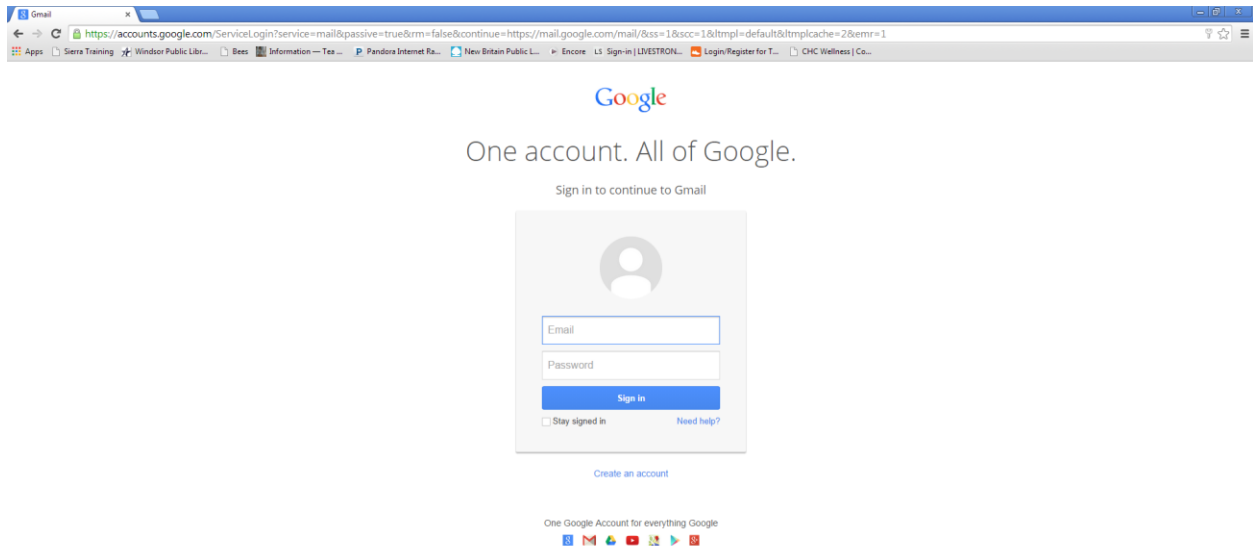


## E-Mail Basics

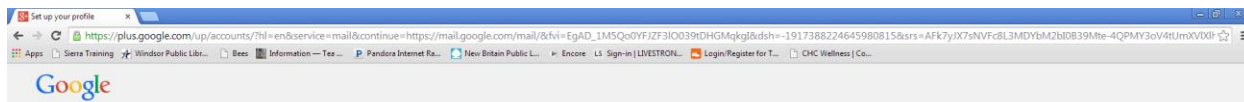
There are a variety of places that you can sign up for a free e-mail address. There is Gmail (which is Google based), yahoo, aol, etc. The following instructions are for Gmail but it's all generally the same.

The first thing you have to do is go to the website that you want to have your e-mail address from. Here is the Gmail homepage:



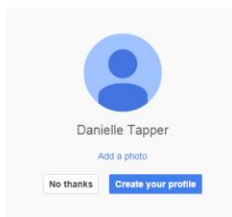
From there, you will click on Create an Account:

A screenshot of the "Create your Google Account" page. The page title is "Create your Google Account" and it says "One account is all you need". Below this is a sign-in form with fields for "Name" (first and last), "Choose your username", "Create a password", "Confirm your password", "Birthday", "Gender", "Mobile phone", and "Your current email address". There is a checkbox for "Prove you're not a robot" and a CAPTCHA image. A text box on the left says "You fill out the form with your name, username, password, etc. You will have to give your phone number and a series of letters or numbers to show you aren't a robot." A callout box says "Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password." The browser's address bar shows the URL for the account creation page.



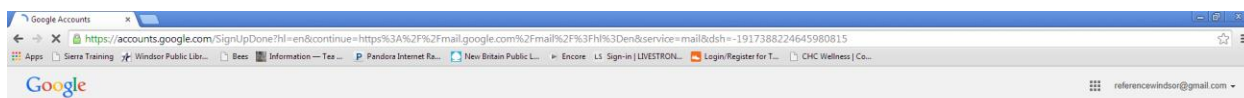
## Create your public Google+ profile

Help make Google better for everyone by contributing restaurant reviews, videos on YouTube, and ratings for apps, books, and movies in the Play Store. To share public content like this, you'll need a public Google+ profile.



