



Basics of the use of computer and ICT

Gmail



Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

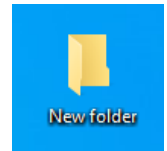
All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



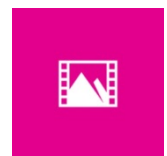
4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



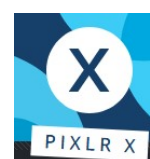
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



**The series of booklets has been written by experts
from 7 organizations.**

The 7 organizations are:

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"
from Lithuania



Centro Social e Paroquial Santos Martires
from Portugal



Tallinna Tugikeskus JUKS from Estonia



IES El Greco from Spain



I.E.S. EL GRECO

Towarzystwo Wspierania Inicjatyw
Społecznych Alpi from Poland



Università Degli Studi Di Catania from Italy



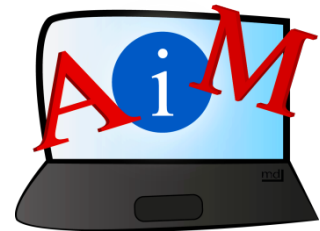
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.



Gmail

Introduction

Gmail is a free **e-mail service** developed by Google.

E-mail is an abbreviation of electronic mail.

E-mail allows you to send and receive messages quickly from one computer to another computer.

E-mail is a useful tool to:

- give instructions
- ask for information
- send wishes or greetings to your family and your friends.

If you want to send and receive messages via e-mail, you need to have an e-mail address.

An account allows you to have an e-mail address.

To create your e-mail account you can use Gmail.

This is the symbol of Gmail:



How to create an account Gmail

- Open the browser **Google Chrome**

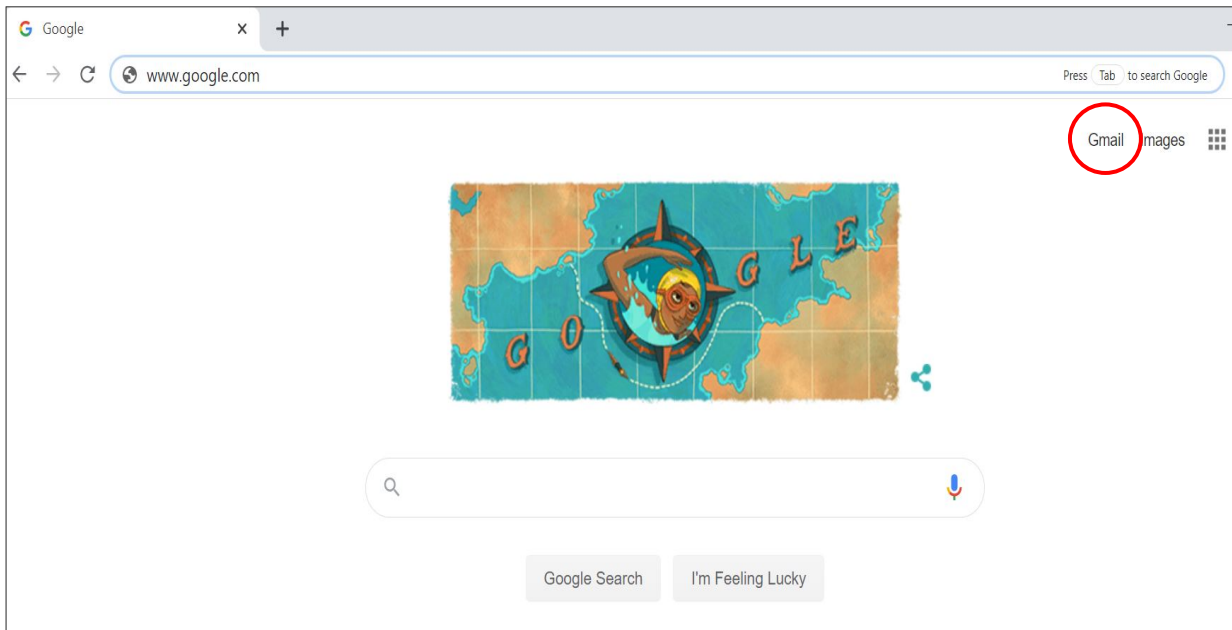


If you do not remember how to access the Internet,

You can learn it reading the Handbook number 8

titled Google Chrome.

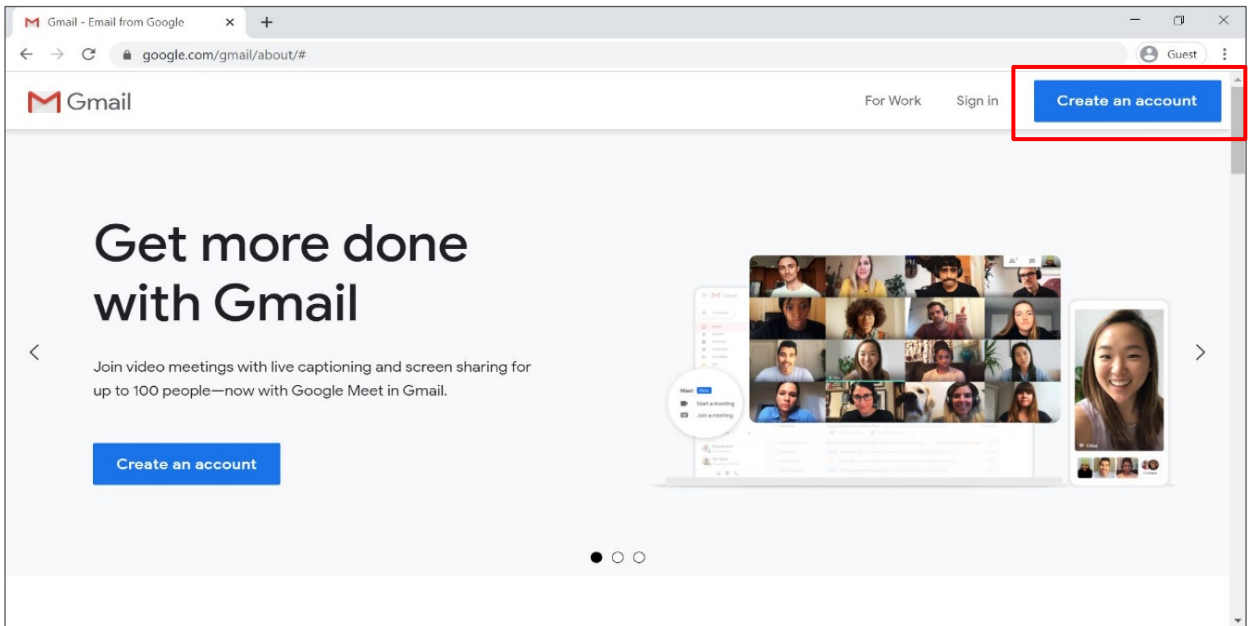
- Click on the writing **Gmail** at the top right of the page.



