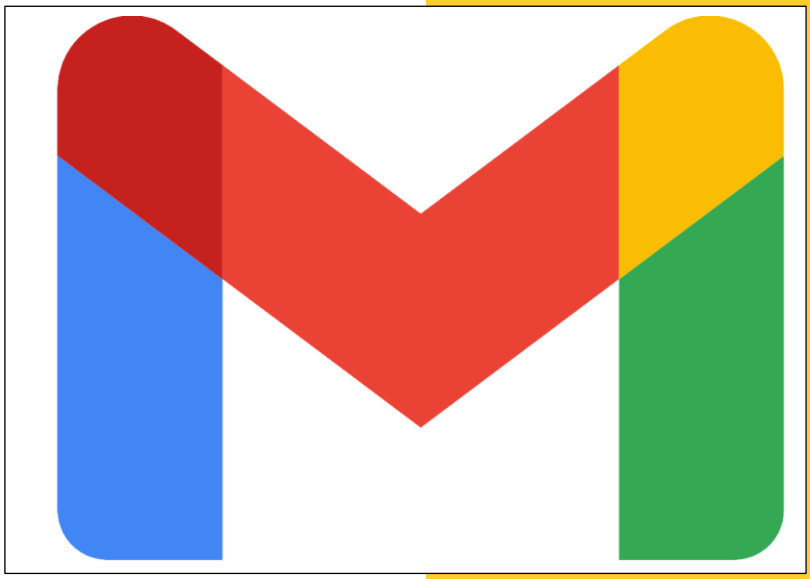
Brimbank Libraries
Imagine, Explore, Discover, Connect



Introduction to Gmail

Sunshine Library	301 Hampshire Rd, Sunshine 3020
St Albans Library	71A Alfrieda St, St Albans 3021
Keilor Library	704B Old Calder Hwy, Keilor 3036
Sydenham Library	1 Station St, Taylors Lakes 3038
Deer Park Library	4 Neale Rd, Deer Park 3023

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Class Objective

By the end of this class, you will know how to:

- Read an email
- Write an email
- Reply to an email
- Send an attachment
- Add contacts
- Organise your inbox
- Delete an email

What is Email?

- Email is electronic mail.
- The email letter box is called the inbox.
- You need to have the Internet to access email.
- You can access email from anywhere that has an internet connection.
- Your email address must be unique.
- Email address format: username@domain.com
- You need a password to open and protect your email.
- You can send and receive email messages almost instantly.
- You can send digital photos and documents attached to emails.
- You can receive banks statements, bills, etc. by emails.
- You can also receive unsolicited spam/junk emails.

Gmail

- Gmail is a free email service provided by Google.
- Other websites that offer free email as well include Outlook/Hotmail and Yahoo.
- You may use Gmail with a web browser, such as Google Chrome, Firefox, Opera, Microsoft Edge, Internet Explorer and Safari
- You can log in to Gmail anywhere in the world, as long as you have internet access.
- A Gmail account will also provide you with other Google services such as: YouTube, Google Drive, Google Docs and more.

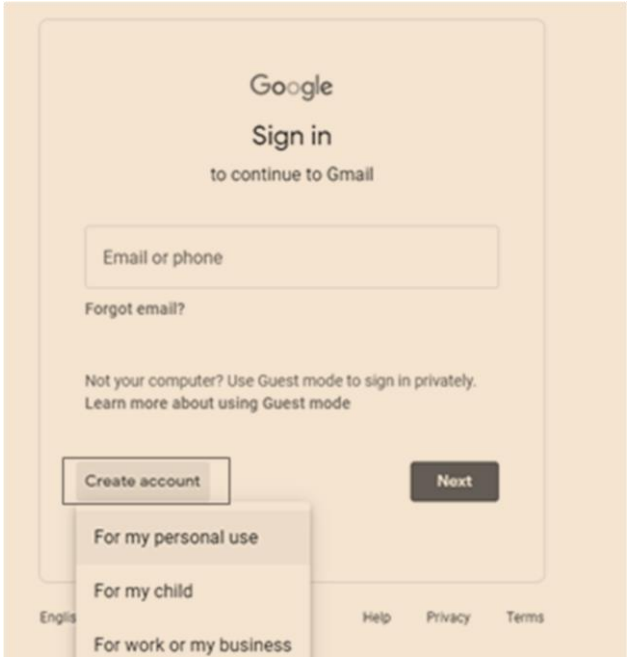
Creating a New Gmail Account

Creating a new Gmail account requires an active mobile number for Google to send a confirmation text message to verify your identity.

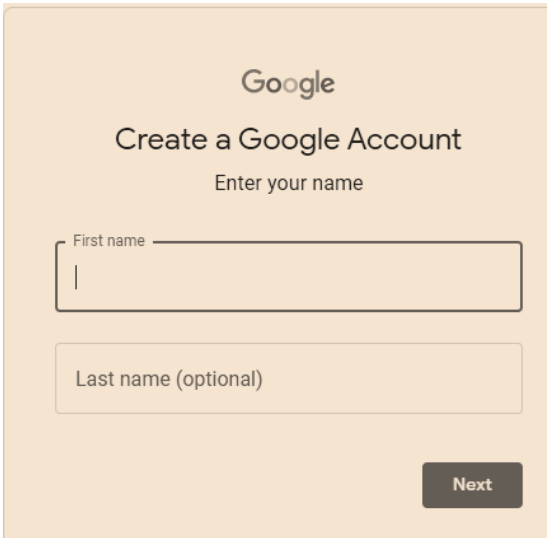
1. In the address bar of your web browser, type **gmail.com** and press **Enter**.