You can change your profile information at any time. [Learn more](#)

For today, we are going to skip creating your Google+ profile by clicking on No Thanks.



## Welcome, Danielle

Your new email address is referencewindsor@gmail.com

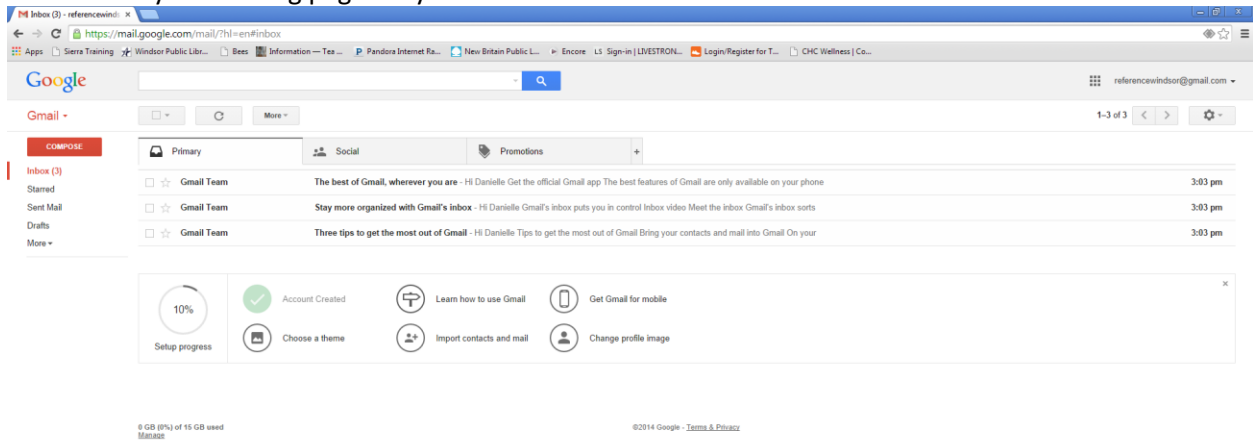
Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

[Continue to Gmail](#)



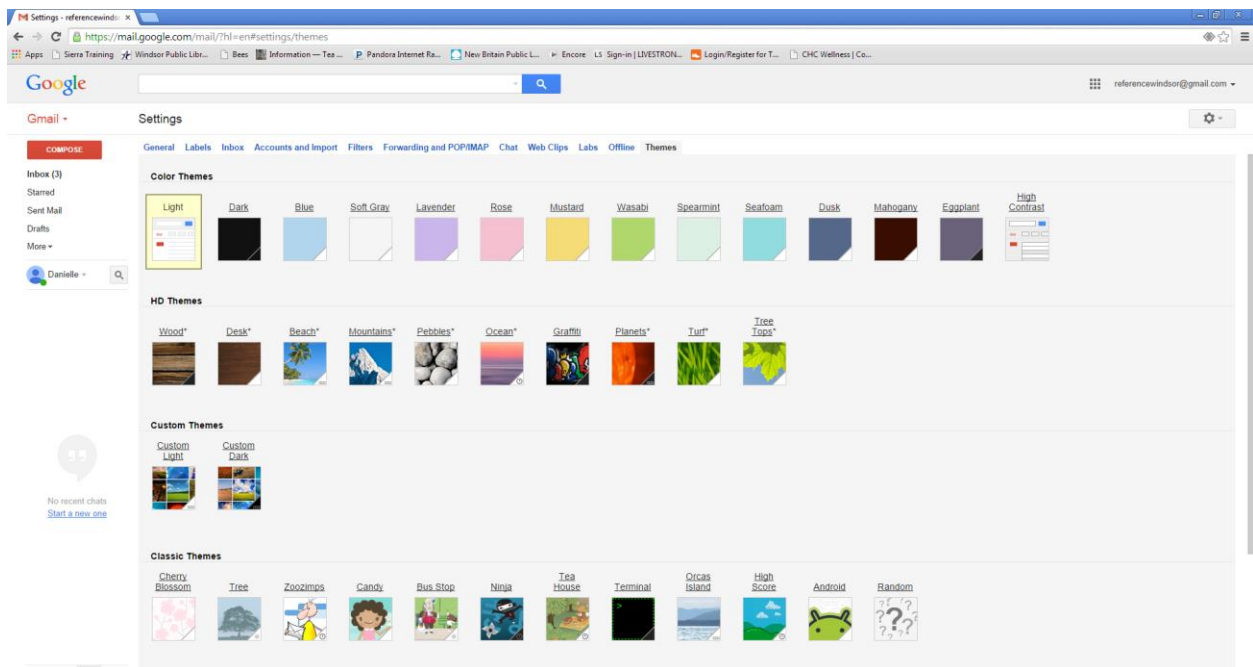
Click on continue to Gmail.

