

University of Colombo School of Computing

Orientation Program – 2022 Batch



Email

Outline:

- *What is Email?*
- *How to create a Gmail account?*
- *Mail Settings*
- *Adding Accounts*

What is Email?

electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices.

-WIKIPEDIA

Gmail

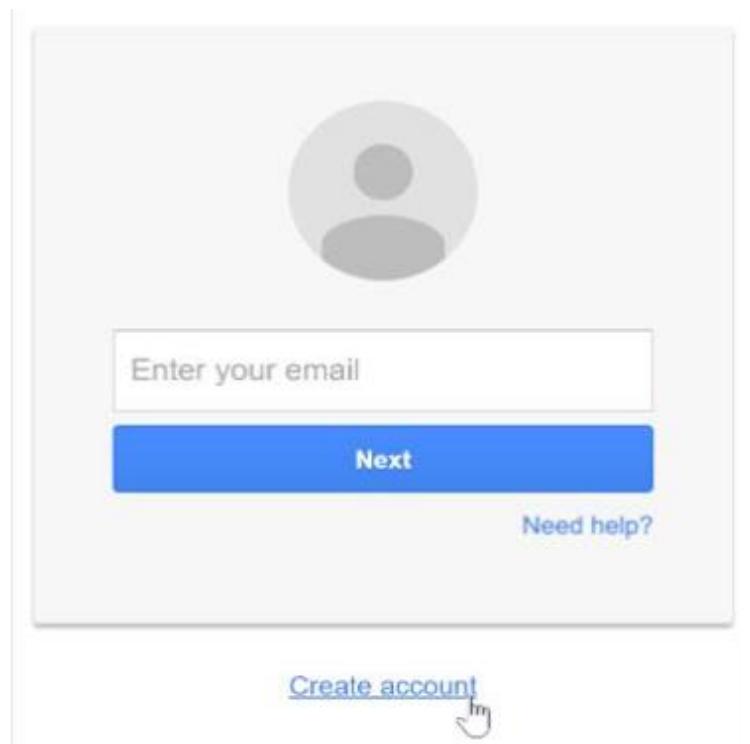
Gmail is a free email service developed by Google. Users can access Gmail on the web and using third-party programs that synchronize email content through POP or IMAP protocols.

Gmail Alternatives

- Outlook
- Yahoo Mail
- Zoho Mail
- Mail.com
- Yandex Mail

Setting up a Gmail account

1. Go to www.gmail.com
2. Click Create account



3. The signup form will appear. Follow the directions and enter the required information.

Name

Elena Casarosa

Choose your username

EMCasarosa82 @gmail.com

Create a password

.....

Confirm your password

.....

