



CREATING GMAIL ACCOUNT



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HOW TO CREATE A GMAIL ACCOUNT

Setting up a Gmail account is easy. Gmail makes it easy to not only access your emails, but also connect to any of the google apps or platforms, such as Google Docs, Drive, Google Calendar and so on.

we'll show you how to set up your Google account for Gmail, add and edit contacts, and edit your mail settings.

Setting up a Gmail account:

To create a Gmail address, you'll first need to create a Google account. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your name, birth date, gender, and location. You will also need to choose a name for your new Gmail address.

Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.

To create an account: Go to www.gmail.com.

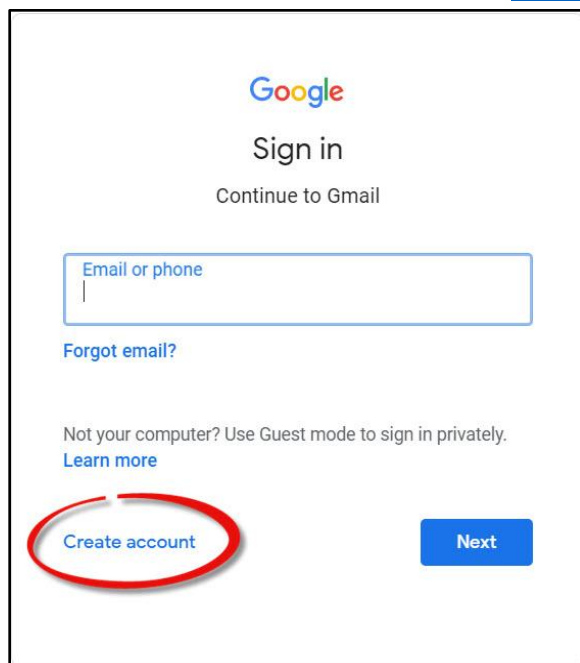
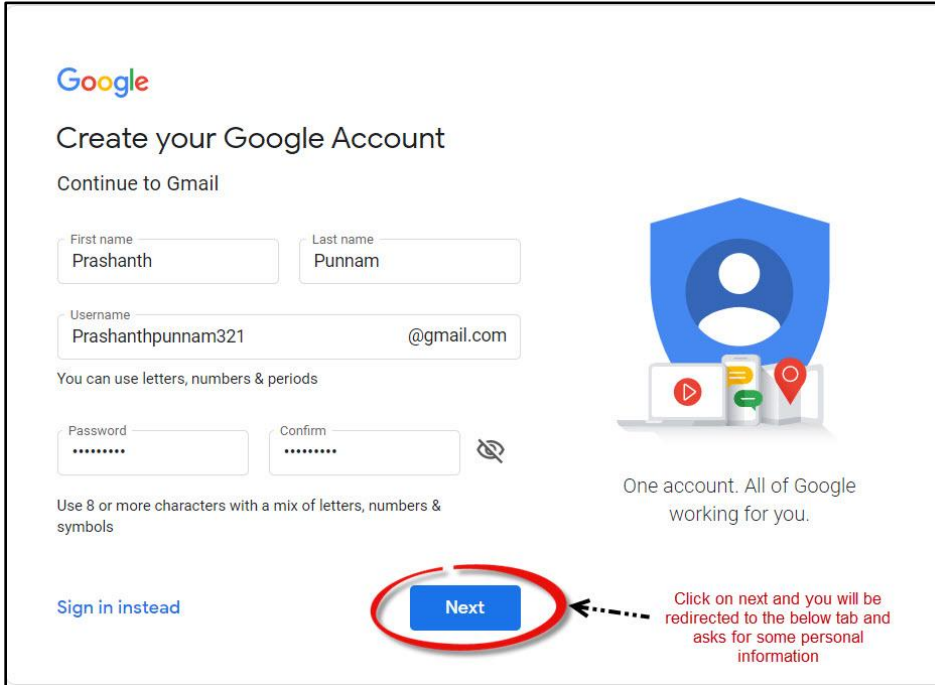


Figure 1 How to Sign in

2. Click on **create account**
3. Sign-up form will appear. Follow the directions by entering the required information.



Google

Create your Google Account

Continue to Gmail

First name
Prashanth

Last name
Punnam

Username
Prashanthpunnam321 @gmail.com

You can use letters, numbers & periods

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

One account. All of Google working for you.

[Sign in instead](#)

Next

Click on next and you will be redirected to the below tab and asks for some personal information

Figure 2 How to Sign up

4. When you create a Google Account, it asks for some personal information. This info helps keep your account secure and makes our services more useful.

Google

Welcome to Google

Prashanthpunnam321@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Day: 15, Month: March, Year: 1994

Your date of birth

Gender: Male

[Why we ask for this information](#)

[Back](#)

Next

By clicking on next you will be redirected to the tab of verifying your mobile no.

Your personal info is private and safe

Figure 3 Personal Information

- After entering your phone number to verify your account. Google uses a two-step verification process for your security.