2. Click on "**CREATE AN ACCOUNT**".

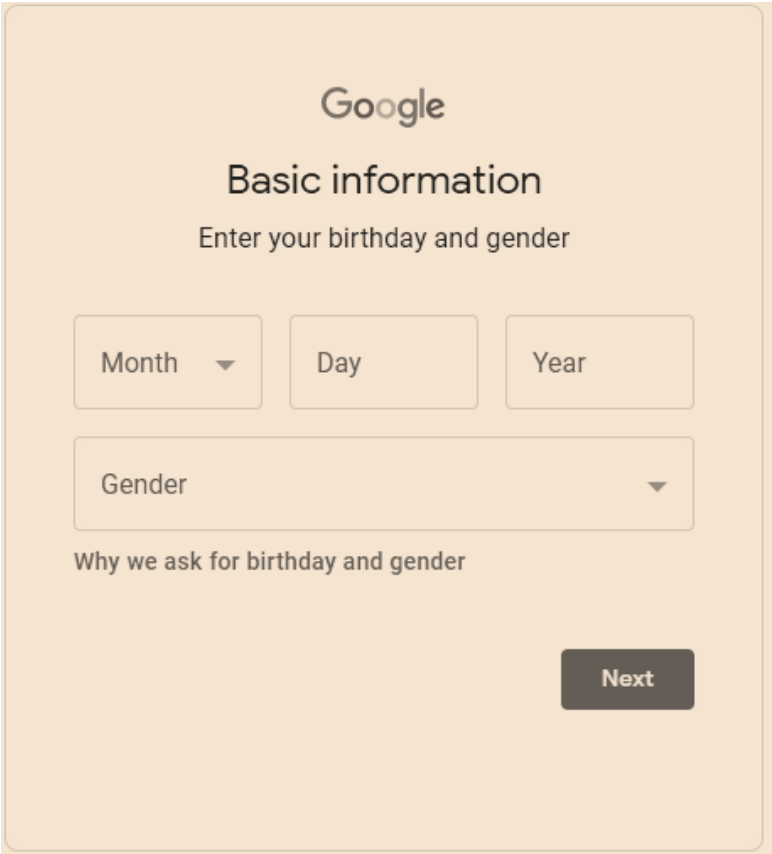
3. Select **For my personal use** option.



4. Fill out your name (**First and Last names**).

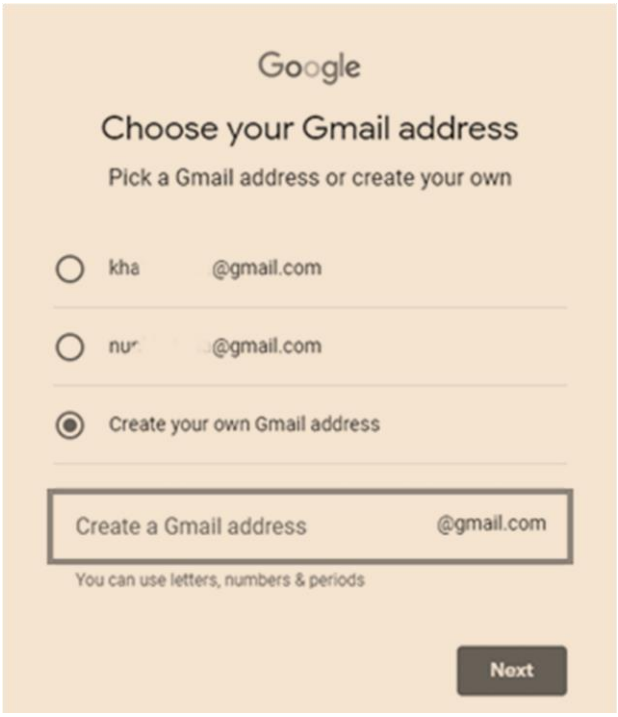


5. Choose the **Date of Birth** and and **Gender**.



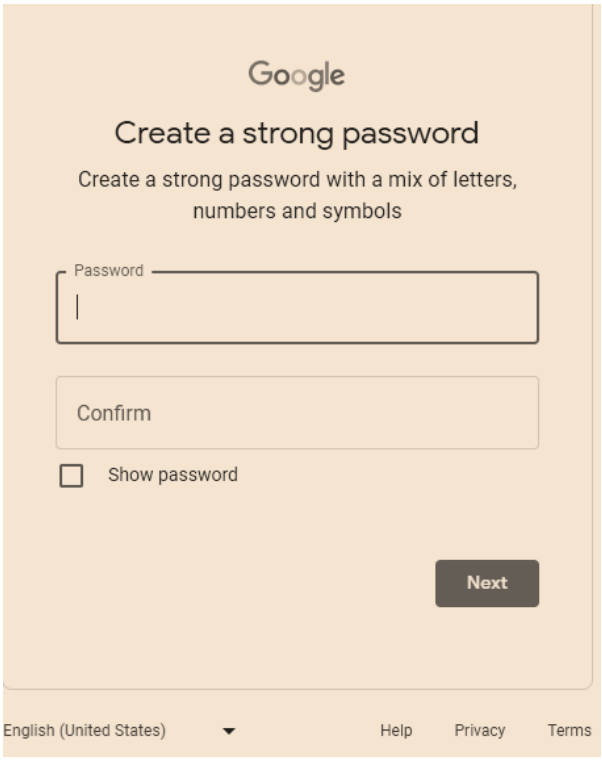
6. The email address has to be unique so either select one of the email address propsed by Google or you can make your own email address. In this class we will be selecting **Create your Own Gmail Address** option to choose our own address. Think of the email address and start typing in the text box and click next.