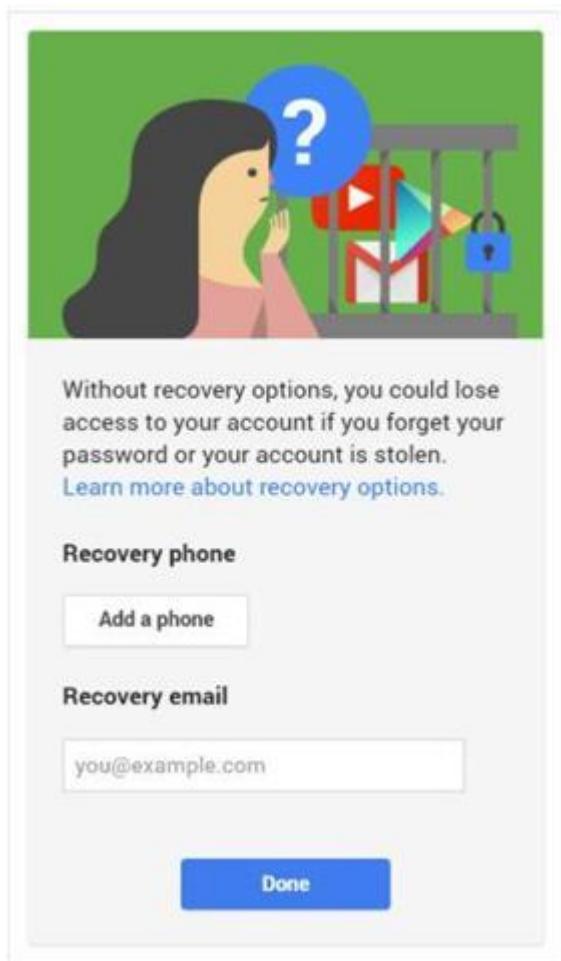
Birthday

March 02 1982

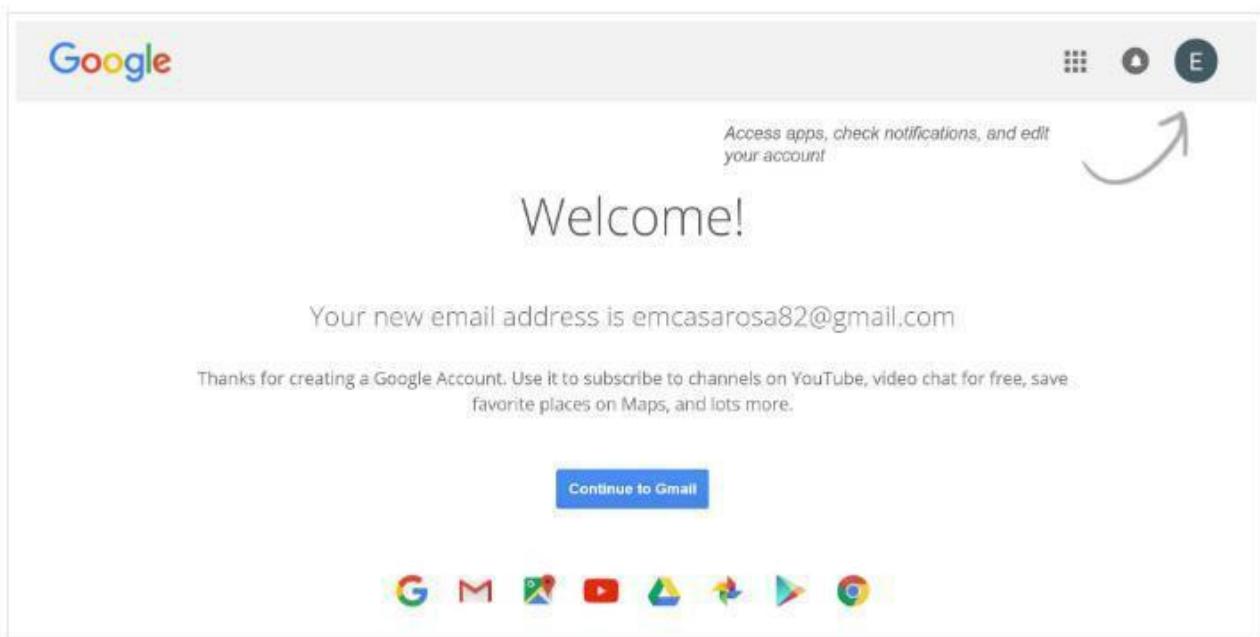
I agree to the Google [Terms of Service](#) and
[Privacy Policy](#)

Next step

4. Here, you'll have an opportunity to set up recovery options. If you don't want to set up recovery options at this time, click Done.



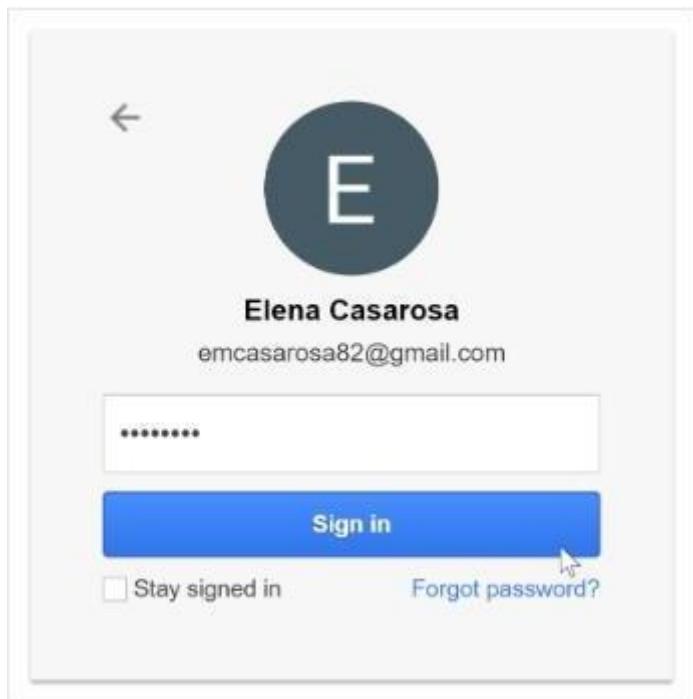
Your account will be created, and the Google welcome page will appear.



