



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

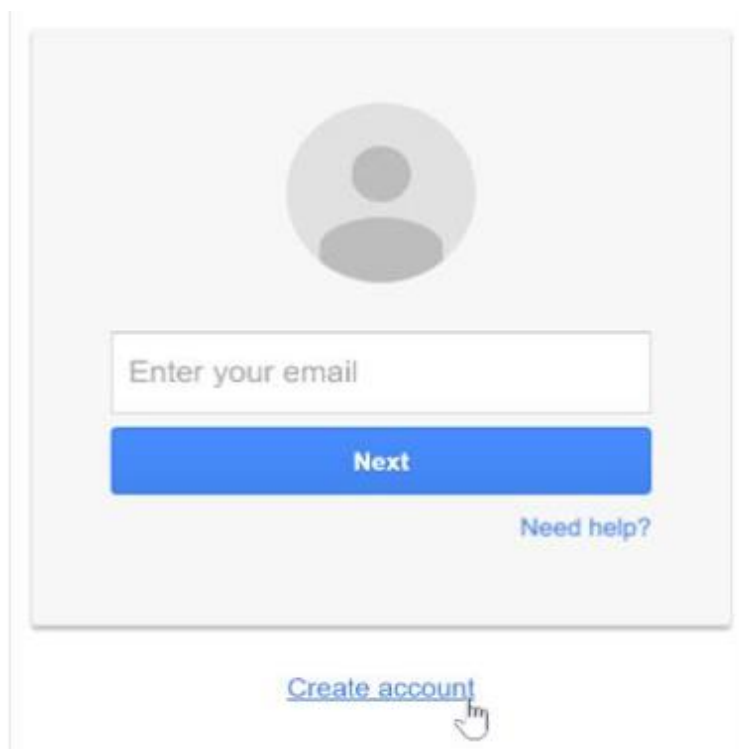
Gmail is a free email service developed by Google. Users can access Gmail on the web and using third-party programs that synchronize email content through POP or IMAP protocols.

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

Choose your username

Create a password


Confirm your password

Birthday

⇅

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

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.