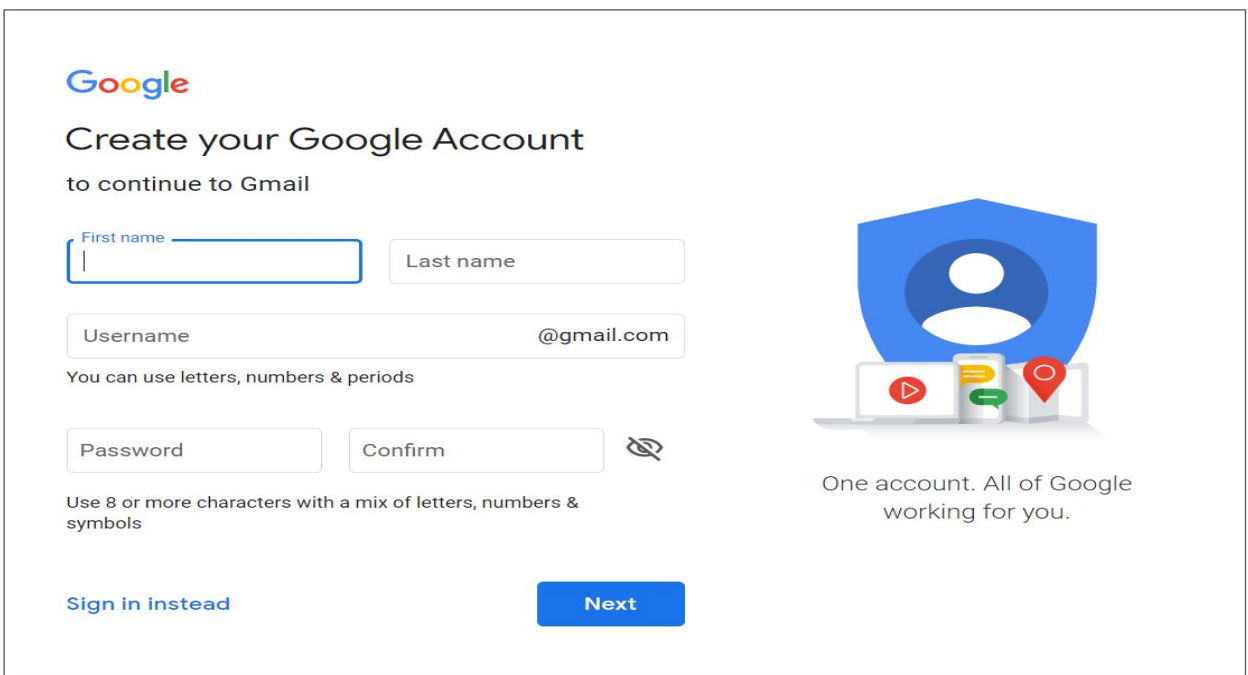
The Gmail page appears.

- Click on the blue writing **Create an account**

at the top right of the page.



The sign up form appears.



- Enter your **First name**

Simona
Rxxxxx

and your **Last name**.

- Create your **Username**.

| @gmail.com

You can use letters, numbers & periods

Your Username can only have letters, numbers and periods.

Example: simona.XXXXXXXXX78@gmail.com

Remember: your Username is unique in the world.

If you enter an existing Username,

you won't be able to get a Gmail address.

@gmail.com

! That username is taken. Try another.

- Enter a **Password**.

A **Password** is a combination of letters, numbers and symbols.

Common symbols you can use are: ! & % #

Password

Confirm

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

Your Password:

- Must be a minimum of 8 characters.
- Should be hard to guess.

A secure password contains both capital letters and lower case letters.

Password is used to verify your identity when you log in your account.

Only you know your password.

- **Confirm** your Password and click **Next**.

Password

Confirm

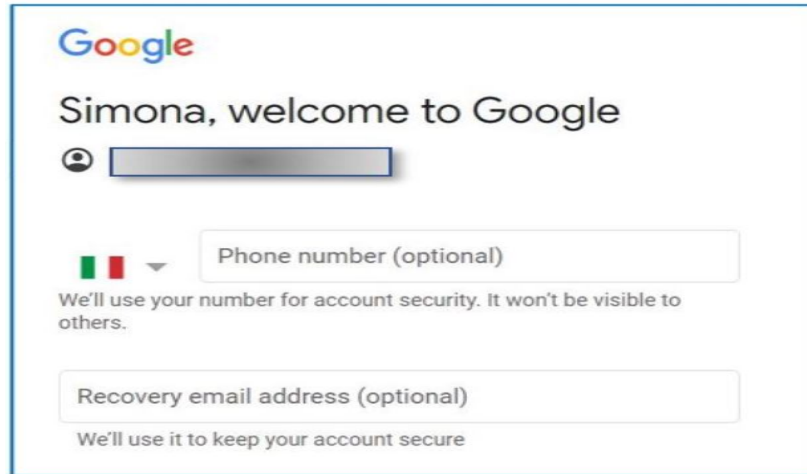
Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

Next

- If you want,

enter a **telephone number** and another **e-mail address**.

