

GMAIL SAMPLE USER GUIDE

Features and Functionalities

Abstract

This User Guide provides comprehensive but concise information, both conceptual and procedural, to aid the audience in performing all tasks associated with accessing the application, applying all the rules and features about software when preparing or using the software.

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Gmail is an email service provided by Google, which allows sending and receiving emails.

Create a Gmail Account

To create a Gmail account:

1. Open [Google Account Creation page](#).
2. Fill up the details on the account creation page, such as
 - **First Name**
 - **Last Name**
 - **Username**
 - **Password**
3. Sign in to Gmail with account creation details.

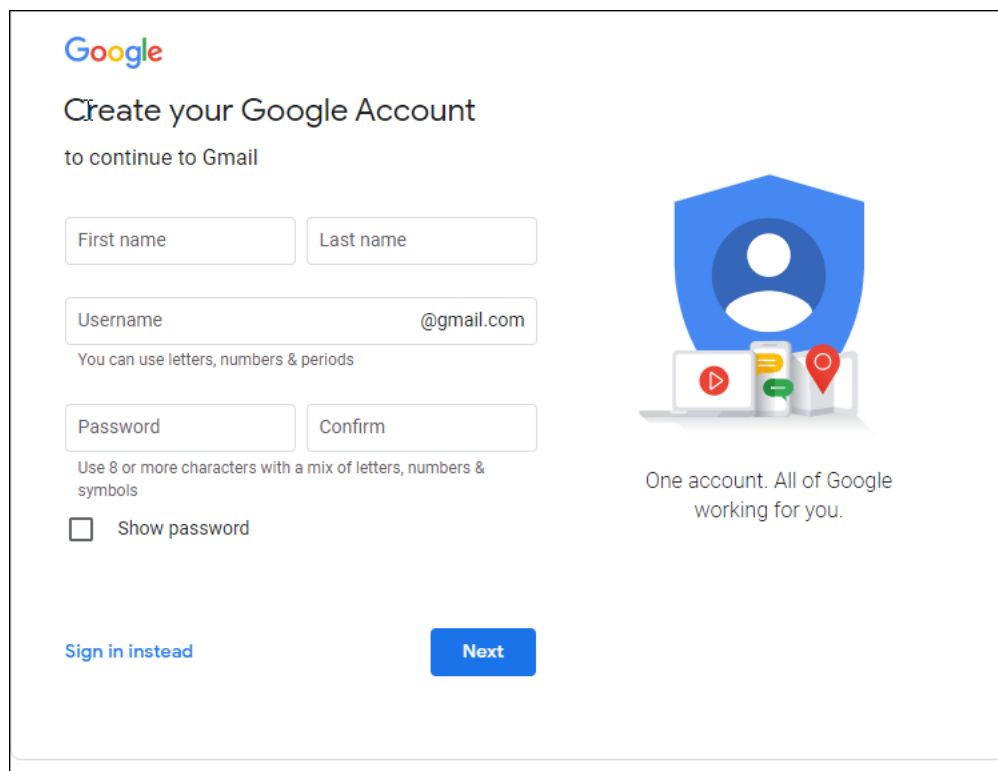
The image is a screenshot of the Google Account Creation page. At the top left is the Google logo. Below it, the text reads "Create your Google Account" followed by "to continue to Gmail". The form contains several input fields: "First name", "Last name", "Username" (with "@gmail.com" as a placeholder), "Password", and "Confirm". Below the "Username" field, it says "You can use letters, numbers & periods". Below the "Password" field, it says "Use 8 or more characters with a mix of letters, numbers & symbols". There is a checkbox labeled "Show password". At the bottom left is a link "Sign in instead". At the bottom right is a blue button labeled "Next". On the right side of the form, there is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Google Maps. Below the graphic, the text reads "One account. All of Google working for you."

Figure 1

Sign in to Gmail

To sign in to your Gmail account, open the Gmail website or application from your Android mobile phone or Tablet and enter all the user credentials.

WEBSITE

ANDROID

WEBSITE

1. Open a browser and type www.gmail.com.
2. Enter Google account credentials.
 - [Email](#) or [Phone number](#).

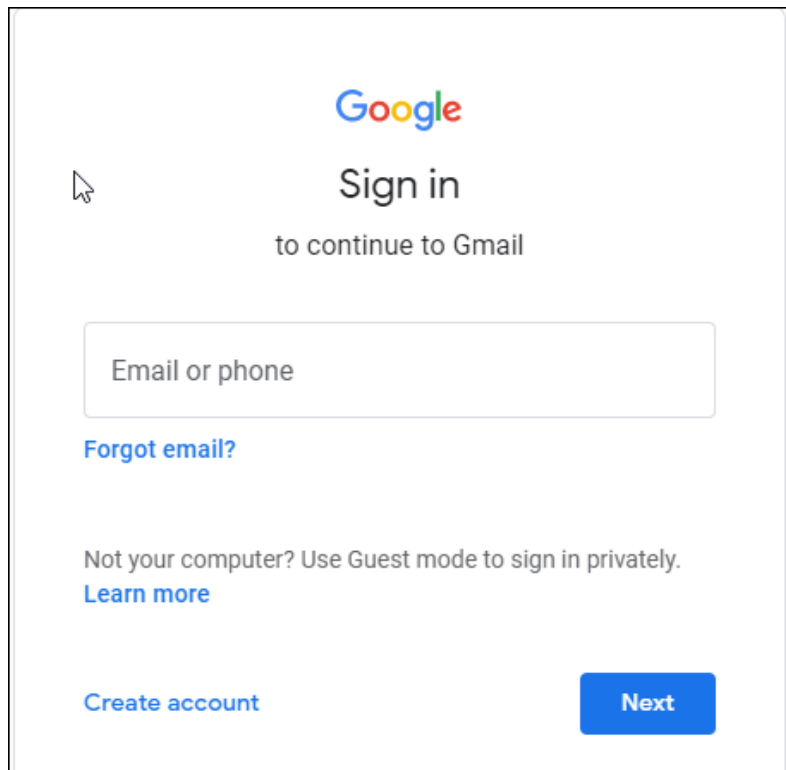
A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". There is a text input field with the placeholder text "Email or phone". Below the input field is a blue link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a blue link "Learn more". At the bottom left is a blue link "Create account". At the bottom right is a blue button labeled "Next".