Google

Verifying your phone number

To make sure that this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

[Back](#)

[Not now](#)

Send

By clicking on it you will get a verification code to your mobile

Your personal info is private and safe

Figure 4 Verification Window

- You will receive a text message from Google with a verification code. Enter the code to complete the account verification.

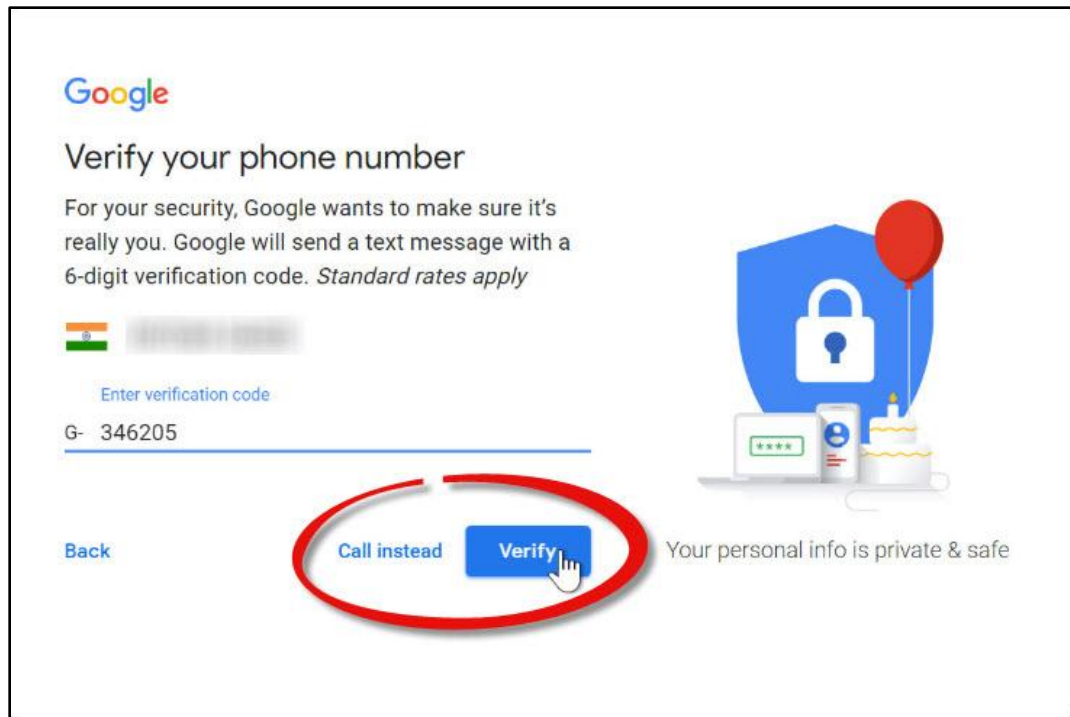


Figure 5 Verification of the code

7. Review Google's Terms of Service and Privacy Policy, then click I agree.

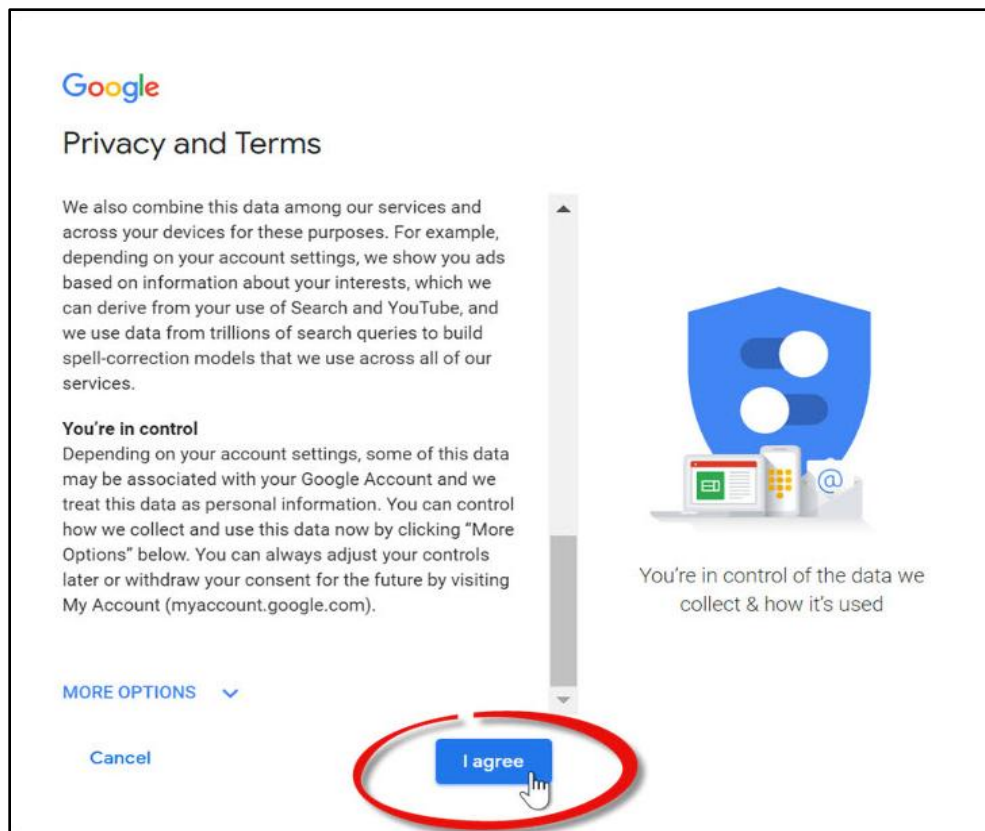


Figure 6 Terms and Conditions

8. Your account will be created and ready to use now

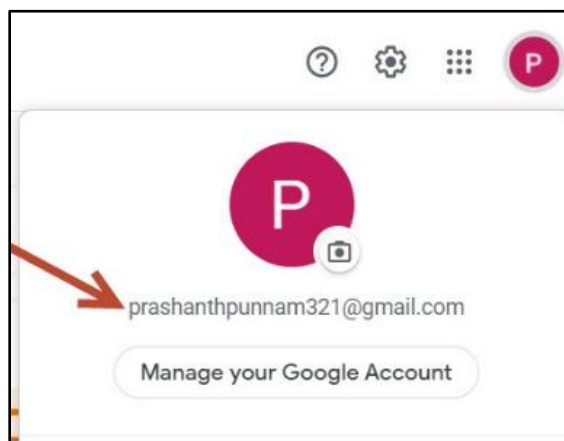


Figure 7 Account is ready to use

NOTE: It's important to choose a strong password—in other words, one that is difficult for someone else to guess.

Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to sign in to your account and sign out when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a library or office) because it prevents others from viewing your emails.

