Introduction to GMAIL

Creating an account

In order to access a Gmail account you will need to create a user name and password. You will need a password that is at least 8 characters and contains both letters and numbers.

For recovery purposes you will be asked to supply a mobile phone # and/or an alternate email address. You will also need to have two password hints.

Choosing a password?

Your password is the first line of defense against cyber criminals. Follow these tips to create a smart password:

Use a unique password for all your important accounts
Use a password with a mix of letters, numbers, and symbols
Create a password that's hard for others to guess BUT EASY ENOUGH FOR YOU TO REMEMBER!!!!!!!
Keep your passwords WRITTEN DOWN in a place that is not easily visible.
Keep a list of your user names, passwords, security questions and answers.

Why are unique passwords important?

Using a unique password helps keep your accounts and data safe. It is especially important to use unique passwords for important accounts such as banking, social networks, and email. You're likely to have dozens of accounts across the web, and you can't guarantee the security of all of those accounts. Many smaller companies don't have security technology capable of guarding your data from cyber criminals. When you use the same password across the web, a cyber criminal can gain access to a less secure account and then use that password to compromise your important accounts.
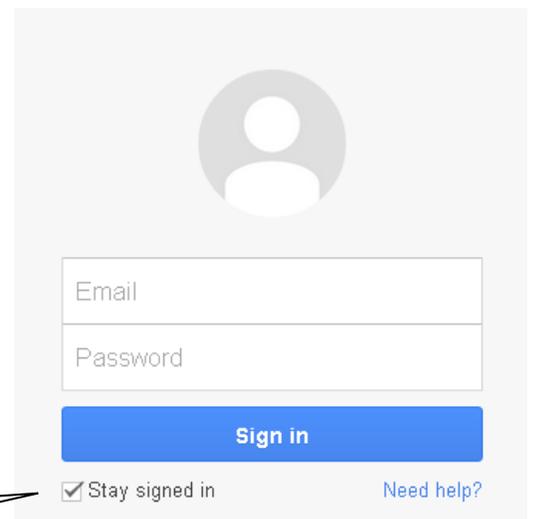
Public Profile

When you create your Google account, a public profile is also created. You might wish to delete your public profile. Follow this link to see how it is done.
http://getzweb.net/vista/google/googleplus.html
.

Sign In

Enter your email address and your password. If you are using a public computer make sure you uncheck the "Stay signed in" checkbox. If you are using someone elses computer you might want to use private browsing so you don't screw up someone else's google settings.
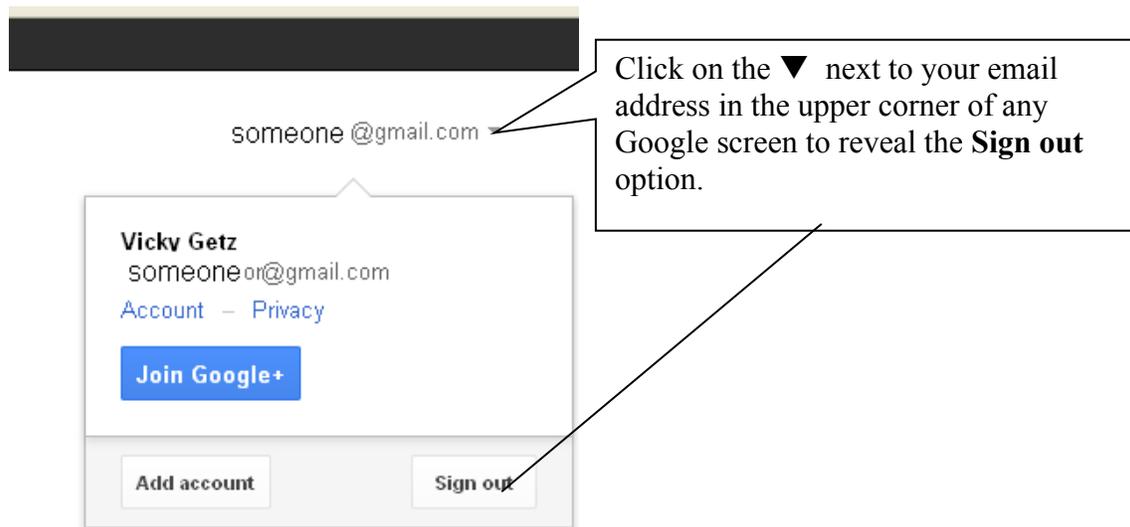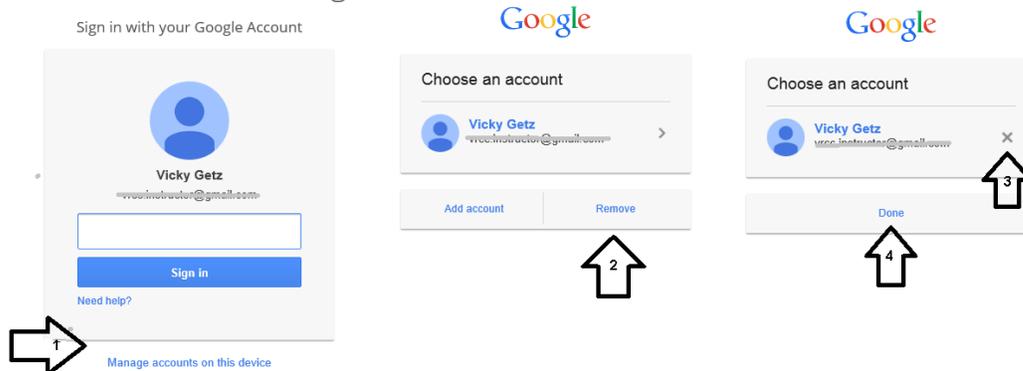
Sign in with your Google Account

