Creating an Email Account Using Gmail by Google

Using a Mobile Device

Accessing the Internet

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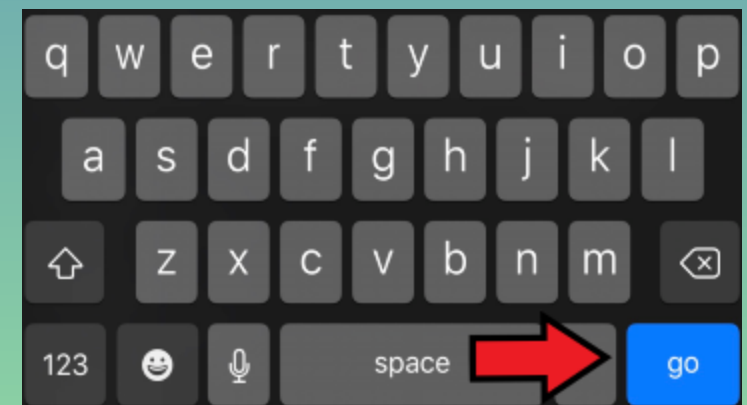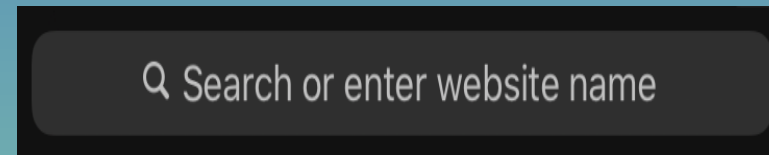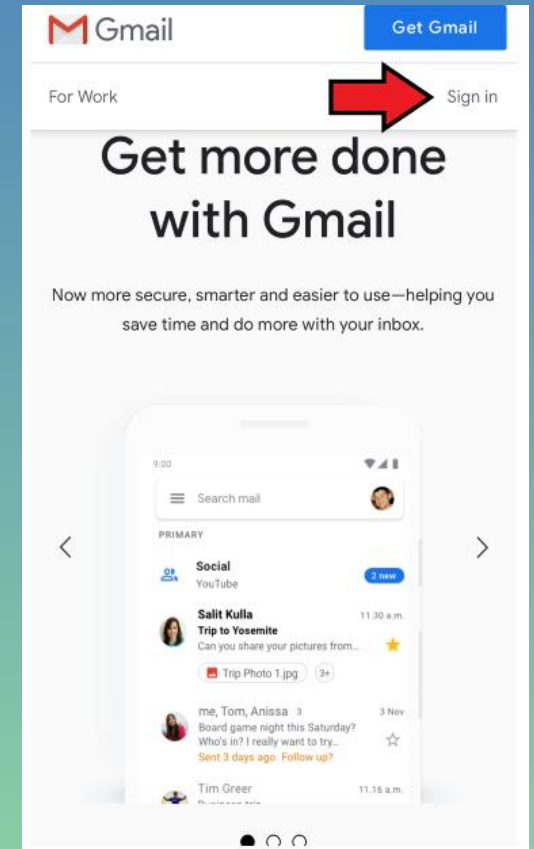   ➢Firefox
    ➢Safari
    ➢Google Chrome
    ➢etc.