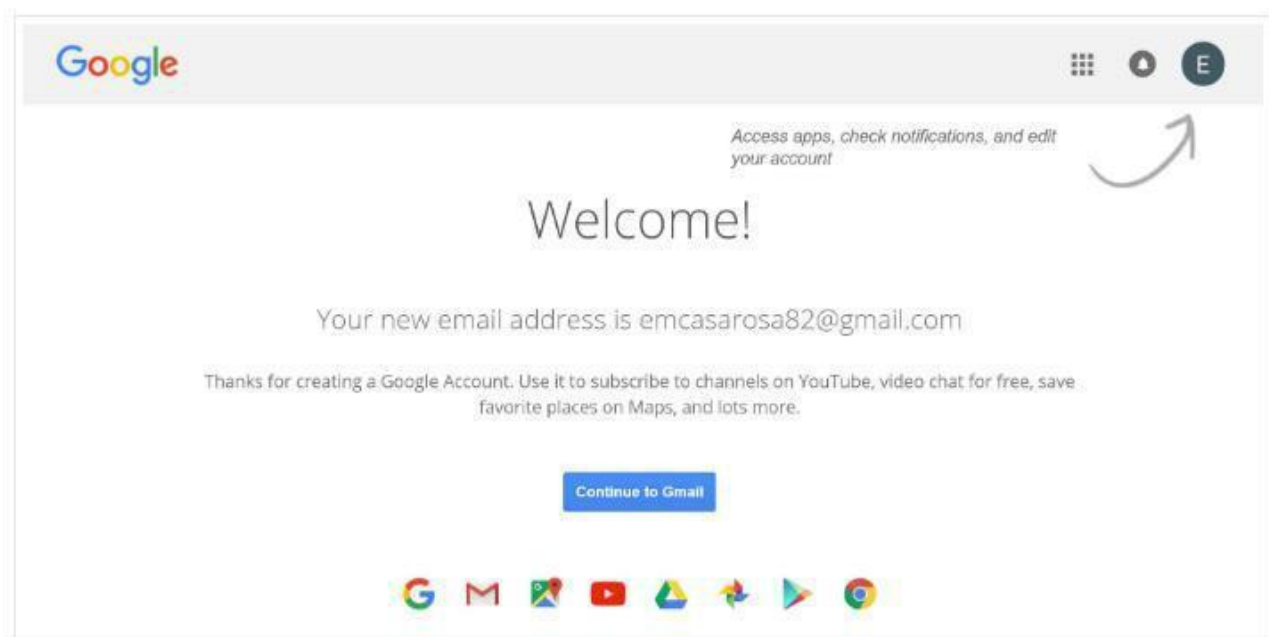


Without recovery options, you could lose access to your account if you forget your password or your account is stolen.
[Learn more about recovery options.](#)

Recovery phone

Recovery email

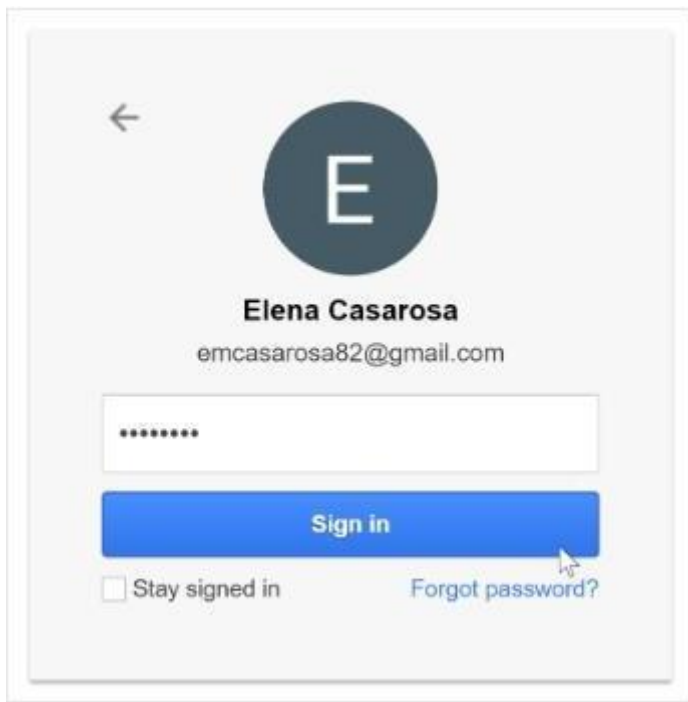
Your account will be created, and the Google welcome page will appear.



Signing in to your account

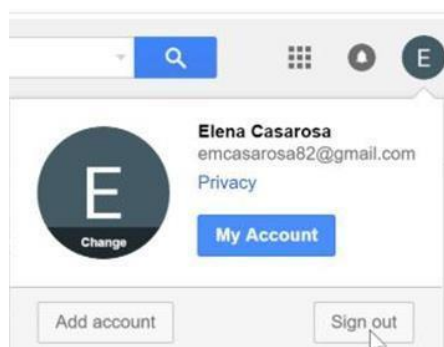
To sign in

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



To sign out

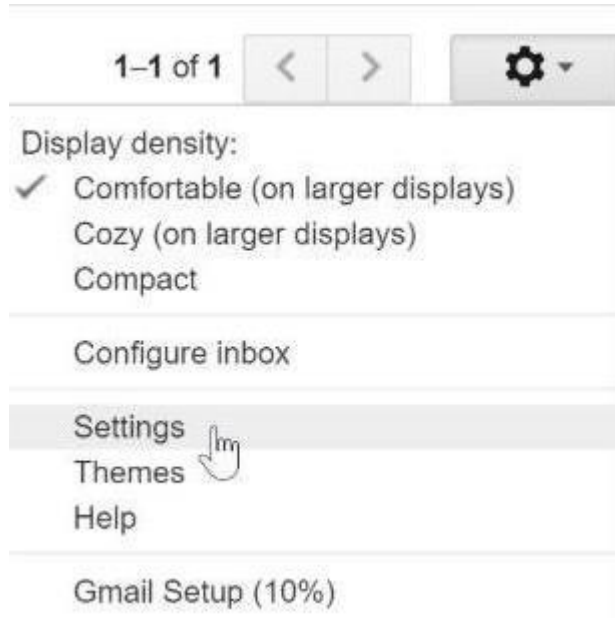
In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select Sign out.