Signing in to your account

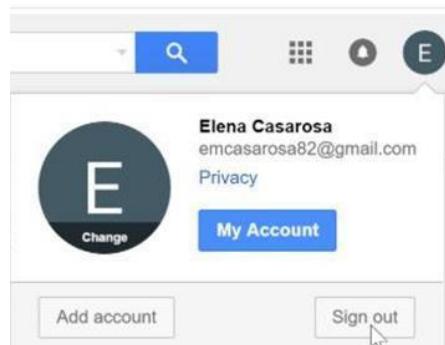
To sign in

1. Go to www.gmail.com
2. Type your user name (your email address) and password, then click Sign in.



To sign out

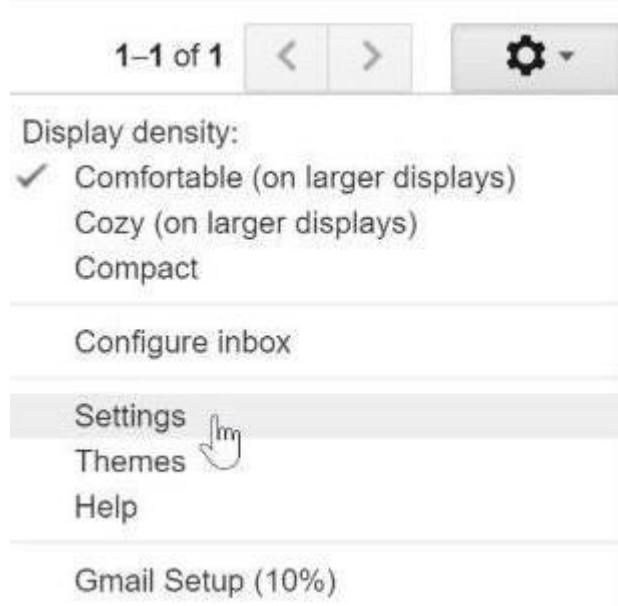
In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select Sign out.



Mail settings

To access your mail settings:

- Click the gear icon in the top-right corner of the page, then select Settings.