Locating Gmail

➢Go to the search bar

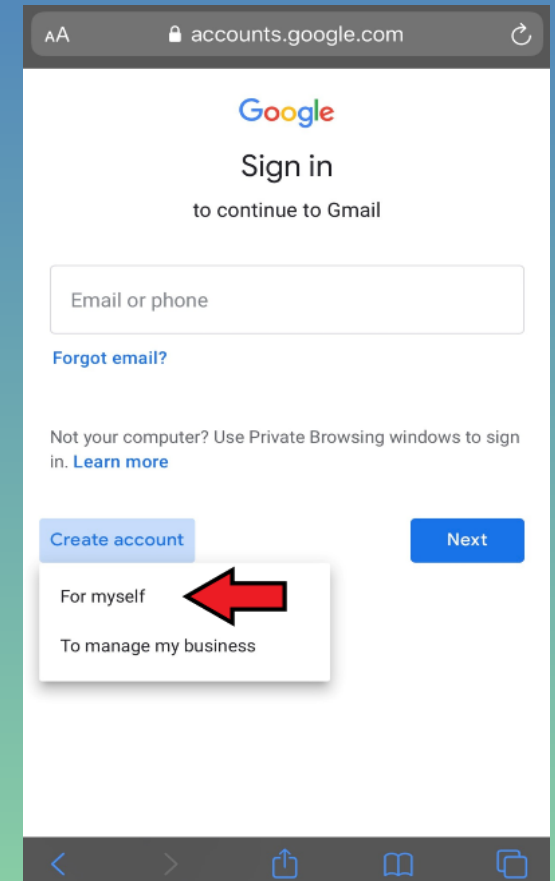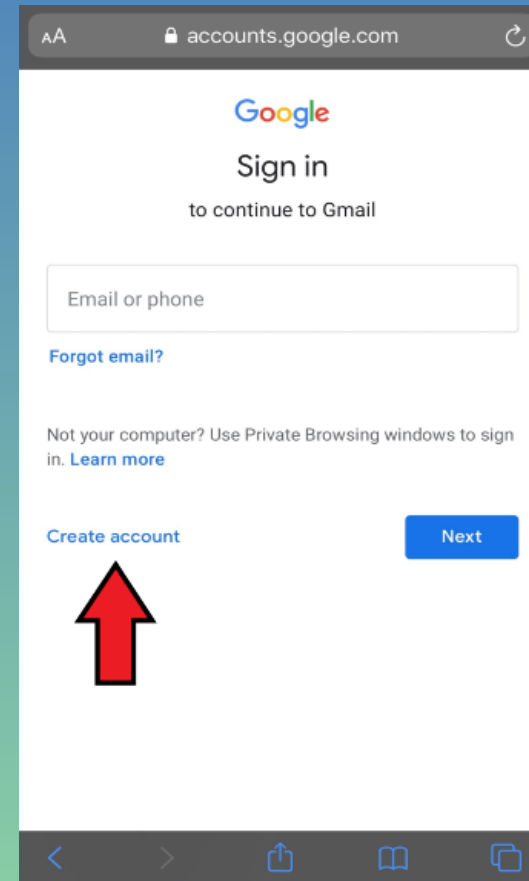➢Type www.gmail.com

➢Press the Go or Arrow button

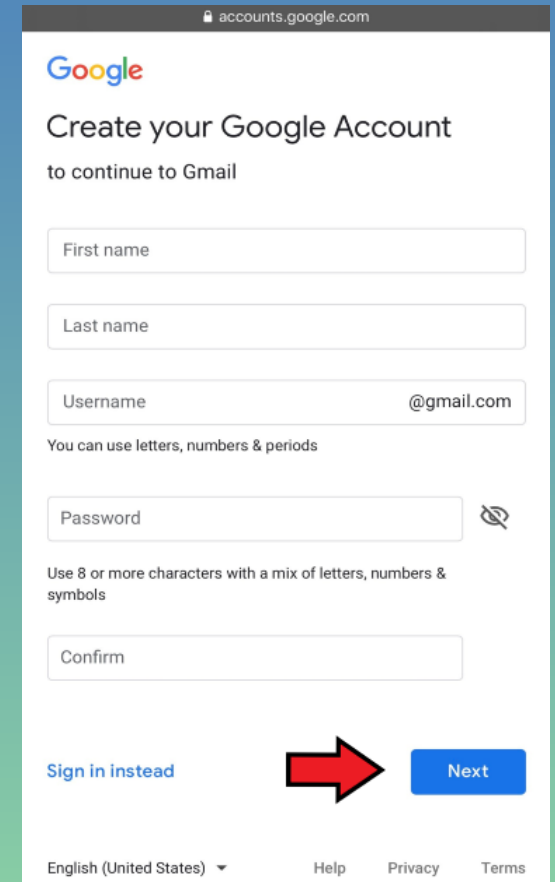# Creating an Account

➢Click Sign in to create account

Creating an Account (continued)