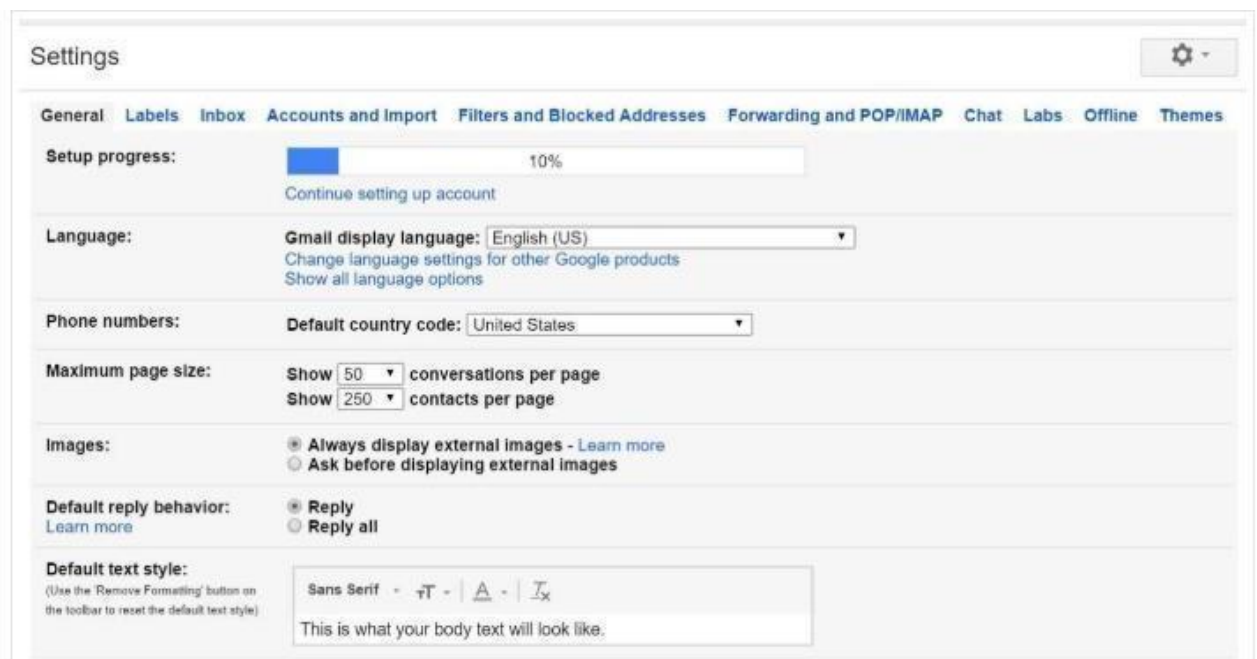
Mail settings

To access your mail settings:

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

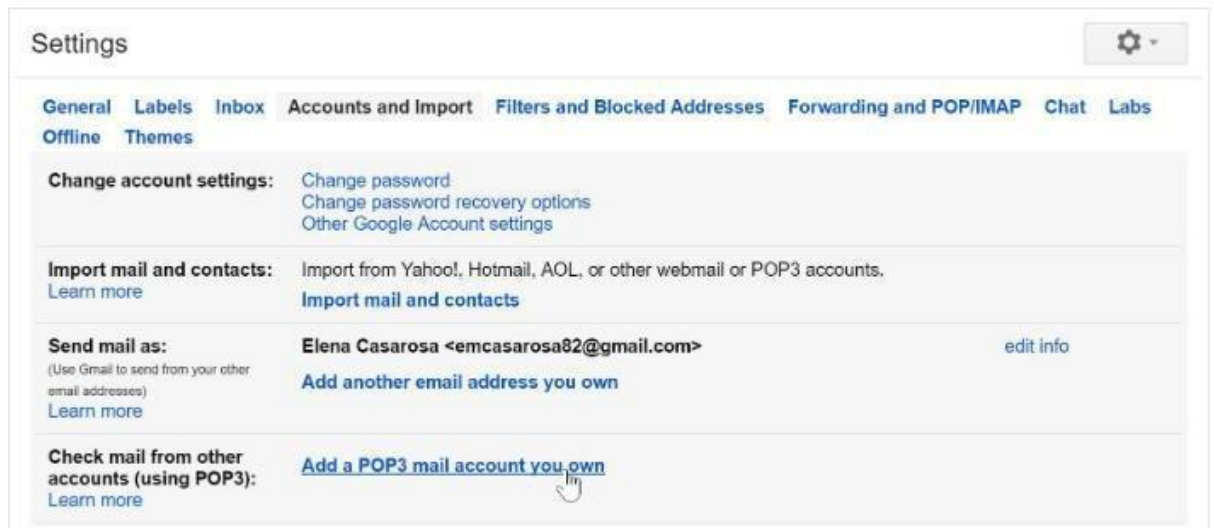


2. From here, you can click any of the categories at the top to edit the desired settings.

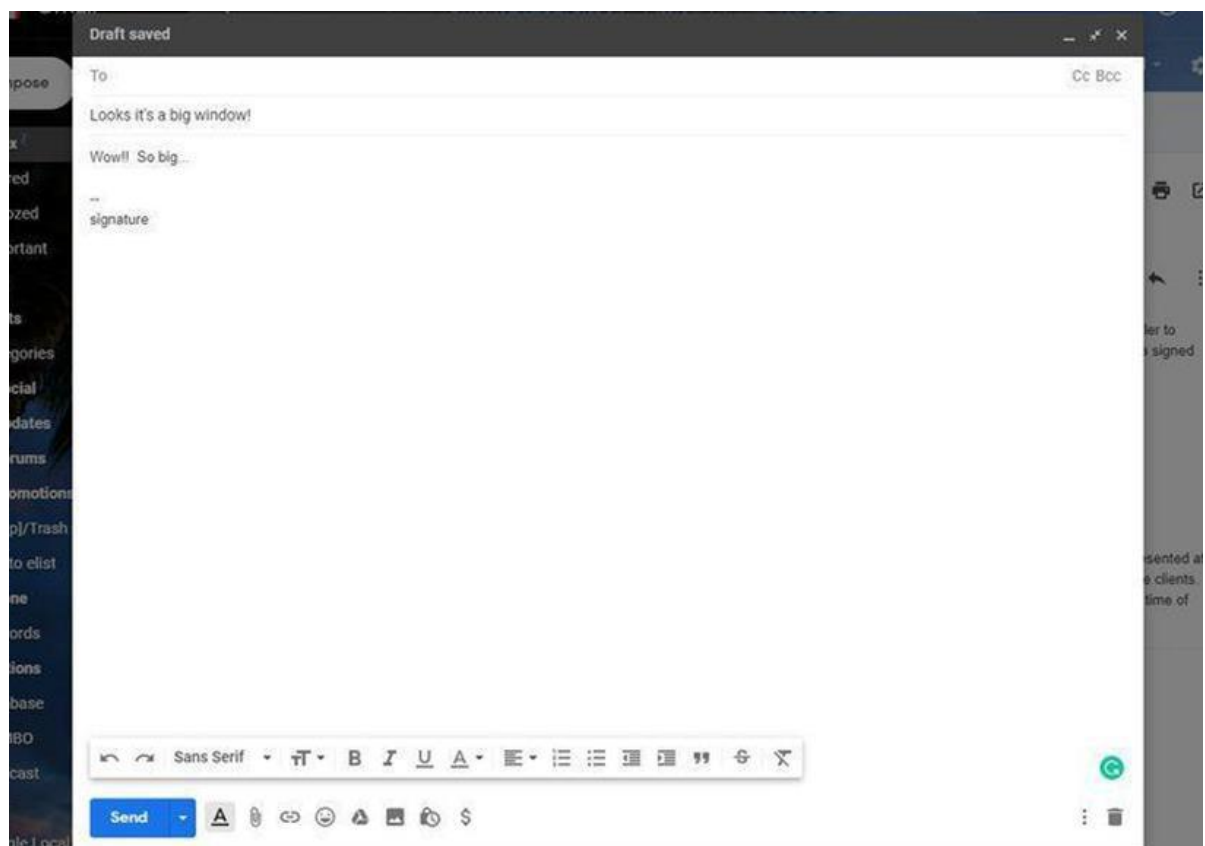


To add other accounts:

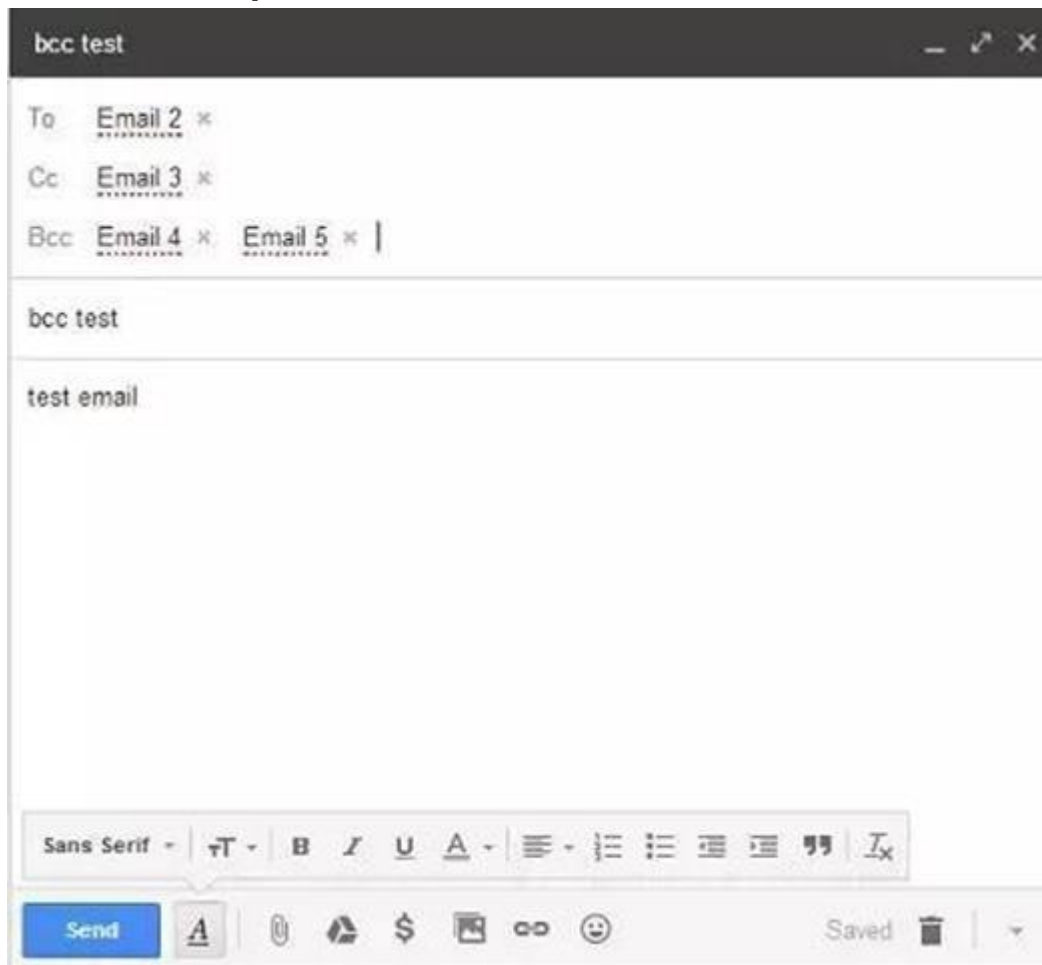
1. Click the gear icon in the top-right corner of the page, then select Settings.
2. Go to Accounts and click Add a POP3 mail account you own. You can then follow the instructions on the screen to import your mail.