To sign in:

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

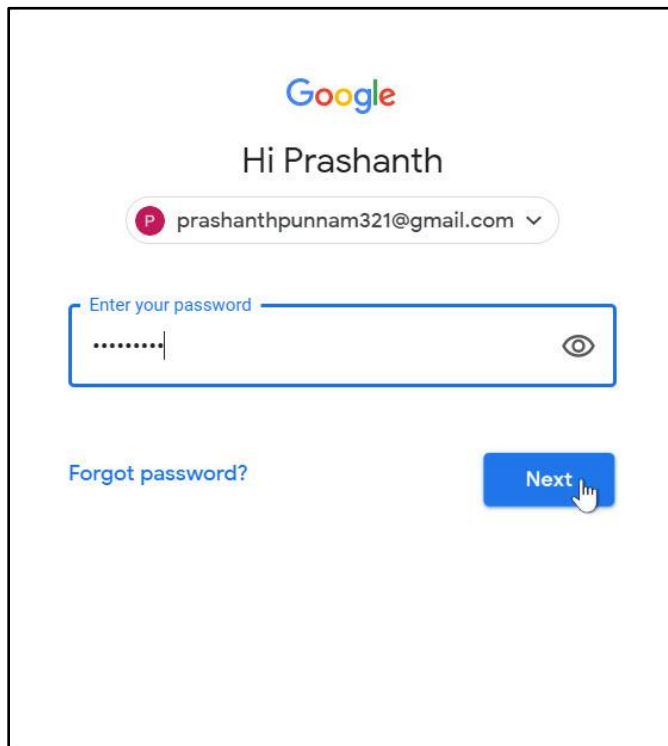
A screenshot of the Gmail sign-in interface. At the top is the Google logo. Below it, the text "Hi Prashanth" is displayed. Underneath is a rounded rectangle containing a small profile icon and the email address "prashanthpunnam321@gmail.com" with a dropdown arrow. Below this is a password entry field with the placeholder text "Enter your password" and a series of dots for the password. To the right of the password field is an eye icon for toggling visibility. At the bottom left is a blue link that says "Forgot password?". At the bottom right is a blue button labeled "Next" with a hand cursor icon pointing at it.

Figure 8 Sign in

To sign out:

In the top-right corner of the page, locate the circle that has your first initial. To sign out, click the circle and select Sign out.

