Creating an Email Account
Using Gmail by Google

Using a Mobile Device
Accessing the Internet

➢ Open a web browser
   ➢ Such as:
     ➢ Internet Explorer
     ➢ Firefox
     ➢ Safari
     ➢ Google Chrome
     ➢ etc.
Locating Gmail

➢ Go to the search bar
➢ Type www.gmail.com
➢ Press the Go or Arrow button
Creating an Account

➢ Click Sign in to create account
Creating an Account (continued)

➢ Click Create account
➢ Click For myself
Creating an Account (continued)

➢ Enter your information in the boxes
➢ Click Next
Creating an Account (continued)

➢ Enter additional information in the boxes
➢ Click Next
Creating an Account (continued)

➢ Read the Privacy and Terms
   ➢ Scroll to the bottom of the page
➢ Click I agree
To get the Gmail Application
- Click GET THE GMAIL APP
- Will be taken to application store
- Download the Application
Creating an Account (continued)

➢ To not get the Gmail Application
  ➢ Click I am not interested
Main/Inbox Screen
Sending/Receiving/Replying to Emails
Sending an Email

➢ On Inbox screen
➢ Click Compose button
Sending an Email (continued)

➢ New message screen will appear
➢ Fill in the boxes
   ➢ To – Address email will be sent to
   ➢ Subject – Title of email
   ➢ Enter message below Subject box
➢ Click Send
Viewing Sent Emails

➢ Click Menu button on Inbox screen
Viewing Sent Emails (continued)

➢ Click Sent Mail
➢ Click on the sent email
Viewing/Replying to an Email

➢ Viewing an email in your inbox
  ➢ Click on an email
  ➢ The message will open
➢ While viewing the message
  ➢ Click Reply button shown by arrow
Viewing/Replying to an Email (continued)

➢ Click on Reply
➢ Type your message
➢ Click Send
Logging In and Out of Gmail
Logging Out of Gmail

• Click the Menu button
Logging out of Gmail (continued)

➢ Click on email address drop-down
➢ Click Sign out of all accounts
Logging In - After Account was Created

➢ Go to www.gmail.com
➢ Click on your email account
➢ Enter your password
➢ Click Next
  ➢ This takes you to your Inbox