Figure 2

3. Click [NEXT](#).
 - Enter [Password](#).
4. Click [NEXT](#) to sign in.

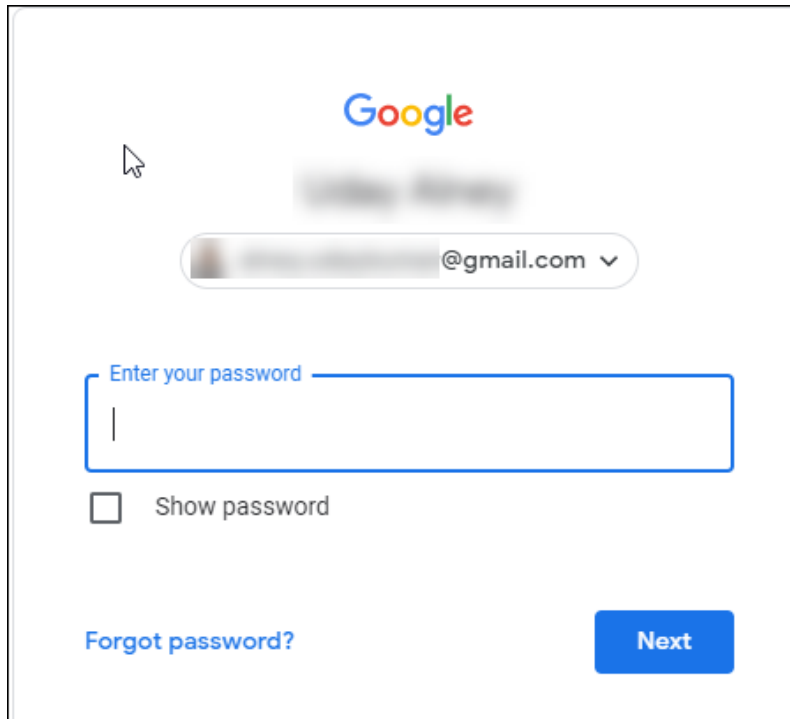

A screenshot of the Gmail sign-in interface. At the top is the Google logo. Below it is a blurred profile picture and a text input field containing an email address ending in '@gmail.com' with a dropdown arrow. Underneath is a large password input field with the placeholder text 'Enter your password'. Below the password field is a checkbox labeled 'Show password'. At the bottom left is a link that says 'Forgot password?' and at the bottom right is a blue button labeled 'Next'.

Figure 3

ANDROID

To sign in to your Gmail account from android or Tablet.

1. Open **Gmail**  from Android phone or Tablet.
2. Tap **Add account** and enter credential information, and then **sign in**.

Tip: The user needs to add the account first on their Android phone or Tablet to sign in to their Gmail account.

Sign in to Gmail

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Create a Gmail Signature

This section describes the procedure to create, format, and edit a Gmail Signature.


Add or Change Signature

An email signature is a part of the email or brand image body, like user contact information or a favorite quote automatically added as a footer of the Gmail messages.



WEBSITE

ANDROID

WEBSITE

1. Open your browser and go to www.gmail.com.
2. At the top right, click **Settings**  > to see **all settings options**.
3. Add signature text in the "**Signature**" section. Users can modify or format text and can change the text style or add an image.
4. Click **Save Changes**.

ANDROID

1. Click **Gmail**  to launch the application.
2. Tap **Menu**  on the top of the section.
3. Open the **Settings page**.
4. Tap **Mobile Signature**. Enter the text for the user's signature.
5. Tap **OK**.


Manage different signatures

Users can create, format, and store different signatures and set a default signature for new emails.



Edit signatures

1. Open **Gmail** website.
2. At the top right, click **Settings**  > to **See all settings** options.

Troubleshooting

3. Under **General**, scroll down to the **Signature** option.
4. Select **signature**.
5. Use the text box to format your changes.
6. To format or change the signature information, click **Edit** .
7. At the bottom, click **Save Changes**.



Remove signatures

1. Open **Gmail** website.
2. At the top right, click **Settings**  > to **see all settings** options.
3. Under **General**, scroll down to the **Signature** option.
4. Click the signature user wants to remove.
5. Click the **Delete**  > button to Delete the information.
6. At the bottom, click **Save Changes**.

Troubleshooting


The signature does not display completely

Suppose your signature is incomplete or not correctly formatted. To fix the issue, follow the steps below to remove the formatting:

1. Open **Gmail** website.
2. At the top right, click **Settings**  > to **see all settings** options.
3. In the **Signature** section, highlight your signature.
4. Click **Remove formatting** .

Cannot format my signature

If you see Plain Text above the signature box, you need to turn off **Plain text mode** before editing your signature.

1. Open **Gmail** website.
2. Click **Compose**.
3. In the bottom right, click **More options** .
4. Clear **Plain text mode**.

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