Email

Password

Sign in

☑ Stay signed in   Need help?

Uncheck
 Stay signed in

Sign out

If you are using a public computer, be sure to logout of Gmail.

Click on the ▼ next to your email address in the upper corner of any Google screen to reveal the **Sign out** option.

Remove email from One Account Sign in

If you forgot to uncheck stayed signed in you will create an account on this PC. To Remove the email address from the account manager by:
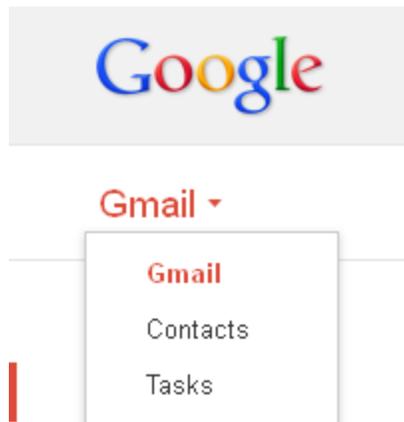
1. Click on **Manage accounts on this device**.
2. Click on **Remove**
3. Click on the **X** next to your email account.
4. Click **Done**

Sending and receiving

Email overview
http://www.top-windows-tutorials.com/gmail.html

Contacts

Similar to an online address book, the Contact Manager gives you easy access to the people you want to reach. All your email contacts are stored here. Click on the ▼ next to the **Gmail** in the top left corner of your page, then select **Contacts** to access and edit your contacts' information.
Adding a contact
http://www.top-windows-tutorials.com/gmail-contacts.html

Attachments

Sending attachments
http://www.top-windows-tutorials.com/gmail-attachments.html

Attachment Etiquette
Size of attachments should be limited. While Gmail has a 25MB limit, many emails have a 3MB limit. Make your attachments smaller when possible. People with a slow connection or people with a data cap will be less than pleased if you send a full size picture. Consider using Google Drive to share large attachments. Consider compressing large files before sending them.

Another part of attachment etiquette is to not send files in some obscure program's proprietary format that can't be opened without special software. Use universal formats.

Be wary of unsolicited attachments, even from people you know - Just because an email message looks like it came from your sister, son, or daughter doesn't mean that it did. Many viruses can "spoof" the return address, making it look like the message came from someone else. If you can, check with the person who supposedly sent the message

to make sure it is legitimate before opening any attachments. This includes email messages that appear to be from your ISP or software vendor and claim to include patches or anti-virus software. ISPs and software vendors do not send patches or software in email. **Never open attachments from strangers**
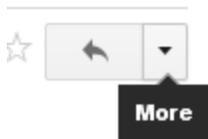
Google has added support to open an attachment inside Google. You can also download it to your own computer, or save it to your Google Drive. If you want to print a picture from one of our machines you are best served by downloading it and then opening the document.

Links
Be wary of clicking on links in emails. Many scammers will send you emails that appear to be from your financial institutions, but contain hyperlinks to bogus sites where they are just trying to get your personal information.