7. Click Next. If the username is already in use, you'll need to create a different username. If your password is not strong enough, you need to create a stronger password, for example with letters and numbers.



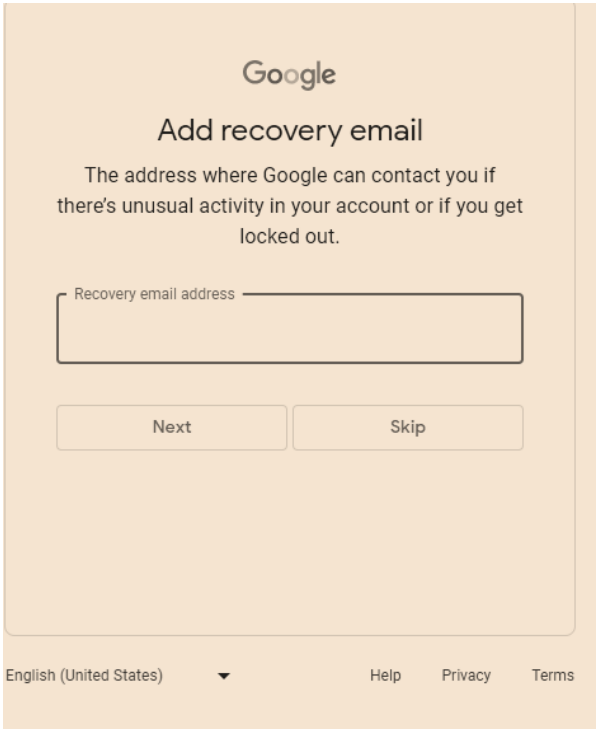
8. Create a **password**. This must be at least 8 characters long and can be a combination of letters, numbers or symbols. You must remember your password exactly as created, with Uppercase and lowercase letters matching. The password protects your email account like a padlock on a letterbox.You have to remember your password and don't tell anyone else your password.

9. Please **re-enter** your password to confirm it.



10. Type the email address to recover your password or to receive notification if your google account get locked.

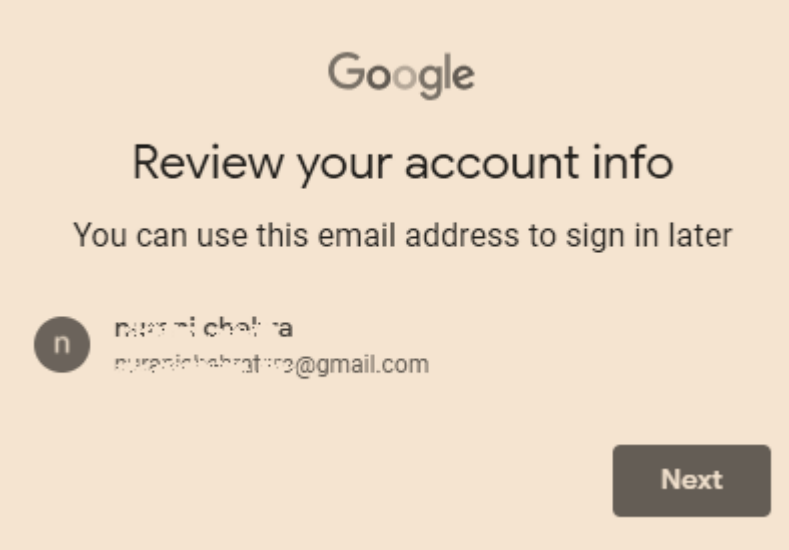
Note: you can skip this step and always enter you email address later by going to the account security settings.



Type your recovery email

11. Type your recovery email and Press **Next** or Click in **Skip** Tab.

12. The newly created account information will be displayed. Please review the account details carefully and take note of the email address for future access.