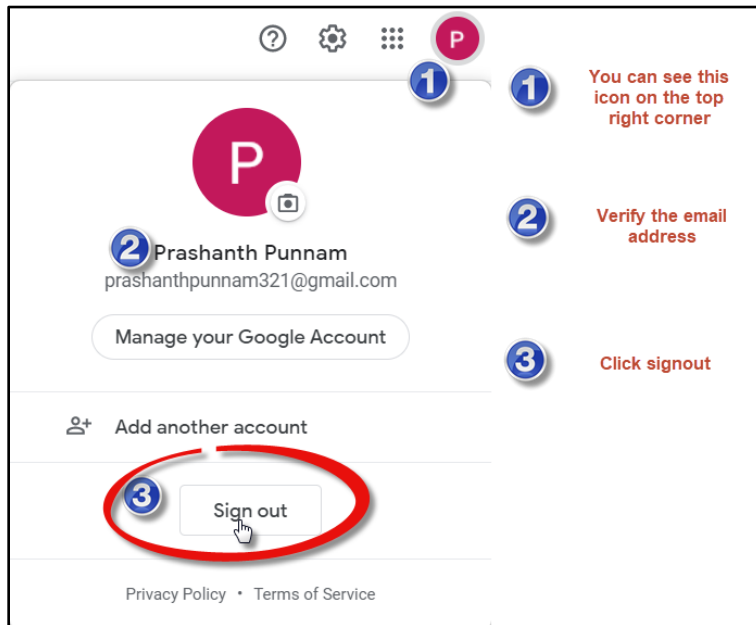


Figure 9 Sign out

HOW TO SEND AN EMAIL

When you write an email, you'll be using the compose window. This is where you'll add the email address of the recipient(s), the subject, and the body of the email, which is the message itself.

You'll also be able to add various types of text formatting, as well as one or more attachments. If you want, you can even create a signature that will be added to the end of every email you send.

- Please refer to the total layout of the compose window below before writing the email, so that you can get an idea of the options and it will be easy to compose a message.