➢Click Create account

➢Click For myself
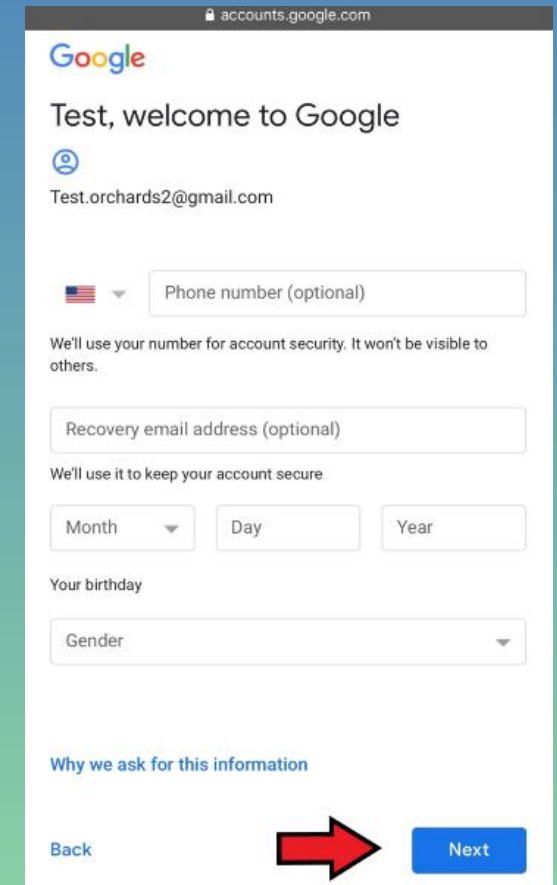
Creating an Account (continued)

➤Enter your information in the boxes

➤Click Next

Creating an Account (continued)

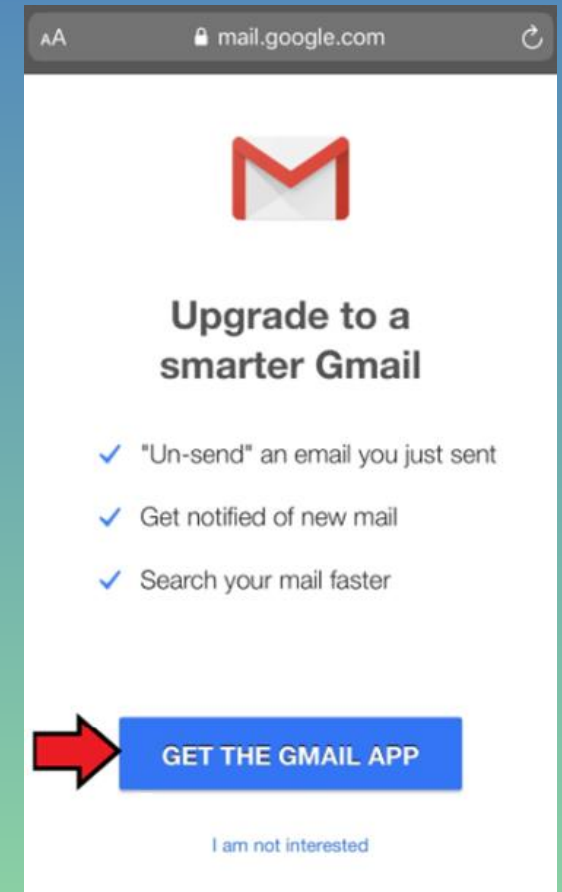➤Enter additional information in the boxes

➤Click Next

Creating an Account (continued)

➢Read the Privacy and Terms
  ➢Scroll to the bottom of the page
➢Click I agree

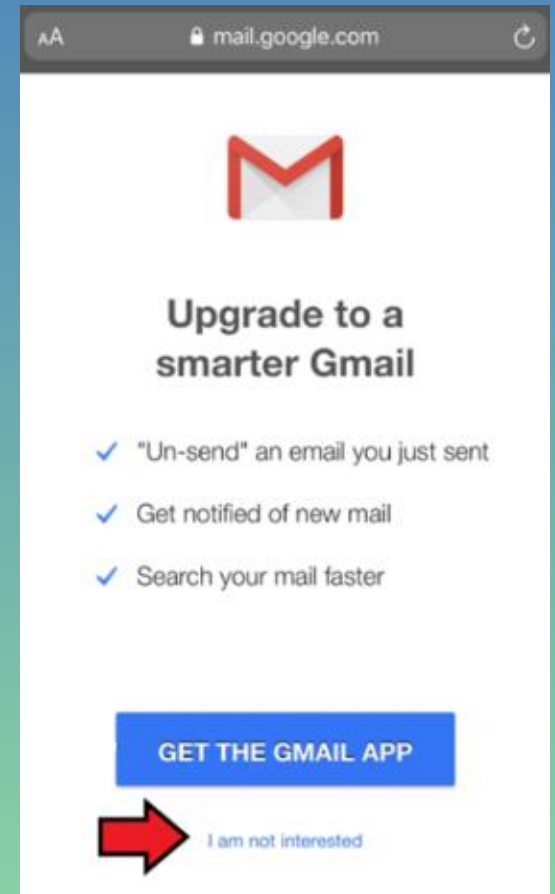# Creating an Account (continued)