2. From here, you can click any of the categories at the top to edit the desired settings.

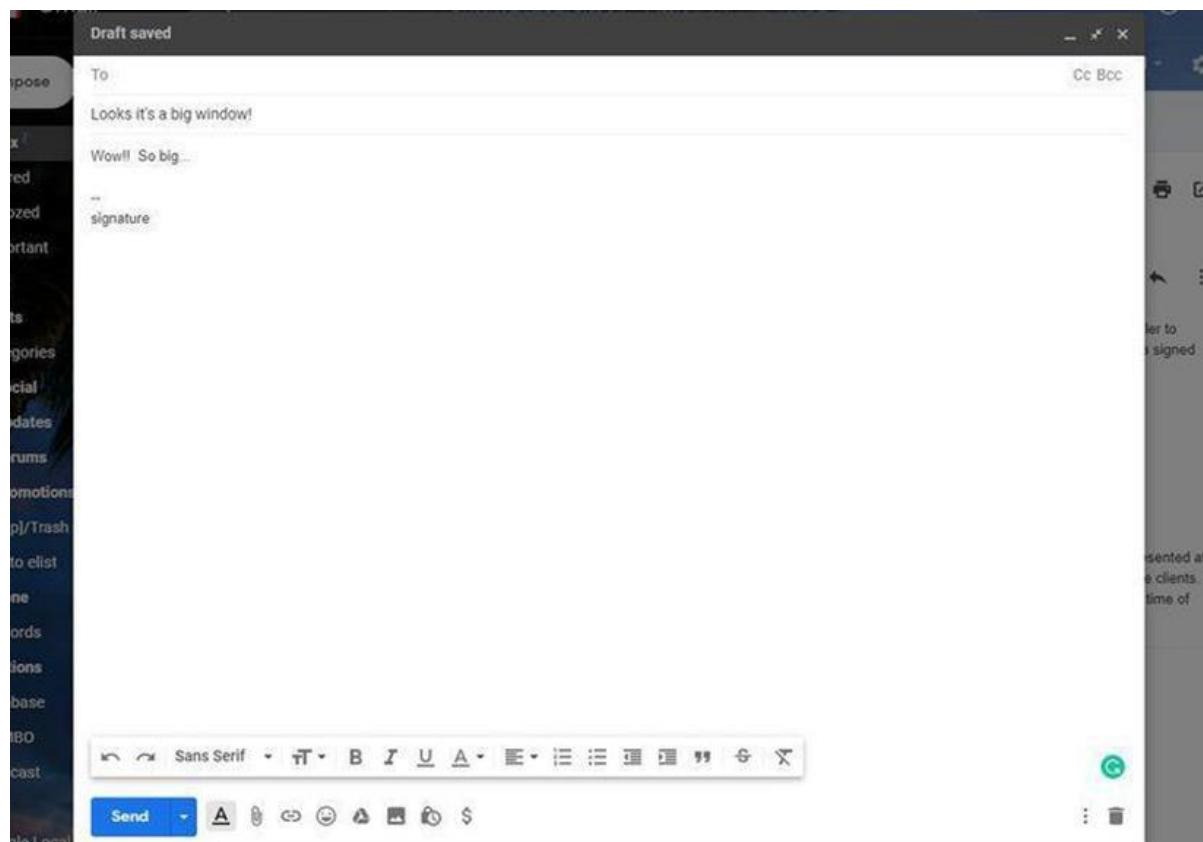
A screenshot of the "General" tab in the Gmail settings. The page includes sections for "Setup progress" (10%, with a "Continue setting up account" link), "Language" (set to English (US)), "Phone numbers" (set to United States), "Maximum page size" (set to show 50 conversations per page), "Images" (set to always display external images), "Default reply behavior" (set to Reply), and "Default text style" (set to Sans Serif). A preview window shows the current text style settings.

To add other accounts:

1. Click the gear icon in the top-right corner of the page, then select Settings.
2. Go to Accounts and click Add a POP3 mail account you own. You can then follow the instructions on the screen to import your mail.

The screenshot shows the 'Settings' page in Gmail. The 'Accounts and Import' tab is selected. Under 'Import mail and contacts', there is a link to 'Add a POP3 mail account you own'. The 'Send mail as' section shows the email address 'Elena Casarosa <emcasarosa82@gmail.com>' and a link to 'Add another email address you own'. The 'Check mail from other accounts (using POP3)' section also has a link to 'Add a POP3 mail account you own'.

Gmail Compose window



Cc and Bcc Option in Gmail

The screenshot shows a Gmail compose window with the following details:

- To:** Email 2
- Cc:** Email 3
- Bcc:** Email 4, Email 5

The message body contains the text "bcc test" and "test email".

At the bottom, there is a toolbar with various formatting options (font, size, bold, italic, underline, etc.) and a "Send" button.

