

Checking the email **header** is a good way to spot an obvious scam or suspicious email, but it's not fool proof as some scammers can manipulate the header too. Additionally, some newsletters and other promotional material might be sent by third parties, and the **mailed-by** details can often be different to the email address it appears to be from.

The golden rule is, if an email is unexpected, strange, feels off in some way, or offers something that seems too good to be true, it's safest to just delete it.
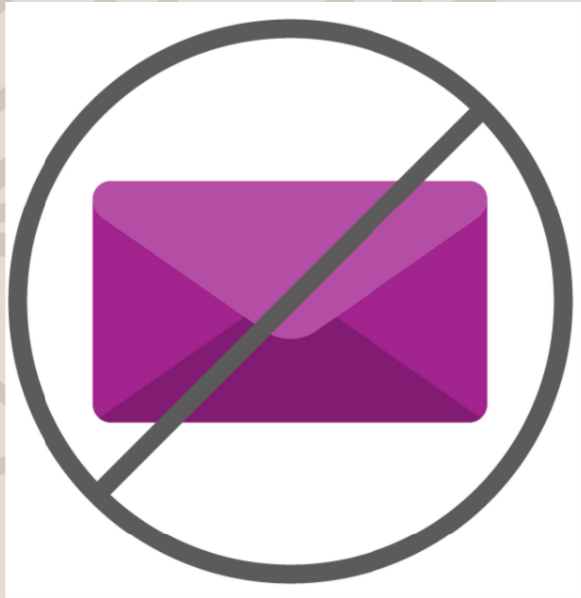
How to block a nuisance email

If you keep receiving unwanted emails from an addr
or **unsubscribe** hasn't worked, you can block nuisa
emails. To do this:

1. open the nuisance email in the **Read screen** and
   the **three vertical dots** in the top right corner

2. from the menu that appears, click **Block "sender**

3. a pop-up box will let you know that all further emai
   that sender will be marked as **Spam** and put into
   the **Spam** folder automatically

4. click **Block** to confirm and close the pop up.

How to unblock an email

If you change your mind about an email you have blocke
you can unblock it:

1. open the **Spam** folder to view the list of spam emails

2. right click on the email you want to unblock to open the
   right-click menu

3. click on **Not spam**

4. the email address will be unblocked and all emails from
   them will be moved back into your **Inbox**.

Changing your Gmail password

It's a good idea to change your online account passwords fr
to time, and your Gmail password is no exception. To chang
Gmail password:

1. click on the **Google profile** circle in the top right of the sc

2. click **Manage your Google Account**

3. on the new screen, click **Security**, then **Signing in to Go**

4. on the next screen, scroll to find the **Password** option and

5. verify your identity with your current password, then follow
   steps to choose a new, strong password.
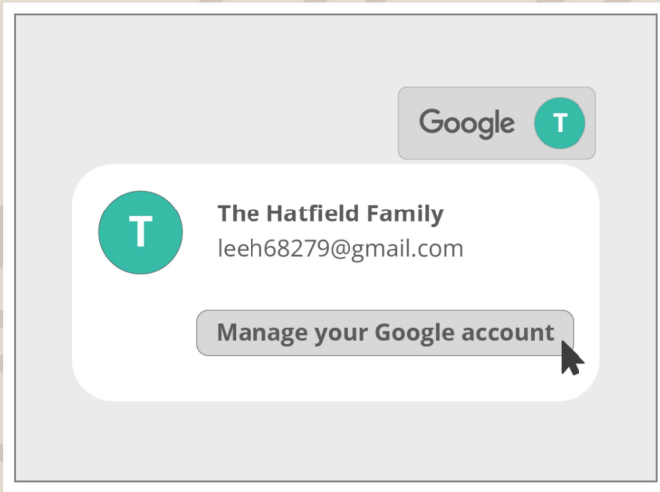
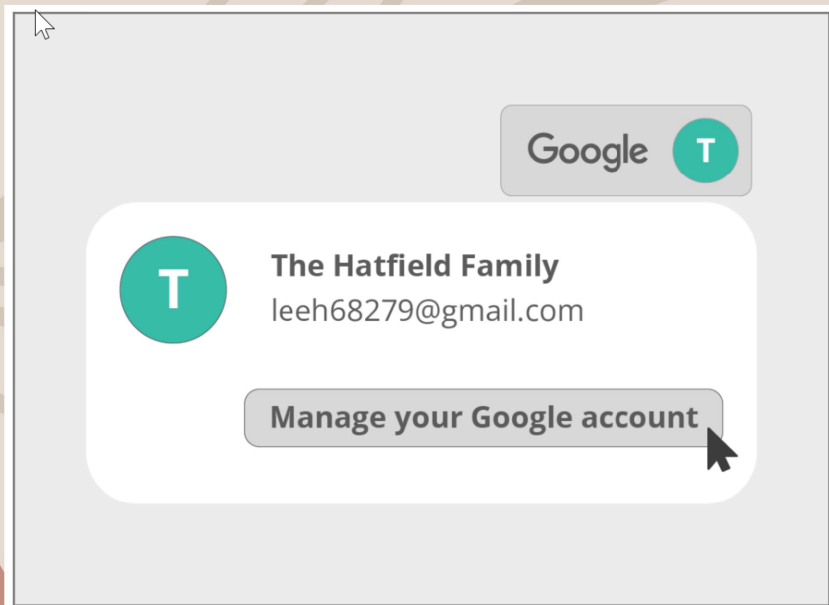## Before you cancel a Gmail address

If you want to stop using your Gmail address, the easiest method is to just sign out securely, and leave it alone.

This is because your Gmail address and password is also your Google Account username and password, and deleti this may affect how you sign in to your Android mobile device, if you use one.

Sign out

How to delete a Gmail address and Google Account

You can completely delete a Google Account and the G address associated with it. You will need your passwor your identity with Google to delete your account.

We recommend checking how this might affect your oth services or apps in the **Google cloud apps** course bef deleting your account, but if you still wish to proceed:

1. click the **profile circle** in the top right of the Gmail sc
2. click **Manage your Google Account** in the box that
3. follow the steps to delete your account.

thank you