➢To get the Gmail Application
  ➢Click GET THE GMAIL APP
  ➢Will be taken to application store
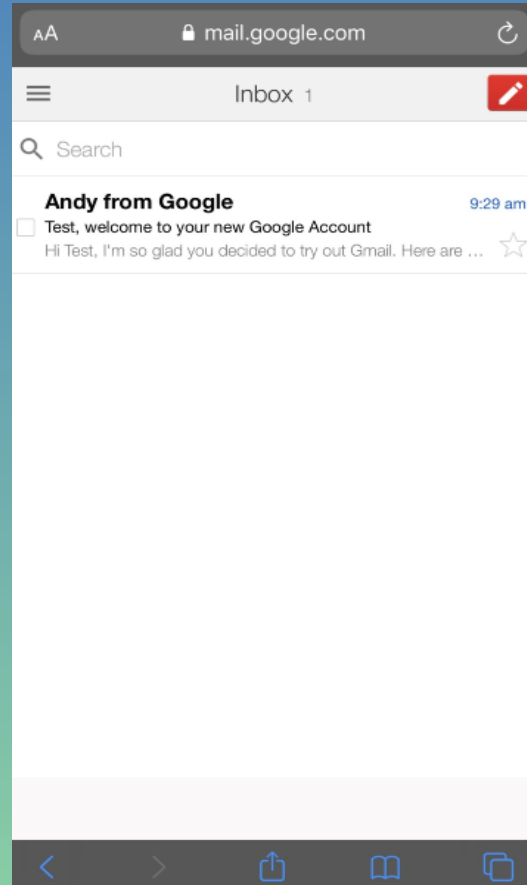 ➢Download the Application

Creating an Account (continued)

