



Digital IT Workshop

Lecture 1

Understanding Gmail and Writing Email



Session Objective

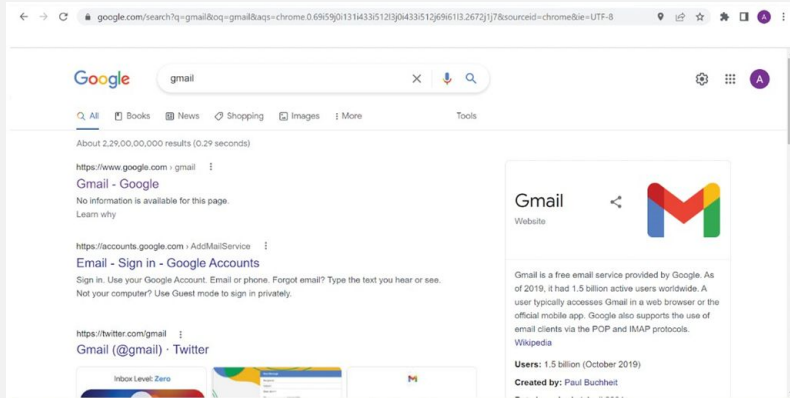
By the end of this class, you will be able to:

- Create a Gmail account

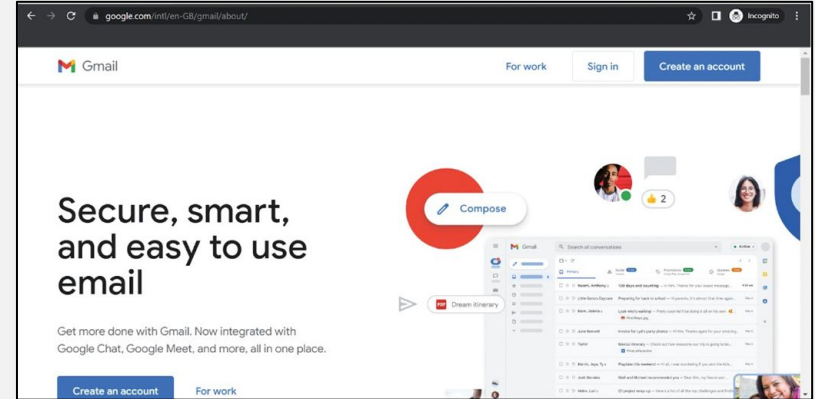


Creating a Gmail Account

- Type Gmail into your browser bar. The first option that shows up should be what you need: Gmail-Google or Create Google Account

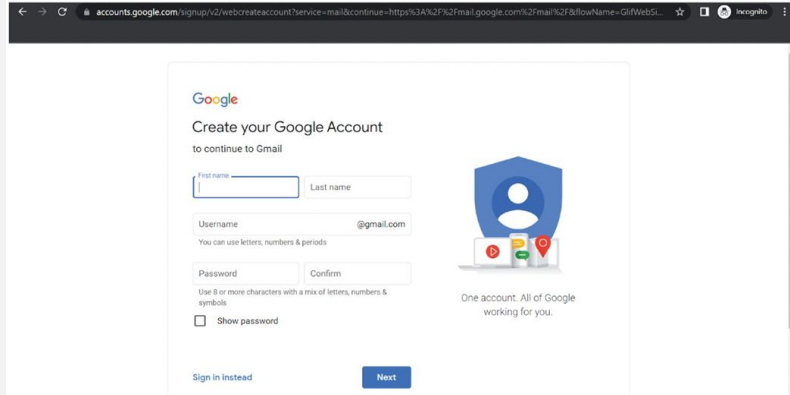


- Click on that link. This link should take you to a form to enable you to create your new account. Click on Create an account

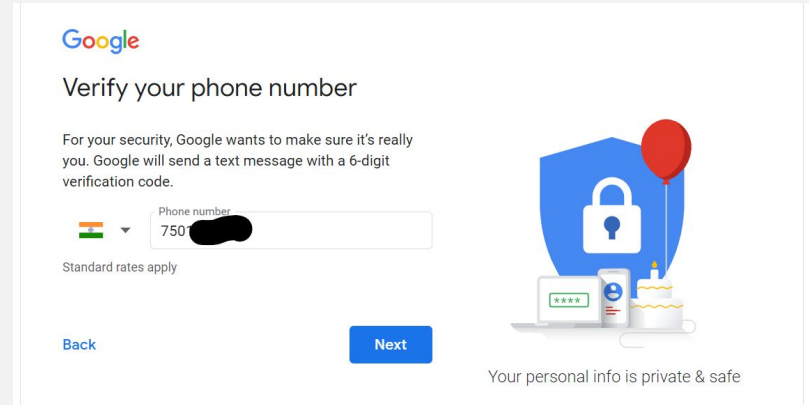


Creating a Gmail Account

- Fill the form with your details such as name, username and password and click next
- Next, enter your phone number to verify your account. Google uses a two-step verification process for your security



A screenshot of the Google Account creation page in a web browser. The page title is "Create your Google Account to continue to Gmail". It features a form with fields for "First name", "Last name", "Username" (with a "@gmail.com" suffix), and "Password" (with a "Confirm" field). A checkbox for "Show password" is present. To the right of the form is a blue shield icon with a white person silhouette and a red location pin, with the text "One account. All of Google working for you." below it. At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Next" button.