Drag and Drop Images

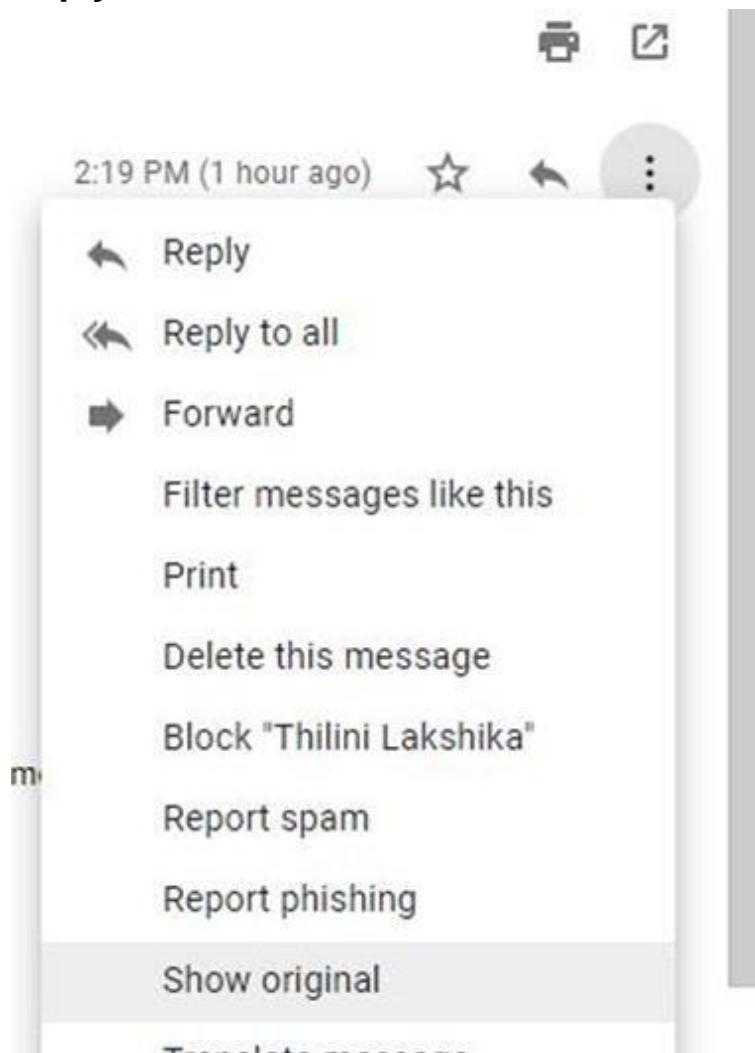
The screenshot shows a "New Message" window with the following fields:

- Recipients
- Subject

In the main body area, there is a dashed drop zone with the placeholder text "Drop files here". A small image of a landscape with a plane is dropped into this zone, accompanied by a "Copy" button.

At the bottom, there is a toolbar with "Send", "A", "Attach files here", "Saved", and other buttons.

Reply and Forward Gmail



Google Apps

Gmail

- Get the ease & simplicity of Gmail across all your devices.
- The Gmail app offers real-time notifications, multiple account support, and inbox search.



Gmail

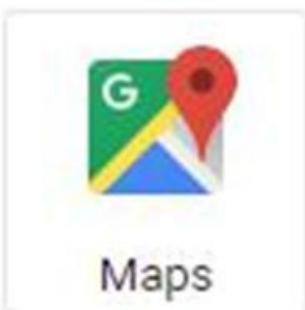
Photos

- All your photos organized and easy to find.
- Get a smarter home for all your photos and videos, made for the way you take photos today.



Maps

- Navigate your world faster and easier.
- Find the best places in town and the information you need to get there.



Youtube

- See what the world is watching.
- Subscribe to channels you love, share with friends, and watch on any device.



Drive

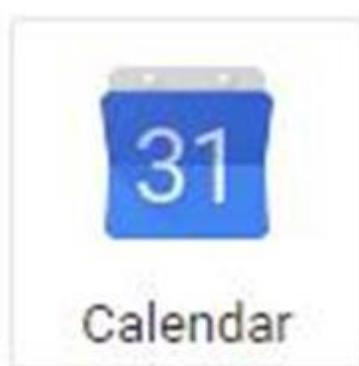
- A safe place for all your files.
- Get 15 GB of free Google online storage and access files from any device.



Drive

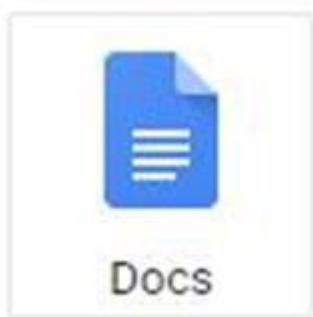
Calendar

- Save time and make the most of every day.
- Get flights, hotels, concerts, reservations and more added to your calendar automatically.



Docs

- Create, edit, and collaborate with others from any device.
- Get stuff done anytime, anywhere -- even without an internet connection.



Sheets

- Work on spreadsheets from any device.
- Create, edit, and collaborate with others on spreadsheets from your phone or tablet.



Sheets

Slides

- Create and edit presentations online, for free.
- Collaborate with others from your phone or tablet with the free Google Slides app.