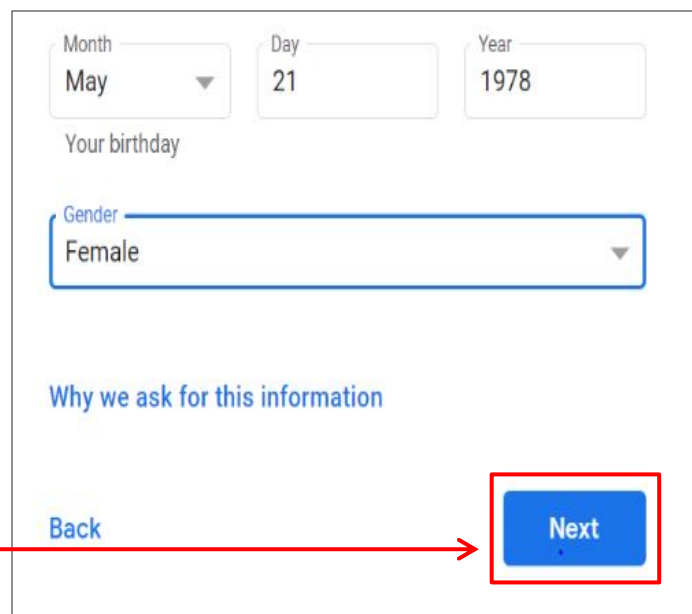


The screenshot shows the Google account creation interface. At the top, it says "Google" and "Simona, welcome to Google". Below this is a profile picture placeholder. There is a dropdown menu for the country, currently set to Italy. Below the country menu is a text input field for "Phone number (optional)" with a note: "We'll use your number for account security. It won't be visible to others." Below that is another text input field for "Recovery email address (optional)" with a note: "We'll use it to keep your account secure".

If you forget your password,

you will need this information to recover your password.

- Enter also your **birthday**
and **gender**.



The screenshot shows the birthday and gender selection part of the form. It has three input fields for "Month", "Day", and "Year". The "Month" field is set to "May", "Day" is "21", and "Year" is "1978". Below these is the text "Your birthday". There is a dropdown menu for "Gender" set to "Female". Below the gender dropdown is the text "Why we ask for this information". At the bottom left is a "Back" link, and at the bottom right is a blue "Next" button highlighted with a red box. A red arrow points from the text "- Click Next." to the "Next" button.

- Click **Next**.

- Agree the Google **Terms of Service** and **Privacy Policy**.

I agree to the Google Terms of Service

I agree to the processing of my information as described above and further explained in the Privacy Policy

Cancel

Create Account

- Click on **Create Account**.

Congratulation!

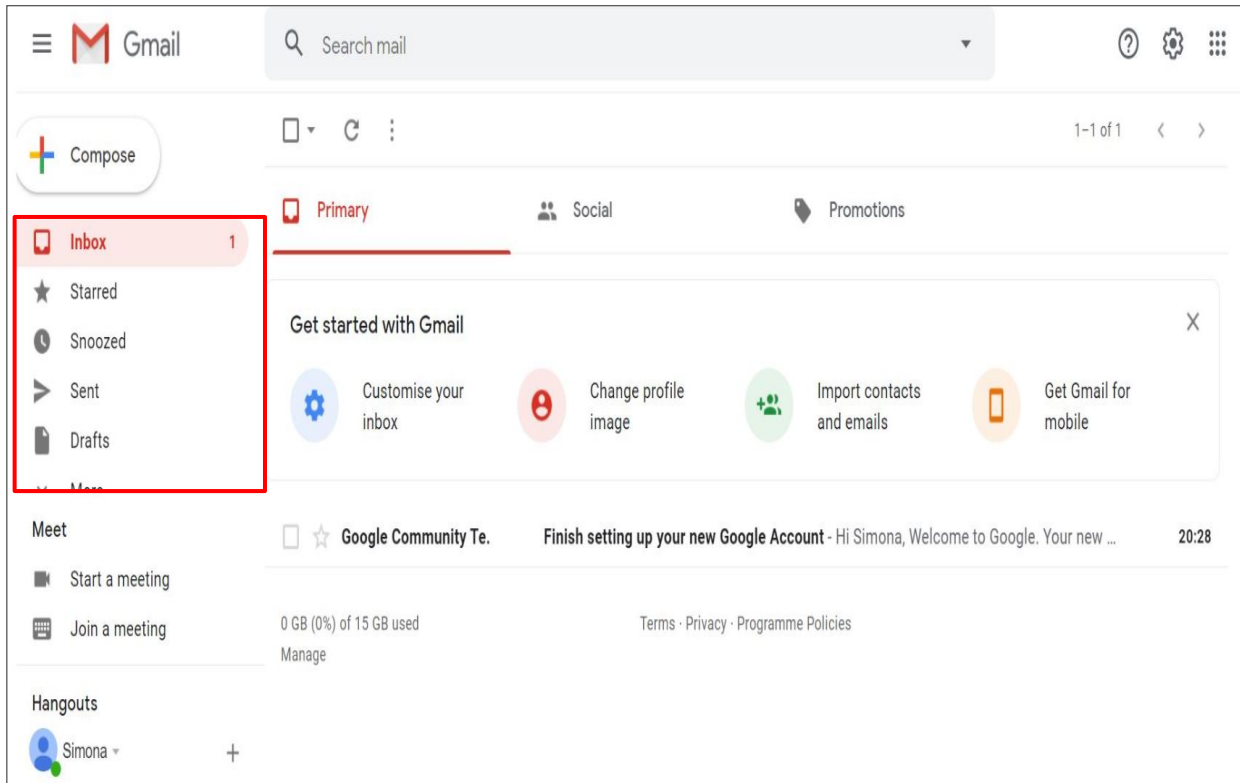
You have created your Gmail account.

From now you can start to use Gmail.

How to use Gmail

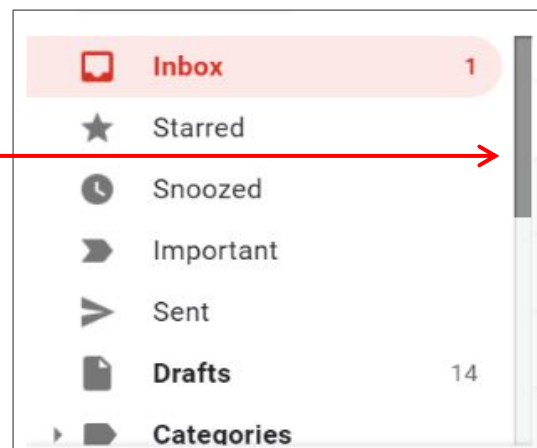
This is the Home page of Gmail.

On the left column you will find a list of folders.

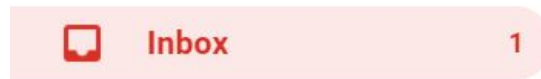


The folders group different types of e-mail.

Scroll the **sidebar** with the mouse to see all them.