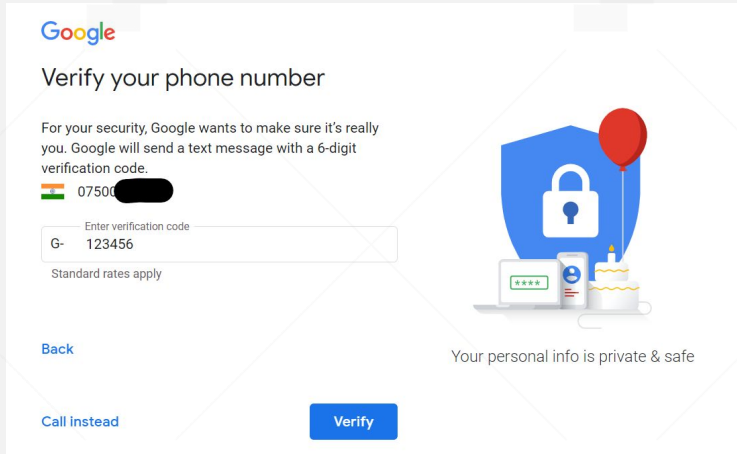


A screenshot of the Google phone verification page. The title is "Verify your phone number". The text states: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code." Below this is a dropdown menu showing the Indian flag and a phone number input field containing "750" followed by a blacked-out area. Below the input field is the text "Standard rates apply". At the bottom left is a blue "Back" button, and at the bottom right is a blue "Next" button. On the right side of the page is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. At the bottom right, the text "Your personal info is private & safe" is displayed.

Creating a Gmail Account

- You will receive a text message from Google with a verification code. Enter the code to complete the account verification

- Next, you will see a form to enter some of your personal information, like your name and birthday



Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code.

India 07500 [REDACTED]

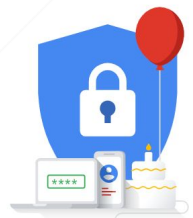
Enter verification code
G- 123456

Standard rates apply

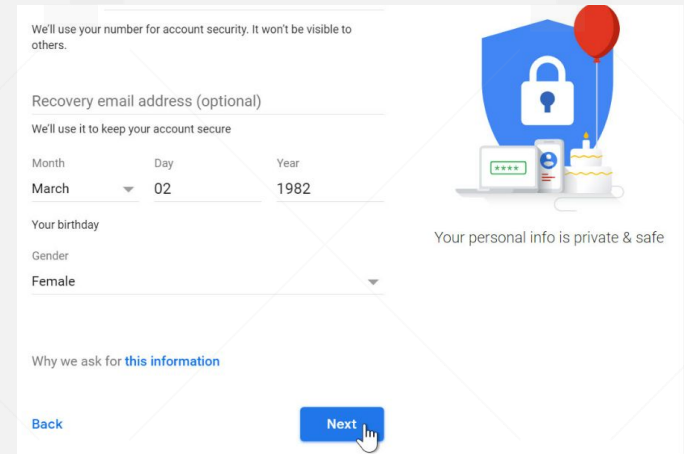
[Back](#)

[Call instead](#)

[Verify](#)



Your personal info is private & safe



We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)
We'll use it to keep your account secure


Month Day Year
March 02 1982

Your birthday
Gender
Female

Why we ask for [this information](#)

[Back](#)

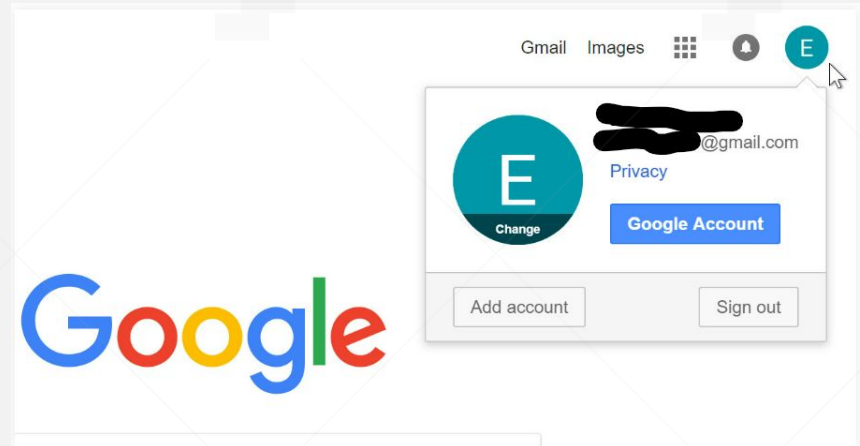
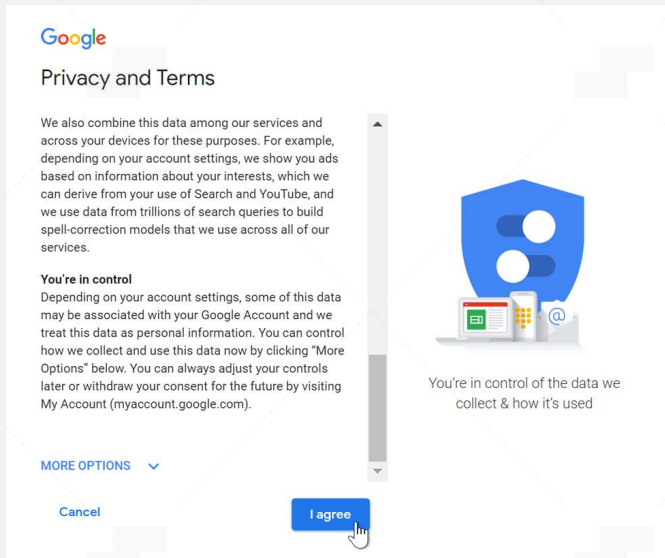
[Next](#)