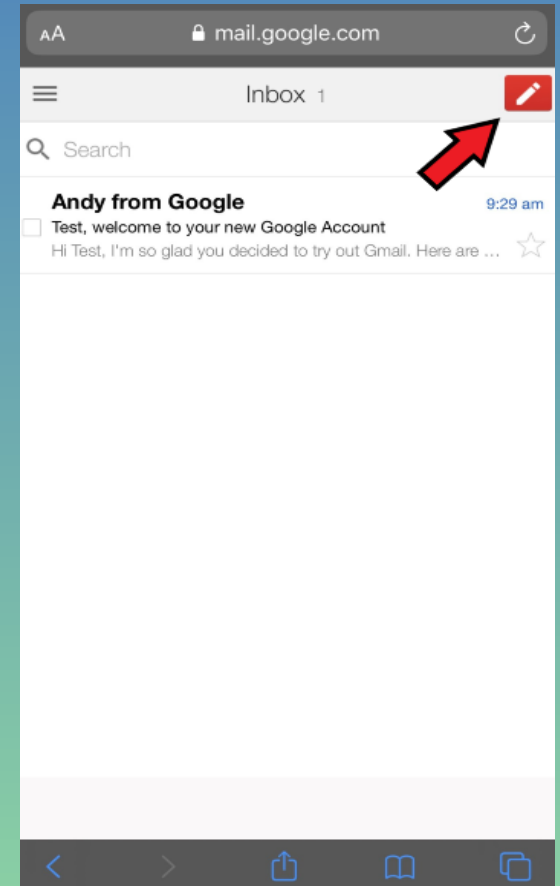➢To not get the Gmail Application

    ➢Click I am not interested

Main/Inbox Screen

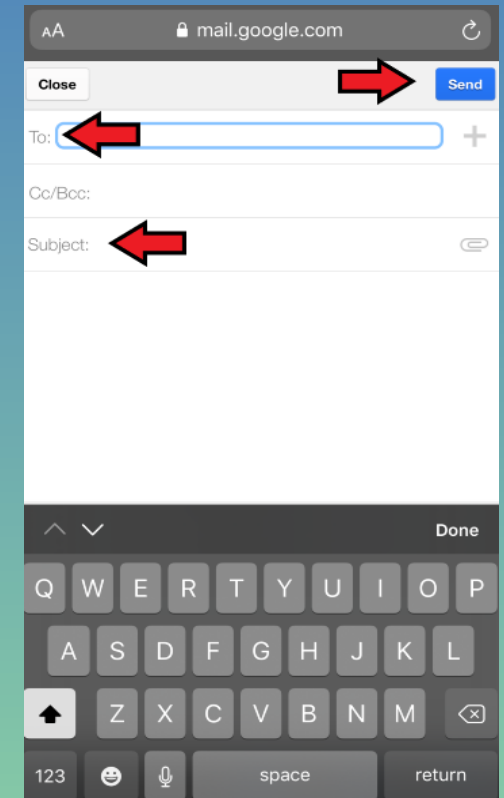# Sending/Receiving/Replying to Emails

Sending an Email