This is what your landing page for your e-mail address should look like:



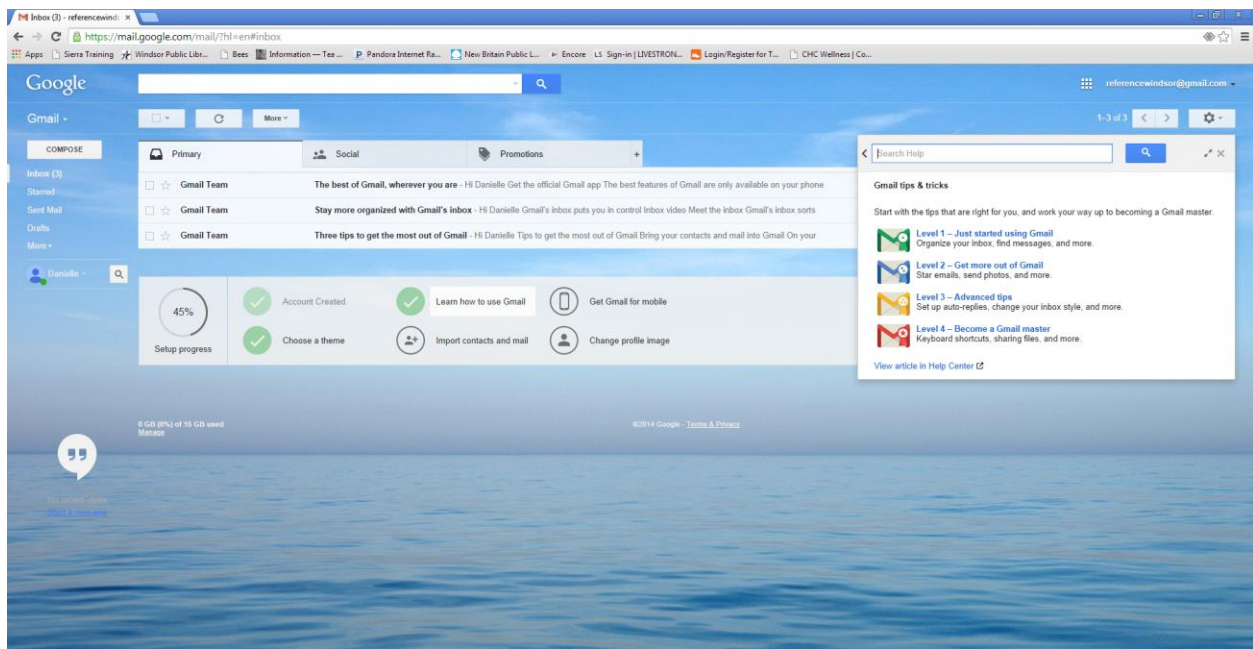
As you can see, you have not fully set up your e-mail. But you can easily find your new messages as well as where to Compose an e-mail.