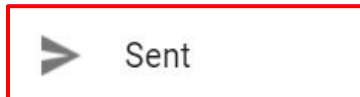
- In the **Inbox** folder



there are the e-mails that you have received.

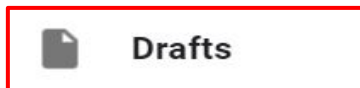
The number next to the folder indicates the e-mail you have not read yet.

- In the **Sent** folder



there are the e-mails that you have sent.

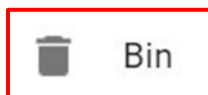
- In the **Drafts** folder



there are the e-mails that you have written and not sent yet.

These messages can still be edited.

- In the **Bin**



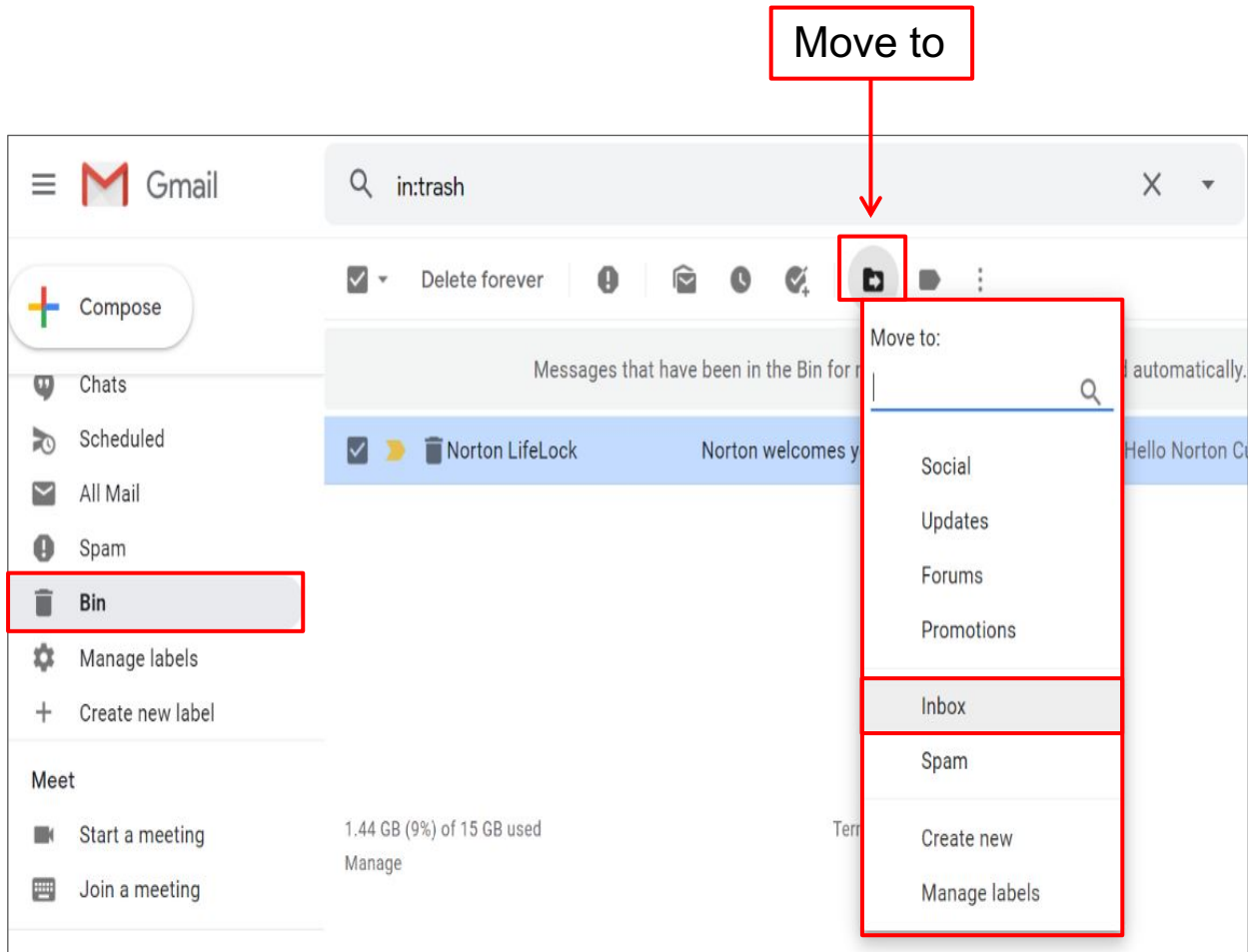
there are the e-mails that you have deleted.

If you want **to retrieve an e-mail** click on the button **Bin**.

Select the e-mail you want to retrieve and click **Move to**.

A drop down menu appears.

Click on **Inbox**.