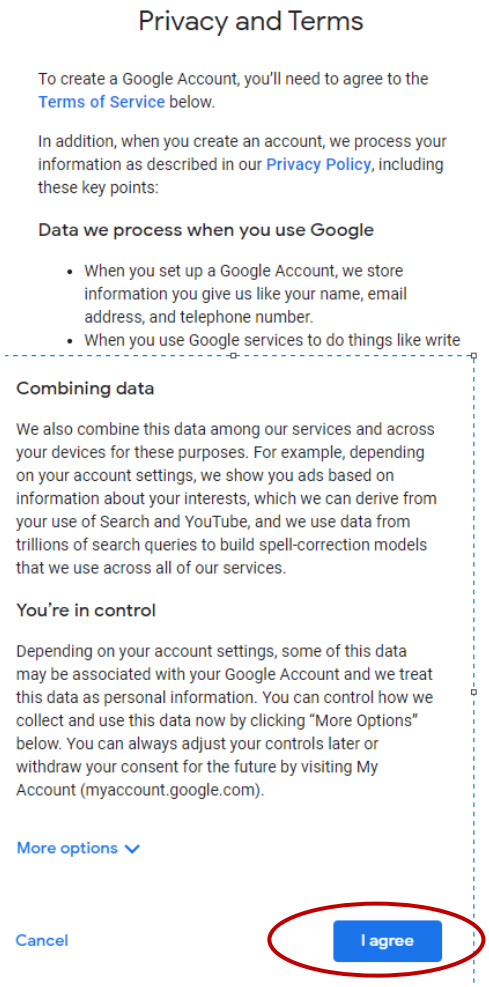


13. Click on the **Next** Tab To verify your phone number type in your phone number eg. 0400 000 000.

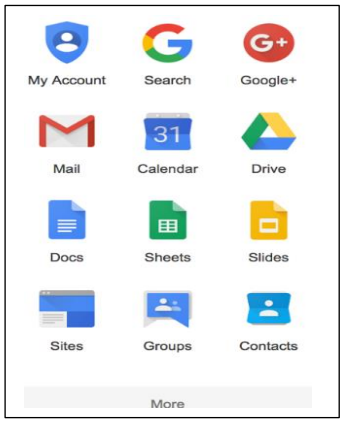
14. Review Google's Privacy Policy and Terms of Service.

15. After reviewing Scroll down to the bottom of the page, look for the option or button labeled "**I agree**"

16. Click on the "**I agree**" button to indicate your acceptance of Google's Privacy Policy and Terms of Service.



17. Congratulations! Your new Gmail account has been successfully created, allowing access to Gmail and its associated Google services using the newly generated email address and password.



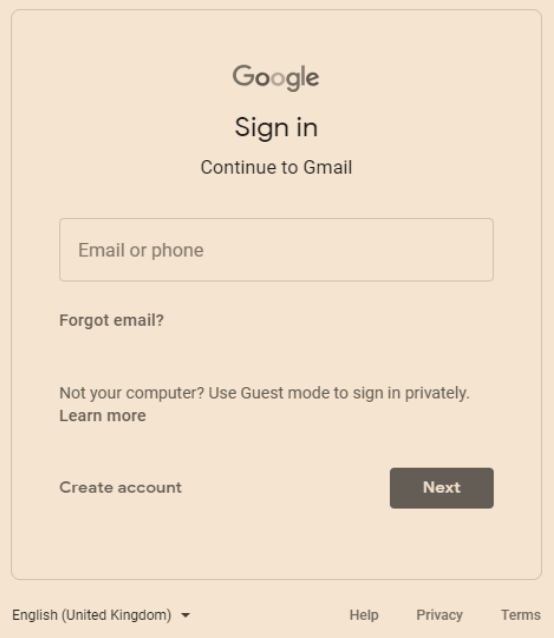
Logging in to Your Email

1. If you have an existing Gmail account, sign in normally on Gmail home screen.

1. Type your email address and click Next

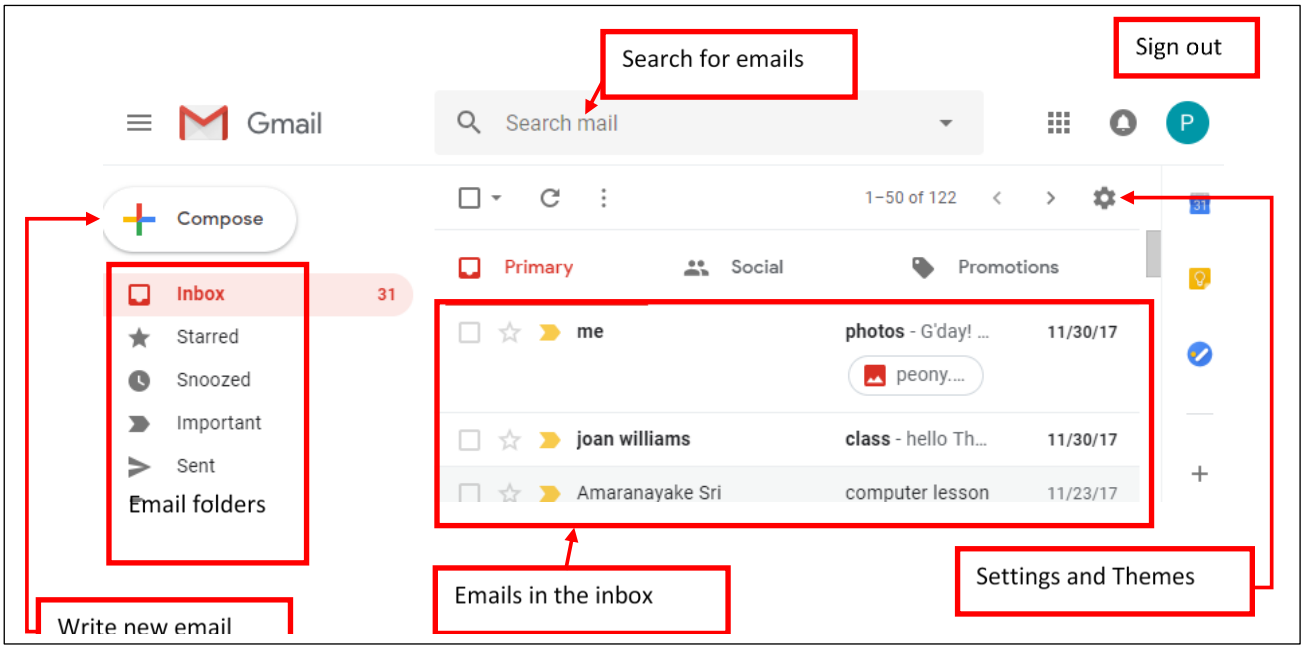
2. Type your password and click Next

If you forget your password, you can try to recover your account but you will need to verify your identity using your mobile number. So if you change your mobile number, make sure you update your account with the new phone number.