Your personal info is private & safe

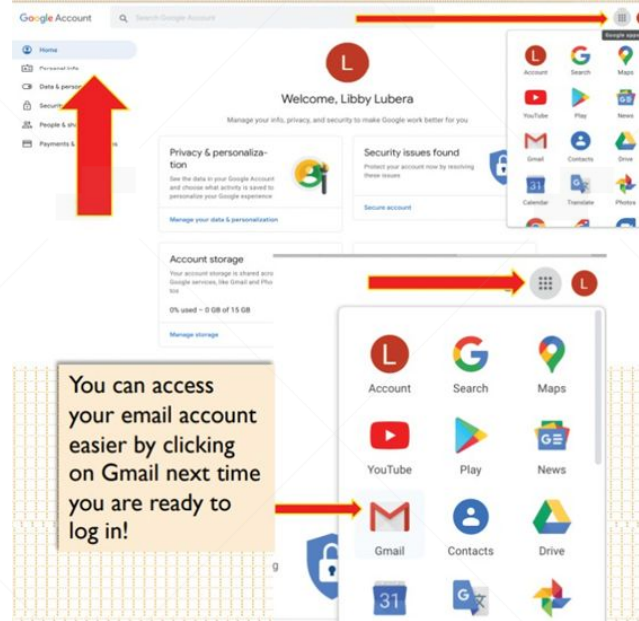
Creating a Gmail Account

- Review Google's Terms of Service and Privacy Policy, then click I agree
- Your account will be created



Creating a Gmail Account

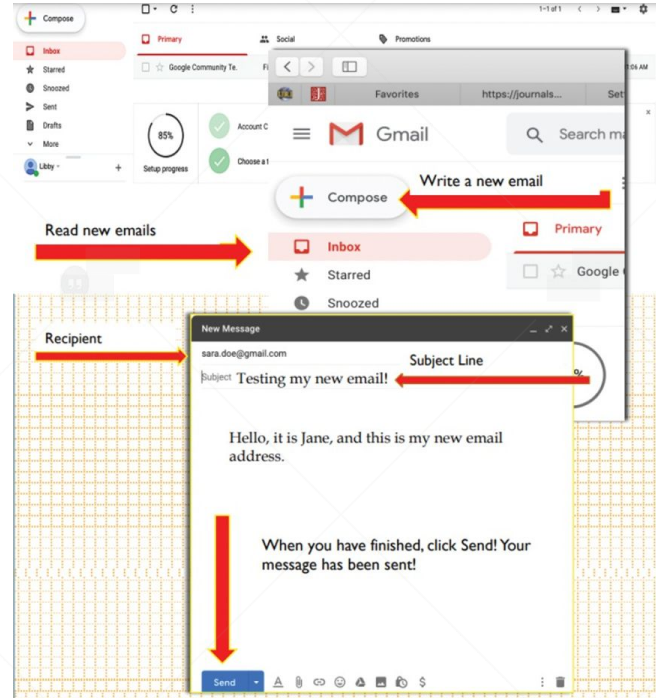
- our welcome page should look something like this



- You can access your email account by clicking on Gmail as shown in the picture above

Creating a Gmail Account

- You will now enter into your email page. To the left of the page is the ability to create an email: “+ Compose”
- Your Inbox, Drafts, and Sent links are also located there
- You can now send and receive emails. Try sending a test message to a family member or friend
- You will need their full email address such as test.XYZ@gmail.com, and it's always a good idea to send an email with a Subject. See image below for illustrations





ACTIVITY

Set up an email account in Gmail. Compose your first email to the friend sitting next to you.

Step 1: Create a Google Account and log in to the Gmail Page.

Step 2: Share the email ID within the group by sending a test email.

Step 3: Compose the first email and send it to your friends/colleagues in the group and CC the facilitator.

Use these question prompt:
How will you use a catchy subject line?

Thank
you!

