

Gmail

Contents

Introduction..... 3

Account Creation..... 3

Compose Email..... 3

Introduction

This topic describes about Gmail account.

Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service, you can send and receive emails, block spam, create an address book, and perform other basic email tasks. But it also has some more unique features that help make it one of the most popular online email services.

For more information about Gmail, refer [wiki](#).

For more information about account creation, see [Account Creation](#) on page 3.

Account Creation

This topic describes about account creation.

1. Open browser and search for Google account creation.
2. Click **Create an account**.
3. Click **Create account**.
4. Select **For my personal use**.

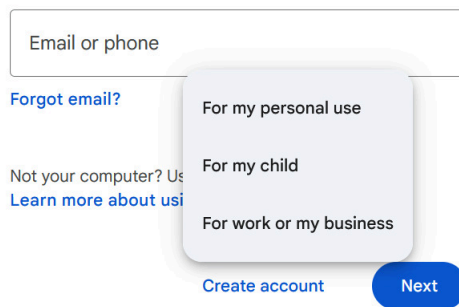


Figure 1:

5. Enter first name and last name .
6. Enter date of birth.
7. Select gender.
8. Choose your Gmail address.
9. Enter your password and confirm.
10. Tap Next.

Compose Email

This topic describes about Compose Email.

1. Open Gmail.
2. Click **Compose**.
3. Enter the recipient's Email address.



Note: If required, Cc and Bcc Email address can be added.

4. Add subject of Email.
5. Enter the body of Email bellow subject box .



Tip: if needed formatting the text using bellow formatting options.



Figure 2: Fig-1

6. If required add attachments click the bellow relevant icon show in the Fig-2.



Figure 3: Fig-2

7. Click **Send**.