Gmail Compose window



Cc and Bcc Option in Gmail



The screenshot shows a Gmail compose window titled "bcc test". The "To" field contains "Email 2" with a close icon. The "Cc" field contains "Email 3" with a close icon. The "Bcc" field contains "Email 4" and "Email 5", both with close icons, followed by a vertical bar. Below the fields is a text area containing "test email". At the bottom is a rich text editor toolbar with options for font face (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, quote, and link. Below the toolbar is a row of icons for text color, background color, link, unlink, insert image, insert video, insert document, and insert emoji. A "Send" button is on the left, and a "Saved" status with a trash icon is on the right.

bcc test

To Email 2 ×

Cc Email 3 ×

Bcc Email 4 × Email 5 × |

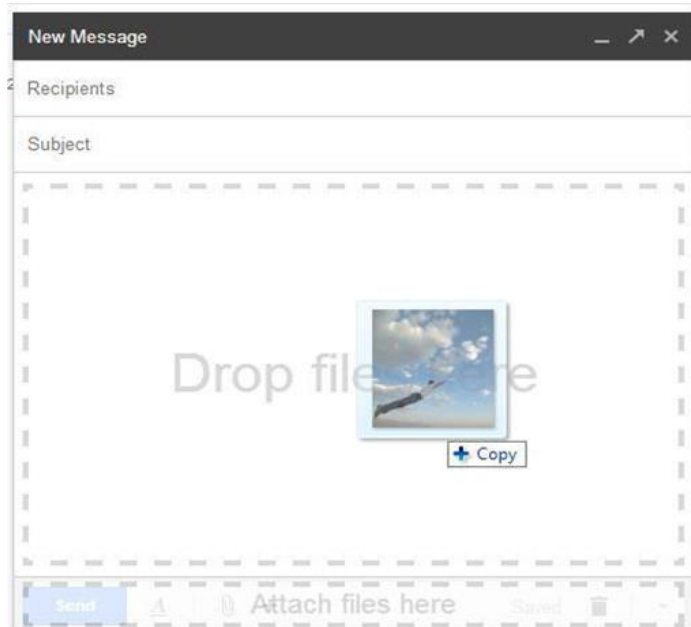
bcc test

test email

Sans Serif - ↑ T - B I U A - [background color] [bulleted list] [numbered list] [decrease indent] [increase indent] [quote] [link]

Send [text color] [background color] [link] [unlink] [insert image] [insert video] [insert document] [insert emoji] Saved [trash icon]

Drag and Drop Images



The screenshot shows a Gmail compose window titled "New Message". The "Recipients" and "Subject" fields are empty. The main text area has a dashed border and contains the text "Drop file here" in a large, light gray font. A small image of a bird in flight is being dragged into the text area. Below the image is a small button with a plus icon and the text "Copy". At the bottom is a row of icons for text color, background color, link, unlink, insert image, insert video, insert document, and insert emoji. A "Send" button is on the left, and a "Saved" status with a trash icon is on the right.