Forwarding

Forwarding is really popular among seniors. The forwarding option is found under the Reply icons **More** options

Forwarding Etiquette

Edit out all the header details that make a forwarded email hard to read. Remove email addresses, indentations etc.. Don't make your friends wade through all that garbage looking for what you thought was worth forwarding..

If you cannot take the time to write a personal comment at the top of your forwarded email to the person you are sending to, maybe you shouldn't forward it at all.

Check out the information that you are forwarding. You really don't want a reputation for spreading false rumors. Make sure you are not participating in a hoax by checking out the information at Snopes.com before you pass it on.

If you must forward to more than one person, put your own email address in the TO: field and all the others you are sending to in the **BCC**: field to protect their email address from being published to those they do not know. This is a serious privacy issue! Do not perpetuate a breach of privacy started by other forwarders who included their contact's addresses in the To: or Cc: field by continuing to forward those visible addresses to your contacts! Remove any email addresses in the body of the email that have been forwarded by those who disregard off the privacy of their friends and associates.

Formatting your message

Formatting Etiquette:
ALL CAPS is considered to be SCREAMING or YELLING. If you can't use mixed case letters, you should use lower case letters.
Fedex Commercial: https://www.youtube.com/watch?v=3677F6Ji1k8

Gmail can be sent in Plain Text, or HTML. The HTML version, allows you to create nice looking documents.
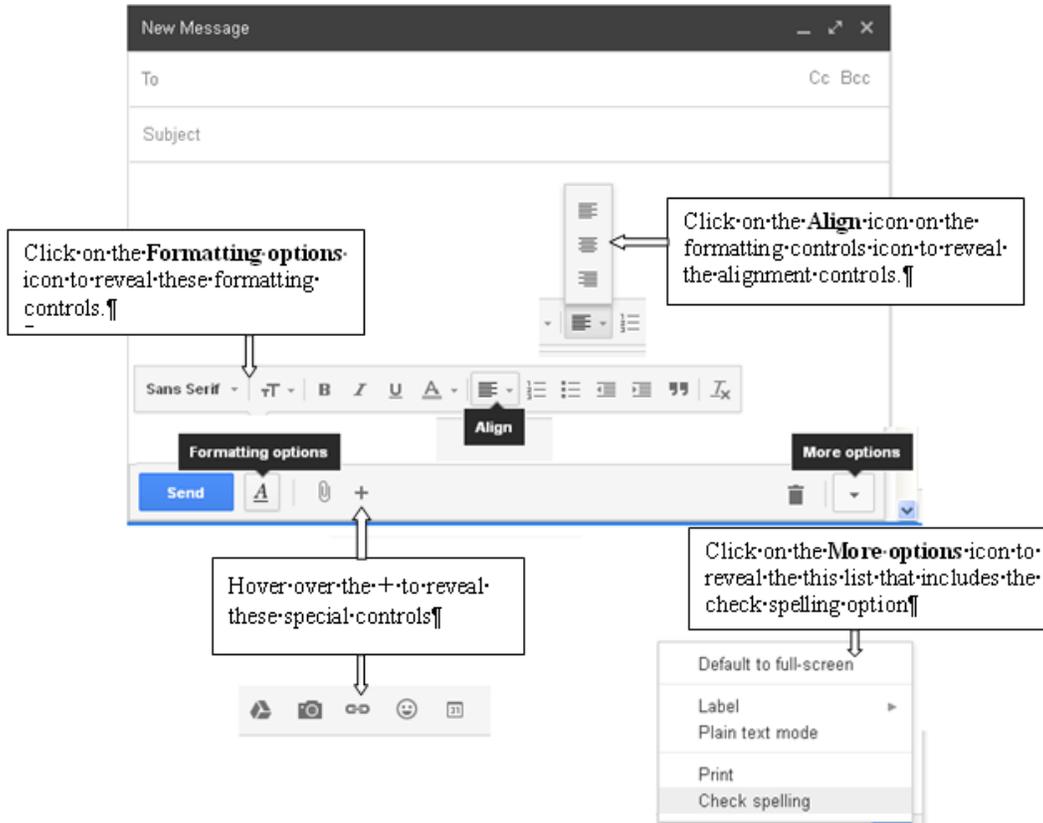
There are clickable icons on when you compose your email. You can toggle items on and off as you type your message or you can highlight a selection and then apply the formatting by clicking on the icon.

Most email programs have/had a nice easy to use toolbar. Like the one shown below. Gmail decided to tuck most of them away so as not to distract the user. Yahoo hired the team that did the hiding, so my guess is soon all the email programs are going to follow this move.