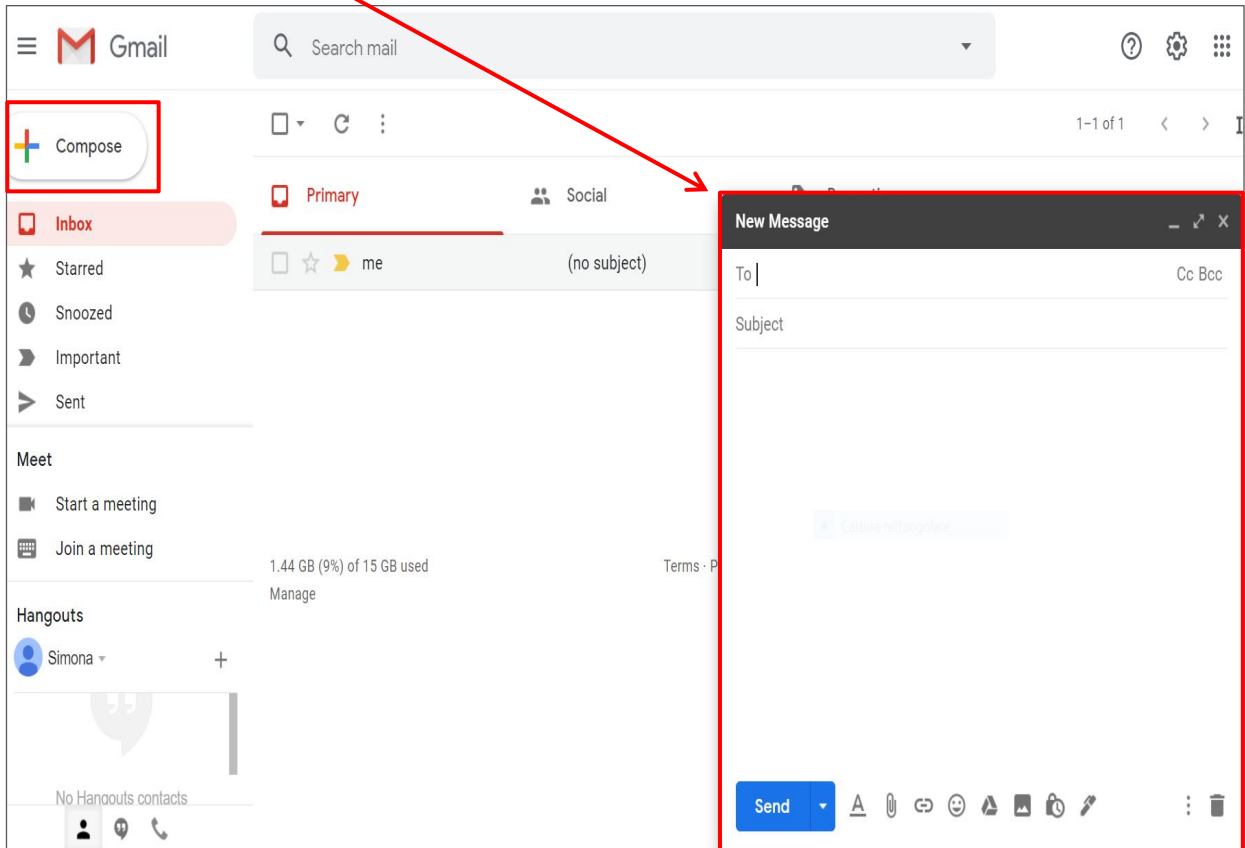
In this way you have retrieved your e-mail from the trash.

How to write and send an e-mail in Gmail

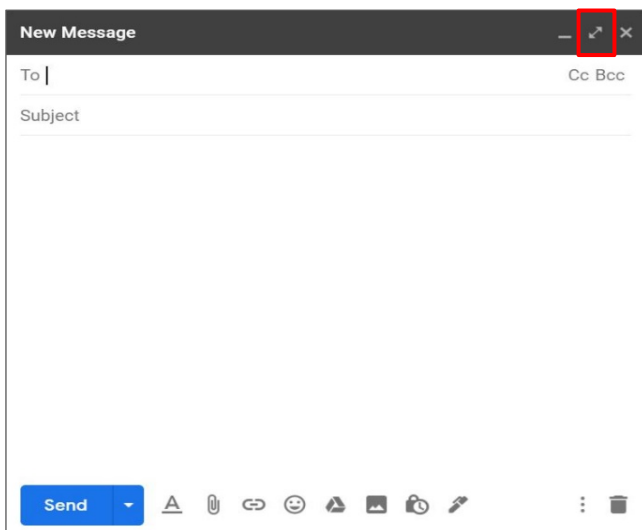
- Click the plus button **Compose**.



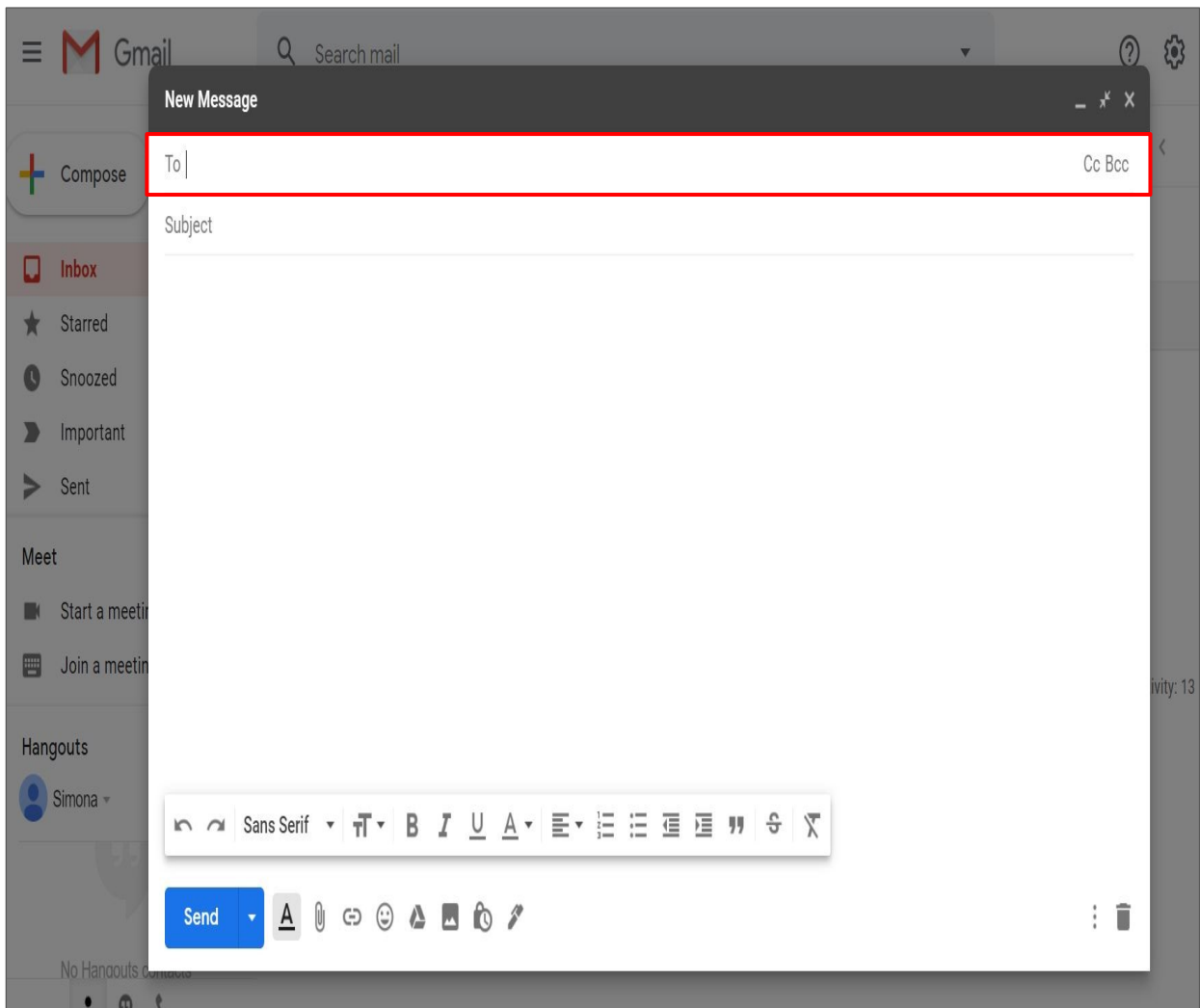
The **compose window** displays.