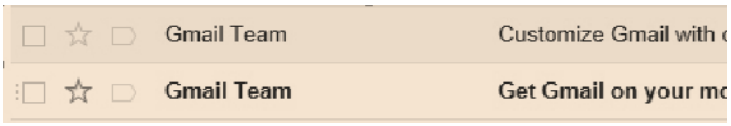
The Gmail Inbox

Each time you log into Gmail you will see your Gmail inbox:



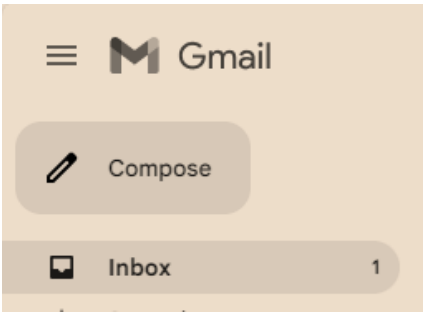
Reading Emails

Any emails already viewed will be greyed out. Unopened emails will be **bolded.** The number of emails that you have not opened will appear as a number next to your mail folders.



- To open and read an email, click on the email you like to read.
- You may need to scroll down on the page to read the full email.
- Hover the mouse over the icons near the top to view what they do.

Writing a New Email



When writing a new email, it is important to have the email address of the recipient. For practice purposes, try to draft a new email and send it either to yourself or to someone if you have the email address of that person.

1. In the top left hand corner, click **Compose**

This will open the **editing window** for a New Message.

2. Beside **To:** type in the email address of the person you're sending the email to. For practice, try sending an email to yourself, so type your email address.

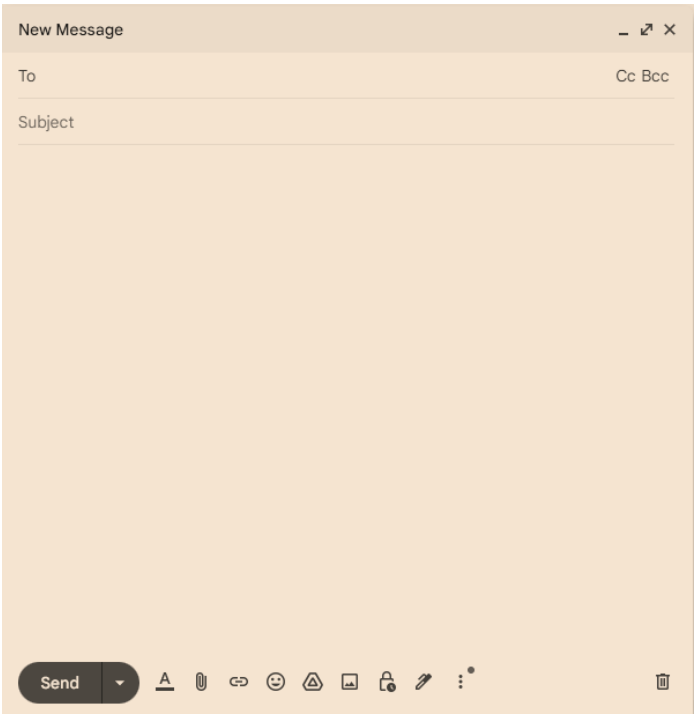
3. **CC:** means carbon copy. If you want to send the same email to other people, you can type their addresses here, separated by a comma. You can also do this in the **To:** area.

4. **Bcc:** means "blind carbon copy." When you add someone to the Bcc field while sending an email, that person will receive a copy of the email, but their email address won't be visible to the other recipients. It's a way to send the email discreetly to multiple recipients without them knowing who else received it.