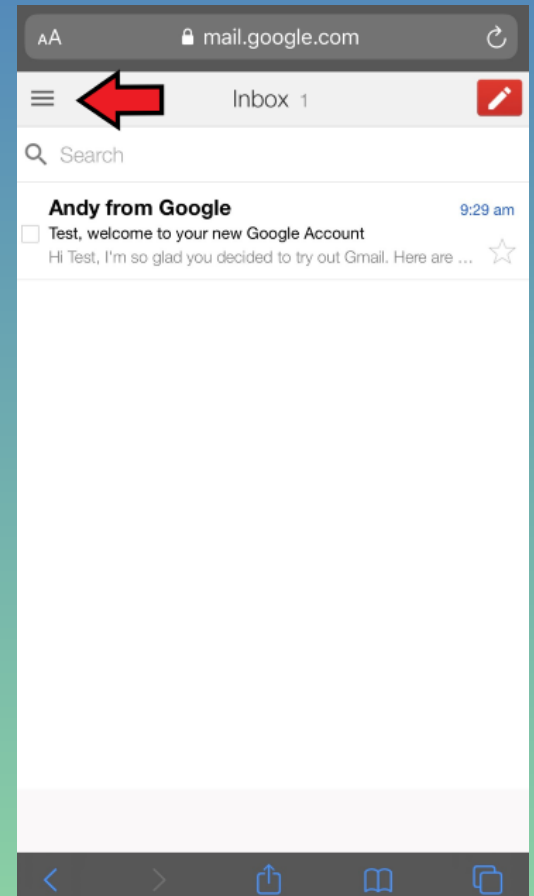
➢On Inbox screen

   ➢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

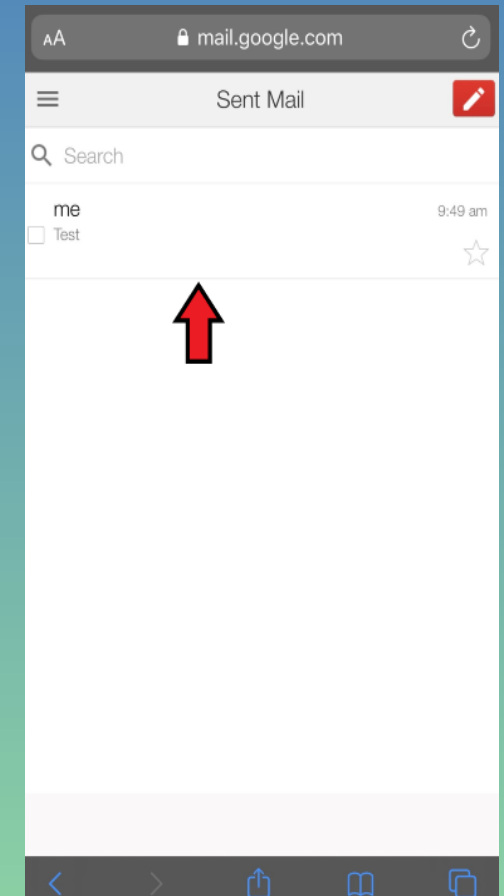   ➢Enter message below Subject box
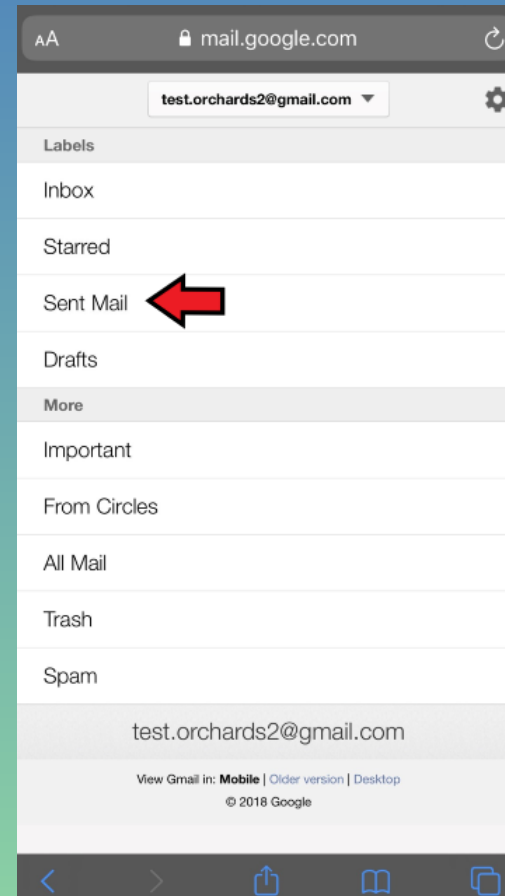
➢Click Send