- Click on the arrows to enlarge the box.



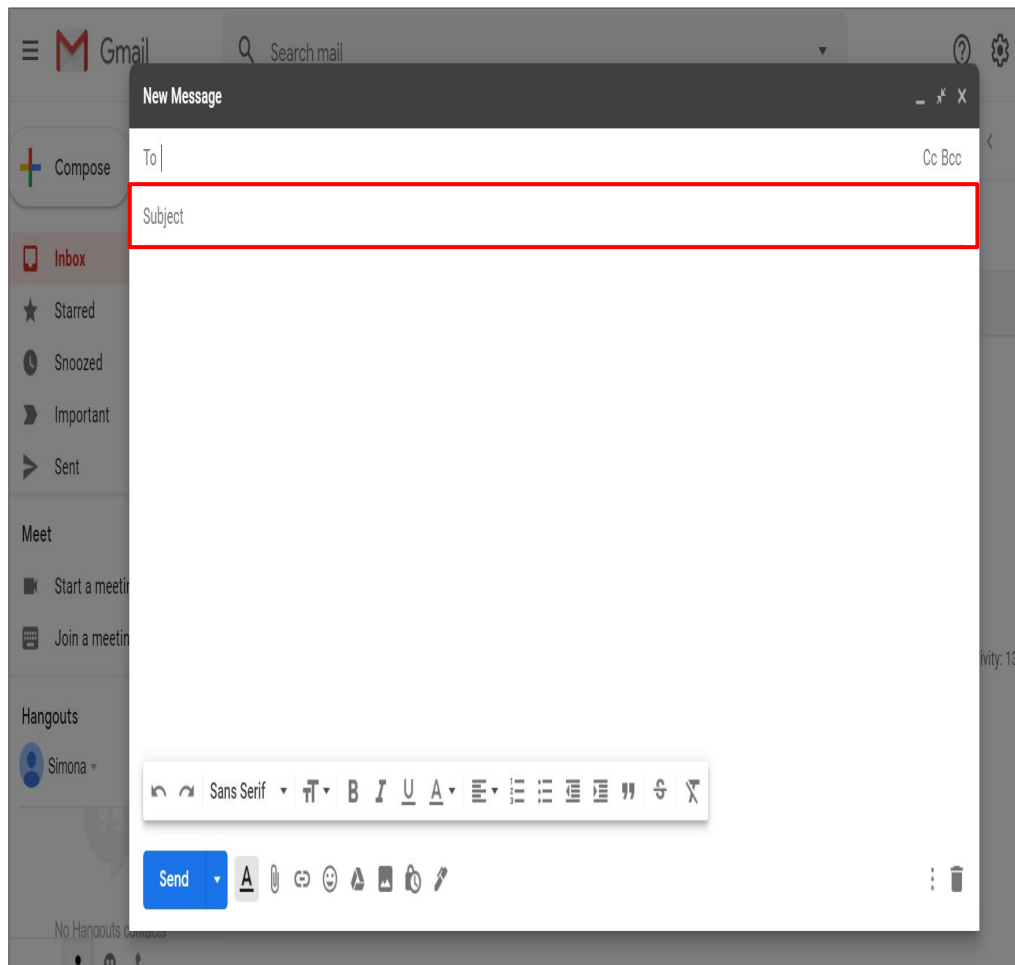
- In the **TO** box type in the e-mail address of the **recipients**.



The **recipients** are people or groups you want to send the message to.

Example: mariaXXX99@gmail.com

- In the **Subject** box write the subject of your message.