5. Beside **Subject:** type in a few words that sum up what your email is about. For example: “Welcome to Email”

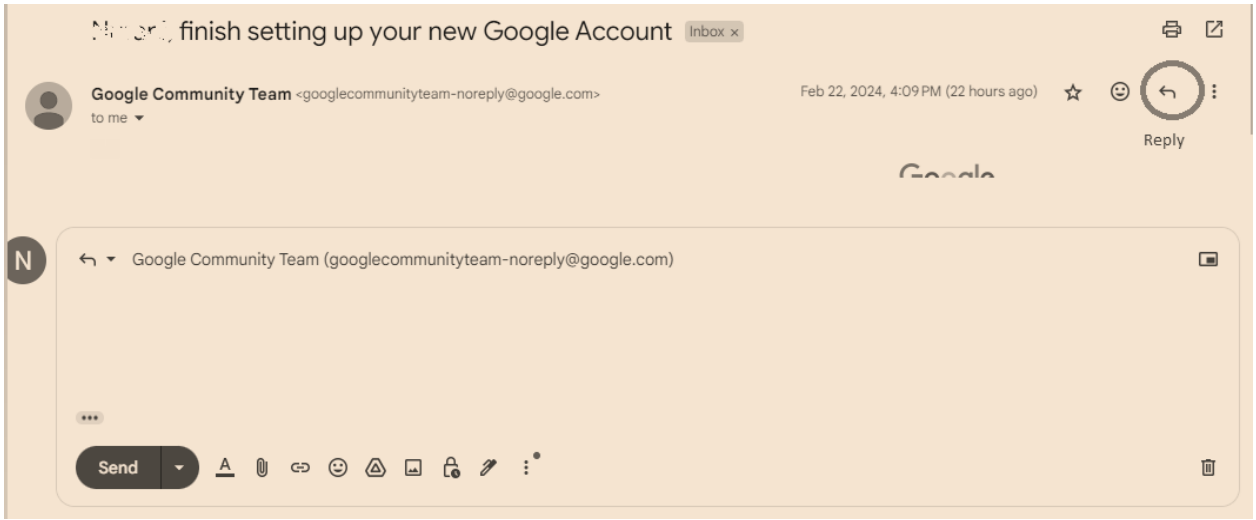
6. Click in the white area below to type your email:
   “Hello and welcome to the email class.”

7. When you are ready to send the email, click on the blue **Send** button near the bottom of the screen.

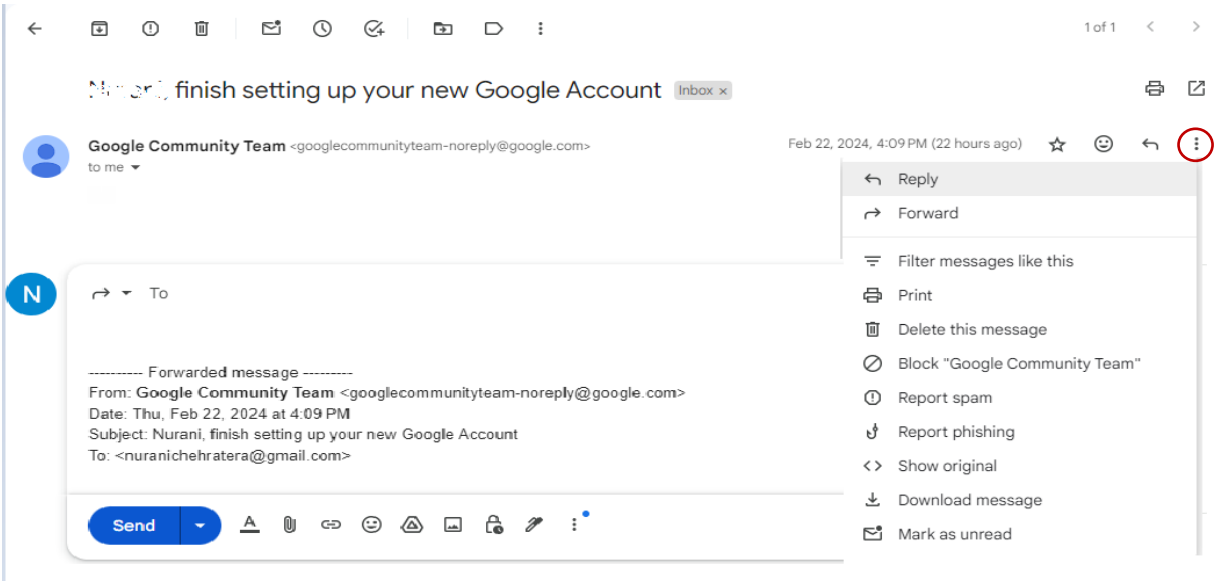


Replying or Forwarding an Email

After reading the Email, you can reply to the person who sent you the email by clicking the ‘**Reply**’ text field at the bottom of the email. Or you can forward the email to someone else by clicking ‘**Forward**’. If you’re replying an email, the To: box will be automatically filled with the sender’s email address. If you’re forwarding an email, you need to type in the email address of who you’d like to send the email to.



1. Click in the text field to start typing your reply: e.g. “Hi, thanks for your friendly Email.”
2. When you have finished typing, click the blue **Send** button at the bottom of the Email



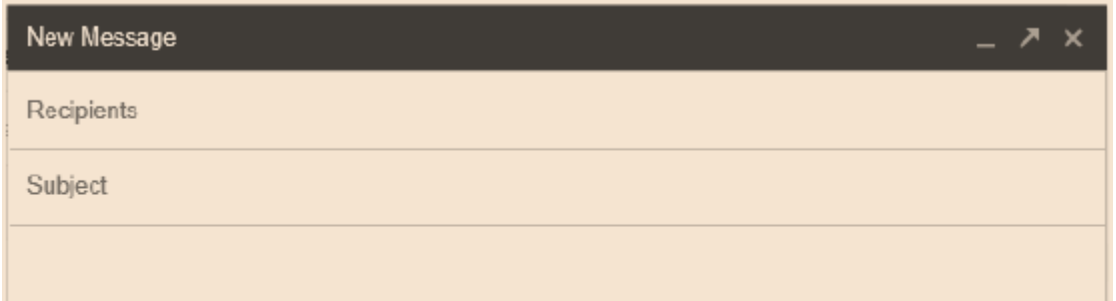
Click on the ⋮ and choose option for replying /forwarding the email

Sending Attachments

An attachment can be a picture or file on your computer that you would like to send with your email.