Viewing Sent Emails

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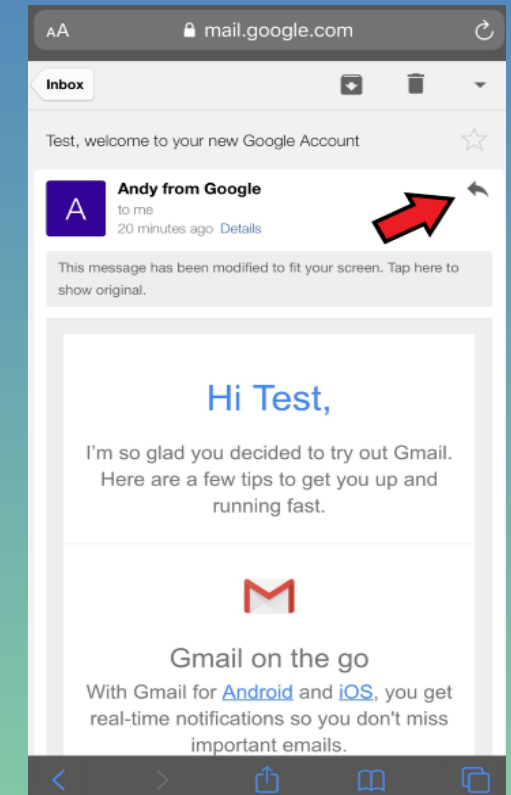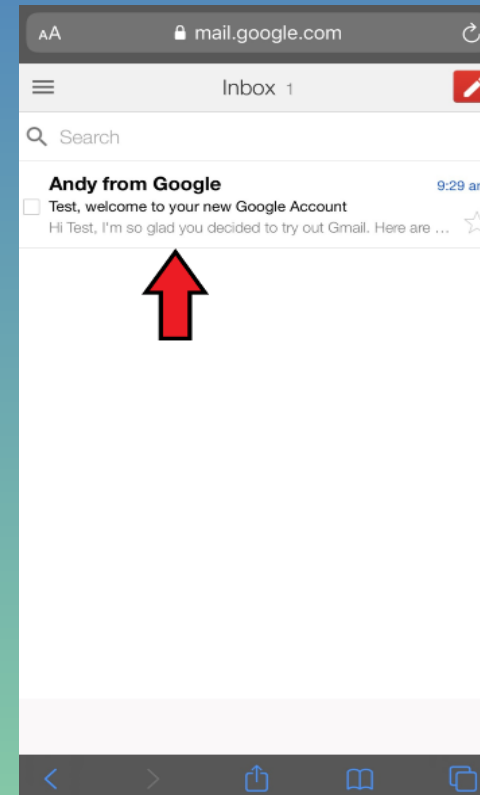
Viewing Sent Emails (continued)
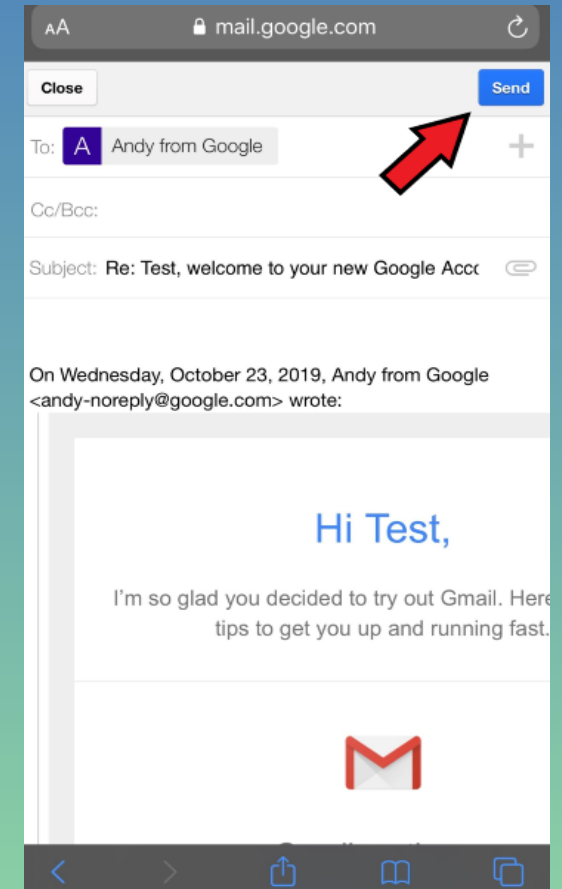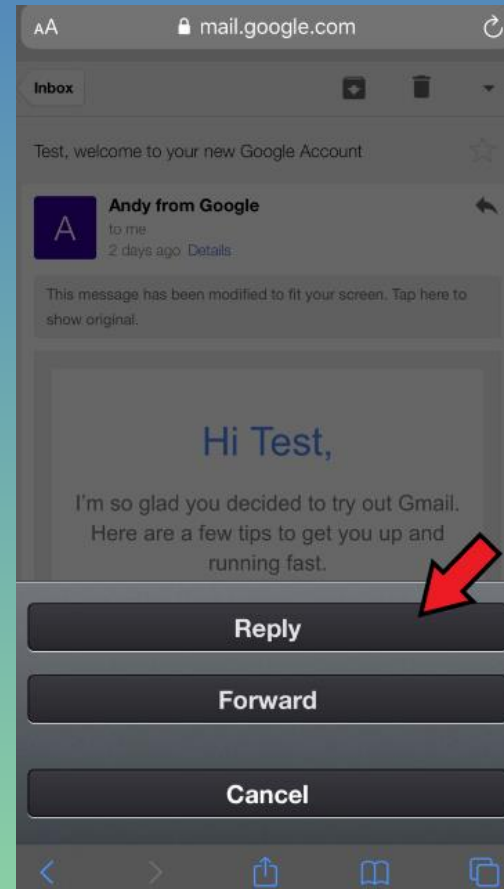
➢Click Sent Mail