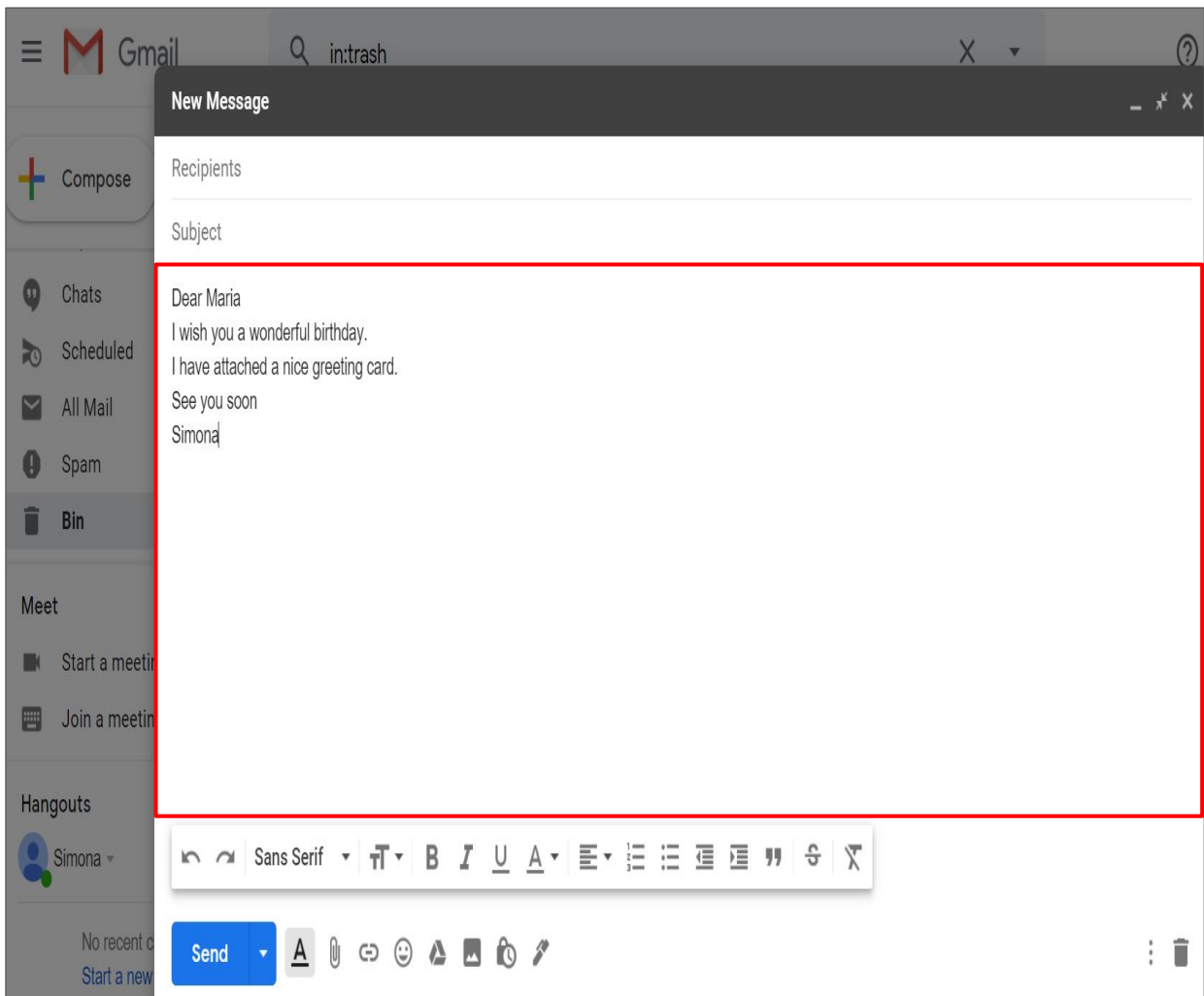


The subject describes the content of your message in a few words.

Examples:

- Information: if you want to ask for information.
- Greetings: if you want to send a message on special occasion.

- In the **message body** type in your message.



- Click on the **Toolbar** if you want to visually enhance your text.



A **toolbar** is a set of icons or buttons.

Each icon or button has a different function.



Click 

and then:

If you want to change the type of character click



If you want to change the size of your text click



If you want to bold one or more words click



If you want to underline one or more words click



You can also add **Attachments** to your e-mail.

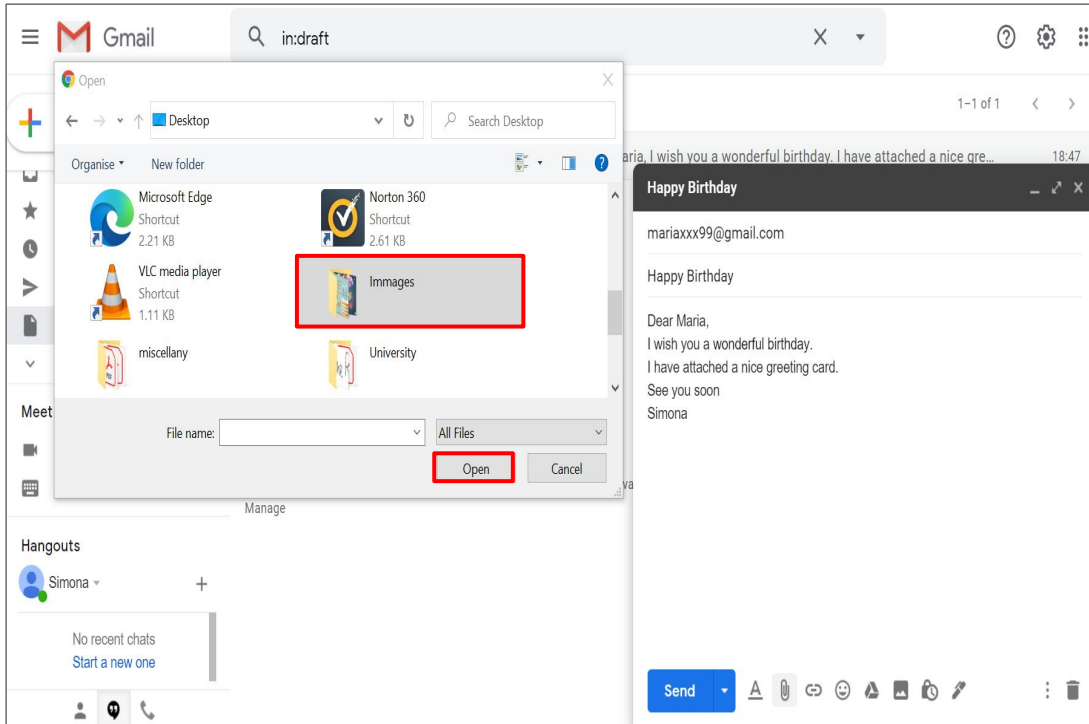
An attachment is a file sent with an e-mail message.

An **attachment** can be a picture, a document, a video.

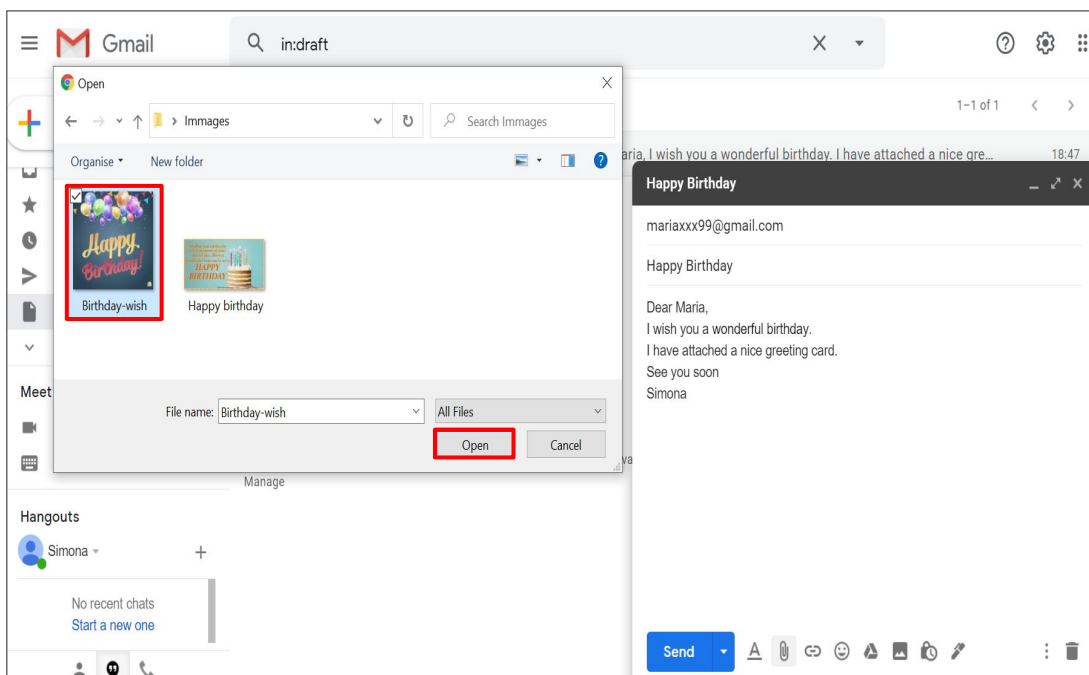
- Click  to add an **attachment** to your e-mail.

