Icon

Description automatically generated

GMAIL SOFTWARE MANUAL

for Beginners

TABLE OF CONTENTS

# Create a Gmail account ……………………………… Page 1

# Working in Gmail accounts……………………………. Page 2

# Labels and Advanced Features………………………. Page 3

A.1

Graphical user interface, text, application

Description automatically generated

To create a Gmail Account click on the Gmail Icon ( refer to A.1) top right-hand corner of the [Google](google) Homepage

Graphical user interface, application

Description automatically generated A box should appear click Create Account at the bottom of the box (refer to A.2) Next click the next icon.(A.3)

A.2

A.3

Graphical user interface, application

Description automatically generated

Fill in the First name, Last name, Username and Password.

Graphical user interface, application

Description automatically generatedAnother page will appear that allows you to enter recovery Information. Enter your phone number, recovery email address, and your Birthdate and gender.

Your new email homepage will appear as seen belowText

Description automatically generated

Here you can compose new emails, reply to emails, and personalize your new email.

Graphical user interface, application

Description automatically generated Working in the Gmail

To compose a new email, you will click the compose icon as shown above. A new window will appear allowing you to enter the email address you are sending message to and Subject and the body of the email.

Graphical user interface, text, application, chat or text message

Description automatically generated Once you have entered what you need click the send icon

Responding to emails