

EMAIL

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Introduction

GMAIL is an email service provided by google. It also provides a web mail interface, accessible through a web browser, and is also accessible through the official mobile application.

Google's mail servers automatically scan emails for multiple purposes, including to filter spam and, prior to June 2017, to add context-sensitive advertisements next to emails.

Account Creation

- a. Open browser.
- b. Search email account creation.
- c. Open create email account.
- d. Click **Create account**.
- e. Enter first name, last name and user name.
- f. Create password.
- g. Enter phone number.
- h. Enter verification code.
- i. Enter date of birth.
- j. Choose gender.
- k. Review terms of service and privacy policy.
- l. Click **I agree**.

Send Mail

- a. Open browser.
- b. Search sign in google account.
- c. Select sign in.
- d. Enter email or phone number.
- e. Click **Next**.
- f. Enter password.
- g. Click **Next**.
- h. Select compose or new.
- i. Enter recipient's email address in "To" text box.
- j. Enter email address in "Cc" or "B cc" if required.
- k. Enter subject.
- l. Enter the message.
- m. Add attachments if required.
- n. Click **Send**.
- o. Confirm email was sent by clicking **Sent** tab on left.