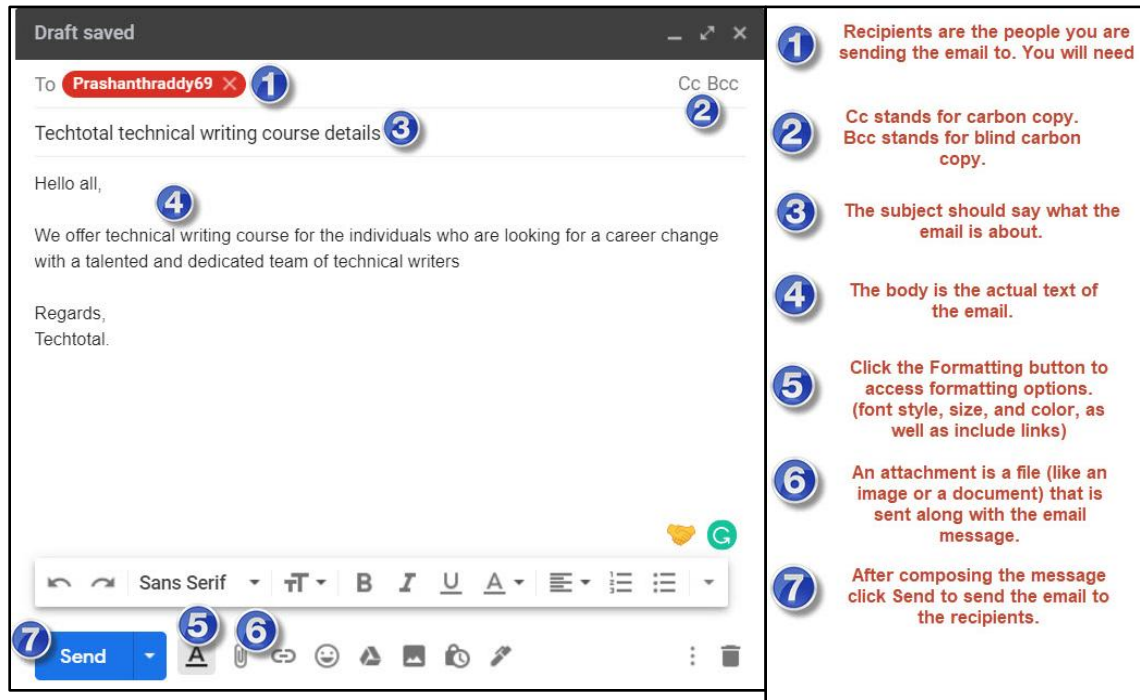


Figure 10 How to send an Email

1. In the **left menu pane**, click the **Compose** button.

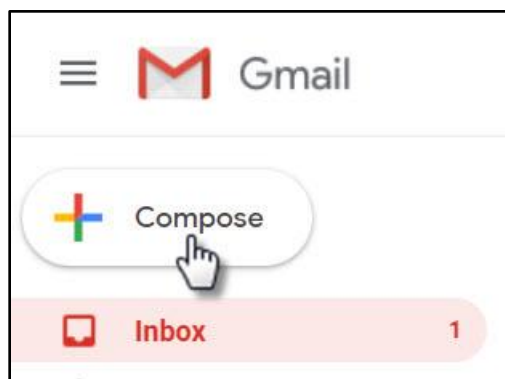


Figure 11 Compose

2. The compose window will appear in the lower-right corner of the page.

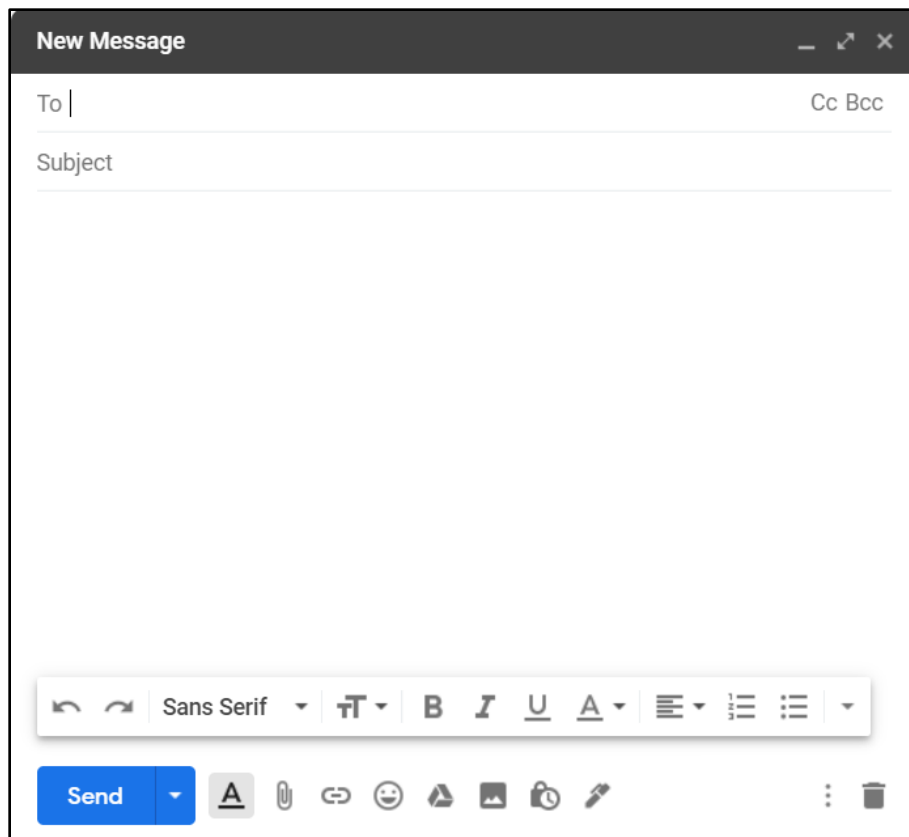


Figure 12 Compose window

3. You'll need to add one or more recipients to the to: field.

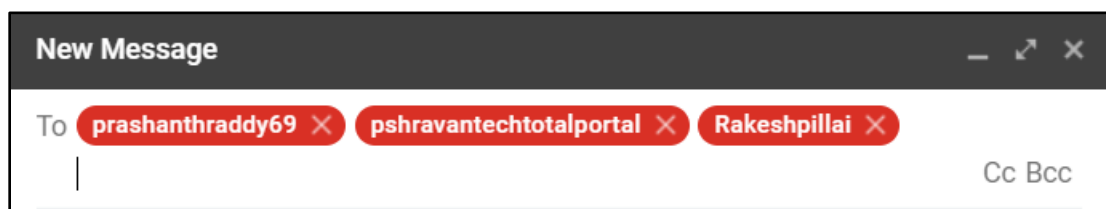