Click on **Compose** button to write a new email, or open an existing email to reply.
After writing the email, click on the “Attach Files” paperclip button:

1. Search for your file on the computer
2. Double click on the file you would like to attach. The file name will be shown at the bottom of the text field window.



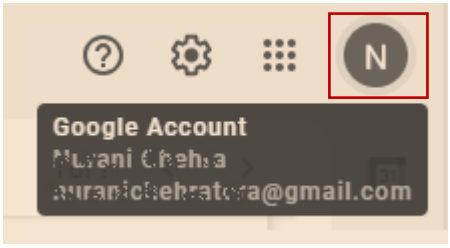
3. You can click the **[X]** button if you change your mind and want to remove the attachment from the email.
4. Click on the **Send** button to send the email with the attachment.

Changes to the Account Settings

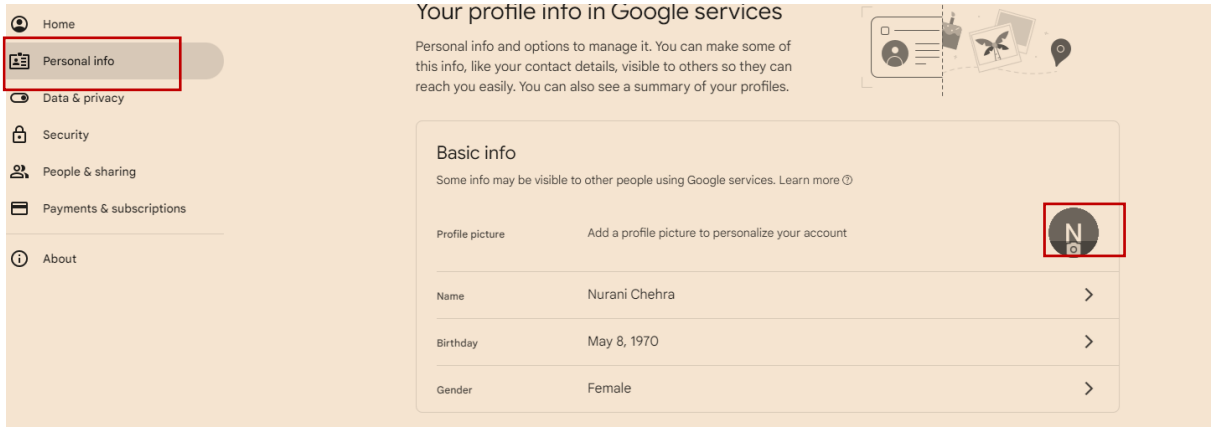
The security settings in Gmail are used to modify crucial account details such as the updating profile picture, account password, recovery phone number, and recovery email address. These settings are essential for maintaining the security and accessibility of the Gmail account.

Adding Profile Picture to the Account

1. In the top right corner of the Gmail interface, click on your profile picture or initial. This will open a popup window displaying your name.



2. In that window, click on "**Manage your Google Account.**" This will take you to your Google Account settings.

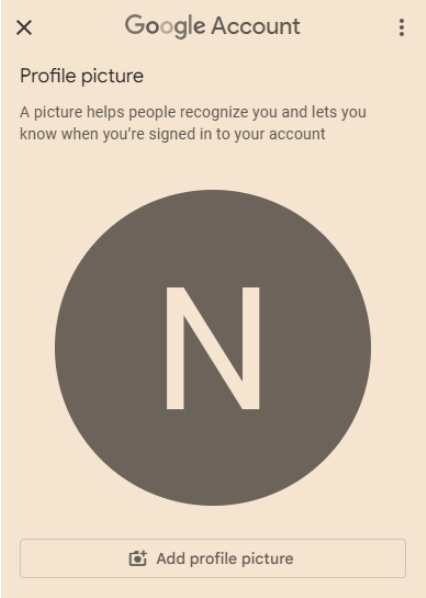


3. In your Google Account settings, click on the "**Personal info**" tab on the left sidebar.

4. Under **Basic info** section and click on the profile picture icon. It may show your current profile picture or a blank image if you haven't set one yet.

5. You'll be prompted to upload a photo from your computer. Click on "**Add profile picture**" and select the image you want to use as your profile picture.

6. Locate or selected the image from illustrations or click on **From Computer** to locate the picture on your pc.



7. Once image is selected, you can then crop the image if necessary by adjusting the selection box.

8. After cropping, click on **Next** tab.

9. Click on "**Save as profile photo**" to save your profile image.

10. Your new profile picture will now be displayed in Gmail and across other Google services linked to your account.

You've successfully added a profile picture to your Gmail account!

