



Figure 1 Logos for the Academic Resource Center and The Writing Center

HOW TO CREATE A GMAIL ACCOUNT

This handout will help you create an account on Gmail, as well as help you become more familiar with using your new email. You will learn to compose an email, add attachments, edit text, and navigate through your folders.

Creating Your Account

Open your browser, and type www.gmail.com into the address bar. Once you are there, click on the “Create an Account” link in the top, right-hand corner of your screen.



Figure 2 Screenshot of the create an account button for gmail

Once you are directed to the Get Started page, enter your first and last name in the required fields, as well as your desired username.

A screenshot of a form titled 'Name' and 'Choose your username'. Under the 'Name' heading, there are two input fields. The first field contains the text 'Paula' and the second field contains 'Deen'. Below these fields is the heading 'Choose your username'. Under this heading, there is a single wide input field containing the text 'pauladeen12345' followed by '@gmail.com' in a smaller, lighter font.

Figure 3 Screenshot of the Name and username boxes for gmail.

Choosing a Password

Next, you will choose a password that only you will know. Your password should be easy enough for you to remember but complicated enough for nobody else to guess. A good password should be at least 6 characters long and should include at least one uppercase letter, one lowercase letter, and one number.

- **Example:** *LAVCstudent0403*

Recovering Your Password

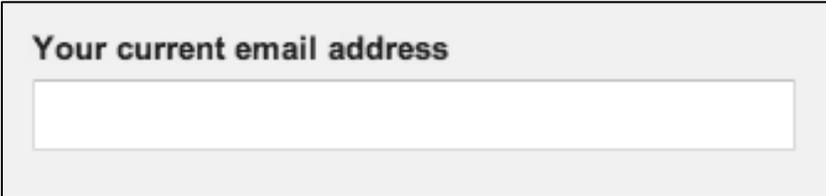
A screenshot of a web form for password recovery. It features a light gray rectangular box with a white text input field. Above the input field, the text "Your current email address" is displayed in a bold, dark gray font.

Figure 4 Screenshot of the email entry box for password recovery

You will be given the option to provide an alternate email where your lost password or other information will be sent should you need it in the future. After you have finished filling out the necessary information, click “Next Step.”

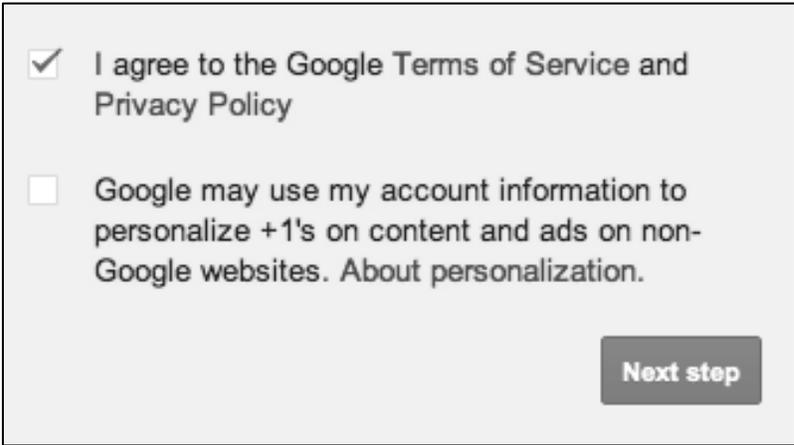
A screenshot of a form for accepting Google's Terms of Service and Privacy Policy. It contains two checkboxes. The first checkbox is checked and is followed by the text "I agree to the Google Terms of Service and Privacy Policy". The second checkbox is unchecked and is followed by the text "Google may use my account information to personalize +1's on content and ads on non-Google websites. About personalization." At the bottom right of the form is a dark gray button with the text "Next step" in white.

Figure 5 Google Terms of Service and Privacy Policy acceptance.

Your Gmail account is now ready to use.

Inbox

Your inbox is where all your emails will be stored. From here, you can read, send, and organize your emails. You may locate the inbox by clicking the tab at the left side of your screen under the 'Compose mail' button.

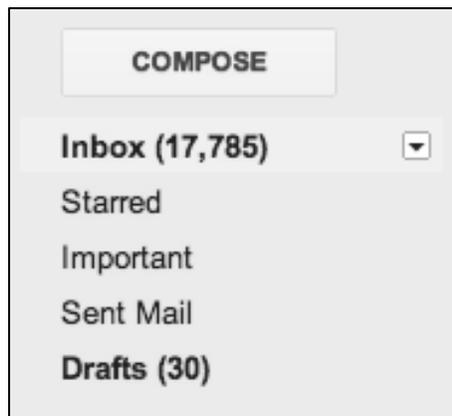


Figure 6 Basic Gmail account menu

Unread mail will be shown in bold, while read mail will be in regular text with a grey box surrounding it.



Figure 7 Read email compared to unread email

The name of the email's sender will always be shown on the left side of the email. If you send an email to yourself, the sender's name will appear as "me."