   ➢ 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
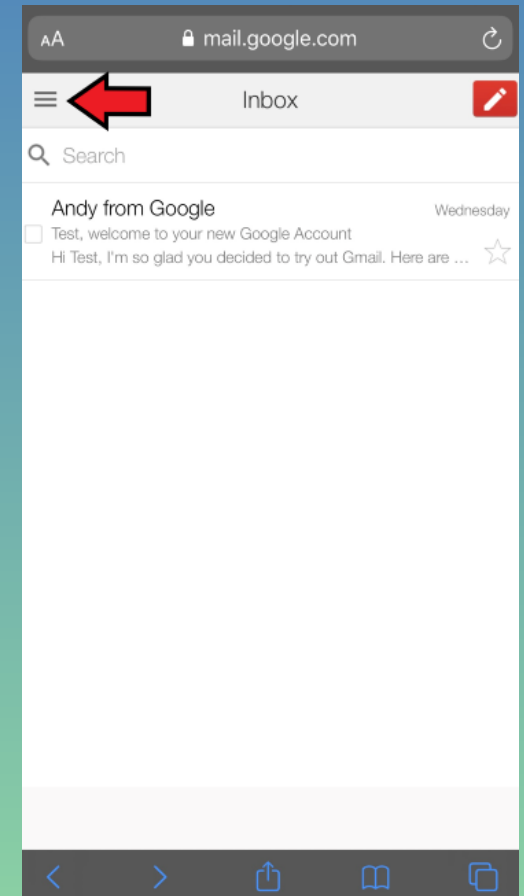
Viewing/Replying to an Email (continued)

➤ Click on Reply
  ➤ Type your message
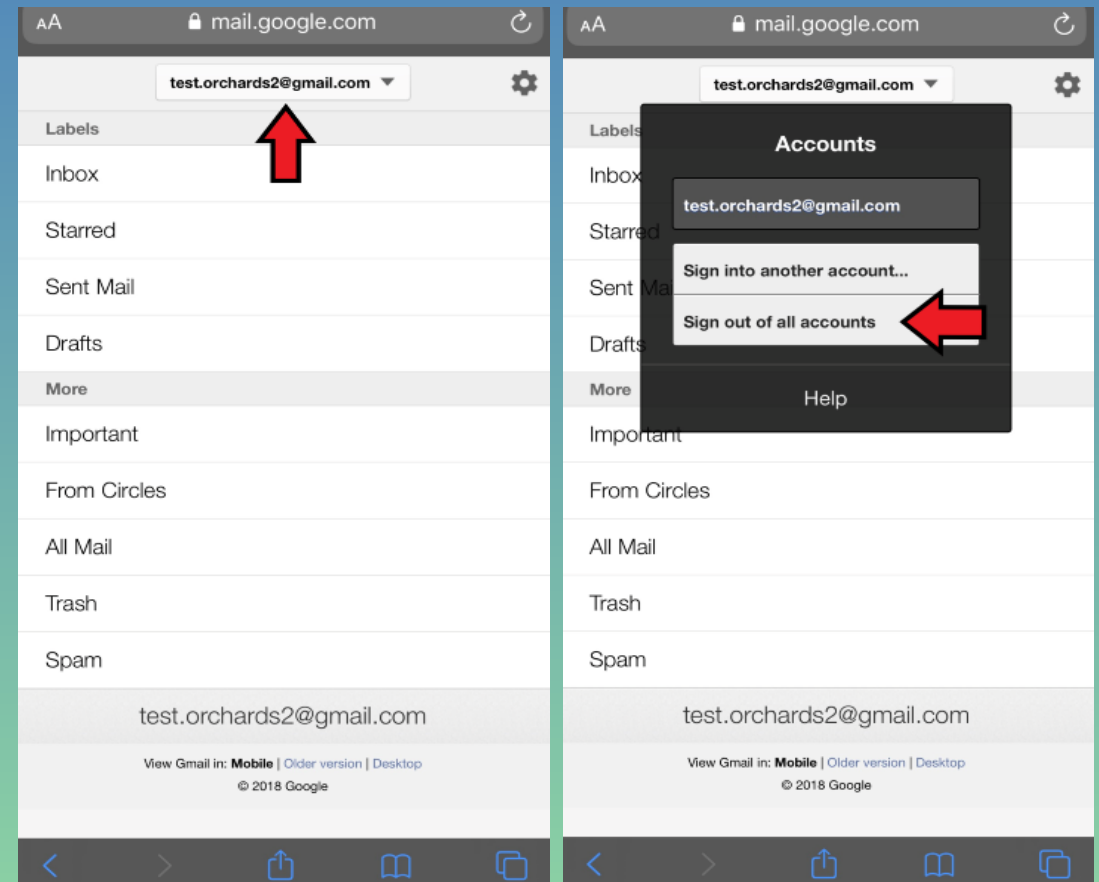➤ Click Send

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