A window appears.

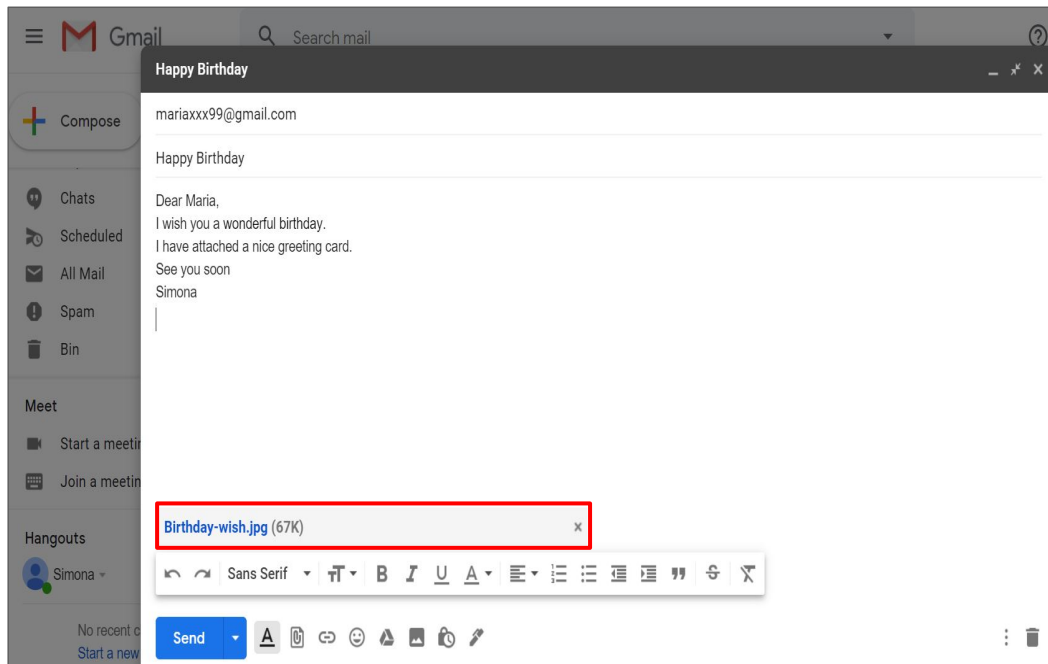
- Select the **folder** from your computer and click **Open**.



- Select the **file** you want to attach and click **Open**.

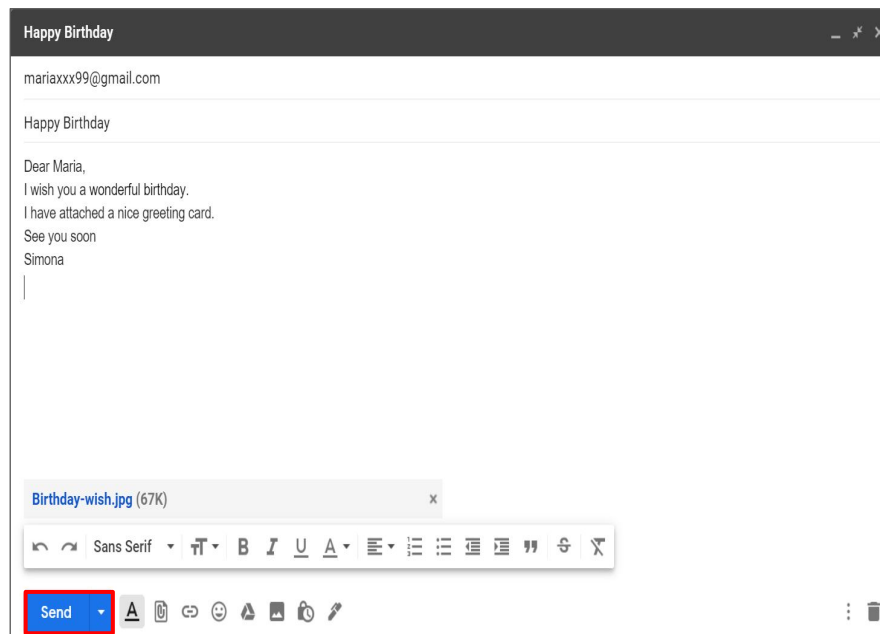


- Make sure your file has been uploaded.



Now your e-mail is ready to be send.

- Click **Send** to send the e-mail.



The recipient will receive your e-mail in a few seconds.

Basics of the use of computer and ICT

Easy to read authors: Eleonora Di Liberto, Cátia Brôco, Julián Antonio Díaz-Toledo Gómez, M^a Sagrario López Sánchez, M^a Rosa Sánchez López Guerrero, Veronika Juknevičienė, Živilė Paulauskaitė, Roberta Piazza, Valentina Perciavalle, Simona Rizzari, Anna Krasnowska, Malle Oberpal, Kaja Vaabel.

Easy to read Graphic technicians: Martina Di Liberto, Sandra Belchior, Julián Antonio Díaz-Toledo Gómez, Tomáš Karnecki, Simona Rizzari, Piotr Grzegorz Bendiuk, Malle Oberpal, Kaja Vaabel.

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<https://accessibleinformationmaterial.blogspot.com>



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