New Message

Recipients

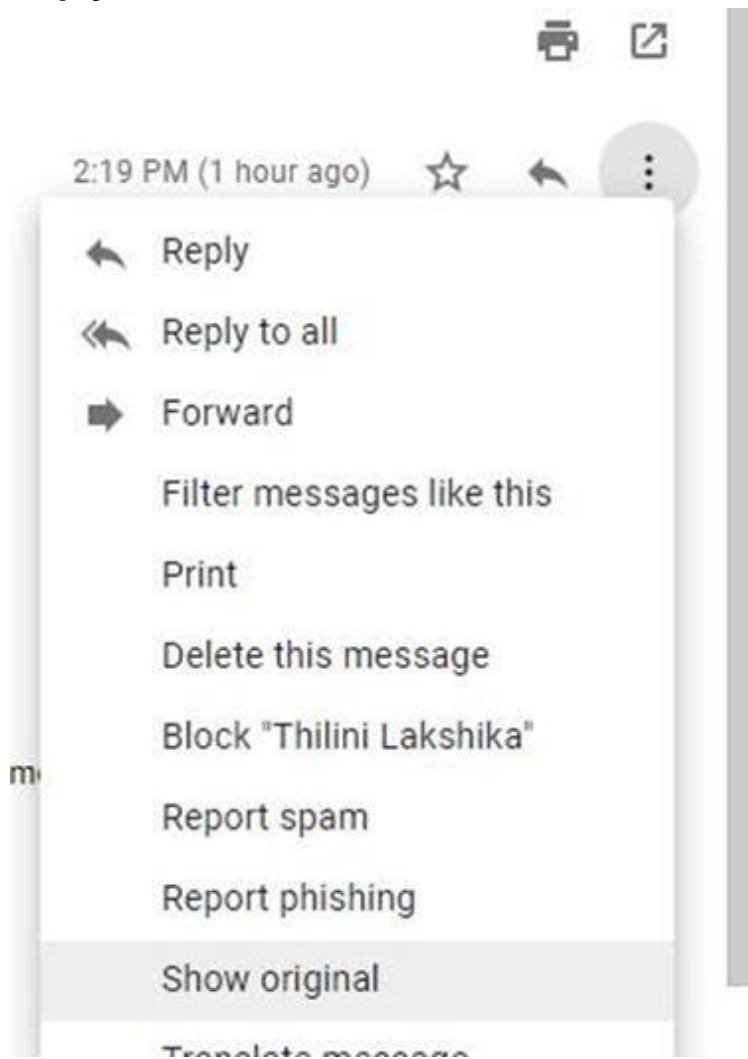
Subject

Drop file here

+ Copy

Send [text color] [background color] [link] [unlink] [insert image] [insert video] [insert document] [insert emoji] Attach files here Saved [trash icon]

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.



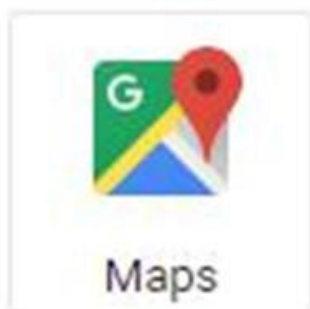
Photos

- ☐ 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.



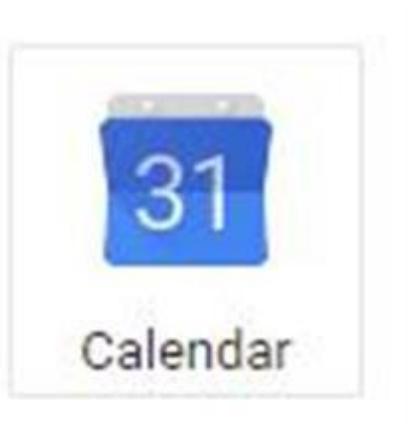
Drive

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



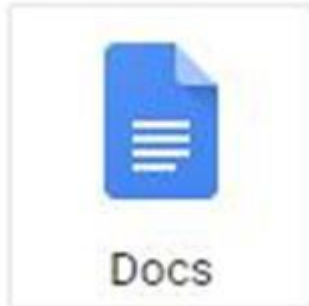
Calendar

- ☐ 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.



Slides

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