Figure 13 Recipient's filed

4. Type a subject for the message.

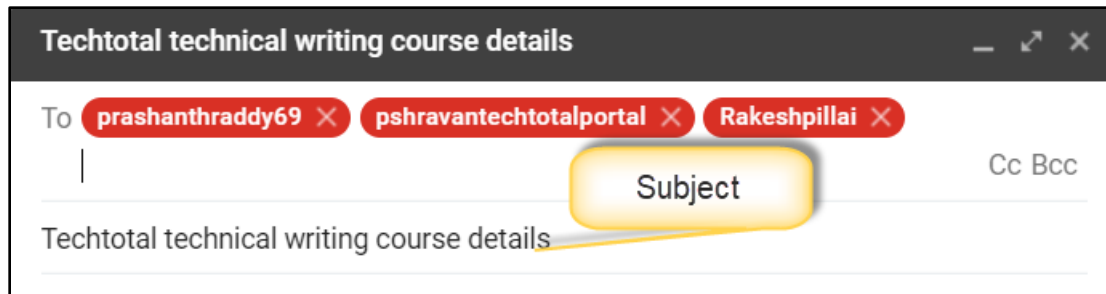


Figure 14 Writing subject

5. In the body field, type your message. When you're done, click Send.

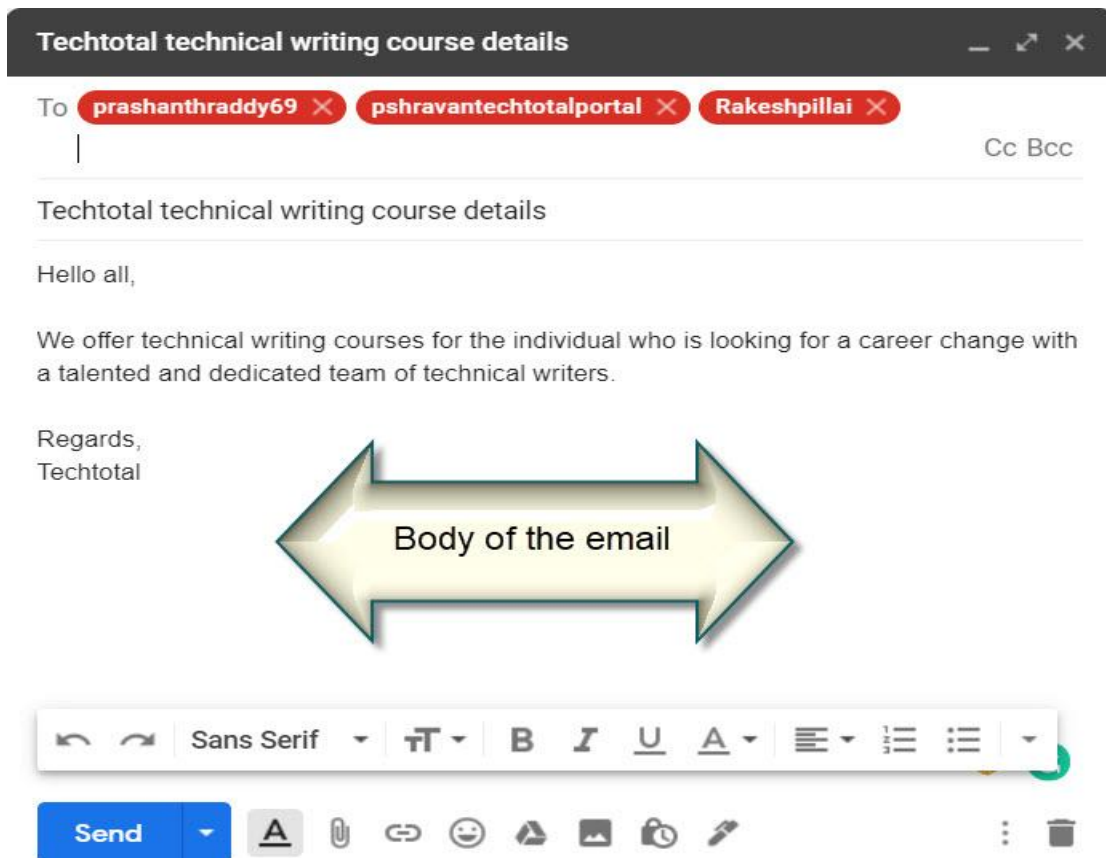


Figure 15 Body of the Email

ADDING ATTACHMENTS

An attachment is simply a file (like an image or document) that is sent along with your email.

To add an attachment:

1. While composing an email, click the paper clip icon at the bottom of the compose window.

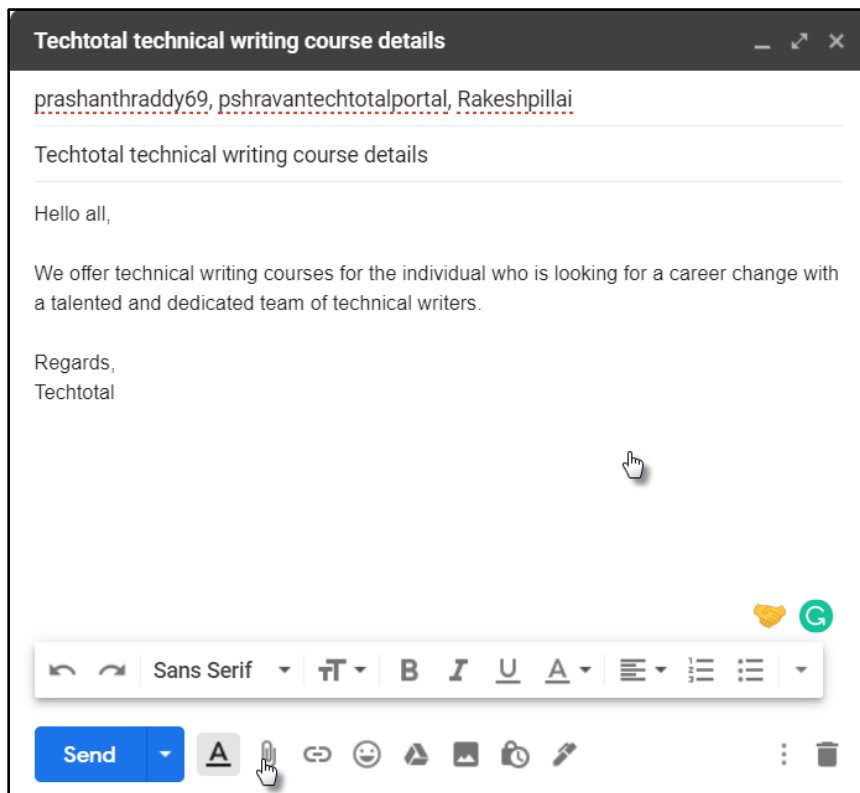


Figure 16 Adding Attachments

2. A file upload dialog box will appear. Choose the file you want to attach, then click Open.

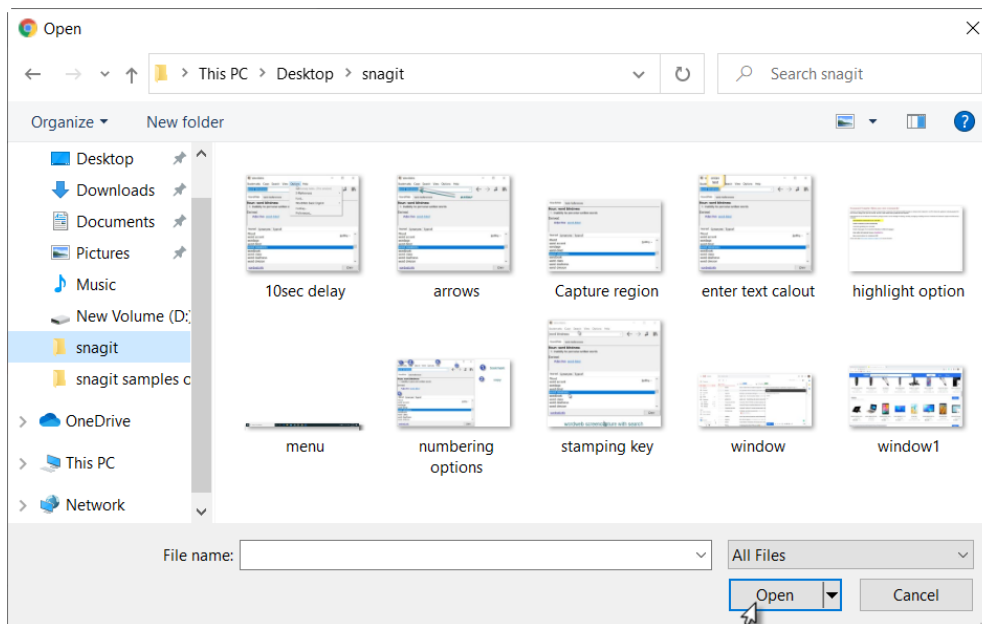


Figure 17 Attaching Files from PC

3. The attachment will begin to upload. Most attachments will upload within a few seconds, but larger ones can take longer.