You may also delete unwanted mail, save mail in your drafts folder, or mark mail as spam. *Spam* is a word referring to unwanted, or junk, mail. To use these functions, check the box to the left of the email, and click *Delete* to put it in the trash, *Report Spam* to alert Gmail to put that sender's future emails in the Spam folder, or *Archive* to save it in your Drafts folder.

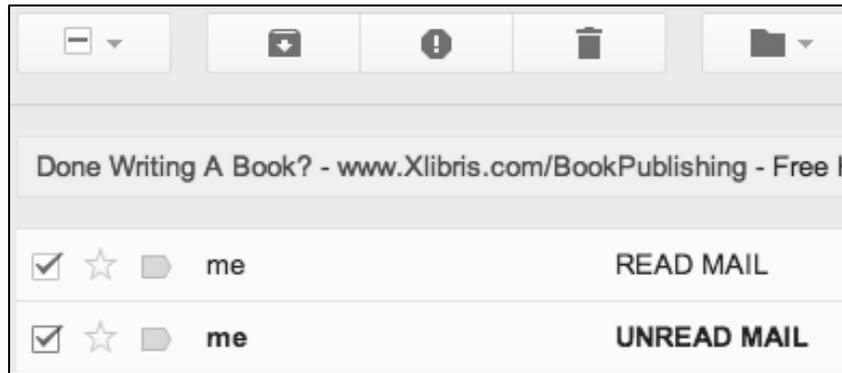


Figure 8 Screenshot of Gmail toolbar

If you would like to delete many emails at once, click the box at the very top next to the Archive button. You will be given the option to select all emails on the page, all emails you've read on the page, all unread emails, all starred emails, or all un-starred emails.

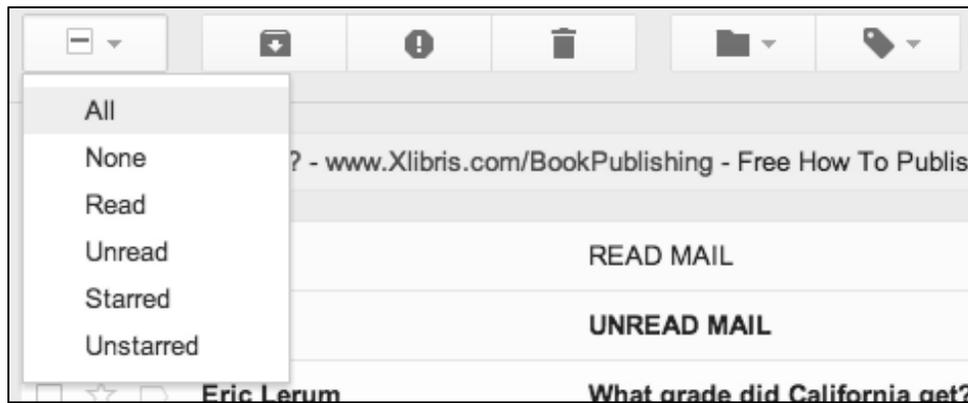


Figure 9 Gmail selection drop down menu screenshot

To add an email as one of your favorites, or "starred," emails, click on the star to the left of the email next to the sender's name.

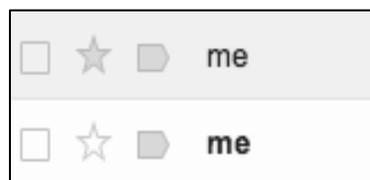


Figure 10 Screenshot showing star location

Starred emails will be added to your Starred folder, which you can access by clicking on the Starred folder tab under your Inbox tab.

Custom Folders

Folders, also known as Labels, can be very helpful in keeping your emails organized. You can name your own folders to separate work emails, personal emails, notes, and anything else you can think of. To create a new folder, select an email, and click the 'Move to' icon located next to the trash.

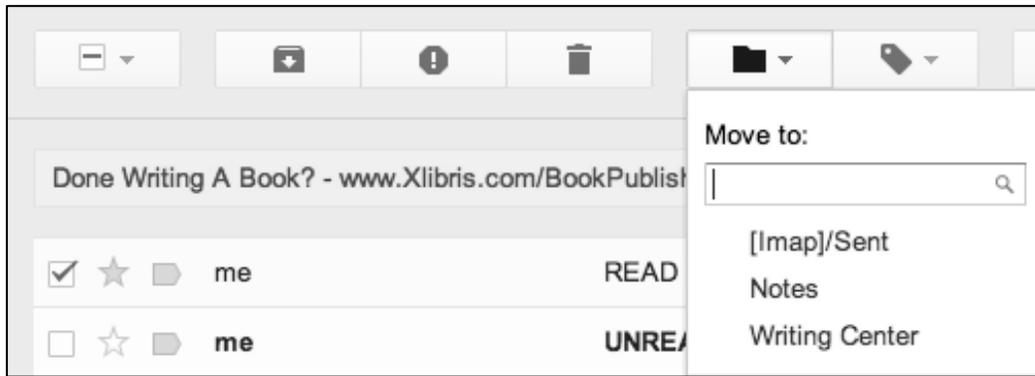


Figure 11 Screenshot of the custom folders drop down menu

Here, you can select from your existing folders, or you can type the name of a new one to create it.