Choosing a theme:

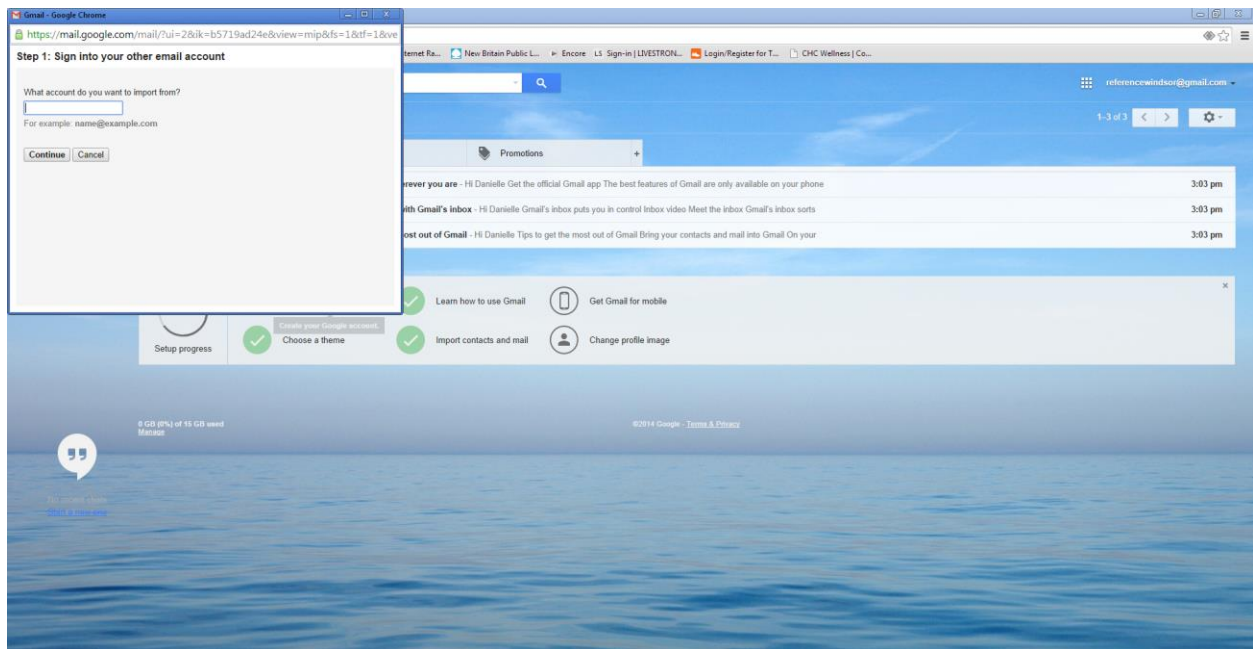


I picked a theme and had to add my location so it would change.

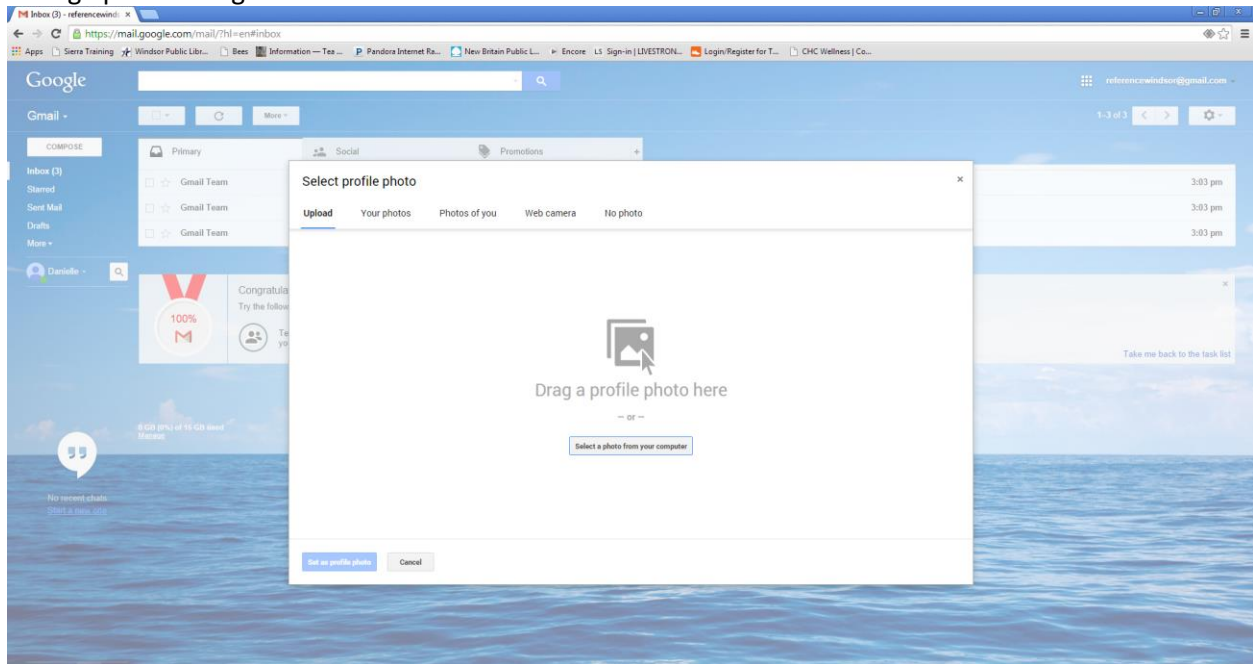
The next set up item was “Learn How to use Gmail”:



If you had contacts and/or mail to import you can do that here:

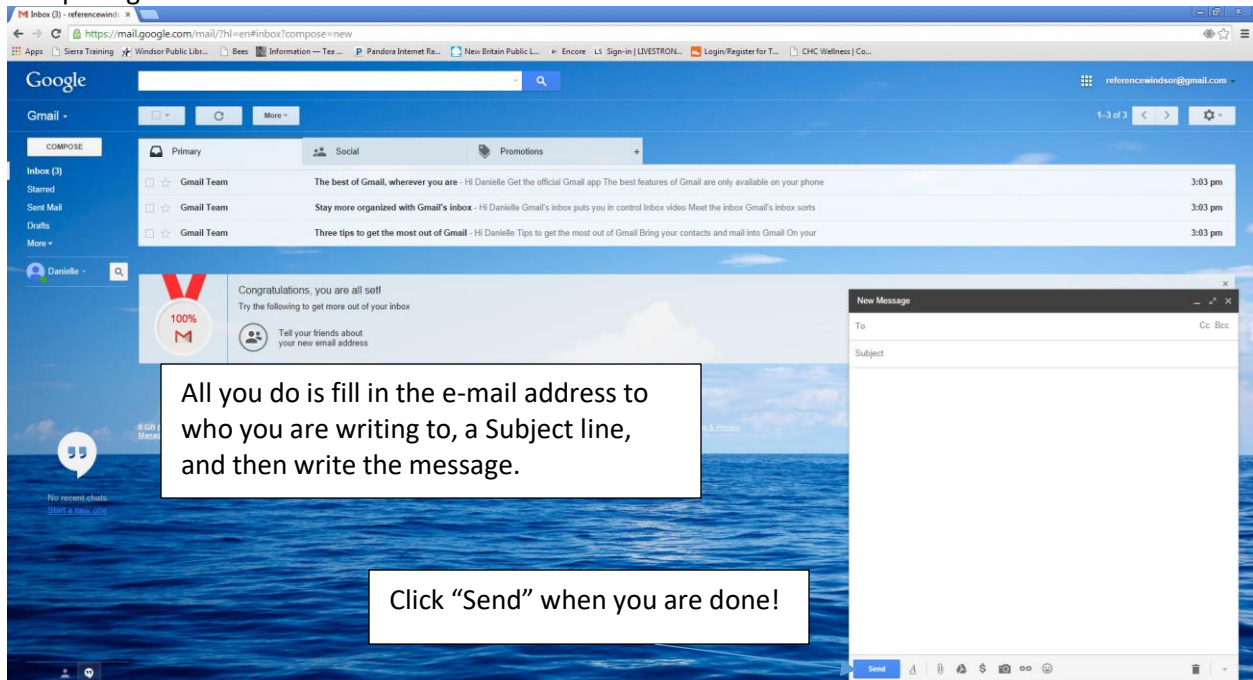


## Change profile image:

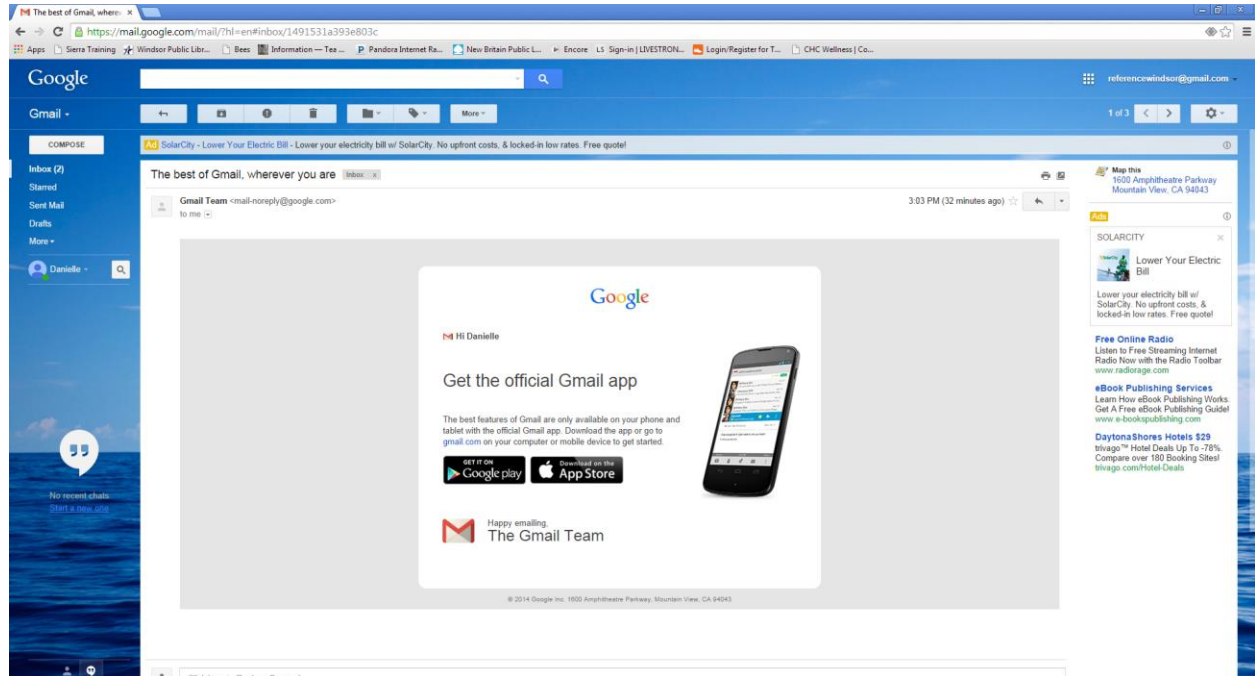


You can either ignore these steps or do them all – it all depends on your comfort level. Once you are done, you are ready to use your e-mail.

## Composing an E-Mail:



Your Inbox is in the middle of the screen. Gmail has made it so that you have almost three inboxes – Primary, Social, and Promotion. Your Primary is the e-mails that your contacts send you. Social e-mails are from Facebook, twitter, etc. – anything social media related. Promotion is those from different companies trying to promote things – CVS, Payless, etc.



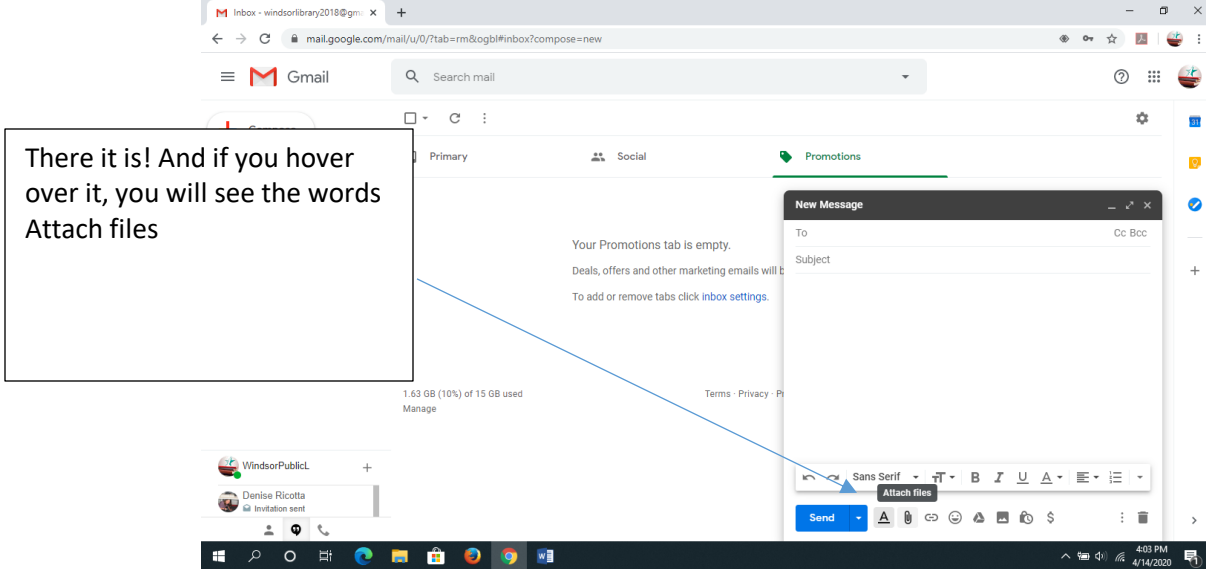
This is the basic e-mail. You can see (though not very well) that there is a button to give you different options in the right hand corner.