Old Gmail Formatting toolbar (still used in Internet Explorer 8)

The message composing box shown on the next page shows where to find the standard options.

Click·on·the·**Formatting·options·** icon·to·reveal·these·formatting· controls.¶

Click·on·the·**Align·**icon·on·the· formatting·controls·icon·to·reveal· the·alignment·controls.¶

Align

Formatting options

More options

Hover·over·the·+·to·reveal· these·special·controls¶

Click·on·the·**More·options·**icon·to· reveal·the·this·list·that·includes·the· check·spelling·option¶

Default to full-screen

Label

Plain text mode

Print

Check spelling

Icon	Description
A ▾	Reveals Formatting toolbar
📎	Attach a file
▲	Attach a link to one of your google drive files (great for large attachments)
📷	Imbed a photo. At this time (Dec 2013) only embedding a picture from the internet works for all recipients. Use the paperclip for local files.
∞	Creates a clickable hyperlink
☺	Inserts emoticons
31	Inserts an invitation
🗑	Discards the message
▾	More options, reveals some important options such as **Check Spelling**
Check Spelling ▾	click on the link to start spelling checking. Recheck ▾ ✕ Hint: Use the ▼ next to the Recheck icon, to change languages.
Plain text	Lose all formatting and go to plain text

Sans Serif ▾	Click on the selected font to see the list
┯T ▾	click on the ▼ to select a text size
B	Toggles bold print on and off. Keyboard shortcut is Ctrl+B.
I	toggles *italics* on and off . Keyboard shortcut is Ctrl+I
U	toggles underlining on and off. Keyboard shortcut is Ctrl+U
A ▾	click on the ▼to select background and text colors
	Alignment tools
≡	left justify
≡	Center
≡	right justify
≣	creates numbered list
≔	creates a bullet list
⮜≣	Reduces indentation
⮞≣	indents like a tab on a typewriter
❞	quote the blue line in front of text give >> in plain text
Iₓ	remove formatting

Images

When you receive an email that contains externally linked images, Gmail usually doesn't
display the images automatically. This behavior is designed to help protect your privacy;
if they displayed the images automatically, it could potentially allow the sender of the
email to see that the images are being fetched, and therefore know when you've read their
message.

In addition, since Gmail arrives via HTTPS, your browser settings may ask you if you
want to display unsecured content. If you answer no, all the images will be displayed
with place holders, instead of the actual pictures.

When you send an image, make sure to resize the image to be download friendly. Send it
in a common format like Jpeg so that everyone can open it. If you are sending a photo
from your local drive use the paper clip instead of the camera. The camera option often
doesn't work for people receiving you image on a cell phone or tablet.
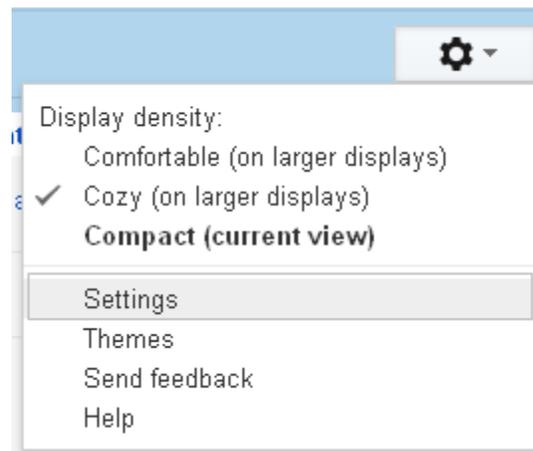
Spellcheck

Most modern browsers will highlight spelling errors with a red squiggly line under the offending words. If your browser doesn't offer spell checking, you can use gmail's own spelling checker. Click on the **More Options** ▼ in the bottom right hand corner of the compose window, and click on check spelling. Misspelled words will be highlighted in yellow. Click on the yellow words and a list of probable words will come up. Note that Gmail is going against the typical right click convention for showing a list, because most modern browsers already have a right click spelling option.

Settings

There are many settings that can be tweaked in Gmail. The settings are accessed by tapping on the ▼ next to the cog.   You can toggle conversation view on and off. Add a signature, import other email accounts. You have access to some cool experimental features.

Themes can also make things easier or harder to read. I suggest switching to "high contrast"

For more information see

Taming your inbox
http://www.top-windows-tutorials.com/gmail-labels.html