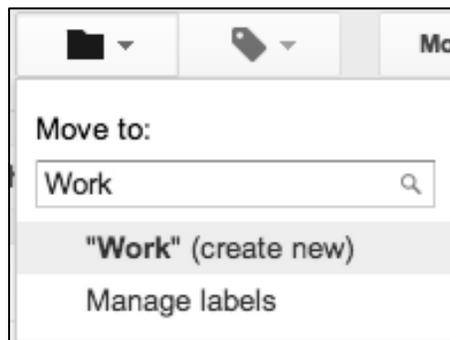


Figure 12 Existing folders menu

Editing Text

You may change the font you are using, add color to your text, or proofread your email using spell check. To change the font, locate the **T** symbol, located directly above the body, and click on it. A list will appear, giving you the available font choices. You can make your text **bold**, *italic*, or underlined by clicking one of the **B**, *I*, or U buttons located next to the font button.



Figure 15 Font menu

In addition to different fonts and styles, you can also change your text color, change the size, or even highlight the text. To change the size of your text, click on the **T** symbol next to the font button. It will give you the size choices.



Figure 16 Text size menu

To change the font color, select the  symbol, located next to the font size symbol on the toolbar. Clicking on it will give you a chart of possible colors you can use for your font.

To highlight your text, click on the  symbol, located next to the font color symbol on the toolbar. Highlighting your text is similar to coloring it, but instead of changing the *text* color, you will color the space around the text, like so:

This is an example of highlighted text.

You may also add emoticons to your email, which are expressive characters that represent different emotions. Click on the  symbol, which is next to the highlighting symbol on the toolbar. You will be given several animated and non-animated choices to add right into your text.

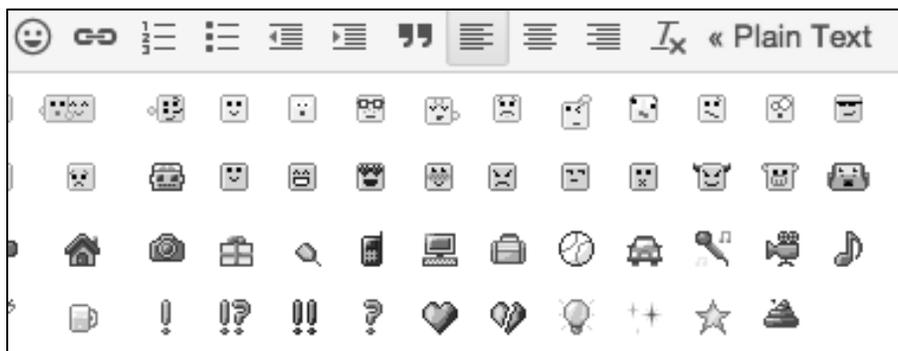


Figure 17 Emoticons menu

You may add bullets, numbering, or indentation to your email by clicking the bullet icon () , the Numbering icon () , or the indentation icons. () To indent more, click the indentation button with the arrow pointing to the right. To indent less, click the indentation button with the arrow pointing to the left.

- Bullets will appear like this. Press Return/Enter on your keyboard to create a new bullet.

1. Numbers will appear like this.
2. Press Return/Enter to go on to the next number.

To add a quote to your email, click the  symbol on the toolbar. It will allow you to add an indented quote within the email.

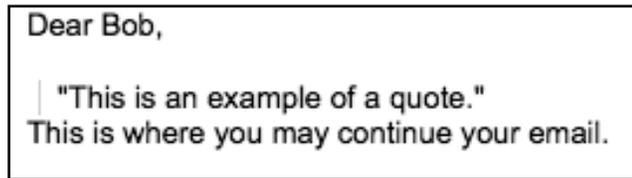


Figure 18 Quote example

To align your text, click the left, center, or right alignment symbols on the toolbar.



This is an example of left alignment.

This is an example of center alignment.

This is an example of right alignment.

Sending Attachments in Gmail

After you log into your Inbox, click the button on the far left that says Compose mail.



Figure 19 Compose button

Now, select a recipient for your email. If you would like to send the document to yourself, enter your own email address in the send bar. To insert an attachment, use the paper clip icon next to the Send button at the bottom of the composition window.

Make sure you have saved your document in a folder where you will remember it. For example, you may wish to save it on the Desktop or in the My Documents folder. Locate your file, and click ok. The attachment may take a moment to load; then, you're ready to send it.

Receiving Attachments in Gmail

To open an attachment from an email, go to your inbox, and locate the email containing the attachment under the body portion. Open the email, and click on the link that says Download below the file name.



Figure 20 Attachments in Gmail

Congratulations! You now know your way around your new Gmail account and all of its features! If you have any questions or would like more information, please consult a Writing Center tutor.

For additional handouts and other resources, please visit:

www.lavc.edu/writingcenter

Last Revised: 3/18/13