Attaching something to an e-mail:

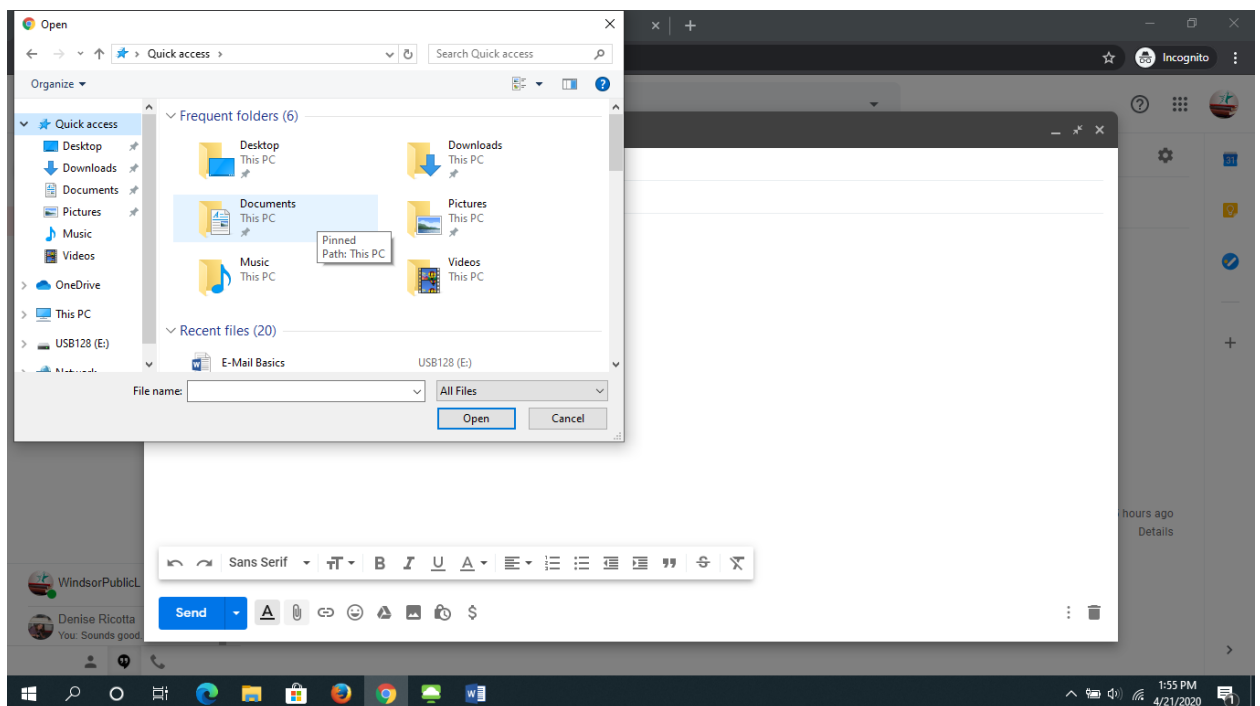
1. Compose your e-mail. You can fill who you are writing to as well as a subject to the e-mail.



2. Attach the document/image/etc to the e-mail by pressing the paperclip. Find the paperclip in your message. It is in a different place in each of the major e-mail platforms but it's there.



3. From there choose where on the computer/flashdrive your document/image is.



4. Once you have, click open.
5. Once the item is attached to your message, you should see it – generally at the bottom of the e-mail.