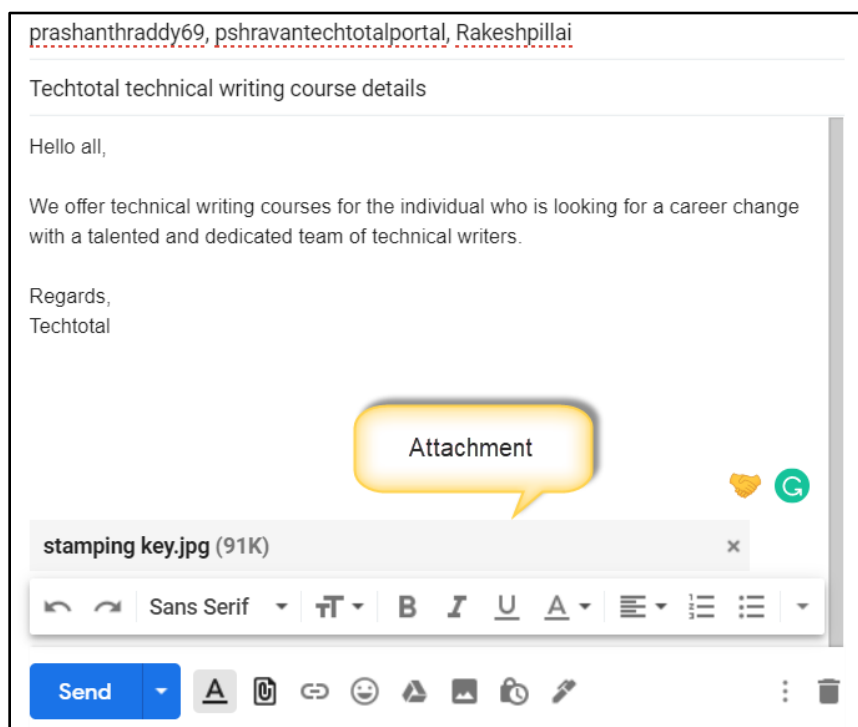


Figure 18 Uploaded attachment

4. When you're ready to send your email, click Send.

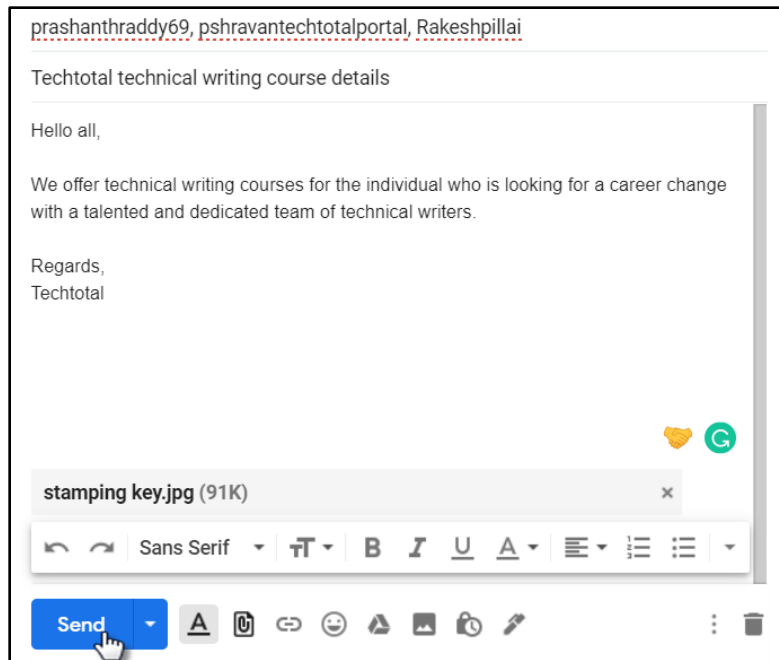


Figure 19 Send Button

EMAIL FORMATTING

- Gmail allows you to add various types of formatting to your text.
- Click the formatting button at the bottom of the compose window to see different formatting options.

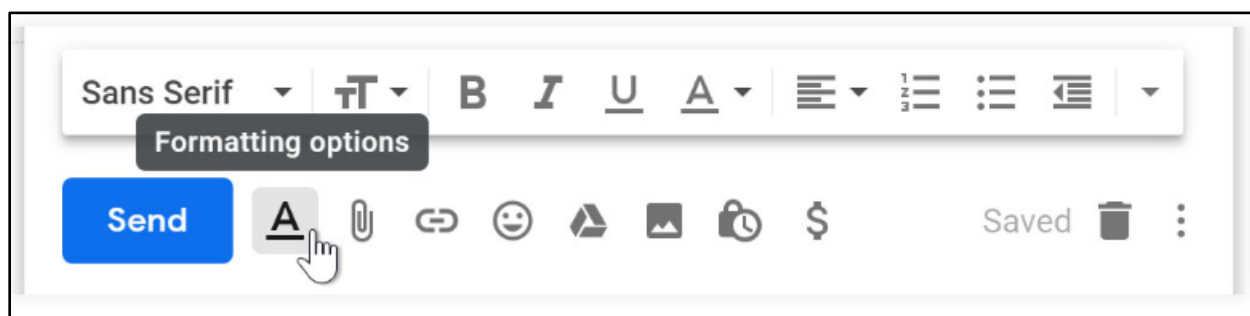


Figure 20 Email Formatting

CHECKING SPELLING AND GRAMMAR

- For checking spellings and grammatical errors in your message, click the down 3 dots in the lower right corner of the Compose box. The More options submenu displays and after click on Check spelling:

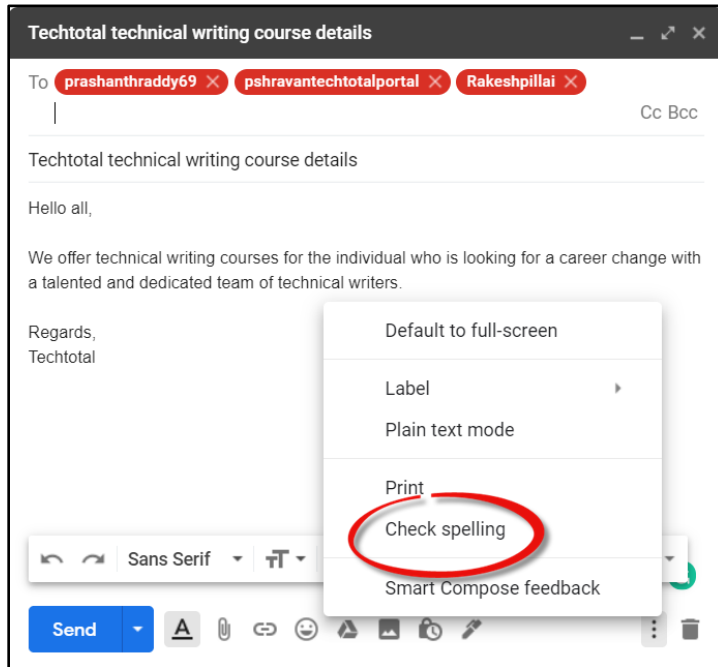


Figure 21 Spelling and Grammar Check

YOUR EMAIL IS READY TO SEND NOW

You are now ready to send your Email. Just click on the Send button in the lower left corner of the Compose box. After clicking on it a notification message displays that your message has been sent.