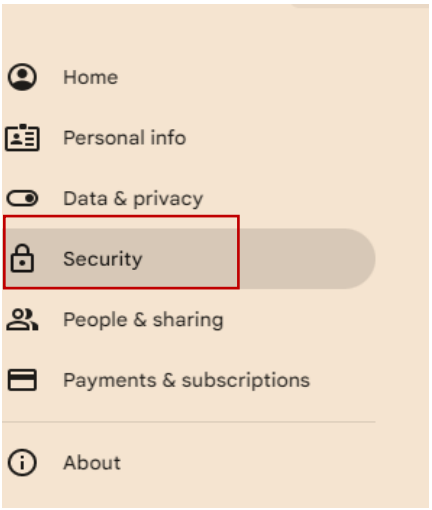
Changing the Password

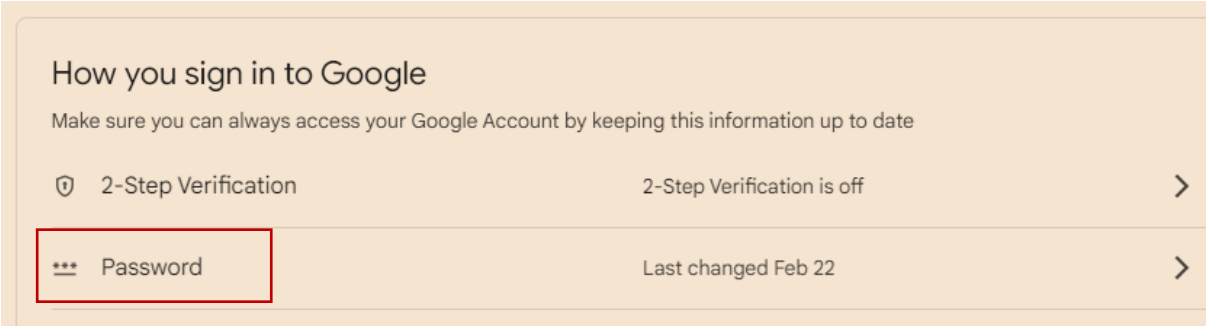
1. Under the Google Account click on **settings**.

2. Locate and click on the "**Security**" tab on the left sidebar. This will bring up various security-related options.

3. On the right hand side look for "**How to Sign-in in to Google**" section,

4. Find the option labelled "**Password**" and click on it.



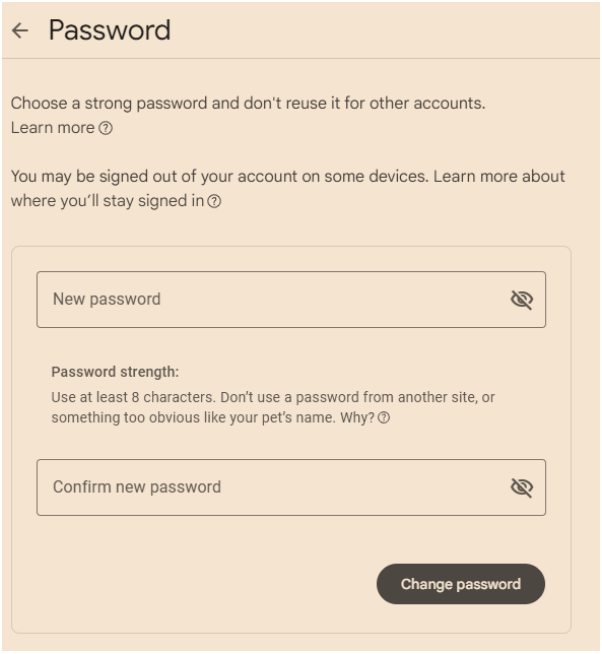


5. You may need to re-enter your current password for security purposes.

6. Verify Identity: Google may prompt you to verify your identity through a code sent to your recovery email or phone number associated with the account.

7. Follow the instructions to receive and enter the verification code.

8. After verifying your identity, you'll be prompted to enter a new password. Choose a strong, secure password that you haven't used before. Google provides guidance on creating a strong password, including using a mix of letters, numbers, and symbols.



9. Once you've entered the new password, confirm it by entering it again in the provided field.

10. After confirming the new password, click on the "**Change Password**" or "**Save Changes**" button to update your Gmail account password.

Sign in with New Password: Use your new password to sign in to your Gmail account from now on.

Email Safety

- You can get junk, spam and phishing emails.
- You can unsubscribe from email lists if you don't wish to receive promotional emails.
- Computer viruses, malware, and ransomware can spread through email attachments.
- Make sure to only open emails from known senders.
- Do not open any file attachments unless you're sure it's safe.
- Make sure you have up to date anti-virus protection on the computer.

Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Brimbank City Council

Help us make our programs the best possible

Which library do you visit the most? Deer Park ☐ Keilor ☐ St Albans ☐ Sunshine ☐ Sydenham ☐

What language/s do you speak at home? .....

What program did you attend today? .....

What did you think of today's program?

☐ Could be better

☐ Okay

☐ Liked it

☐ Loved it

Why? What did you like? What can we do better?

.....

.....

Did you learn something new from your visit? ☐ Yes ☐ No

Did you make a new connection today? ☐ Yes ☐ No

What else did you do at the library today?

☐ Borrow items ☐ Use WIFI, Computers or Print ☐ Other .....

☐ Return items ☐ Become a library member .....

How can we BEST tell you about future programs?

☐ Library Brochure /Posters ☐ Social Media ☐ Library Email Newsletter

☐ Other .....

☐ Yes, please email me the library newsletter

My email: .....

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Help us make our programs the best possible

Is there anything else you want to tell us about the libraries?

Privacy Statement

Information collected on this form will be handled in accordance with Brimbank City Council's Information Privacy and Health Records Policy avilable at:

https://www.brimbank.vic.gov.au/plans-policies-and-strategies/policies/information-privacy-and-health-records-policy